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INTRODUCTION BY HEAD TEACHER

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.

I am delighted to welcome you to Craigbank Primary School. Our school has been delivering a high quality service to Larkhall families for many years and, with your help, we aim to continue to help our pupils to become successful learners, effective contributors, confident individuals and responsible citizens.

The excellent behaviour and positive attitude of pupils, the support of parents and the caring dedication of staff, all help to create an inspiring environment that supports achievement and attainment and where each child has their individual needs met.

Our staff’s collective aims are:
- to provide a variety of learning and teaching methods where the children’s work is well organised and managed to meet individual needs.

- to promote positive attitudes within the classroom and the school so that each child has a sense of well-being, learns to respect others, develops self discipline and responsibility and becomes gradually more independent.

- To continue to provide equal opportunities for all children and make them aware of the rights of others irrespective of sex, race, religion, culture or disabilities.

As a member of the Larkhall Learning Community we enjoy close links with our other colleagues in Larkhall Academy, the other primary schools and pre-school nurseries to the benefit of our pupils. We readily access the skills and expertise of other professionals when required to support the individual needs of our pupils and their families.

Parents and carers are made most welcome at the school. We have a Parent Council which develops and extends the role of parents further in the life of the school community. We also have a very active parent helper programme where parents support the work of the school.

Finally if having read this handbook, you have any questions or queries please do not hesitate to get in touch with me.

I look forward to meeting you in the future.
KIRSTY A BOYLE
Head Teacher
SCHOOL NAME: Craigbank Primary School
ADDRESS: 9 Glengonnar Street, Strutherhill, Larkhall, ML9 1EL
TELEPHONE: 01698 882513
FAX: 01698 882378
E-MAIL: office@craigbank-pri.s-lanark.sch.uk

PRESENT ROLL: 128
TOTAL CAPACITY OF SCHOOL: 217
CURRENT OPERATIONAL CAPACITY: 231

STAGES COVERED: Primary 1 to Primary 7
DENOMINATIONAL STATUS: Non-Denominational

COMMUNITY FACILITIES AVAILABLE IN THE SCHOOL: Hall, Staffroom, Multi-Purpose Room, Dining Hall

TEACHING STAFF:

Head Teacher: Mrs Kirsty Boyle
Acting Principal Teacher: Mrs Gillian Gray
Principal Teacher: Mrs Allyson McGovern
P6/7: Mrs Stephanie Farquharson
P5/6: Mrs Fiona McLaren
P4/5: Miss Lesley Craig
P3/4: Mrs Lynne Barr
P2/3: Miss Natalie Stirrat / Mrs Gillian Gray
P1: Mrs Evelyn Rae
Class Contact Cover: Mrs Alison Marshall
SUPPORT STAFF

Clerical (Team Leader)  Mrs Natalie McIntyre
Support Assistant  Mr Donald Macleod
Support Assistant  Mrs Allison MacDonald
Support Assistant  Mrs Janet Scott
Support Assistant  Mrs Anne Sharp
Janitor  Mr Tom Leckenby

Class Structures

Within Craigbank Primary we have pupils from Primary 1 to Primary 7. Uneven distribution of the school roll can make it necessary to form a ‘Composite Class’. This is a class which has children at 2 or more stages e.g. Primary 3 and Primary 4 pupils. The formulation of the composite class would be based on pupil working groups. No parent should be concerned that their child’s education is being compromised by being in a composite class. However, if you would like further information regarding this matter, please do not hesitate to contact the school.

ATTENDANCE AT SCHOOL

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

- if you know in advance of any reason why your child is likely to be absent from school, please tell someone at the school, telephone us or let us know in writing. Please also give your child a note on his/her return to school, telling of the reason for absence;

- notify the school first thing in the morning when your child is going to be absent. Let the school know the likely date of return and keep them informed if the date changes;

- inform the school of any change to the following :-
  - home telephone number
  - mobile number
  - emergency contact details

- requests for your child to be absent from school to make an extended visit to relatives must be made in writing to the head teacher, detailing the reason, destination and duration of absence and arrangements for their continuing education. On these occasions the pupil will be marked as an authorised absentee in the register.

Clearly, absence with no explanation from parents will mean that the absence will be unauthorised.
Family holidays during term time

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

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

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

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

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

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

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

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

As a parents/carers we want you to be:

- Welcomed and given an opportunity to be involved in the life of the school;
- Fully informed about your child’s learning;
- Encouraged to make an active contribution to your child’s learning;
- Able to support learning at home;
- Encouraged to express your views and involved in forums and discussions on education related issues.
To find out more on how to be a parent helper, or a member of the Parent Council and/or the Parent Teacher Association just contact the school or visit our website.

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

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

Craigbank Primary Parent Council

**What is the Parent Council?**
The Parent Council attend to matters on behalf of the Parent Forum.

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

**What are the duties of the Parent Council?**
The first duty of the Parent Council is to represent the views of the parents of the school. It supports the work of the school; is involved in the appointment of senior staff; promotes contact between all parents and the rest of the school community and can discuss anything that is of interest to parents.
The Parent Council also fundraise to provide additional activities and resources for all our pupils. To date they have provided discos, a summer fayre and pantomime snacks as well as resources like Kindles and library books.

The membership of the Parent Council is as follows:-

**Parent Members:**
- Mrs Elizabeth Newlands (Chairperson)
- Mrs Wendy Nicholls (Treasurer)
- Mrs June Bell (Secretary)
- Mrs Angela Stevenson / Mrs Gillian Robertson / Mrs Audra Jardine

**Church Representative:** Vacant

**Staff Representative:** Mrs Evelyn Rae / Mrs Allyson McGovern

**Clerk to the Council:** Mrs June Bell

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

The Parent Council meets every 6 weeks on a Tuesday at 6pm in the school.

Everyone is very welcome. Further details about meeting dates and involvement with the council are available from the school office.
At Craigbank we aim, to make school a happy, supportive place in which your child will thrive and develop socially, emotionally, academically and physically. They will develop social skills, moral and cultural values and the academic skills in language, mathematics and all other curricular areas which will enable them to learn with understanding and pleasure. An awareness of the duties and responsibilities as members of their community is fostered through developing a sense of equal opportunities and social justice, the encouragement and the practice of good manners, a positive attitude to work, initiative and self-reliance. We promote positive relationships within the school and foster an ethos which encourages all pupils to be tolerant and respectful towards each other. Developing strong partnership working is a key feature of our school. We are anxious to work with parent’s and the local community in helping each child in our school to reach their full potential and recognising and developing any special skills he/she has, academic, physical or aesthetic. We celebrate achievement through whole school assemblies, boaster boards, certificates celebrating the four capacities and using the local media. The vision for Craigbank Primary is to create a community for learning where all pupils are empowered and enabled to achieve their full potential.

We aim
- To enable our children to be successful learners by continually striving to raise their levels of attainment and achievement.
- To provide learning experiences which are engaging, enjoyable, motivating and challenging, that will ensure that every young person reaches their potential.
- To ensure that all are treated fairly and justly irrespective of social, religious and cultural differences promoting social justice and inclusion for all.
- To encourage our children to be aspirational and have a positive approach to their learning.

We have a school House System with Captains and Vice-Captains elected by pupils. Every child belongs to a house and work together by lining up in the playground and participating in events like quizzes and sports day throughout the session.

<table>
<thead>
<tr>
<th>Avon</th>
<th>Clyde</th>
<th>Struther</th>
<th>Cander</th>
</tr>
</thead>
<tbody>
<tr>
<td>Captain</td>
<td>Amber Fisher</td>
<td>Kelsie Bennie</td>
<td>Corban Marshall</td>
</tr>
<tr>
<td>Vice-captain</td>
<td>Megan Bolton</td>
<td>Max Fisher</td>
<td>Louise Young</td>
</tr>
</tbody>
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To further enhance our school, we are currently working to become a UNICEF Rights Respecting School. This involves all stakeholders understanding the Rights of the Child as set out by UNICEF and working together to ensure that these rights are visible within our school community.
Curriculum for Excellence is the name given to the new 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 the knowledge, skills and attributes they will need if they are to flourish in life, learning and work, now and in the future.

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

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

If you want to know more about Curriculum for Excellence, please visit websites [www.curriculumforexcellence.gov.uk](http://www.curriculumforexcellence.gov.uk) or [www.parentzonescotland.gsi.gov.uk](http://www.parentzonescotland.gsi.gov.uk)

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

<table>
<thead>
<tr>
<th>Level</th>
<th>Stage</th>
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</thead>
<tbody>
<tr>
<td>Early</td>
<td>The pre-school years and Primary 1 or later for some.</td>
</tr>
<tr>
<td>First</td>
<td>To the end of Primary 4, but earlier or later for some.</td>
</tr>
<tr>
<td>Second</td>
<td>To the end of Primary 7, but earlier or later for some.</td>
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</tbody>
</table>

**ACTIVE LEARNING**

An active approach to learning is a main principle underpinning ‘Curriculum for Excellence’ and we are developing this throughout the curriculum at Craigbank Primary School. As
developments take place we will endeavour to involve the children and parents in planning and implementation and to keep parents informed of new strategies.

**LANGUAGES & LITERACY**

Language and literacy skills are developed within the areas of reading, writing, talking and listening through a diversity of fact and fiction texts. Language skills are highly valued and there is emphasis placed on the necessity for each individual to develop in language ability to his/her maximum potential, whilst working at a pace and level suitable to their individual abilities.

Reading for Enjoyment is encouraged in all stages and promoted through the use of story sacks, activity sacks and our ‘kindle’ club. Book studies such as ‘Divided City’ and ‘The Suitcase Kid’ are used to offer cross-curricular opportunities with a literacy focus at each stage.

Reciprocal Reading has been introduced throughout the school and is continuing to be fully developed for all pupils. Children enjoy the active nature of reciprocal reading and are now very aware of the strategies used in reading which is helping develop their literacy skills.

A structured writing programme (based mainly on the SLC Writing pack) has been developed throughout the school with activities including personal, functional and imaginative writing. VCOP strategies (vocabulary, connectives, openers and punctuation) are used throughout the school to improve children’s writing abilities. Active Spelling techniques have recently been implemented throughout the school, using the progression from the Nelson Spelling Programme.

French is the language taught throughout the Larkhall Learning Community of Schools and we aim to develop intercultural awareness of different peoples and cultures in order to become a global citizen. Basic French Language skills are developed through talking, listening, reading and writing activities. Vocabulary is initially taught through interactive activities. Listening and talking is then developed to reading and writing of words and phrases in vocabulary topics and French is now being introduced throughout the school from Primary1.

**MATHEMATICS & NUMERACY**

Since Mathematics enables us to make sense of patterns and processes in the world around us, we aim to give our learners access to a progressive programme in the areas of Number, Money & Measure, Shape, Position & Movement, Information Handling and Problem Solving. Through adopting a topic approach, children share common learning opportunities which are differentiated to individual ability.

Strong emphasis is placed on Active Learning in Mathematics throughout the school, including the use of computing technology. Mental Maths strategies are taught throughout the school, following an established progression developed in-house. Written activities are based on Scottish Heinemann Maths and TJ Maths and additional material is available at all stages to support children who may need additional input at any time.
SOCIAL STUDIES, SCIENCES & TECHNOLOGIES

Through practical investigations and research, pupils are given a broad understanding of Social Studies, Science and Technologies. Craigbank offers a large, well-equipped suite for class I.C.T. lessons, supported by independent computing stations and interactive whiteboards in all classes. Technology and computing skills are taught alongside cross-curricular opportunities to develop skills.

At Craigbank, we are currently reviewing our programmes of studies in the above areas in order to reflect the outcomes and ethos of a Curriculum for Excellence and look forward to developing materials which involve the children in cross-curricular activities which are both challenging and fun.

Each year pupils will participate in a main topic focusing on each of People, Past Events and Society, People, Place and Environment and People in Society, Economy and Business. They will participate in a main topic focusing on each of Planet Earth, Forces and Electricity, Biological Systems and Materials. All topics are based on Curriculum for Excellence guidelines and outcomes and take account of individual needs of the pupils.

EXPRESSION ARTS

Using CfE guidelines, learners have rich opportunities to become confident and creative, develop expressive skills and techniques and understand the capacity to enjoy the expressive arts through performance.

Our programmes of study in Art & Design, Music and Drama are being revised in line with the Curriculum for Excellence Guidelines to ensure a progressive skills based approach.
Art activities consist of an existing skills building programme and cross-curricular opportunities which encourage creativity and self-expression. A wide variety of two and three dimensional media are used to create, express and communicate ideas. Throughout the school, established artists and schools are studied to enhance an enjoyment in this area. Drama skills are developed using established conventions in dance, role playing, movement, voice and stage craft.
Music activities include invention, performing, listening and notation and are based on the Jolly Music and Silver Burdett programmes of work.
Throughout all areas of Expressive Arts, learners are encouraged to respond to Art pieces and performances using appropriate ways to express their feelings.

Performing at the Hamilton Town House with a professional company to perform ‘Dancing Queen’ was an excellent and enjoyable experience for our choir.
HEALTH & WELLBEING

Our programmes of study involve the children in a comprehensive range of activities aimed at developing their understanding of the importance of making the correct choices for their physical and emotional well-being. We are a Health Promoting School and have achieved our Gold Award. Our established programme of work in P.E. consists of body conditioning, gymnastics, games and dance, following the Borders Council P.E. Programme and other resources. In addition to building skills in physical activities, the course focuses on developing personal, social and life skills. Throughout the year, each stage will be offered a topic based on Health & The Human Body which includes investigation into the effects of harmful substances on the body.

Mental, emotional and social wellbeing is addressed through a school devised programme of work. Planning for choices and changes are part of this programme of work, however, particular focus is given in Primaries 1 and 7 to the transition of the children moving into and out of these important stages. A transition programme is also in place at these stages, with close liaison with other agencies and parents.

RELIGIOUS AND MORAL EDUCATION

Our Religious and Moral Education Programme enables pupils to develop their own values and beliefs whilst learning about other cultures and religions in order to demonstrate respect for others. Our learners are encouraged to develop their questioning skills and to express their personal opinions. Cross-curricular opportunities are used throughout the lessons to encourage pupils to develop responsible, caring and informed attitudes to all members of society and to appreciate moral values such as honesty, fairness and concern for others.

Our programme focuses on Christianity and other World religions and has been reviewed in the light of Curriculum for Excellence developments. The school has close links with Chalmer’s Church, which is used for some assemblies, and also with the Machan Trust a local charity organisation. Each year pupils will participate in main topics focusing on 2 different aspects of Christianity and 2 aspects of World Religions.

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

Rights of Parents / Carers

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

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

Where a child is withdrawn from religious observance, schools will make suitable arrangements for the child to participate in a worthwhile alternative activity.
Equalities
Integral to this guidance is the principle of mutual respect. The diversity of belief and tradition provides an ideal context in which pupils can learn about, and so learn from, what is important in the lives of themselves and others. South Lanarkshire’s guidance recognises and welcomes diversity and promotes respectful understanding.

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

6) Assessment

In Craigbank Primary School we offer a differentiated curriculum to our pupils and continually assess their progress using a number of resources and assessment methods. Pupils are involved in informal AIFL strategies (assessment is for learning) daily and are familiar with peer and self-assessment.

We also have termly assessment weeks when staff in all stages, formally assess pupils in reading, writing, spelling and maths. The results of these assessments are recorded, assessments kept and the information used to plan for the following term. Over time we will use these assessments and tracking sheets in reading and writing to ensure and evidence progress for all our pupils.

We recently introduced a baseline assessment for pupils in P1 to track development across the session. We also have standardized assessments in reading and spelling in P2, P4, P6 and P7.

This session we introduced diagnostic Quest assessments to P3 to ensure that pupils who require more challenge and pupils who require more support are identified and learning and teaching adapted appropriately.

It is our intention to introduce a formal maths assessment in P2, P4 and P7 each May to track progress in Mathematics.

As we continue to implement Curriculum for Excellence we will further enhance and improve our assessment and tracking to cover all areas of the curriculum so that we can fully monitor and support progress through confirming the strengths and development needs, and identifying the nest steps for our pupils.
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 ‘pupil 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.

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 let P7 children visit the secondary school, meet up with other P7 children from other schools so that the transition period is as smooth as possible.

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 local 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 01698 454102.
Getting it right for Every Child

Getting it Right for Every Child (GIRFEC) was promoted and endorsed by the Scottish Government at the Children's Summit in 2010. There is a commitment to ensure that your child has the best possible start in life and to improve outcomes for children and families based on a shared understanding of their wellbeing. Most children make their journey from birth to the world of work supported by family and the universal services of Health and Education. The Named Person in education helps to make sure that the child’s wellbeing is developing. The school will let you know the named person for your child. This is likely to be the headteacher in a primary school and the pupil support teacher in a secondary. If you have any concerns you should speak to the Named Person who will work with you to address any issues and to ensure that your child gets any help needed at the right time.

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

Support for All (Additional Support Needs)

In Craigbank Primary School we aim to give every child the opportunity to achieve his / her full potential through a challenging and supportive curriculum and by setting appropriate targets with pupils. It is our experience that many children may encounter barriers to learning and may need additional support in school, some for a short period of time and others for an extended period of time.

The reasons for additional support needs are wide and varied and can arise from a range of circumstances including: Learning Environment, Disability or Health need, Social or Emotional Factors and Family Circumstances.

Our class teachers are experienced in supporting a child with additional needs and have access to other professionals to support pupils’ learning. We currently benefit from weekly visits from a Specialist Support Teacher and have access to the skills of the Educational Psychologist, Autism Outreach Service, Occupational Health, Speech and Language, Women’s Aid and other agencies and professionals.

We believe in the full involvement of parents and work closely with them and the child to ensure equality of opportunity. Parents will be invited to meet with the professionals who work with their child and be involved in setting targets.

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
10) School Improvement

Over the last 12 months the school has celebrated many achievements. These have included: the choir singing with a theatre company at the Hamilton Town House, pupils showcasing learning in an interactive way incorporating drama and IT. Primary 5/6 were also involved with Artsnet to deliver a performance for parents and pupils. Three of our pupils were chosen to represent the school in a South Lanarkshire performance and have been given main roles. A number of sports coaching opportunities have been experienced by the children including, rugby, basketball, football and athletics. In athletics several of our pupils reached the South Lanarkshire finals and our football team were runners up in the annual Alex McGuire memorial tournament.

We annually participated in the Larkhall Burns competition and were very proud of our senior recitation team who reached the Lanarkshire final. James Nelson from P7 won and became runner-up in the whole of Scotland for a second year. A team of P7 pupils were coached by SQA and NASA representatives to design and produce a presentation on 'Why we explore space' which was presented to 8,000 people worldwide via the world wide web and the children were able to visit a local university and experience 3D printing first hand! The presentation is available to view on YouTube.

A new approach to whole class teaching for mathematics and numeracy has had a very positive impact on learner’s experiences. In literacy the introduction of a more active approach has increased motivation and reciprocal reading has ensured a better understanding of higher order reading skills for pupils. Teaching and learning is more focussed allowing pupils to achieve more depth and opportunities to develop key skills in these areas.

Our priorities for improvement include:

- To implement French in all stages throughout the primary school
- Continue to develop and improve assessment and tracking procedures for all pupils.
- Continue to develop the curriculum in line with a Curriculum for Excellence.
- To improve and develop staff confidence in the use of outdoors for learning.

Over the next few years we have committed ourselves to continue improving the experiences of all of our pupils in our care, developing technologies, science and expressive arts.

Further information on school achievements are detailed in the Standards and Quality Report, copies of which are available from the school office.

11) School policies and practical information

Free School Meals

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

- Income Support, Income-based Job Seeker’s Allowance, Employment and Support Allowance (income related), Working Tax Credit and Child Tax Credit (where your
income does not exceed £6,420 gross per annum as assessed by the HM Revenues & Customs, Child Tax Credit only (where your income does not exceed £16,190 gross per annum as assessed by the HM Revenues & Customs).

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.

Healthy eating is something that the school supports and a range of meals are available at lunchtimes. The current cost for a school lunch is £1.20.

We would wish to draw to your attention to the fact that milk is available for pupils as part of the meal provision. Children who wish to have milk with their lunch can do so.

Milk is available free of charge to all nursery age children and is provided by the establishment.

**School uniform**

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

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

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

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

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

**GIRLS**
- White blouse
- School tie
- Navy cardigan
- Navy school cardigan/sweatshirt
- Navy skirt
- White polo shirt for PE

**BOYS**
- White shirt
- School tie
- Navy pullover
- Navy school sweatshirt
- Navy trousers
- White polo shirt for PE

School ties, jackets, sweatshirts and cardigans are available from the school office and from Tesco on-line and Alstons in Hamilton.

**Support for parent/carers**

**Clothing grant / Free School Meals**
In certain circumstances the Council provides support to parents/carers for the purchase of school wear and free school meals. We would encourage families if they are eligible to apply for these benefits.

Application forms for clothing grant are available from the Council's website: [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk) or from Q&A Offices, Audit and Development 01698 453504/453505/453213, the school or Education Resources, Almada Street, Hamilton, telephone 01698 454545.

**School hours/holiday dates**

- School begins 9.00am
- Interval 10.30-10.45am
- Lunch 12.15pm-1pm
- School closes 3.00pm

School holidays and In-service days are available on the council website and a list is provided. [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk)

See attached list showing school holiday dates.

**Enrolment – how to register your child for school**

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. Forms are available from the SLC website – [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk), schools, Q and A offices or by contacting Education Resources, Almada Street, Hamilton, telephone 01698 454102.
Completed forms should be returned as soon as possible to Education Resources, Almada Street, Hamilton ML3 0AE.

Enrolment date for 2013 is week commencing 14 January 2013.

Flying start date

As of Mon 25th August 2014, P1 pupils will go to school for a full day.

NEW ADMISSIONS

A series of meetings and visits are planned for the summer term which are designed to introduce the parents and children to Craigbank Primary and to the staff, who will support the children, in moving easily from early years education to primary school.

Any child joining Craigbank from outside the area or starting school at a different stage is invited to visit the school with their parents prior to starting. Individual arrangements are made with the head teacher by contacting her at the school.

When enrolling your child it is necessary to bring a copy of their birth certificate and two proofs of address eg. Utility bill and bank statement.

**Transport**

(i) **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 obtain an application form from the school or Education Resources, Hamilton, telephone 01698 454102 or web [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk). 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 paid 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. For more information on school transport contact Education Resources telephone 01698 454102.

(ii) **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. Where there is a request to place a child under school age in a school within the local catchment area they may receive transport in line with the Council’s transport policy.

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

**Insurance for schools – pupils’ personal effects**

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

(i) Theft/loss of personal effects

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

**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 (Management of Challenging 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 are required to follow the advice and guidance contained in “South Lanarkshire Child Protection Interagency Guidance and Education Procedures”.

The shared vision for Lanarkshire’s children is: “all children and young people in Lanarkshire have the right to be cared for and protected from abuse and harm in a safe environment in which their rights are respected.” All agencies will work together in a collaborative way to promote the safety and wellbeing of children and young people in Lanarkshire.

The Chief Officers and Child Protection Committees of North and South Lanarkshire Council’s are the driving force for ensuring that agencies individually and collectively work to protect children and young people as effectively as possible.

The Council has a duty in law to report suspicions that a child has been abused or is at risk of harm, in terms of the Children (Scotland) Act 1995. Therefore, Council staff have a professional and contractual obligation to report concerns to the head of establishment or the child protection coordinator immediately.

Education Resources staff and visitors from other agencies and services are required to follow these Child Protection Procedures to protect and support children and to fulfil their professional obligations to report all allegations or suspicions of child abuse.

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

**Keeping Safe online**

The Council has produced an information leaflet – ‘stay safe’ for parents/carers on how to help ensure their child is safe when using the internet and mobile devices. Copies are available from the school or the web: [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.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 sever 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, please contact the school or Education Resources, Operations Service, Almada Street, Hamilton. (Telephone 01698 454545) or email us at: education@southlanarkshire.gov.uk or visit the website www.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.

Data Protection Act 1998

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 Data Protection Act 1998 with South Lanarkshire Council defined as the data controller. The Council have established a data protection policy that applies to all of its schools. For more information please contact the school.
## Draft School holiday Dates Session 2013/2014

<table>
<thead>
<tr>
<th>Break</th>
<th>Holiday dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Term</strong></td>
<td></td>
</tr>
<tr>
<td>Teachers return</td>
<td>Monday 12 August 2013</td>
</tr>
<tr>
<td>Pupils return</td>
<td>Wednesday 14 August 2013</td>
</tr>
<tr>
<td>September Weekend</td>
<td>Close Thursday 26 September 2013</td>
</tr>
<tr>
<td>Re-open</td>
<td>Tuesday 1 October 2013</td>
</tr>
<tr>
<td>October Break</td>
<td>Close on Friday 11 October 2013 (43)</td>
</tr>
<tr>
<td>Re-open</td>
<td>Monday 21 October 2013</td>
</tr>
<tr>
<td>Christmas</td>
<td>Close on Friday 20 December 2013 (45)</td>
</tr>
<tr>
<td><strong>Second Term</strong></td>
<td>Re-open Monday 6 January 2014</td>
</tr>
<tr>
<td>February break</td>
<td>Close on Friday 7 February 2014</td>
</tr>
<tr>
<td></td>
<td>Re-open Wednesday 12 February 2014</td>
</tr>
<tr>
<td>Spring break/Easter</td>
<td>Close on Friday 4 April 2014 (63)</td>
</tr>
<tr>
<td></td>
<td>Re-open Tuesday 22 April 2014</td>
</tr>
<tr>
<td><strong>Third Term</strong></td>
<td></td>
</tr>
<tr>
<td>Local Holiday</td>
<td>Closed Monday 5 May 2014</td>
</tr>
<tr>
<td>Local Holiday</td>
<td>Close on Thursday 22 May 2014</td>
</tr>
<tr>
<td></td>
<td>Re-open on Tuesday 27 May 2014</td>
</tr>
<tr>
<td>Summer break</td>
<td>Close on Wednesday 25 June 2014 (44)</td>
</tr>
<tr>
<td>Proposed in-service days</td>
<td>*Proposed date for teachers return (subject to consultation) Monday 11 August 2014</td>
</tr>
<tr>
<td></td>
<td>Wednesday 13 August 2014</td>
</tr>
</tbody>
</table>

### Notes
- Good Friday falls on Friday, 18 April 2014
- Lanark schools will close 12 and 13 June 2014
- Schools will close at 2.30pm on the last day of terms 1 and 2 (Friday, 20 December 2013 and Friday, 28 March 2014)
- Schools will close at 1pm on the last day of term 3 (Wednesday 25 June 2014) *Two in-service days proposed for Monday 11 August 2014 and Tuesday 12 August 2014*
### Draft School holiday Dates Session 2014/2015

<table>
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<tr>
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<tr>
<td>September Weekend</td>
<td>Close Thursday 25 September 2014</td>
</tr>
<tr>
<td>Re-open</td>
<td>Tuesday 30 September 2014</td>
</tr>
<tr>
<td>October Break</td>
<td>Close on Friday 10 October 2014(43)</td>
</tr>
<tr>
<td>Re-open</td>
<td>Monday 20 October 2014</td>
</tr>
<tr>
<td>Christmas</td>
<td>Close on Friday 19 December 2014(45)</td>
</tr>
<tr>
<td><strong>Second Term</strong></td>
<td>Re-open Monday 5 January 2015</td>
</tr>
<tr>
<td>February break</td>
<td>Close on Friday 6 February 2015</td>
</tr>
<tr>
<td>Re-open</td>
<td>Wednesday 11 February 2015</td>
</tr>
<tr>
<td>Spring break/Easter</td>
<td>Close on Thursday 2 April 2015 (63)</td>
</tr>
<tr>
<td>Re-open</td>
<td>Monday 20 April 2015</td>
</tr>
<tr>
<td><strong>Third Term</strong></td>
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<tr>
<td>Local Holiday</td>
<td>Close on Thursday 21 May 2015</td>
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<tr>
<td>Re-open on</td>
<td>Tuesday 26 May 2015</td>
</tr>
<tr>
<td>Summer break</td>
<td>Closed on Wednesday 24 June 2015 (44)</td>
</tr>
<tr>
<td>Proposed in-service</td>
<td>*Proposed date for teachers return (subject to consultation)</td>
</tr>
<tr>
<td>days</td>
<td></td>
</tr>
</tbody>
</table>

**Notes**

- Good Friday falls on Friday, 3 April 2015
- Lanark schools will close 11 and 12 June 2015
- Schools will close at 2.30pm on the last day of terms 1 and 2 (Friday, 19 December 2014 and Thursday, 2 April 2015)
- Schools will close at 1pm on the last day of term 3 (Wednesday 24 June 2015)

*Two in-service days proposed for August 2015 to be confirmed.*
This annex provides links that schools and local authorities may find helpful when developing a School Handbook. 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


A guide for parents about school attendance explains parental responsibilities with regard to children’s attendance at school – http://www.scotland.gov.uk/Publications/2009/12/04134640/0

PARENTAL INVOLVEMENT


Parentzone provide information and resource for parents and Parent Councils – http://www.educationscotland.gov.uk/parentzone/index.asp

SCHOOL ETHOS

Supporting Learners - guidance on the identification, planning and provision of support – http://www.educationscotland.gov.uk/supportinglearners/

Journey to Excellence - provides guidance and advice about culture and ethos – http://www.journeytoexcellence.org.uk/cultureandethos/index.asp

Health and wellbeing guidance on healthy living for local authorities and schools – http://www.scotland.gov.uk/Topics/Education/Schools/HLiv

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 – http://www.scotland.gov.uk/Publications/2010/06/25112828/0

Scottish Catholic Education Service’s resource ‘This is Our Faith’ which supports the teaching and learning of Catholic religious education – http://www.sces.uk.com/this-is-our-faith.html
CURRICULUM

Information about how the curriculum is structured and curriculum planning –
http://www.educationscotland.gov.uk/thecurriculum/

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 –
http://www.educationscotland.gov.uk/thecurriculum/howisthecurriculumorganised/experiencesandoutcomes/index.asp

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

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

Information on the Senior Phase –
http://www.educationscotland.gov.uk/thecurriculum/whatcanlearnersexpect/seniorphase.asp

Information on Skills for learning, life and work –
http://www.educationscotland.gov.uk/thecurriculum/whatcanlearnersexpect/skillsforlearning.asp

Information around the Scottish Government’s ‘Opportunities for All’ programme –
http://www.skillsdevelopmentscotland.co.uk/our-services/services-for-individuals/opportunities-for-all.aspx

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 –
http://www.skillsdevelopmentscotland.co.uk/

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 –
http://www.educationscotland.gov.uk/publications/c/publication_tcm4624968.asp

Information on recognising achievement, reporting and profiling –
TRANSITIONS

Curriculum for Excellence factfile - 3-18 Transitions - provides information on the transitions children and young people will face throughout their education and beyond – http://www.educationscotland.gov.uk/publications/c/publication_tcm4660285.asp

Career Information, Advice and Guidance in Scotland - A Framework for Service Redesign and Improvement provides guidance on career information, advice and guidance strategy – http://www.scotland.gov.uk/Publications/2011/03/11110615/0

Choices and changes provides information about choices made at various stages of learning – http://www.educationscotland.gov.uk/supportinglearners/choicesandchanges/index.asp

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 – http://www.scotland.gov.uk/Topics/Education/Schools/welfare/ASL

Supporting Children's Learning Code of Practice includes specific requirements on education authorities and others under the new legislation in relation to transition – http://www.scotland.gov.uk/Publications/2011/04/04090720/21

Enquire is the Scottish advice service for additional support for learning – http://enquire.org.uk/

Parenting Across Scotland offers support to children and families in Scotland – http://www.parentingacrossscotland.org/

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 – http://www.scotland.gov.uk/Topics/Education/Schools/welfare/ASL Information about the universal entitlement to support that underpins Curriculum for Excellence – http://www.educationscotland.gov.uk/supportinglearners/whatissupport/universalsupport/roleofkeyadult.asp


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 – http://www.scotland.gov.uk/Topics/People/Young-People/gettingitright
SCHOOL IMPROVEMENT

Scottish Schools Online - provides a range of school information, including contact details, school roll, facilities, website, inspection reports –
http://www.educationscotland.gov.uk/scottishschoolsonline/

Education Scotland’s Inspection and review page provides information on the inspection process – http://www.educationscotland.gov.uk/inspectionandreview/index.asp

The Scottish Survey of Literacy and Numeracy (SSLN) is an annual sample survey which will monitor national performance in literacy and numeracy –
http://www.scotland.gov.uk/Topics/Statistics/Browse/School-Education/SSLN

Scottish Credit and Qualifications Framework (SCQF) – http://www.scqf.org.uk/

Scottish Qualifications Authority provides information for teachers, parents, employers and young people on qualifications – http://www.sqa.org.uk/

Amazing Things - information about youth awards in Scotland –
http://www.awardsnetwork.org/index.php

Information on how to access statistics relating to School Education –
http://www.scotland.gov.uk/Topics/Statistics/Browse/School-Education

SCHOOL POLICIES AND PRACTICAL INFORMATION

Schools and local authorities should consider the most relevant school, local and national policies and include details or links for parents to sources of further information.

National policies, information and guidance can be accessed through the following sites:
http://www.scotland.gov.uk/Topics/Education
http://www.scotland.gov.uk/Topics/Health
http://www.scotland.gov.uk/Topics/People/Young-People


Standards in Scotland's Schools (Scotland) Act 2000 –