



Education Resources



Blacklaw Primary School Registration Handbook



January 2016

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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: 01698 454545 Email: education@southlanarkshire.gov.uk.

1) Introduction by the Head Teacher

Welcome from the pupils and staff of Blacklaw Primary School.

We are delighted that you are considering our school for your child's education. We hope this will be the beginning of a positive and long lasting relationship between home and school, in which your child will benefit.

Blacklaw Primary opened in 1969 and over the past 40 years we have gained a reputation for providing a quality education through a broad based curriculum, delivered by a team of highly committed professional staff using the most appropriate of resources and teaching methodologies. We have a very happy, caring and friendly atmosphere in our school and everyone works hard to foster and maintain the school's warming, caring and welcoming ethos. We hope you will recognise this on your first visit.

As Head Teacher I am very proud of my pupils and staff in their determination to ensure that the high standards, which are a feature of Blacklaw, are maintained and extended.

My vision for Blacklaw Primary School is a school where parents want to send their children, pupils want to learn and where teachers wish to teach.

I want to ensure under my leadership Blacklaw

- Is seen as a place where great learning and teaching take place
- Has pupils, staff and parents who have a real sense of pride in their school
- Promotes an ethos of care and respect
- Has a motivational and inspirational style of management
- Encourages everyone to try something new and be unafraid of failure
- Is keen to search for hidden talents in its pupils and staff
- Encourages everyone to set personal challenges and to share in the celebration of achievement
- Continuously strives to identify areas of improvement and seeks to improve outcomes for all learners

We are determined to equip our pupils for life in the 21st Century in a supportive and sensitive manner. Using a Curriculum for Excellence, we aspire to guide all our pupils towards being Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors.

I look forward to sharing the school's targets and achievements with all those associated with Blacklaw Primary School.

You are most welcome to visit our school and any new parents are most welcome to come and see around the school. Please also contact the school if you would like any further information.

Blacklaw Primary School is one of 124 primary schools throughout South Lanarkshire Council.

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

School Name: Blacklaw Primary School

Address: Glen Arroch
St Leonards
East Kilbride
G74 2BP

Phone: (01355) 232064

Fax: (01355) 579855

Website: www.blacklaw-pri.s-lanark.sch.uk

Email: office@blacklaw-pri.s-lanark.sch.uk

Present Roll: 257

Maximum Capacity: 300

Parents should note that the working capacity of the school may vary, dependent upon the number of pupils at each stage and the way in which the classes are organised.

Stages Covered: Primary 1 to Primary 7

Denominational Status: Non-Denominational

Community Facilities: Assembly Hall / Gymnasium, Dining Hall with separate Kitchen

School Hours (for pupils):

P1 to P7	9:00am	-	12:15pm
	1:00pm	-	3:00pm

Interval	10:30am	-	10:45am
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Lunch	12:15pm	-	1:00pm
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When it is raining heavily, pupils may come quietly into the school building as they arrive at school and make their way along to the dining room. During spells of inclement weather, children are allowed to stay indoors at interval times. Good behaviour on the part of the children is expected on these occasions and they will be supervised by school support staff and Primary 7 buddies.

Teaching Staff

Promoted Staff

All senior promoted staff have areas of responsibility for the whole school as well as particular aspects of learning and teaching. The following lists name only a few aspects of their work and more information is available

Head Teacher

Mrs Noreen Black

- To manage the school according to the guidelines laid down by the local authority and the Scottish Government Education Department;
- To ensure the quality and delivery of the 3-18 curriculum; A Curriculum for Excellence
- To track and monitor pupils progress and support staff in raising attainment;
- To provide data as required to the Local Authority and Scottish Government;
- To respond to initiatives which assist with quality improvement;
- To formulate and implement the School Improvement Plan;
- To promote pupil and staff wellbeing;
- To report to parents on the school's achievements;
- To advise the School Parent Council;
- To fully participate in D.S.M (devolved school management of Finances);
- To manage Health and Safety matters including personal safety;
- To develop in-service training; staff development and performance review;
- To liaise with associated Secondary, local Primary schools and nurseries;
- To manage the appointment of staff at all levels.

Acting Depute Head

Miss Lindsay Hamilton

Main Responsibilities

- To assist the Head Teacher in the smooth running of the school;
- To deputise for the Head Teacher in her absence;
- To give a positive lead in good learning and teaching practices;
- To be responsible for leading and developing school guidelines in various curricular areas;
- To assist the head Teacher in coordinating of Staff Review and Professional Learning;
- To plan, organise and implement the P1 entrant programme;
- To take responsibility for all matters related to stages P1-P3;
- To report to parents;
- To monitor the curriculum and to support staff.

Principal Teacher

Mrs Gill Mercer

Main Responsibilities

- To assist the Head Teacher in the smooth running of the school;
- To deputise for the Head Teacher in her absence;
- To give a positive lead in good learning and teaching practices;
- To participate in staff development through term-time and in-service days
- To be responsible for leading and developing school guidelines in various curricular areas;
- To support staff in Review and Development;
- To report to parents;
- To monitor the curriculum and to support staff.

All Other Teaching Staff

Main Responsibilities

- To demonstrate effective classroom practice and provide support for all pupils in their care;
- To continue in developing that good practice;
- To participate in staff development through term time and In-service Days;
- To participate in the implementation of the School Improvement Plan with particular involvement in chosen curricular areas;
- To ensure the wellbeing of pupils in their care;
- To promote positive behaviour within the school and to support good discipline;
- To raise the school profile in the local community through links with other schools, Pre-5 children and parents;
- To take appropriate responsibility for supporting Students and probationer Teachers;
- To be reflective and self-evaluative practitioners;
- To provide good role models for their pupils.

Class Teachers January 2016

P1	Vacancy
P1A	Miss J Hawthorne
P2	Mrs A Watson
P3/2	Mrs D Henshaw
P4/3	Mrs G Bonner
P4	Mrs G Mercer
P5	Miss Y Kolasinski
P6/5	Ms E Johnstone
P7/6	Mr S Williamson
P7	Ms M Milne

Class Contact Cover	Mrs C Jamieson/ Mrs J Middleton
Area Cover	Mrs F McAdam Mr S Bell
Janitor	Mr I Wilson
Support Staff	Mrs C Montgomery Team Leader Mrs P Ruddy Mrs A Clark Mrs K Dougans Mrs L Slevin Mrs C Cruickshank Mrs C Burt Mrs A Higgins
Music Tutor	Mr J McCrory Mr S Pollock

Communication

Parents are **always** welcome in Blacklaw and we believe good communication with parents and carers is of vital importance. We communicate in a variety of ways, including monthly newsletters, letters, phone calls, meetings, assemblies and our school website:

www.blacklaw-pri.s-lanark.sch.uk

Our letters can also be sent home by email, using a service known as Parent Mail. We encourage all parents to set up a free Parent Mail account to access school letters, as it is a quick and direct way for you to get information, as well as saving a significant amount of money on printing and paper costs. It also reinforces our commitment to environmental sustainability.

Occasionally parents may have a concern regarding an aspect of their child's learning or experience at school.

Parents can make contact with staff through the school office, either in person, by telephone or by email. We would appreciate if parents refrain from trying to speak with class teachers at the beginning of the school day when pupils are coming into class. If the concern can be addressed by the class teacher then a convenient time can be arranged via the school office.

Serious concerns will be addressed by Mrs Black and in her absence Miss Hamilton or Mrs Mercer. Wherever possible, we will make contact with you on the same day to discuss concerns, and keep you informed of any action we plan to take.

Should you have a concern or issue, would like more information about Blacklaw, or just want to share a good idea or give of your time, please do not hesitate to contact us in person, by phone, letter or e-mail. (office@blacklaw-pri.s-lanark.sch.uk)

It is important that parents and carers inform the school of any change to the following:-

- home telephone number
- mobile number
- work number
- emergency contact details

Attendance at School

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

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

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.
- 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;

Please note that school staff will contact parents and carers if your child is absent and there has been no communication from home.

If children become ill while they are at school, we will contact you using these details, and ask that you make arrangements for your child to be taken home.

Registration and Enrolment:

Registration for admission to Primary one takes place once a year usually in the month of January.

Advertisements are placed in the local press, nurseries and libraries stating the relevant dates and the age groups of children who register for education in the following August. Children who are registering in their local catchment school will automatically be enrolled at the same time subject to the school's capacity.

Children who are registering for education in their catchment school but intend to enrol at another school have to make a placing request for their chosen school and await confirmation of their place before enrolling there. Details are contained in the leaflet provided by the school at Registration.

At the point of registration in January, all prospective new Blacklaw Primary 1 pupils and their parent/ carers are invited back to the school in the summer term to hear about the extended work which the school does to enable the new primary 1 children and parents to become familiar with the school and its activities.

The date for the 'Rising 5's' experience is in May/June and details are contained in a letter issued at Registration.

During the school year, people often move into the area and may wish to enrol their child in this school. The procedure is simply to contact the school and arrange a suitable appointment to view the school and to discuss particular needs with the head teacher who will ensure that all enquiries regarding the provision of local education are answered. It is also the case that families may move out with the Blacklaw catchment area and seek to keep their child at Blacklaw. This is a straightforward matter to deal with and parents should inform the school as soon as possible of the change of address. Parents will then be given a 'Request to Remain' form to complete. Once this is completed the school will confirm the child's place in the school.

Occasionally, for a variety of reasons, parents choose to change from their local school to a school in another catchment area. This is called 'Making a Placing Request' and a leaflet is available at school offices, which explains the procedure. It is preferable to make such changes at the beginning of a school year so that schools can plan according to anticipated pupil numbers. However, when parents make such a request during the school session, there can be a delay while a check is made on the number of available spaces in a chosen school.

We welcome any prospective pupils and parents/ carers to our school.

If you wish to arrange a visit to the school then please contact our school office.

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

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.

What does the Parent Council do?

Parental involvement – what does it mean?

As a member you can expect to:

- get information about what your child is learning
- get information about events and activities at the school
- get advice/help on how you can support your child's learning
- be told about opportunities to be involved in the school
- have a say in selecting a parent council to work on behalf of all parents at your school

Present office bearers are:

Chair	Colin McLean
Vice- Chair	Hannah Shanks
Secretary	Kathleen Claudin

Parent Teacher Association or Parents' Association

We are always looking for new members to join the PTA. It is a fun filled way of helping the school and our pupils. If you wish more information or you can help in any way please contact the school office.

Over the past few years, the PTA has arranged discos for the children, Christmas Fayres, Family Fun Days and sponsor events

These events raise much-needed funds for the school. The PTA have recently purchased Year Books and ties for Primary 7s, audio equipment, furniture/structured play equipment and literacy resources for our school library..

Parents are notified of all PTA activities by letter.

Present office bearers in the PTA are:

Chairperson	Michelle Young
Secretary	Faye Clark
Treasurer	Colin McLean

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

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

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.

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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

Our Vision

CARING, BELIEVING, ACHIEVING.

At Blacklaw Primary School we have a caring ethos where everyone is valued. We believe that, working together, we will provide opportunities for all members of our community to achieve their full potential and experience success.

Our **school values** put children at the centre of all the work we do:

Community, Honesty, Innovation, Learning-centred, Diversity, Respect, Equality, Nurturing

Friendship, Integrity, Resilience, Sustainability, Team-work

Our **school aim** is:

Working together, as a school community, to achieve the best outcomes for all learners.'

Our **mission** is to prepare pupils for life in the 21st Century by:

- Ensuring a broad and varied curriculum ensuring continuity and progression;
- Providing learning environments that motivate, stimulate and challenge pupils;
- Promote the school ethos;
- Allow pupils to have opportunities for responsibility and leadership;
- Providing opportunities for pupils to work with others, develop their social and life skills;
- Promoting confidence, independence and risk-taking;
- Ensuring high standards of behaviour;
- Developing strengths and celebrating successes.

We promote positive relationships within the school and foster an ethos, which encourages all pupils to work cooperatively with others, show respect and strive to achieve their best. We work in partnership with parents/ carers and other agencies to support us to achieve this ethos.

Partnership with parents and the wider community is an important feature of the learning and teaching process in Blacklaw. We wish for all parents to feel welcomed and be given opportunities to be involved in the life of the school, that they are fully informed about their child's learning, that they are encouraged to make active contributions to their child's learning and that they are able to support learning at home.

At Blacklaw we have a wide range of extra-curricular activities that our pupils can be involved in. Activities include badminton, football, netball, athletics, scripture union, choir and basketball.

We also work in partnership with our local community and have close links with Claremont Parish Church.

Useful websites:

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/HLivi>

**Primary 1 pupil QUOTES in Response to the question
“What do you like about being at Blacklaw?”**

I like doing work.
Jacob Louis

I like doing my maths.
Maddy

I like Golden Time.
Lucy

I like going outside to play.

I like playing with my friends.

I like drawing in my 'busy book.'

Jackson

I like doing my counting.
Isabella

I like doing my activities.
Tilly

I like singing.

I like doing my homework.

I like playing with toys.
Ava Harry

I like doing my maths work.
Morgan

I like eating my lunch.
Chloe

Amy P

I like lunchtime.
Summer

I like learning stuff.
Andrew

I like playing with all my friends.
Lily-Anne

I like playtimes.
Freya

I like doing my number work.
Ellie F

I like doing art.
Kai

I like doing my language work.
Ben

I like gym.
Amy

I like doing work on my whiteboard.
Deniz Alex-May

I like Golden Time.
Lilly

I like playing with toys.
Aaron

I like gym and ICT

I like learning what to do.
Mia

I like number practice.
Silver

I like playing with Lego.
Kayden

I like working.

I like playtimes.
Eva

I like maths.
N

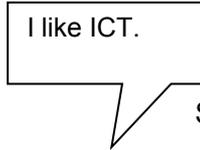
I like lunchtime.
Jayden

I like playing with all my friends.

I like Golden Time.

I like the teachers.

Adam



Scarlett

Euan

Maya

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 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 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 these websites:
<http://www.educationscotland.gov.uk/thecurriculum/> or www.parentzonescotland.gov.uk.

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

Level	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.

Our Curriculum Rationale

To achieve our school vision we work to develop a structured curriculum, which ensures that all children are provided with learning opportunities that recognise and celebrate their uniqueness, develop their potential, allow them to fulfil their aspirations within and beyond school boundaries and prepare them to meet the challenges of the 21st Century.

We aim to deliver the highest quality of learning and teaching and expect all learners to be actively engaged in their learning. We strive to deliver a broad, balanced, stimulating and challenging curriculum and to continually improve our practice to ensure the best outcomes for pupils.

At every level, an ethos of high aspirations and ambition for all our learners is encouraged and attainment, achievement and participation are recognised and celebrated.

Curriculum for Excellence identifies key skills for life, four contexts in which learning takes place, six entitlements for learners, seven principles for curriculum design and eight curricular areas in which learning is organised. Using the Curriculum for Excellence, we aspire to guide all our pupils towards being Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors.

All staff at Blacklaw Primary School have been involved in developing our Curriculum Rationale and creating our vision of what we value and view as essential elements, which underpin all that we do in our daily practice.

Learning and Teaching

The success of our curriculum is through the delivery of high-quality learning and teaching. This is at the heart of our work and we aim to provide learning environments that motivate, stimulate and challenge learners. A wide range of teaching strategies are implemented by all staff, where approaches to learning and assessment are varied and pupil-centred. Assessment is for Learning techniques, direct teaching, self and peer assessment, individual and group work, text-based work and practical work, the use of ICT to support learning, outdoor learning, learning for sustainability, educational visits and visiting speakers are examples of approaches and methodologies designed to actively engage our learners in their learning.

Skills are developed throughout all curricular areas. The skills and attributes, which our learners develop, will provide them with a sound basis for their development as lifelong learners, enabling them to reach their full potential. Our curriculum places a key emphasis on the acquisition of numeracy and literacy skills.

We continue to support the professional development of staff and encourage sharing practice both within the school and our Learning Community. This allows opportunities for staff to further reflect on their practice and incorporate new ways of engaging and supporting our learners. Formal and informal learning visits, survey results, attainment analysis and feedback are collated as part of our self-evaluation procedures to promote improvement. Resources are revised and enhanced as funding allows.

The Ethos and Life of the school as a community

Our curriculum offers a broad range of learning experiences. Our pupils are encouraged to contribute to the school community at every stage, where they have opportunities to be active participants in bringing about change and improvement. A wide variety of opportunities take place regularly throughout the school year to develop School and House Identity, Pupil Council, JRSOs, Rights Team, Buddy systems, Learning Detectives, Green Team etc. allowing pupils to grow, develop and support the work of the school.

Curriculum Areas and Subjects

At Blacklaw Primary School our learners will experience a Broad General Education, which will include all of the experiences and outcomes across all 8 curricular areas, progressing through the levels, as far as this is consistent with their learning needs and prior achievements. There is on-going evaluating and reviewing of curriculum planners to reduce significantly the bureaucracy of planning for staff.

Interdisciplinary Learning (IDL)

At Blacklaw Primary inter-disciplinary learning is a key feature of our curriculum. IDL allows opportunities for learners to apply and deepen their learning within real and relevant contexts.

Opportunities for Personal Achievement

We value opportunities to celebrate pupils' personal achievements at our Achievement assemblies, which are held regularly throughout the school year.

Staff engage in Teacher-Learner Conversations (TLC's) working alongside pupils, providing opportunities for learners to reflect and evaluate their learning, setting their own personal goals for their next block of learning.

We support our pupils to become responsible citizens and effective contributors through our 'Loose Change, Changes Lives' initiative which helps support two children in Ghana, providing funds each year for them to attend school.

Our Global Citizenship work allows pupils to recognise their responsibilities towards each other and the wider world. We aim for all our pupils to demonstrate themselves as global citizens, able to take their place in the world, contribute to it confidently, successfully and effectively, understanding the rights and responsibilities of living and working in our world. We all have a role to play and together we can make a difference.

Our Next Steps

- At Blacklaw Primary we will continue to evaluate the quality of our curriculum as experienced by learners across stages and transition points
- We will develop a clear and shared strategy for raising attainment in numeracy and literacy
- We will develop our curriculum in line with the principles of curriculum design taking account of the significant aspects of learning
- We will focus on ensuring differentiation across learning experiences to meet all learners' needs
- We will revise our opportunities to celebrate pupils' achievements and ensure that we have effective systems in place to promote equity of success and achievement for all pupils

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

Guidelines in Religious Education are followed at each stage. Whole school assemblies take place regularly and are intimated in the School Newsletter. Parents, grandparents and friends of the school are warmly invited to attend our assemblies.

Harvest and Christmas are celebrated with special services and our Easter and closing service in June take place in Claremont Parish Church.

Reflection assemblies are conducted by the Rev Gordon Palmer, Minister for Claremont Parish Church.

The school programme of study and policy adheres to the national guidelines issued by the Scottish Government and the Education (Scotland) Act 1980 and is based on the CFE religious and moral education Principles and Practice paper and guidelines.

This embraces the main outcomes outlined in the document, which are: -

Christianity – Beliefs, Values, Practices and Traditions
Other World Religions - Beliefs, Values, Practices and Traditions
Development of Beliefs and Values

The Religious Education programme in school will therefore help children to:

1. Find out more about religious traditions; what people believe how they worship and celebrate and how religion affects their everyday lives. The course will concentrate on a study of Christianity, including helping the children to appreciate the importance of the Bible. However, aspects of religions other than Christianity will also be studied.
2. Think about what they themselves believe and value; and to ask questions such as; what is important to me in life? Is it enough to think only of myself?
3. Become more sensitive to others by understanding why and how they think as they do.
4. See how they might contribute positively to society.

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.

Parents who wish to exercise this right, to withdraw their child from religious observance, should make a request in writing to the Head Teacher at the beginning of the school session.

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.

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.

6) Assessment and tracking progress

By assessment we refer to all those activities undertaken by teachers and their pupils in self/peer assessment – that provide information to be used as feedback to modify teaching and learning activities.

Formative Assessment

Our pupils are encouraged to develop skills in formative assessment strategies. At Blacklaw assessment is integral to learning and is incorporated into planned learning experiences. Effective approaches to assessment actively involve learners in identifying challenging learning outcomes, reflecting on what they have learned and enabling them to plan the next steps in their learning.

Summative Assessment

Regular progress checks are made in all areas of the curriculum to ensure pupils are successfully progressing at an appropriate pace in skills knowledge and understanding of programme content.

Diagnostic Assessment

If a child does not make satisfactory progress we have a range of diagnostic assessment, which may support our staff or support agencies in determining appropriate support learning activities. This would be in consultation with parents. Children with additional support needs may be referred to relevant other agencies for further assessment.

Useful websites:

Building the Curriculum 5: a framework for assessment provides guidance around the assessment framework – http://www.educationscotland.gov.uk/Images/BtC5Framework_tcm4-653230.pdf

Information about Curriculum for Excellence levels and how progress is assessed – <http://www.educationscotland.gov.uk/thecurriculum/howisprogressassessed/stages/index.asp>

The school's arrangements and approaches for tracking and assessing pupils' progress and planning their future learning.

7) Reporting

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.

8) Transitions

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

We will also provide you with information at this time and on events designed to 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 **catchment** school until the Council have made a decision on the 'placing request'. Please note if your 'placing request' application is unsuccessful and all places at your catchment school are filled you will be offered a place at the next nearest appropriate South Lanarkshire School.

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

If you move outwith your catchment primary school a 'request to remain form' must be completed. If you move outwith your catchment primary, this may affect your right to transfer to the associated Secondary School. Please note the secondary school is determined by the pupil's permanent home address and chosen denomination. If you require further information, please contact Education Support Services on 01698 454102.

9) Support for Pupils

Getting it right for every child, (GIRFEC)

Getting it Right for Every Child (GIRFEC) 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 Head Teacher 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)

It is our aim to assist all pupils to achieve their full potential through the provision of an appropriate curriculum for the full range of pupils. We recognise the importance of motivation and encouragement in developing our pupils' confidence in their own progress.

We aim to identify difficulties as soon as they occur. Once identified, many difficulties are solved within the classroom situation by the class teacher, under the guidance of promoted staff. Where severe or long-term difficulties occur, regular assistance will be provided on an individual basis, or in a small group situation. Children who are encountering this level of prolonged difficulty will be supported through a programme of small attainable targets using specific differentiated resources and a range of teaching methodologies.

For children with additional support needs, the school will work in close co-operation with Psychological Services and the local Health Board. In some cases, where further guidance is thought desirable, and after discussion with the parents concerned, the advice or involvement of the Specialist Services may be sought.

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. The leaflets are:

- The Additional Support for Learning Act
- Requesting an Assessment
- Planning for Learning – ASP
- Planning for Learning – CSP
- Transitions
- Future Planning
- Information for Parents and Carers about moving on from school
- Inclusive Education
- ICT assessment
- Visual Impairment Support
- Early Years Specialist Support
- Independent Adjudication

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

Enquire – the Scottish advice service for additional support for learning

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

Phone Helpline: 0845 123 2303

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.

10) School Improvement

Continuous improvement is a clear aim at Blacklaw. The school, its staff and community work together to identify areas for improvement. Through our rigorous self-evaluation progress several priorities for development are agreed and taken forward each year.

This year our priorities are:

- To improve the quality of learning and teaching and pupils' learning experiences
- Implement a whole school focus approach to learning for Sustainability.
- To develop a long term strategy on self-evaluation to ensure high quality learning and teaching through improved practice in quality assurance and quality improvement throughout the school

Further details outlining these priorities are contained in our School Improvement Plan. A copy of our Improvement Plan is 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, Universal Credit, 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 £6,420 as assessed by the HM Revenues and Customs), Child Tax Credit Only (where your gross annual income does not exceed £16,105 as assessed by the HM Revenues and Customs) or receive support under Part VI of the Immigration and Asylum Act 1999.

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 lunchtime that meet the Schools (Health Promotion and Nutrition) (Scotland) Act 2007 and the Nutrient Requirements for Food and Drink in Schools (Scotland) Regulations 2008.

All meals include fresh chilled drinking water and milk will be available for those pupils entitled to free school meals through the free school meal eligibility scheme at morning break or lunchtime.

Milk is also available for purchase to those pupils wishing to buy at breakfast service, where applicable, morning break and lunchtime.

Pupils in:

- Primary 1 - 3 receive a free school lunch.
- Primary 4 - 7 meal cost is £1.50

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

South Lanarkshire Council provides fruit to P1 and P2 children 3 days per week to a selection of schools within the South Lanarkshire area.

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.

Blacklaw uniform colours for clothing are **royal blue** and **black**.

Primary 1 – Primary 5 Pupils

- White shirts with Blacklaw School tie
- Royal blue v-neck sweatshirt or sweatshirt cardigan
- White polo shirt on gym days
- Black school trousers – boys and girls
- Black skirts and pinafores
- Royal blue v-neck jumpers/ cardigans/ tank tops
- Blue and white gingham summer dresses
- Black footwear (no trainers)
- Black plimsolls/sand-shoes or canvas for wearing inside the school building

Primary 6 and 7 pupils

- White shirts with Blacklaw School tie
- Black skirts
- Black school trousers – boys and girls
- Royal blue v-neck jumpers/ cardigans/ tank tops
- Black footwear (no trainers)
- Black plimsolls/sand-shoes or canvas for wearing inside the school building.

The wearing of black blazers for all pupils is **optional**.

Indoor Gym Kit for Primary 6 and 7

- White polo shirt
- Black shorts
- Black sand shoes/plimsolls or suitable indoor trainers

We encourage Primary 6 and Primary 7 pupils to wear their shirts and ties everyday and to bring their polo shirt and shorts to change into on their PE days.

Indoor Gym Kit for Primary 1- Primary 5

- White polo shirt
- Black shorts
- Black sand shoes/plimsolls

Children in Primary 1- 5 can wear a polo shirt on their gym day for ease for changing. Shorts can be worn under black school trousers or skirts. However if this is uncomfortable for some children an

opportunity will be given for children to 'change' for PE.

Outdoor Gym/ Natural Play Kit for Primary 1-7

Suitable warm and comfortable clothing should be brought to school for outdoor PE and Natural Play Activities. Children will be given the opportunity to 'change' clothes for these sessions. 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.

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

The school day is as follows: -

Morning	-	9.00 am
Interval	-	10.30 am – 10.45 am
Lunchtime	-	12.15 pm – 1.00 pm
Dismissal	-	3.00 pm

On Monday 15 and Tuesday 16 August, Primary 1 pupils will attend from 10.00 am – 12.00 noon. From August 17 to August 19, Primary 1 pupils will attend from 9.00/9.15 am until 12.15 pm.

See attached list showing school holiday dates.

Enrolment – how to register your child for school

Please provide information to parents on how to register their child for school. You may wish to include details of your enrolment dates and times.

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, schools, Q and A offices or by contacting Education Resources, Almada Street, Hamilton, phone 01698 454102. Completed forms should be returned as soon as possible to Education Resources, Almada Street, Hamilton ML3 0AE.

Enrolment date for 2016 is week commencing 11 January 2016.

Flying Start Date

The flying start date (when P1 pupils go into school for a full day) is Monday, 22 August 2016.

Transport

- (i) *General information on school transport should be given. The following statement should be incorporated in all handbooks.*

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, phone 01698 454102 or web 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 phone 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.

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

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

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

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

Child Protection

All staff in educational establishments in South Lanarkshire Council are required to attend training annually and follow the advice and guidance contained within the Education Operating 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.

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

Copies are available from the school or the web: www.southlanarkshire.gov.uk

Information on emergencies

We make every effort to ensure the school remains open 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.

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.



Education Resources

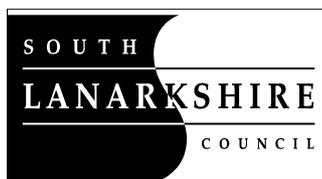
School Holiday Dates Session 2015/2016

Break	Holiday dates		
First Term	Teachers return	Thursday	13 August 2015
	Pupils return	Monday	17 August 2015
September Weekend	Close	Thursday	24 September 2015
	Re-open	Tuesday	29 September 2015
October Break	Close on	Friday	9 October 2015
	Re-open	Monday	19 October 2015
Christmas	Close on	Wednesday	23 December 2015
Second Term	Re-open	Tuesday	5 January 2016
February break	Close on	Friday	5 February 2016
	Re-open	Wednesday	10 February 2016
Easter Break	Close on	Thursday	24 March 2016
	Re-open	Tuesday	29 March 2016
Spring Break	Close on	Friday	1 April 2016
	Re-open	Monday	18 April 2016
Third Term			
Local Holiday	Closed	Monday	2 May 2016
Local Holiday	Close on	Thursday	26 May 2016
	Re-open on	Tuesday	31 May 2016
Summer break	Close on	Friday	24 June 2016
In-service days	Date for teachers return	Thursday	11 August 2016
		Friday	12 August 2016

Notes

- ◆ Good Friday falls on Friday, 25 March 2016
- ◆ Lanark schools will close 9 and 10 June 2016
- ◆ Schools will close at 2.30pm on the last day of terms 1 and 2 (Wednesday, 23 December 2015 and *Friday 1 April 2016)
- ◆ Schools will close at 1pm on the last day of term 3 (Friday 24 June 2016)
Two in-service days for 11 & 12 August 2016.

* The early closure falls at the beginning of the Spring break (as per Operating Procedure E5)



Education Resources

School holiday Dates Session 2016/2017

Break	Holiday dates		
First Term	Teachers return	Thursday	11 August 2016
	Pupils return	Monday	15 August 2016
September Weekend	Close	Thursday	22 September 2016
	Re-open	Tuesday	27 September 2016
October Break	Close on	Friday	14 October 2016
	Re-open	Monday	24 October 2016
Christmas	Close on	Thursday	22 December 2016
	Re-open	Monday	9 January 2017
Second Term	Close on	Friday	10 February 2017
	Re-open	Wednesday	15 February 2017
Spring break/Easter	Close on	Friday	31 March 2017
	Re-open	Tuesday	18 April 2017
Third Term			
Local Holiday	Closed	Monday	1 May 2017
Local Holiday	Close on	Thursday	25 May 2017
	Re-open on	Tuesday	30 May 2017
Summer break	Close on	Friday	23 June 2017
Proposed in-service days	*Proposed date for teachers return (subject to consultation)		

Notes

- ◆ Good Friday falls on Friday, 14 April 2017
- ◆ *Lanark schools will close 8 and 9 June 2017*
- ◆ Schools will close at 2.30pm on the last day of terms 1 and 2 (Thursday, 22 December 2016 and Friday 31 March 2017)
- ◆ Schools will close at 1pm on the last day of term 3 (Friday 23 June 2017)
*Two in-service days proposed for August 2017 to be confirmed.