



Education Resources

***Saint Mark's Primary School Rutherglen
Handbook Information
2021 – 2022***



Contents

1. **Introduction**
2. **Covid 19**
3. **About our School**
4. **Parental Involvement**
5. **School Ethos**
6. **The Curriculum**
7. **Assessment and Tracking Progress**
8. **Reporting**
9. **Transitions (Change of school / Placing requests)**
10. **Support for Pupils (Additional Support Needs)**
 - **Getting it Right for every child**
 - **Enquire**
 - **Attachment Strategy**
11. **School Improvement**
 - **Pupil Equity Funding**
12. **School Policies and Practical Information**
 - **Nursery**
 - **Free meals**
 - **Uniform/dress code**
 - **Clothing Grant**
 - **Transport**

If you need this information in another language or format, please contact us to discuss how we can best meet your needs.

Phone: 0303 123 1023 Email: education@southlanarkshire.gov.uk.

1) Introduction by the Head Teacher

Welcome to St Mark's Primary School.

Our school Vision, Values and Aims were created through consultation with our whole school community and they are at the heart of what we do. Our school vision is **that "St Mark's is a place of faith and learning: where we love and care for each other, work hard and always try our best, following the example of Jesus our teacher."** As a catholic school our ethos reflects Gospel values and as such we recognise the importance of inclusion, nurture, and the spiritual development of our young people. Our school values are **Respectful, Hardworking, Kind, Caring and Honest, and Resilient** and we have created our school aims to reflect these.

Within St Mark's we recognise that literacy and numeracy skills are essential platforms to future learning. All staff work hard to provide excellent learning and teaching, and to ensure that all pupils make strong progress at each stage of learning. We have a relentless focus on raising attainment, developing knowledge, understanding and skills, and increasing the ambition, aspiration and expectations of our children. We want our children to have a 'growth mindset', meaning that they feel confident to try, to learn from mistakes, and not to give up. We have high expectations of behaviour and attitude, and encourage our children to demonstrate effort, respect, tolerance, kindness and forgiveness.

We want you to feel very welcome to the school and very involved in your child's education as a parent of Saint Mark's Primary School. There are many opportunities for you to have your views heard and to take an active part in the life of the school. I hope this handbook will answer many of the questions you have about our school. Should you have any other questions or concerns please feel welcome to contact us.

The staff of Saint Mark's Primary School look forward to working in partnership with you now and in the future. As Pope Francis says, "You will build the future, with your hands, with your love, with your passions, with your dreams. Together with others."

Elaine O'Donnell
Head Teacher



Our Vision, Values and Aims



We will treat each other with respect,
so that everybody feels safe, happy and included.

We will always try our best to work hard and challenge ourselves,
so that we keep learning and improving.

We will always try to be honest, show understanding and be forgiving,
so that we become responsible, kind and caring people.

We will encourage each other to be resilient when things are challenging,
so that we don't give up and have the courage to keep trying.

We will work as a team with our families, priest and wider community,
so that our school is a happy place to be where everyone achieves their full potential.



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

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

On the 19 October 2021 the Scottish Government announced that the existing COVID-19 safety mitigations in schools and educational settings are to remain for now, following the advice from senior Clinicians. It is worth noting that whilst for the general public a number of areas have changed in light of the roll-out of the vaccination programme, there continues to be restrictions in place for schools and educational settings. The public health message is that the safety of children and young people and all education staff, remains the overriding priority. Secondary aged pupils are expected to wear face-coverings and to undertake twice weekly lateral flow tests.

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

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

So it is worth noting: -

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

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

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

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

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

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

3) About our school

Name	St Mark's Primary School and Nursery Class
Address	Kirkriggs Avenue Blairbeth Rutherglen G73 4LY
Phone Number	0141 634 4238
Email	gw14stmarksgoffice@glow.sch.uk
Website	http://www.st-marks-rutherglen-pri.s-lanark.sch.uk/
Present Roll	148
Denominational Status	Roman Catholic

Saint Mark's Primary is situated in the Blairbeth area of Rutherglen, Saint Mark's is a Catholic, co-educational primary covering stages Primary 1-7 and with a full time Nursery class. We have an invaluable and happy working relationship with the parish community and our school Chaplain, Father Charles Coyle. The ethos of the school is built on the partnership of home, school and community.

Saint Mark's Primary was first established in November 1956 on the grounds of Blairbeth House. It is said the owner of this house granted the land to the council on the agreement that the only building to be erected would be used to educate children. We worked happily in our original school building until 2012 when it was demolished and replaced with our beautiful new school which officially opened in May 2014.

The school is well resourced and includes a large Nursery room, Computer Suite, General purpose room and a well-stocked library. Children have lunch in a bright lunch hall on the ground floor and we have a wonderful hall for P.E. activities as well as for school performances on the stage. We place considerable emphasis on giving children access to the outdoors and we have a very well equipped playground which encourages play and adventure. We are also very fortunate to be able to offer a breakfast club in our school which is available for all pupils free of charge, running from 8.15am every morning.



STAFF

Head Teacher Mrs E. O'Donnell
Principal Teachers Mrs E. Armstrong
Mrs L. Livingston

Nursery Class:

Early Years Team Leader	Ms J. Weir
Early Years Worker	Ms L. Brown
Early Years Worker	Mrs P. Dick
Early Years Worker	Ms J. Rodger
Early Years Worker	Mrs J. Sannachan
Early Years Worker	Mrs J. Bordon
Early Years Worker	Mrs S. Ahmed
Early Years Support	Ms M. Simpson

Class Teachers and their responsibilities

P1	Mrs. E. Finnigan / Mrs. M Thomson
P2	Mrs P. Roberts
P3	Mrs. L Livingston / Mrs L Alexander
P4	Mrs. C Tognini
P5	Miss B Shields / Mr. JM Preston
P6	Miss. C Daly
P7	Mrs. M Linskey / Mrs. J Sutherland

Class Contact Reduction Teacher Mrs C. Hughes

Additional Support Teachers **Mrs P Gray**
Mrs. C. McBride
Mrs F Mowbray

Area Specialist Support Teacher Mrs B. Clark

Support Staff

Mrs K. Thomson
Mrs J. Connelly
Mrs A. Welsh
Miss L. Spence
Mrs M. Rusk
Mrs. J McColgan
Mrs. E Donnelly

Parish Priest

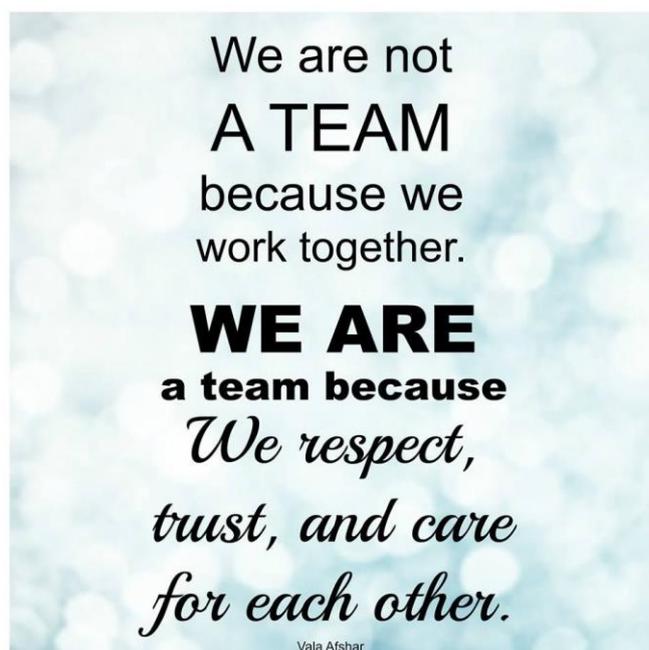
Father Charles Coyle

Janitor

Mr M. Agnew

Catering

Mrs L. Wallace – Catering Supervisor
Ms A. Glen
Ms J Neely
Ms M Shearer





Have a Concern?

If you have a concern regarding your child's progress, behaviour or another school matter you should speak to their class teacher in the first instance. This can be done by making an appointment through the School Office.

For matters of a more urgent, confidential or sensitive nature, you should arrange to speak to the Head Teacher, through the School Office.

Formal parent/teacher evenings are arranged twice a year, normally in October and March. Throughout the session, parents are most welcome to arrange an appointment to have their child's programme of work explained to them or have informal discussions regarding their progress. This can be organised by contacting the School Office.

Regular Newsletters and Memos provide information for parents on a wide range of school matters.



Child Unwell? Please Let Us Know

Every day we carry out an Absence Check at 9.30 am. Please notify the School Office between 8.30am and 9.30am if your child is going to be absent from school and give a reason so that the Class Teacher can be informed. When a child has been identified as absent by the Class Teacher and no notification has been received from home, the Office Staff will telephone parents or the Emergency Contact to find out where the child is. **Please phone before 9.30 am.**

Complaints Procedure

The quickest, easiest and often the most effective way to complain is to contact the School Office directly and speak to the Head Teacher or Principal Teacher, let them know what the problem is and what would put things right.

You can make a formal complaint:

In person: By making an appointment and calling into the school

By phone: Call and speak to a member of the management team detailing what you are unhappy about.

In writing: Write to the head teacher detailing the nature of your dissatisfaction

When making a complaint you should let us know:

- Your name.
- Your address.
- Your phone number.
- What you are complaining about.
- What we can do to put things right

4) Parental involvement

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

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

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

As a parents/carers we want you to be:

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

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



Parent Council



The school is fortunate to have a committed Parent Council who work hard to support our pupils by active involvement in matters pertaining to the school as well as organising events and fundraising to supplement school resources. The Parent Council meet regularly and new members are always welcome.

Chairperson: Amanda Howett
Secretary: Katy Sweeney and Kelly Summers
Treasurer: Gillian Campbell
Church Rep: Fr Charles Coyle
Staff member: Mr John Mark Preston

The Head Teacher acts as Professional Adviser to the Parent Council but has no voting rights.

Local Councillors may also attend Parent Council Meetings but have no voting rights.

The school and the local authority are obliged to listen to what the Parent Council says and to respond to the issues raised. Parent Councils decide such things as:

- How their Parent Council will be set up
- What it should be called (Parent Council or other name)
- What size it should be – e.g. in a very small primary school, all parents could be involved
- Who should be a member of the Parent Council
- How they should be appointed
- When the most convenient time is to hold meetings
- What will be discussed at meetings – these might be topics such as school uniform, parking near the school, the school's anti-bullying policy, etc.

We value parental support and are always very pleased to welcome new helpers. Any parent wishing to become involved in helping in the school should contact the school office for information.

5) School Ethos

Our strong, school ethos is focused on developing the whole child and is based on Christian values. As stated in our school vision, Saint Mark's is a place of faith and learning: where we love and care for each other, work hard and always try our best, following in the example of Jesus our teacher. Our children are encouraged to be confident, successful, responsible and effective contributors both in school and in the wider community. Our school values are celebrated throughout the course of the week as we recognise Respect, Hard work, Resilience and Kind, Caring and Honest attitudes. Through weekly assemblies the school's vision and values are shared and achievements in learning are recognised and celebrated through our Saint Mark's Marvels Awards. Our assemblies also provide opportunities to engage with a range of visitors who bring colour, enjoyment and enrich the learning experience for our pupils.



The staff of Saint Mark's Primary are highly motivated and fully committed to the continuous improvement of the school. There is a strong commitment to inclusion and working together in a nurturing environment and in partnership with outside agencies to achieve the best outcomes for our children. We are very fortunate to be able to offer Nurture support to our pupils in our very well equipped Nurture Base: The Bothy, as well as CUSTTAD (combined use of sand tray, talk and draw) with our Specialist Support Teacher. Staff work with our Specialist Support staff to plan for and meet the individual needs of pupils e.g. specialist support, behaviour support, educational psychologist, staff from CAMHS, Speech and Language and social work.

Our school enjoys a very positive, long standing and supportive relationship with our local parish and with the wider community. We work in Partnership with our Active Schools Coordinator to provide meaningful Extra Curricular Activities for children and their families throughout the week including a number of after school clubs like Football, Boxercise and Tennis as well as a variety of lunchtime clubs such as Fitness and Dance. In addition to this, our Primary 5 class has the opportunity to take part in a 12 week swimming block every year and for the past 4 years and for the first time, our Primary 6 pupils have taken part in Bikeability training. Our Primary 7 have several opportunities throughout the course of the year to participate in Health and Wellbeing events organised through transition with Trinity High School.

Pupils have enjoyed sharing their learning with parents and the wider community through our school Twitter page, school website and special events such as the Christmas Concert, Summer Show, Assemblies, Parents' Evenings and presentations for Scottish Week. Our school Choir have performed to a variety of audiences including the Trinity Cluster Holocaust Memorial Service and Carol Singing within the Community.

We hope all of these learning opportunities will resume when Covid restrictions allow.

Early Years

The school has a very active Nursery class which accommodates up to 30 children aged 3 to 5. Children can attend 5 sessions per week from 9am till 3pm. In August 2018 the nursery entered phase 2 piloting the 1140 hours hence why full day sessions are available. Our Nursery class is very much part of our school community and we work together to ensure the children are fully involved in the life of the school. We follow a daily routine where the children participate in group time, choose where to play and learn and also have access to outdoor play and learning on a daily basis. 2 gym hall sessions are available on a weekly basis where children take part in physical play. Lunch is served in the school dining hall each day. The children are encouraged to be as independent as possible during this time. Nursery is where the children learn and develop skills which will enable them to progress through both their personal and educational life. It should be noted that if you register your child for nursery it does not mean that they will automatically be enrolled at the school when they are ready to start primary school. All children who move from early years to primary education must register separately for school in the month of January.



Trinity Learning Community



Trinity High School

Saint Mark's Primary is part of Trinity Learning Community. A learning community is made up of schools and education establishments from the area including the secondary school, primary schools, early years establishments, early years partners and schools and bases which provide specialist additional learning services. It is about working together to plan better outcomes for children and young people. The learning community develops ways of working between establishments and with other agencies and organisations to ensure services are responsive, accessible and are delivered as effectively as possible.

Religious Observance

St Mark's is a denominational Catholic Primary School; our children are brought up to care for others, to be tolerant and understanding. We work in partnership with our parish community and children attend church services in Saint Mark's Church / or online with Fr. Charles Coyle and we also prepare masses to take place in the school (Covid-19 permitting).

As part of our Religious Education programme, pupils are supported in Sacramental preparation for Reconciliation in Primary 3, First Holy Communion in Primary 4 and Confirmation in Primary 6 /7.

As part of our religious instruction, the pupils learn about other world faiths to give them a wider understanding of those around them. We have a number of children in our school who are not Catholics, this being entirely in order with Council Policy. The school's Catholic status is discussed with parents before enrolment. Education Resources has produced guidelines on Religious Observance Policies and these are available in all establishments.



St. Mark's Church

6) The Curriculum

Curriculum for Excellence is the name given to the curriculum in Scotland for all children and young people aged 3-18. It is a forward looking, coherent, more flexible and enriched curriculum that provides young people with the opportunities to engage with 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.

The curriculum in Saint Mark's Primary is built around the four contexts for learning which are: the curricular areas named above, school ethos, interdisciplinary learning, (IDL) personal achievement and school ethos. The curriculum addresses the following design principles: challenge, breadth, progression, depth, personalisation and choice, coherence and relevance. Our curriculum joins up learner's journeys, provides easy transition between stages, focuses on knowledge and key skills, responds to a fast changing world and equips our children to respond.

Parents are regularly informed about their child's learning and in addition to open evenings, parent's nights, curriculum workshops, parents also receive regular updates on school improvement priorities at Parent Council meetings where the children give presentations on their learning.

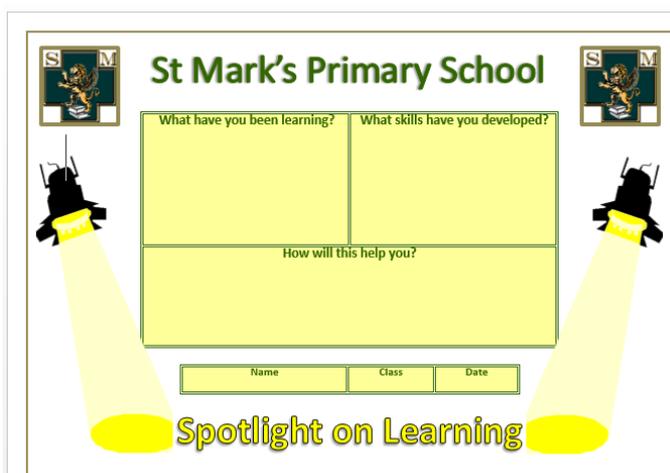
Throughout the school children are given opportunities to use their skills of numeracy and literacy across the curriculum to apply their learning in real life situations and during events such as Enterprise and Financial Education Week. The promotion of reading for enjoyment is actively encouraged with regular access to the school library and celebrations for World Book Day. Our driving principles are to raise standards, improve knowledge, develop skills, make learning relevant, focus on the learner and help our learners to make connections.



Effective global citizens
Share their successes
Value their opinions



Take on leadership opportunities
Able to take their place in the world and contribute to it confidently



Literacy and English Language

Literacy and English Language in Saint Mark's is based on the Curriculum for Excellence outcomes and Experiences which aim to enhance pupils' knowledge and understanding of the English Language and encourage the development of literacy skills across learning. Teachers regularly plan, moderate and assess learning to ensure all pupils are engaged and have the opportunity to achieve and succeed. Using materials and resources which are appropriate to the child's age and ability, we aim to provide a range of different reading experiences to help all our children to read fluently, accurately and with understanding and to transfer this skill to include reading in all other areas of the curriculum.



Our Literacy curriculum consists of Reading, Writing and Talking and Listening as well as Modern Languages. Both our Teaching staff are trained to deliver high quality learning experiences in the classroom to support and foster a love of reading and writing using a wide range of strategies and engaging resources. Our literacy programme, Active Literacy, encourages progressive language development to meet the needs of individual learners and groups with differing abilities and aptitudes, ensuring that all children receive appropriate support and challenge.

Modern Languages in the Primary School



Pupils from P1-P7 study Spanish as part of the Modern Language Programme. The children enjoy many speaking activities based on everyday situations, singing Spanish songs and use vocabulary daily in class for conversational and instructional purposes. This is an excellent foundation for the curriculum they will meet in Trinity High School. Pre-Covid we were also very fortunate to be able to offer an introduction to Mandarin to our Primary 5-7 pupils with visiting specialists once a week. We look forward to this resuming in the future.

Numeracy and Mathematics

The Numeracy and Mathematics Programme is based on Curriculum for Excellence experiences and outcomes. The programme is supported by Tee Jay and Scottish Heinemann. Numeracy development focuses on encouraging the growth of pupil confidence in working efficiently with numbers and number processes. Essential Skills in mathematics are practised and basic facts mastered.

The programme as a whole aims to enable pupils to: solve mathematical problems, interpret data accurately, make informed decisions and recognise the impact of numbers in everyday life. Pupils are provided with opportunities to develop their knowledge and skills in: estimating and round numbers; recognising and manipulating numbers and number processes; calculating fractions, decimal fractions and percentages; using money, time and measurement in life contexts; interpreting and analysing data and communicating ideas relating to probability.



Health and Wellbeing

In Saint Mark's Primary School through our Health and Wellbeing Curriculum we aim to promote confidence, independent thinking and positive attitudes to health. It is the responsibility of every teacher to contribute to learning and development in this area. Using a whole school approach we work in partnership with other agencies and promote health and well-being as an integral part of the school curriculum.

Our staff plan the Health Curriculum encompassing the Experiences and Outcomes of Curriculum for Excellence, taking account of the strands for Health & Wellbeing:-

1. Mental, Emotional, Social and Physical Wellbeing
2. Planning for choices and changes
3. Physical Education
4. Food and health
5. Substance misuse
6. Relationships, sexual health and parenthood

The **Relationships, sexual health and parenthood** strand of Health Education is taught through the **Education for Love Programme** in which we help our pupils to develop an understanding of how to maintain positive relationships with a variety of people and be aware of how thoughts, feelings, attitudes, values and beliefs can influence decisions about relationships, and sexual health. They develop their understanding of the complex roles and responsibilities of being a parent or carer.

Physical Education



Children enjoy 2 hours of Physical Education each week across 3 sessions, learning ball skills, team games and cooperation, body awareness and dance. The programme is further enhanced by the opportunity to take part in team sports such as football, Tennis and Basketball through our partnership with Active Schools.

Social Studies

Our Social studies programme is organised in three categories: and staff use a range of cross curricular and interdisciplinary approaches to help the pupils engage with the learning in a meaningful and stimulating manner. The three strands of the social studies curriculum are as follows:

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

Sciences



Through our topics, the children will investigate the key features or ‘strands’”, which are:

- **Planet Earth**
- **Forces, Electricity and Waves.**
- **Biological systems**
- **Materials**
- **Topical science**

In investigating these areas which may be delivered as a stand-alone series of lessons or as part of a topic, pupils will develop Inquiry and Investigative skills and Scientific Analytical Thinking skills.

Technologies

Through the Technologies Curriculum pupils have opportunities to develop skills in ICT, Problem Solving, Creativity and Innovation and also are encouraged to use their ICT skills in all areas of learning. Saint Mark’s Primary benefits from a fully equipped ICT suite, our classrooms having interactive Touch Screen technology and the school has also invested in iPads and Chromebooks to facilitate children’s learning.



Expressive Arts

In Saint Mark's Primary School Expressive Arts plays an important role in the education of all pupils. Through the Expressive Arts programmes we aim to foster imagination and creativity, develop practical and perceptual skills and promote intellectual and aesthetic development. The key features of our Expressive Arts programme are:

- **Art and Design**
- **Music**
- **Dance**
- **Drama**

Religious Education

The religious education in our school is based on "This is Our Faith", a document which has been designed to provide guidance on the experiences and outcomes of Catholic Religious Education and guide teachers in shaping the learning of young people in Religious Education. The document offers a programme based on scripture and tradition. This is Our Faith encourages the awareness, knowledge of and progression in sacramental development at all stages of the primary school.



This is Our Faith encourages teachers to divide the school year into the pastoral calendar year and as such offers a range of learning opportunities which coincide with events in the church. With a greater emphasis placed on scripture, we can also explore the different religious views at Jesus' time and relate this to Other World Religions. As mentioned previously we have children in the school who are not Catholic and so it remains of utmost importance to address other religions in conjunction with the Catholic faith.

As a Roman Catholic school, Religious and Moral Education and Religious Observance play an essential part in the education of our children. Our work in this area is carried out in close partnership with Saint Mark's Parish Priest, Father Charles Coyle, who visits the school regularly and provides a monthly school mass in which the children are fully involved. They participate in Readings, Prayers, Offertory Procession and Singing.

The staff also work closely with the Parish Priest in the preparation of our children for the Sacraments and other religious events. The school is very involved in the life of Saint Mark's Parish.

The Religious Education programme consists of the following:

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

Roman Catholic Schools

In a letter of guidance issued by the Scottish Government in February 2011, it is acknowledged that Catholic schools take a distinctive approach to the provision of Religious Observance:

Scottish Government Ministers welcome the tradition that, in Roman Catholic denominational schools, Catholic Liturgy will largely shape the nature and frequency of religious observance activities in the classroom and in the wider school community. So, at times, children and young people will be invited to participate in, and sometimes to lead, prayer and reflection in classrooms and at assemblies. At other times, to honour particular occasions or feast, chaplains will lead school communities in the celebration of Mass and other forms of liturgical celebration.

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.

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.



Equal Opportunities and Social Justice



South Lanarkshire has an Equal Opportunities Policy which is operated fully within St Mark's. All our pupils, irrespective of gender, race or religious belief, are encouraged to participate in the wide range of activities offered both during and after school. All staff actively promote equal opportunities. Parents are invited to raise any issues of interest or concern with Mrs Tompkins.

Reporting of Racist Incidents

- (i) Schools take seriously any reported racist incidents. Within the school's approach to promoting positive discipline a record of all racist incidents is maintained and each incident fully investigated.

Schools are required to notify the local authority of any racist incident.

Equality and Diversity Impact Assessment

- (ii) Schools and education establishments have a legislative duty to undertake an assessment of equality and diversity. This is the process of systematically assessing and consulting on the effects that a policy, process or strategy is likely to have on different groups in the community who might experience disadvantage/barriers in accessing services. The process includes monitoring the actual effects of the policy once it is put into practice. Policies do not affect everyone in the same way. By assessing in the early stages, any adverse impact can be identified and minimised.

7) Assessment and tracking progress

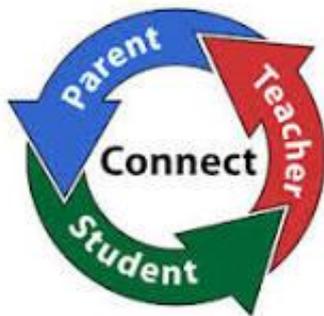
Assessment is an integral part of learning and teaching. It helps to provide a picture of a child's progress and achievements and to identify next steps in learning. In Saint Mark's we aim to challenge each pupil as an individual, developing strengths and supporting any area of need.

Throughout the school year, our teaching staff work together to plan collaboratively, discuss teaching and learning, share good practice and work together to review the learning intentions and success criteria to meet the needs of each individual in their classrooms. This collaborative process allows us to focus on what we need to assess and when in order to ensure we can track progression in learning and identify when pupils require additional support to help them to succeed.

There is continuous assessment of children's work carried out in a variety of ways through teacher observation, oral questioning, correction/ evaluation of individual pieces of work and effective feedback as well as opportunities for more formal assessments. Evidence of assessment can be found in what a pupil writes, says, makes or does. These different types of assessment provide evidence upon which a teacher will base professional judgements. The teacher will assess the level at which a child is performing and an appropriate programme of work can then be agreed upon.

Children are encouraged to evaluate their own and their classmates work against set criteria through a self and peer assessment approach. As they develop skills in self and peer assessment, learners will build confidence and take more ownership for managing their own learning.

8) 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.

We welcome any comments or additional information from parents to help us provide the best possible education for our learners. 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 is doing in school and you can contact the school at anytime with any matter that you wish to raise.

We welcome any comments or additional information from parents to help us provide the best possible education for your child.

9) Transitions

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

We will also provide you with information at this time and on events designed to support P7 children before they move on to secondary school.

Change of School/Placing Request

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

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

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



10) Support for Pupils



Getting it right for every child.

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

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

If you have any concerns about your child's wellbeing, you can speak to the named person who will work with you to provide support and decide how to move forward. Your school will let you know who this is. It is likely to be the Head Teacher in a primary school and a principal teacher (pupil support) in Secondary.

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

Support for All (Additional Support Needs)

In Saint Mark's all staff work together to ensure that all pupils feel included, valued and can succeed. We are very aware of the fact that all children have needs but where a pupil has "additional support needs" we mean that a pupil may require extra support to assist progress within the school environment. This is in line with the authority's policy "Inclusion and Support for Learning;" it could mean extension work for children to challenge them or support for a child or group requiring to consolidate their skills or who need that little bit of extra support. A child may require support for a short time in a particular area, or an extended period throughout their school career. Support may be given on an individual, group or whole class basis.

Our school policy is familiar to, and given a very high priority by, all members of staff. The Head Teacher and Principal Teachers consult regularly with Class, Specialist Support and Nurture teachers. We work closely with our designated Educational Psychologist, the extended Learning Community Team, Speech and Language Therapists and Behaviour Support Staff as required.

When assessing the needs of individual pupils in our school we always ask:

- What is getting in the way of this child's wellbeing?
- Do I have all the information I need to help this child or young person?
- What can I do now to help this child or young person?
- What can our school do to help this child or young person?
- What additional help, if any, may be needed from others?
- What is the view of the child or young person and the family?

Children with support needs are identified at an early stage and support is offered where necessary. This support will obviously depend on the need of the child, and may be on an individual basis or within a group situation, but will always include:

- consultation between class teacher and Head Teacher/Principal Teacher to determine targeted support through 'Additional Support Plans' (ASPs) which target both the learning support needs and SHANARRI indicators.
- consultation with parents at the outset to discuss targets to meet the needs of individual children.
- regular meetings involving teachers, Specialist Support teacher and external agencies when required.
- Regular review and reporting on progress to parents
- monitoring, observing and assessing – even when the child has achieved the set targets
- parents are consulted at all times, and invited to discuss their child's progress regularly.

Support is also provided when necessary to children with English as an additional language.

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 available 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, the Scottish advice service for additional support for learning.

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

Enquire – the Scottish advice service for additional support for learning

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

Phone Helpline: 0345 123 2303

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

Email Enquiry service: info@enquire.org.uk

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

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

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

Attachment Strategy for Education Resources

Attachment – what we do to support children and young people

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

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

What does it set out to do?

The aim of the strategy is to promote better experiences of attachment for South Lanarkshire's children and young people and to ensure that all education practitioners understand the importance of attachment theory and its application and how positive relationships can make a difference to outcomes.

How can I find out more?

South Lanarkshire Council Education Resources have published a series of leaflets and posters for establishments and for parents/carers which aim to share information on attachment theory and on how this can inform the ways in which we support children and young people.

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

11) School Improvement

Our COVID 19 Recovery Plan was devised for our return to school after the COVID 19 lockdown. It has 3 Priorities:

Priority 1 - Continuity of Learning

Priority 2 - Promote the positive health and wellbeing of children & young people, parents/carers and staff

Priority 3 - Planning for Equity

You can access the full School Improvement Plan on our website:

<http://www.st-marks-rutherglen-pri.s-lanark.sch.uk/>

Saint Mark's School Improvement plan priorities are designed in a way to ensure we are continuously developing as a school and improving our teaching and learning to engage all learners and support them in their progress across the curriculum.

The school strives to improve standards for pupils in relation to Literacy, Numeracy and HWB and we have introduced a number of initiatives and interventions to support our pupils and raise attainment across the school. Nurture sessions allow us to monitor pupil progress and engagement in learning and our additional support for learning programme allows us to review interventions and supports to offer challenge, improved motivation and enjoyment for our learners and continue to foster a sense of collegiality.

Our cycle of improvement involves re-evaluating our school leadership and offering distributed leadership throughout the school to involve our class teachers. We also aim to further develop our Curriculum to ensure we are meeting the needs of all our learners and adapting our practice in our classrooms to ensure children have the opportunity to learn through a variety of experiences including active, play based and outdoor learning opportunities. We will continue to improve our parental engagement and will work closely with our Parent Council to ensure this is successful.

12) School policies and practical information

School Meals

Nursery

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

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

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

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

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

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

Pupils in:

- Primary 1 - 5 receive a free school lunch.
- Primary 6- 7 meal cost is £1.95

By August 2022 all primary school pupils will be eligible for a free lunch.

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

Free School Meals

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

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

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

We would encourage parents of children who are in receipt of any of the above benefits to take up this opportunity of having a meal provided for their child when they are at school. Arrangements are in place so that children who receive free meals are not singled out and we encourage all children to remain in school at lunch time.

South Lanarkshire Council also offers a free Breakfast service, the service runs from 8.15am to 8.45am each school day. If you wish your child to attend the Breakfast Club please contact the School Office on 0141 634 4238

School uniform

We ask all parents/carers to support the school by encouraging your children 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.

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.

Dressing the St Mark's Way Our School Uniform Standard



Wearing of school uniform:

1. Indicates a sense of pride in the school and helps pupils to form positive attitudes to the school and to their school work.
2. Protects children from the harmful effects of social distinction and competitive dressing.
3. Promotes the school's identity in the community, with our immediate neighbours and local business.
4. Assists staff in the task of supervising pupils and keeping pupils safe on excursions.



Boys

Green blazer
School tie
White shirt
Grey trousers / shorts
Green jumper / sweatshirt
Black school shoes

Girls

Green blazer
School tie
White shirt
Green skirt / pinafore (plain not tartan)
Green jumper/ cardigan/ sweatshirt
Black school shoes
Green Summer dress for warmer weather



We ask all children to wear soft shoes for comfort and safety during the day.

PE Kit

Yellow polo shirt, green/black shorts to be kept in a small gym bag.
Younger children may wear their yellow polo shirt to school on gym days.
Indoor shoes must be worn every day!
We will let you know when these need replaced!



Outdoor Jacket

Children should come to school prepared for all weather! Any weatherproof jacket is acceptable.

Suppliers

All Ure Uniforms

40 Hamilton Road, Rutherglen, G73 4DG
07857813333

BE Schoolwear

35 Argyle Street, Glasgow, G2 8AH
0141 221 4472
www.beuniforms.co.uk

My Clothing at Tesco

www.myclothing.com

Reducing the Cost of the School Day

At St Mark's we are committed to reducing the cost of the school day. School uniform does not need to be branded with the school badge.

If you have any outgrown uniform that is still in very good condition please consider donating this to the school. Our Parent Council are supporting us to refresh and prepare items to be re-loved! We will then offer these items back to our school community.

Items that are left behind by children will initially be displayed as lost property and if not claimed after a period of time will be added to the collection.

We also have a great selection of jackets available which will be put on display at times throughout the year. In the meantime, please call the school office on 0141 634 4238 if you would like to take a look.

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).

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.

Allergies

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

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

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

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

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

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

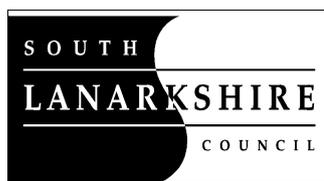
In supporting children and young people with allergies, school employees will operate in accordance with South Lanarkshire Council's Safe Systems of Work / risk assessment and national guidance on the administration of medicines.

School hours/holiday dates

Our school hours have changed due to Covid precautions. Any changes to the times will be posted on our School App and Website.

Classes	Entry Time	Lunch Times	Exit Time
P1, P3, P5, P7	8.50am	12.20 -1.05pm	2.50pm
P2, P4, P6	9.00am	12.45 - 1.30pm	3.00pm

Holiday dates (including in-service days) for session 2022/2023 are as follows:



Education Resources

School Holiday Dates Session 2022/2023

Break	Holiday dates		
First Term	Teachers In-service	Monday	15 August 2022
	In-service day	Tuesday	16 August 2022
	Pupils return	Wednesday	17 August 2022
September Weekend	Closed on Re-open	Friday Tuesday	23 September 2022 27 September 2022
October Break	Closed on Re-open	Monday Monday	17 October 2022 24 October 2022
	In-service day	Monday	14 November 2022
Christmas	Close on Re-open	Friday Monday	23 December 2022 (2.30pm) 9 January 2023
Second Term			
February break	Closed on	Monday and Tuesday	13 February 2023 14 February 2023
	In-service day	Wednesday	15 February 2023
Spring break/Easter	Close on Re-open	Friday Monday	31 March 2023 (2.30pm) 17 April 2023
Third Term			
Local Holiday	Closed	Monday	1 May 2023
	In-service day	Tuesday	2 May 2023
Local Holiday	Closed on Re-open	Friday Tuesday	26 May 2023 30 May 2023
Summer break	Close on	Tuesday	27 June 2023 (1pm)
Proposed in-service days	Monday 14 August 2023 Tuesday 15 August 2023		

Notes

- ◆ Good Friday falls on Friday, 7 April 2023
- ◆ *Lanark schools will close Thursday, 8 June 2023 and Friday, 9 June 2023*
- ◆ Schools will close at 2.30pm on the last day of terms 1 and 2 (Friday, 23 December 2022 and Friday, 31 March 2023)
- ◆ Schools will close at 1pm on the last day of term 3 Tuesday, 27 June 2023)
*Two in-service days proposed for August 2023 to be confirmed.

Enrolment – how to register your child for school

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

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

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

Proof of where the child lives may also be needed.

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

If your child is starting school for the first time you must enrol your child at their catchment school in January. If parents want their child to go to another school, they must enrol in the first instance with their catchment school and ask for an information leaflet that provides details on how to make a placing request. An online placing request form is available on the SLC website –

www.southlanarkshire.gov.uk, or by contacting edsuppserv.helpline@southlanarkshire.gov.uk or phone **0303 123 1023**.

Enrolment date for 2022 is week commencing 10 January 2022.

Transport

School transport

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

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

Pick-up points

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

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

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

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

Insurance for schools – pupils' personal effects

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

(i) Theft/loss of personal effects

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

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

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

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

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

(ii) Damage to clothing

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

Family holidays during term time

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

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

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

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

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

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

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.

The St Mark's Way Ready Respectful Safe

In Saint Mark's Primary, we follow the 'Saint Mark's Way' to promote positive behaviour and relationships. This policy was created in consultation with staff, pupils and parents and provides a consistent approach across the school.

We encourage, praise and reward our children for positive behaviour as they strive to follow the Saint Mark's Way. Children move up a class chart based on their behaviour and effort and receive awards including Gold certificates, Head Teacher Awards and St Mark's Marvels. Each week we establish a Focus for the Week under the strands of being Ready, Respectful and Safe. All classes also draw up their own class charters in line with the UNCRRC.

As a school we believe in a restorative approach to managing behaviour and we regularly reflect on our values of Respect, Hard work, Kindness, Care and honesty and Resilience. On the occasion when a child makes a wrong choice, they would move down the chart, and if they reach 'Red' they will attend a 'Lunchtime Reflection' where we discuss the reasons, consequences of their actions and relate these to our values, planning how to sort things out and make better choices moving forward. A letter will be sent home with the child following a reflection to ensure parents are aware, and this should be signed by the parent and returned the following school day. If an incident is deemed to be serious eg hurting another child this may result in an immediate red.

Persistent issues with behaviour will result in parents being contacted to discuss the matter and to take appropriate steps. The full cooperation of parents is essential.



Child Protection

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

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

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

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

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

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

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

Information on emergencies

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

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

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

Your commitments

We ask that you:

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

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

Information on pupils, parents and guardians is held by the school to enable the teaching, registration and assessment of pupils as well as associated administrative duties. The information is stored and used as per the requirements of the GDPR, with South Lanarkshire Council defined as the data controller. The Council have established a data protection policy that applies to all of its school. Education Resources has also prepared a privacy notice (below) which sets out how we will deal with personal information as part of our statutory function as an education authority. For more information please contact the school.

Privacy Notice

Introduction

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

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

Using your personal information

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

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

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

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

Information we collect at other times

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

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

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

Information that we collect from other sources

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

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

Why do we need this information?

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

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

We will share your information with:

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

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

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

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

This annex gives a list of useful information and the links to the content is now available from the Council's website by accessing the following link
http://www.southlanarkshire.gov.uk/info/200186/primary_school_information/1264/curriculum_for_excellence/3

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

Contact Details

Education Scotland's Communication Toolkit for engaging with parents

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

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

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

Parental Involvement

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

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

School Ethos

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

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

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

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

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

Curriculum

Information about how the curriculum is structured and curriculum planning

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

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

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

Information on the Senior Phase

Information on Skills for learning, life and work

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

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

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

Assessment and Reporting

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

Information about Curriculum for Excellence levels and how progress is assessed

Curriculum for Excellence factfile - Assessment and qualifications

Information on recognising achievement, reporting and profiling

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

Transitions

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

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

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

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

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

Enquire is the Scottish advice service for additional support for learning

Parenting Across Scotland offers support to children and families in Scotland

Support for Pupils

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

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

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

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

School Improvement

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

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

Scottish Credit and Qualifications Framework (SCQF)

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

Amazing Things - information about youth awards in Scotland

Information on how to access statistics relating to School Education

School Policies and Practical Information

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