



Education Resources

St Cuthbert's Primary School and Nursery

Handbook 2023-2024



Contents

- **Introduction by the Head Teacher**
- **About our school**
- **School Ethos**
- **Staff List**
- **Attendance**
- **Parental Involvement/Parent Council**
- **The curriculum**
- **Assessment and Tracking**
- **Reporting**
- **Enrolment and Transitions**
- **Support for Pupils**
- **School Improvement**
- **School policies and practical information**
- **General Data Protection Regulation as supplemented by the
Data Protection Act 2018 (GDPR)**

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.



Introduction by the Head Teacher

It is an honour to welcome you to St Cuthbert's Primary School and Nursery. Our goal is ensure that each child in our care is nurtured and encouraged in his/her learning journey within a supportive, engaging and happy learning environment. We strive to make our school and nursery a place in which your child will excel and develop socially, emotionally, academically and spiritually within the ethos of our Catholic school.

At St Cuthbert's we are very proud to put the needs of our children first which, in May 2019, saw us awarded as one of the first National Nurturing Schools in Scotland. This reflects the commitment we have, to understanding attachment theory and promoting nurturing practice in all areas of school life. We believe that if our pupils are healthy and happy then they will achieve and all staff at St Cuthbert's are committed in supporting our children and families.

We aim to provide life and learning experiences that are imaginative, creative, stimulating and challenging. Our staff are a dedicated team, who work together to do the best for the children entrusted to their care at all times. We look forward to further developing our links within our local community and beyond as we identify opportunities that will develop and enrich our children's skills and imaginations.

St Cuthbert's Primary School and Nursery is a co-educational establishment which serves the area of Burnbank, Hamilton and was newly built in 2007 as part of the Schools Modernisation Programme. In August 2018 the school was expanded to 9 classrooms to accompany our technology suite, nurture room, a large assembly hall and separate dining area. Our nursery was also expanded in August 2019 to accommodate 72 children full time.

In St Cuthbert's we are aware that the education of your child is a most serious responsibility which you have asked us to share. We aim therefore, to make school a happy, supportive place where your child will have a broad general education which will support them in developing their values and beliefs and enable them to:

- Achieve the highest possible levels of literacy and numeracy and health and wellbeing
- Develop skills for learning, life and work
- Develop knowledge and understanding of society, the world and Scotland's place in it
- Experience challenge and success so that they can develop well-informed views and act responsibly
- Adopt an active and healthy lifestyle and be equipped with the skills needed for planning future lives and careers.

We aim to promote curiosity, independence and confidence and to encourage all our pupils to work independently, in partnerships and in teams in an atmosphere of tolerance and respect. Our broad and balanced curriculum promotes the aims of "Curriculum for Excellence" and our teachers successfully adopt a variety of strategies in order to ensure effective learning and teaching.

In a caring and well-disciplined environment, our pupils are encouraged to contribute to the life and work of our school and to take on board their responsibilities as members of our school community. As well as key leadership roles within the class, pupils have opportunities to be part of the decision-making process through the Pupil Council, the Eco committee as well as the Junior Road Safety officers. We have very strong community links with John Ogilvie Secondary school, our local primaries and local businesses.

We value the three-way partnership between home, church and school and the impact this relationship has on your child's development. We recognise the role of parents as the first educators of your children and want to work with you in achieving our shared goal. We have very



strong links with the parish and the parishioners are great supporters of all that we do here, especially at the time of sacramental preparation.

You are very welcome at our school and nursery and we look forward to working in partnership with you. We value and appreciate your support as we work together for your child's future.

Chris Wedlock
Head Teacher

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

The Council's Plan Connect sets out the Council's vision which is, "to improve the lives and prospects for everyone in 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.

The priorities for all schools in South Lanarkshire are set out on the back page of the handbook.



About Our School

Name of School:	St Cuthbert's Primary and Nursery Class
Address:	Greenfield Road Burnbank ML3 0RG
Phone Number:	01698 282175
Email:	gw14stcuthberht@glow.sch.uk office@st-cuthberts-pri.s-lanark.sch.uk
Website:	www.st-cuthberts-pri.s-lanark.sch.uk
Twitter:	@stcuthbertsps
Present Roll:	School: 254 Nursery: 40
Stages Covered:	Pre-5 – Primary 7
Denomination:	Roman Catholic Co-Educational



Our School Day

Start:	9.00 a.m.
Interval:	10:30 a.m. - 10:45 a.m.
Lunch:	12.15 p.m. - 1.00 p.m.
Finish:	3.00 p.m.
Nursery:	Full day 8.45am – 2.45pm

Class structures

Within St. Cuthbert's Primary we have pupils from Primary 1 to Primary 7. Uneven distribution of the school roll can make it necessary to form a 'Composite Class'. This is a class which has children at 2 or more stages e.g., A P3/4 class has Primary 3, and Primary 4 pupils.

The formulation of the composite class would be based on pupil working groups. No parent should be concerned that their child's education is being compromised by being in a composite class.

However, if you would like further information regarding this matter, please do not hesitate to contact the school.

Contacting the School

We operate an "Open Door" Policy in St. Cuthbert's Primary School and will endeavour to speak to parents whenever we can if you have any queries or issues. However, we ask that whenever possible you contact the school beforehand to check availability.

We ask that if you are not happy with something that is happening in the school, that you contact us in the first instance. In this way we can attempt to resolve the issue. If, however, you are unsatisfied with the result of our interventions we recommend that you contact our Quality Link Officer, Mr Garry Maguire, at Council Headquarters. If you are still unsatisfied we recommend that you access the Council's complaints procedure which is called "Have Your Say".



The Vision, Values, Aims of St Cuthberts

The vision for St. Cuthbert's Primary is a community of faith and learning where everyone is valued, nurtured, and inspired to flourish and succeed.

We all value



We aim

- We aim for our children to be self-assured, resilient, aspirational individuals who can embrace challenge and change.
- We aim for our staff to respond to the needs of each child and create a safe place to learn.
- We aim for staff to have high expectations and to commit to delivery of an inspiring and engaging education.
- We aim for our parents and carers to feel welcomed and supported through positive relationships built on trust, respect, and shared commitment to the development of the whole child.
- We aim with parish and home to promote and live the Gospel values in our daily lives.
- We aim to build positive partnerships with the wider community to enrich teaching and learning.

Our school motto

'Learn, grow and achieve in faith'



The nursery values are:

Happiness

Friendship

Learning

Care

Respect



School and Nursery Ethos

The values and ethos of St. Cuthberts's are encapsulated by the statements contained in 'A Charter for Catholic Schools in Scotland' alongside the 6 Nurturing Principles. Our ethos is demonstrated in the extract from our nursery and school photo album.



A Charter for Catholic Schools in Scotland

The mission of the Catholic school is to develop as a community of faith and learning, providing the highest quality of education, and offering formation through the promotion of Gospel values, through celebration and worship, and through service to the common good.

All Catholic schools in Scotland, in honouring Jesus Christ as the Way, the Truth and the Life, will feature the following characteristics:

- a commitment to the integrated education and formation of the whole person, in close partnership with parents as the first educators of their children;
- an inclusive ethos which aims to honour the life, dignity and voice of each person, made in the image of God;
- a commitment to the search for wisdom in life and to the pursuit of excellence, through the development of each person's unique God-given talents;
- a commitment to the spiritual formation of the school community, through the shared experience of prayer and liturgy, and in partnership with local parishes;
- the provision of religious education programmes which will enable young people to develop their understanding of Gospel values and of how to apply them to life;
- a commitment to uphold the moral teaching, faith tradition and sacramental life of the Catholic Church;
- a commitment to communicate Catholic social teaching and thereby to promote social justice and opportunity for all;
- a commitment to ecumenical action and the unity of Christians;
- the promotion of respect for different beliefs and cultures and for inter-faith dialogue;
- a commitment to support the continuing professional and spiritual development of staff.

All staff appointed to a Catholic school are expected to support and promote the aims, mission, values and ethos of the school, as illustrated in this Charter.





**CHILDREN'S
LEARNING IS
UNDERSTOOD
DEVELOPMENTALLY**



**THE
IMPORTANCE
OF TRANSITIONS
IN CHILDREN'S
LIVES**



**THE
CLASSROOM
OFFERS A
SAFE BASE**



**THE SIX
PRINCIPLES
OF
NURTURE**

**ALL BEHAVIOUR IS
COMMUNICATION**



**THE
IMPORTANCE
OF NURTURE FOR
THE DEVELOPMENT
OF WELLBEING**



**LANGUAGE
IS A VITAL
MEANS OF
COMMUNICATION**



nurtureuk.org



UK registered charity number: 1115972
Scottish registered charity number: SC042703







Staff List

School Staff	
Senior Leadership Team	
Head Teacher	Mr C Wedlock
Depute Head Teacher	Miss L McKendry
Principal Teacher	Mrs F Cran
Teaching Staff	
Class Teacher P1	Miss N Lamont
Class Teacher P1	Miss A Hale
Class Teacher P2	Mrs A McLaren
Class Teacher P2/3	Miss M Ducie / Mrs K O'Neill
Class Teacher P3	Mrs A Macmillan
Class Teacher P4	Mrs M Hall / Mrs G Murdoch
Class Teacher P5	Mr B Cassidy / Mrs H Hoggan
Class Teacher P5/6	Miss J Noga
Class Teacher P6/7	Mrs E Robertson
Class Teacher P7	Mrs L Boyd
CCC	Mrs L Egan / Mrs K O'Neill / Mrs H Hoggan
Nursery Staff	
Early Years Depute	Mrs P A Collins
Early Years Worker	Mrs E Stark
Early Years Worker	Miss J McGhee
Early Years Worker	Mrs J Bryce (0.8)
Early Years Worker	Miss L Brown
Early Years Worker	Mrs KA Paton
Early Years Worker	Mrs A Musardo
Early Years Worker	Miss K McMillan
Early Years Worker	Ms C Brew (0.5)
Early Years Worker	Miss R Boyle (0.5)
Early Years Worker	Mrs S Perratt (0.6)
Early Years Worker	Miss D Miller (0.6)
Early Years Support Assistant	Mrs K McCart
School Support Staff	
Team Leader	Mrs S Macintosh
School Support Assistant	Mrs M Trainer
School Support Assistant	Mrs L Kinnie
School Support Assistant	Mrs C Harley (0.6)
School Support Assistant	Mrs E McLean
School Support Assistant	Miss R Liddell
School Support Assistant	Mrs B Baxter



School Support Assistant	Mrs P McKale
School Support Assistant	Mrs L Hardman
School Support Assistant	Miss L Morton (0.8)
School Support Assistant	Mrs M Keddie (0.6)
School Support Assistant	Miss H Frame
School Support Assistant	Mrs S Jordan
School Support Assistant	Mrs L Stevenson
Janitorial Staff	
Janitor	Mrs S Lynch
Cleaning Supervisor	Mr R Keachie
Cleaning Assistant	Miss M McAulay
Cleaning Assistant	Mrs L Martin
Catering Staff	
Catering Supervisor	Mrs A Campbell
Catering Assistant	Miss C Small
Catering Assistant	Mrs I Duffy

Attendance

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. It is important for the school to work with parents/carers in encouraging children to attend school. All absences 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:

In accordance with South Lanarkshire Council's procedures we ask that if your child is going to be absent from school that you call and let us know the reason for the absence and how long you think the absence will last. If you do not call us then we will contact you and then proceed to call the family or friends listed in your emergency contact list until we get an explanation for your child's absence.

If you know they have a hospital/dental appointment, please let us know in advance.

Requests for your child to be absent from school to make an extended visit to relatives either in the UK or overseas must be made in writing to the head teacher, detailing the reason, destination and duration of absence and arrangements for their continuing education. On these occasions the pupil will be marked as an unauthorised absence.

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. (See section 7).

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 as soon as possible. We shall



keep in touch by the most appropriate method at the time, normally through Parents Portal and via our social media channels.

In cases of severe weather in the morning such as snow and a heavy frost and if there is a reason the school cannot open in the morning at the normal time, we will adopt the protocol for a delayed start until 10am.

If this is the case a message via social media and on the council's website will be posted.

The Council's website www.southlanarkshire.gov.uk will be used to let you know if the school is closed or has a delayed start. Further information will be provided later in the day as to whether the school will be open as normal the next day.

Things we need you to do:

- 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 – ask them what they have been doing.
- respect and adhere to the school's policies and guidance.
- accept your responsibility to respect staff who work in the school and for the school to be proactive in taking forward its commitment to care for and educate your child.

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 able to demonstrate they have been 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



Parental involvement/Parent Council

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.

Every parent with a child at school is automatically a member of our parent forum. The Parent Council is a formal group, with a constitution, and acts as the Parent Voice of the school.

Parentzone Scotland is a unique website for parents and carers in Scotland, from early years to beyond school. The website provides up-to-date information about learning in Scotland, and practical advice and ideas to support children's learning at home in literacy, numeracy, health and wellbeing and science. Information is also available on Parentzone Scotland regarding additional support needs, how parents can get involved in their child's school and education.

Parentzone Scotland also has details about schools, including performance data for school leavers from S4-S6 and links to the national, local authority and school level data on the achievement of Curriculum for Excellence levels.

Parent Council

What is the Parent Council?

The Parent Council attend to matters on behalf of the Parent Forum.

Who can become a member of the Parent Council?

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

What are the duties of the Parent Council?

The first duty of the Parent Council is to represent the views of the parents of the school. It supports the work of the school; is involved in the appointment of senior staff; promotes contact between all parents and the rest of the school community and can discuss anything that is of interest to parents.



The membership of the Parent Council is as follows: -

Parent Members: Ms Leah Crothers - Chairperson
Ms Rebecca Bridges - Vice Chairperson
Ms Cynthia Mukubvu - Treasurer
Mrs Suzanne Straiton – Secretary

Staff Representatives: Miss Lorraine McKendry
Mrs Patricia Ann Collins

The Parent Council meets regularly throughout the school year. Further details about involvement with the council are available from the school or, Parent Council Chairperson.

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

Fundraising

Our Parent Council organise our fundraising events within the school. We are always looking for new ideas to help raise much needed funds to benefit our whole school. Our Christmas Fayre and Summer Fayre are our main fundraisers. Funds raised have enabled every child to receive a small gift at Christmas and enjoy a Hallowe'en and Summer Disco. The Parent Council have continued to provide support and financial assistance or class celebrations for sacramental classes, Hallowe'en, and Christmas Fundays. This year it is with great pleasure that we continue to open our doors and welcome freely parents into our school.



Family Support Worker

We are delighted to have a Family Support Worker, Karen Gibbons, from Barnardo's working in our school every Monday and Wednesday. Her role is to:

- work in conjunction with Head Teacher to deliver bespoke programme to needs of the school
- provide opportunities to link with all parents / carers
- provide opportunities for parents / carers and children to work together in a supported environment
- provide 1-1 support for vulnerable families on a voluntary basis



Community Links and Business Partnerships

St Cuthbert's encourages all our children to participate in all aspects of community life. We have a formal business partnership with St Andrew's Hospice and benefit from the educational input about health that they provide.



We have close links with local sports providers, Community Police, Community Nurses, Legion of Mary, St. John Ogilvie High School, Aberglen Care Home, Douglas View Care Home, the Fire Service and Memories Tearoom.

We host a World of Workday every two years to help our pupils understand the importance of developing skills for work. These are hugely successful events where pupils can engage with workers from a variety of occupations, listening to the skills required to be successful in their chosen profession. Our next World of Work week is planned for March 2024, and we look forward to sharing many occupations with our pupils.

The Curriculum

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

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

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

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



'I explained my P7 maths work during our Curriculum Afternoon.'



Children will be given wide and varied experiences and at all stages learning will take place through:

- The ethos and life of the school as a community
- Curriculum areas and subjects
- Interdisciplinary projects and studies
- Opportunities for personal achievement

Each session pupils will participate in an educational excursion to support their learning. Visits have taken place to Whitelee Wind Farm, Amazonia, Maritime Museum, Sky Studios and The Vue cinema.

Primary 7 also have the opportunity to participate in a 3-night outward-bound experience. This year pupils will travel to Ardentenny. This is a superb opportunity for pupils to apply their learning in new contexts and work together to develop independence and key interpersonal skills.



Expressive Arts

There are four main areas:

- † Art and Design
- † Dance
- † Drama
- † Music



Pupils performing at the Christmas Choir competition



P1 Author visit

English Language and Literacy

This includes reading, writing, listening, and talking. It also includes modern languages. In St Cuthbert's we teach Spanish from Nursery to Primary 7.



Health and Wellbeing

This curricular area includes:

- ✚ Mental, emotional, social, and physical wellbeing.
- ✚ Planning for choices and change.
- ✚ Physical education, physical activity, and sport.
- ✚ Food and Health
- ✚ Substance misuse



'I developed flexibility and body control.'



Mathematics and Numeracy

This has several aspects:

- ✚ Mathematics which covers money, time, measurement, shape and data handling ❖
- Numeracy covering estimating and rounding, fractions and decimals, working with numbers including multiplication and division
- ✚ Problem solving and enquiry

Religious Education

This is based on Gospel Values and the teaching and tradition of the Catholic Church and includes eight strands of faith:

- ✚ Mystery of God
- ✚ Image of God
- ✚ Revealed Truth of God
- ✚ Son of God
- ✚ Signs of God
- ✚ Word of God
- ✚ Hours of God
- ✚ Hours of God
- ✚ Reign of God

Other world religions:

- ✚ Beliefs
- ✚ Values and issues
- ✚ Practices and traditions



St Cuthbert's Pope Francis Faith Award pupils celebrate Catholic Education Week 2022 at St Ninian's Church,



Sciences

There are six areas included in this subject:

- ✦ Planet Earth
- ✦ Energy in the environment
- ✦ Forces and Motion
- ✦ Life and Cells
- ✦ Communications
- ✦ Materials

Social Studies

Social studies cover a wide range of subjects under three broad headings:

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

Many of the outcomes for this curricular area are delivered using an interdisciplinary approach. This means that key learning from more than one curriculum area is studied at the same time in a meaningful context.

'We began our learning by visiting Whitelee Wind Farm.'



Technologies

This develops a range of skills such as

- ✦ Creating and designing
- ✦ Problem solving
- ✦ The use of information and communication technology

If you want to know more about Curriculum for Excellence, please visit Scotland's Curriculum for Excellence (scotlandscurriculum.scot).

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

Level

Early
First
Second

Stage

The pre-school years and Primary 1 or later for some.
To the end of Primary 4, but earlier or later for some.
To the end of Primary 7, but earlier or later for some.

Homework

Formal homework is an important link between parents and school. We have now fully engaged our homework digitally through Google Classroom. All children from P2 – P7 have their own username and password to log on with. Children in P1 continue to receive homework in paper form. This digital platform is a very important component of our school day and will provide the main platform for learning should further lockdowns happen.

Staff will set homework Monday to Thursday, suited to the needs of their children and as a reinforcement of the work within the school. The homework quota increases with age. In the early stages this should only take about 15 minutes and increase throughout the school to a maximum of about 30 minutes. Homework need not always take the form of a written task; it should be varied and incorporate such things as:



Reading for pleasure or information

Research work related to the current class topic

Rote learning activities e.g., spelling, tables



Parental involvement and support with learning has a significant impact on a child's attainment and achievement.

Where no written work has been given, parents should use the time to talk to their children about school, to revise previous work or to encourage extended reading. This will help to develop in the child good working habits and a firm attitude towards the future. Parents are encouraged to always maximise learning opportunities and not only when supporting homework. For example, talking about current news stories, making shopping lists, setting the table. Please visit the following website for further ideas.

Spiritual, Social, Moral and Cultural Values (Religious Observance)

The religious education curriculum in all Catholic schools is determined by the Church authorities. In St Cuthbert's school we follow the guidelines given by Motherwell Diocese and the Diocesan RE Advisers.

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 occasions or feast days, chaplains will lead school communities in the celebration of Mass and other forms of liturgical celebration.

All the above is done, in the formal curriculum, through the *This Is Our Faith* and *God's Loving Plan* (Sex and Moral Education) programmes of study for P1 - P7. These are the programmes approved by the Bishops of Scotland for Catholic Primary Schools.

All materials are available for parents to view on request throughout the session.

Father Dornan is a frequent and welcome visitor to our school. As well as visiting classes he regularly celebrates Mass in the Assembly Hall, helping the children to express, develop and deepen the faith that has been explored in the RE programme. There are also opportunities for Prayer Services, and for the celebration of the Sacrament of Reconciliation.

Rights of Parents / Carers

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

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

Where a child is withdrawn from religious observance, schools will make suitable arrangements for the child to participate in a worthwhile alternative activity.



Equalities

Integral to this guidance is the principle of mutual respect. The diversity of belief and tradition provides an ideal context in which pupils can learn about, and so learn from, what is important in the lives of themselves and others. South Lanarkshire's guidance recognises and welcomes diversity and promotes respectful understanding.

Parents may request that their children be permitted to be absent 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.

However, in Catholic schools' all parents should consider that, in choosing a denominational school for their child's education, they choose to opt into the school's ethos and practice which is imbued with religious faith, and it is therefore more difficult to extricate a pupil from all experiences which are influenced by the school's faith character.

Assessment

In St Cuthbert's pupil work is continually being assessed to inform next steps in learning. Assessment may be formative or summative. This helps to build a clear picture of each child's ongoing progress. Assessment can be in the form of say, write, make, or do. It is important that pertinent pieces of assessment are collated and recorded to ensure pace and progression in all children's learning. Assessment is a tool used by staff to plan and prepare programmes of work which challenge and extend pupils' skills and knowledge. It also allows teaching staff to evaluate the effectiveness of teaching methods and resources.

Teachers will use a variety of approaches to assess at various times of the year. Assessment will be embedded within the curriculum in order to report pupil progress to parents and to track their progress through the levels of learning. In classes children engage with a variety of learning activities to enable them to achieve a level. Every pupil in our school completes a Pupil Profile at the end of each academic year. This allows the pupil to evaluate their own learning and progress. This profile is shared with parents and receiving teachers.

Our learning and teaching activities are based on the outcomes and experiences in the guidelines that all schools have for Curriculum for Excellence, considering the significant aspects of learning and Curriculum for Excellence published benchmarks.

The three main levels within the primary setting are

Level

Early
First
Second

Stage

The pre-school years and Primary 1 or later for some.
To the end of Primary 4, but earlier or later for some.
To the end of Primary 7, but earlier or later for some.



To **achieve a level** the learner must demonstrate that they have

- achieved a **breadth** of learning across the knowledge, understanding and skills as set out in the experiences and outcomes of the level.
- responded consistently well to the level of **challenge** set out in the experiences and outcomes for the level and has moved forward to learning at the next level for the most part.
- demonstrated **application** of what they have learned in new and unfamiliar situations.

Education Scotland Achievement of a level diagram 2016

Reporting

Reporting children's learning takes various forms within St Cuthbert's Primary. In addition to two traditional Parents' Evening, we have a variety of events throughout the school year to enable families to be informed and proactive in their child's education. This includes children showcasing their learning, posts on X, updates on Google Classroom, end of year profiles, written reports from class teachers, formal parents' consultation, Family Learning events, and ongoing oral discussions.



We will provide parents with a full report in May so that you can see what your child is doing and how they are progressing. There are two parents' meetings, one in October and one in May, 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 discuss in person your child's education.



Our 'learner reports' will help you to get to know more about the curriculum which each child follows and will describe their strengths, achievements, and areas for development so you know what encouragement and support you can give. We welcome any comments or additional information from parents to help us provide the best possible education for your child.



School Enrolment and Placing Requests

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.help@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 is due to start school in **August 2024**, you can enrol online from **Monday 8 January 2024**. Your catchment school will contact you between **Monday 15 to Friday 19 January 2024** to confirm your enrolment.

If your child attends the nursery of your catchment school, please do not assume that they will automatically be transferred. **You must register them as normal** at the school that is in the catchment area for your home address

If parents want their child to go to another school, they must enrol in the first instance with their catchment school and intimate that they wish to make a placing request. An online placing request form is available from the SLC website – www.southlanarkshire.gov.uk or by [contacting edsuppserv.help@southlanarkshire.gov.uk](mailto:edsuppserv.help@southlanarkshire.gov.uk) or phone **0303 123 1023**.

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 edsuppserv.helpline@southlanarkshire.gov.uk or **0303 123 1023**.

Transition from primary to secondary school

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

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

Nursery Enrolment

The school has a nursery which provides a learning environment for young children. Parents from any area may apply to attend the nursery class. To find out more about the nursery please contact the school. However, it should be noted that if you register your child for a nursery in a school this **does not** mean that they will automatically be enrolled at this school when they are ready to start primary. All children who move from early years to primary education must register separately for school in the month of January.

St. Cuthbert's Nursery Class provision delivers 1140 hours of Early Learning and Childcare and currently is able to provide for 72 children full time. Parents can register their children by completing application forms (these are available throughout the year) in the presence of a member of staff. Parents should contact the school to arrange a mutually convenient time. Application forms are then taken to an allocation meeting for consideration.

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 our school we strive to meet the needs of all pupils. These needs may vary throughout the course of the school year or may include longer term needs. Pupils in our school are supported in their learning by their Class Teachers, who plan and prepare appropriate learning activities for their class.

If, however, a Class Teacher believes a pupil may require additional support, whether those having difficulty or those 'more able pupils', they may request additional resources or additional teaching support for that pupil.

In the first instance support will be class based. However, if support needs are more complex a referral form will be completed and passed to our **Additional Support Needs Coordinator, Miss Lorraine McKendry**.

Communication with the child's family is vital to identifying potential barriers to learning. When barriers have been identified there will be a process of partnership working with home school and, if necessary, other professionals to provide the most appropriate support.

An Additional Support Plan will be created detailing a suitable programme of work tailored to the child's needs. This may involve time with our Additional Support Teacher, Educational Psychologist, or other agencies. When there are several agencies involved, including other professions, pupils may require a Co-ordinated Support Plan.

South Lanarkshire Education Resources have published a series of leaflets available which cover information for parents and carers about the Additional Support for Learning Acts. These are available through the school or on the South Lanarkshire Council website www.southlanarkshire.gov.uk

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

Enquire 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

Enquire – the Scottish advice service for additional support for learning

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 informs the ways in which we support children and young people.

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

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 online 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.

Mr Chris Wedlock is the Child Protection Officer within St Cuthbert's Primary School.

If you have any queries regarding Child Protection, please contact Mr Wedlock through the school.

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

School and Nursery Improvement

School and nursery improvement is an ongoing process and planned for over a three year cycle. Improvement priorities are identified through continuous self-evaluation by all stakeholders in our school community and then actioned in a collaborative and impactful manner, ensuring a positive impact for our children, staff and wider community.

Strategic Priority	Year 1 - 2023 - 2024	Year 2 – 2024 - 2025	Year 3 – 2025 - 2026
1.	Raise attainment in Numeracy using a consistent approach using LI and SC and formative assessment. Embed the use of structured lesson approach, Training in Maths Recovery for some staff Develop parental engagement to support numeracy.	Raise Attainment in Numeracy, through use of Maths Recovery strategies. Further develop parental involvement and engagement.	Embed skills and strategies from Math Recovery across all stages.
2.	Raise attainment in writing using a consistent approach using LI and SC and formative assessment. Amend assessment sheets to reflect achievement in line with benchmarks, particularly at Early Level and First Level.	Develop Digital technologies with a focus on gaining the digital technology award.	Embed Skills based learning at all levels.
3.	Introduce Play based learning pedagogy at beginning of first level.	Developing Play based learning pedagogy at beginning of first level.	Developing Enquiry based learning in upper school
4.	Develop Growth Mindset	Embed growth Mindset	Embed Family Engagement strategy with Growth Mindset



Strategic Priority	2023 – 2024 School	2023 – 2024 Nursery
1.	Raise attainment in Numeracy using a consistent approach using LI and SC and formative assessment. Embed the use of structured lesson approach, Training in Maths Recovery for some staff Develop parental engagement to support numeracy.	Further develop Numeracy rich environment in Nursery. Variety of number and numeral representations visibly displayed and used by children.
2.	Raise attainment in writing using a consistent approach using LI and SC and formative assessment. Amend assessment sheets to reflect achievement in line with benchmarks, particularly at Early Level and First Level.	Further develop Literacy rich environment in Nursery. Variety of reading cosy corners / labelled objects and development of a wide range of vocabulary through in the moment topic planning. A wide range of resources visibly displayed to reflect the children's interest and learning opportunities.
3.	Introduce Play based learning pedagogy at beginning of first level.	Re-establish community partnerships to enhance the learning opportunities on offer to our children

School and Nursery policies and practical information

School/Nursery Meals

Nursery class

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.

Primary pupils

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

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

Milk will be available for those pupils entitled to free school meals through the free school meal eligibility scheme at morning break or lunchtime.

Pupils in:



Primary 1 - 5 receive a free school lunch.

Primary 6 - 7 meal cost is £2.05.

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

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

Adapted Diets

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

Free School Meals

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

Income Support, Universal Credit (where your take home pay is less than £726 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 £8,717 as assessed by the HM Revenues and Customs), Child Tax Credit Only (where your gross annual income does not exceed £18,725 as assessed by the HM Revenues and Customs) or receive support under Part VI of the Immigration and Asylum Act 1999.

If you are in receipt of Housing Benefit and/or Council Tax Reduction from us there is no need for you to apply online, we will use the information we hold to automatically award free school meals (P6 to S6) and/or school clothing grants (P1 to S6) to eligible families.

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

Breakfast Club

Pupils at St. Cuthbert's can attend the Breakfast Club in school. This operates Monday to Friday from 8.30 a.m. to 8.45 a.m.

School Uniform

Pupils in St Cuthbert's Primary school wear the school uniform with pride. 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 to promote the identity of the school in the local community and helps create an ethos of sharing and pride in the school. Equality of opportunity is an important aspect of the life of the school. Any proposals on the dress code and on what constitutes the school uniform will be the subject of discussion with the Parent Council and where appropriate consultation with parents, pupils, and staff. There are forms of dress which are unacceptable in all schools such as:

- the wearing of football colours
- clothing with slogans that may cause offence (anti-religious, symbolism, or political slogans)
- clothing which advertises alcohol, tobacco, or drugs



- clothing which can be deemed unsuitable in terms of health and safety grounds such as combat style clothing, dangling earrings, loose fitting clothes particularly in practical classes
- articles of clothing that could be deemed to inflict damage on other pupils or be used by others to do so
- footwear that may damage flooring.

St Cuthbert's School Uniform is as follows:

Boys

White shirt
School tie
Grey trousers/shorts
Green jumper or pullover

Girls

White shirt / blouse
School tie
Grey / green skirts or pinafores
Grey Trousers
Green jumper / pullover / cardigan
Green checked summer dress

Our senior pupils are presented with our Primary 7 tie to identify them in their final year. This tie is always worn.

St Cuthbert's Nursery Uniform is as follows:

Yellow polo shirt
Green jumper (optional)

Our supplier is **SCOTCREST** based in Hamilton.

Address: 41 Quarry Street Hamilton ML3 7AH
Phone: 01698 760438

P.E. KIT

Full school uniform is worn each day with pupils bringing their P.E. kit, green shorts, and yellow t-shirt with badge, to change.

All pupils should bring a change of footwear for indoor use only and should change into soft black shoes each day, these can remain in school.



In addition, parents can purchase green fleeces, waterproof jackets and baseball caps, hats and school bags also displaying the school badge. Information on ordering can be obtained via the school office.

In the interests of safety, soft gym shoes must be worn for games and P.E. activities. Jewellery of all kinds can be a hazard and must be removed before taking part in such activities.

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 apply online then please contact the helpline number **0303 123 1011** (option 5).



We have a very healthy '**New to You**' uniform bank in the school security bubble, open every day and free to all. We have a 'Sharing/Caring' room in our Family Room on Thursdays and Fridays with foodbank items available.

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.

Please note children with food allergies or dietary requirements **must contact the school**, as their child will not be able to receive school meals until they have consulted with SLC dietician.

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 continue to liaise regularly with the school on any new triggers, medications and actions required.

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

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

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

Support for parent/carers

Clothing grant

In certain circumstances the Council provides support to parents/carers for the purchase of school wear. This also now includes nursery children aged 3 and 4 years old.

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



School Holiday Dates Session 2023/2024

Break	Holiday dates		
First Term	Teachers In-service	Monday	14 August 2023
	Teachers In-service	Tuesday	15 August 2023
	Pupils return	Wednesday	16 August 2023
September Weekend	Closed on Re-opens	Friday Tuesday	22 September 2023 26 September 2023
October Break	Closed on Re-opens	Monday Monday	16 October 2023 23 October 2023
	Teachers In-service	Monday	13 November 2023
Christmas	Close on Re-opens	Friday @ 2:30pm Monday	22 December 2023 8 January 2024
Second Term			
February break	Closed on	Monday Tuesday	12 February 2024 13 February 2024
	Teachers In-service	Wednesday	14 February 2024
Spring break/Easter	Close on Re-opens	Thursday@2.30pm Monday	28 March 2024 15 April 2024
Third Term			
	Teachers In-service	Thursday	2 May 2024
Local Holiday	Closed	Monday	6 May 2024
Local Holiday	Closed on Re-opens	Friday Tuesday	24 May 2024 28 May 2024
Summer break	Close on	Wednesday@ 1pm	26 June 2024
Proposed in-service days	August dates to be confirmed		

Notes

- Good Friday falls on Friday, 29 March 2024
- Lanark schools will close on 6 June 2024 and 7 June 2024*
- Schools will close at 2.30pm on the last day of terms 1 and 2 (Friday, 22 December 2023 and Friday, 29 March 2024)
- Schools will close at 1pm on the last day of term 3 (Tuesday, 26 June 2024) *Two in-service days proposed for August 2023 to be confirmed.



School transport

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

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

Pick-up points

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

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

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

Insurance for schools – pupils' personal effects

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

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 is done so 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.

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.

School Ethos and Promoting Positive Behaviour

St. Cuthbert's Primary School has a strong, positive, shared vision and ethos that has the concept of learning at its core. As a Catholic School our ethos is underpinned by the Gospel Values. We provide an inclusive ethos where the dignity of everyone is respected and valued.

We have a school House System with Captains and Vice-Captains elected by pupils. Every child belongs to a house and work together by lining up in the yard and sitting as a house group at assemblies. This year's elected office bearers are:

St Andrew	St Columba	St John Ogilvie	St Margaret	St Ninian	St Serf
----------------------	-----------------------	----------------------------	------------------------	----------------------	--------------------



We fully embrace the United Nations' Charter of the Rights of the Child. This involves all stakeholders understanding the Rights of the Child as set out by UNICEF and working together to ensure that these rights are visible within our school community.

Our school vision, *a community of faith and learning where everyone is valued, nurtured and inspired to flourish and succeed*, is closely linked with our approach to promoting positive behaviour.

It is our aim at St Cuthbert's to promote positive behaviour through a range of strategies which highlights sound self-esteem for all children and is based on a firm understanding of attachment theory. The whole school follows the same approach to managing behaviour and relationships within classes. The system is called On Track. If pupils experience difficulty, or challenge in staying 'on track' they are supported by various strategies within class, parental involvement and support from Head or Depute Head Teacher.

If these strategies are unsuccessful, it may be necessary to seek assistance from our Educational Psychologist, Mr Paul McGill, who works with the school. Serious incidents or continuous, intolerable behaviour are dealt with on an individual basis and may involve temporary exclusion until parental guarantees of support are forthcoming. Should this prove unsuccessful however, the Education Manager will be notified.

Since the relationship between pupil and teacher is similar to that between the child and his/her own parents, mutual consideration is required so that serious disruptions do not occur.

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

All pupil achievements are regularly celebrated in class, and through the newsletter and using X to share them. We have a weekly 'Celebrating Success' assembly where we issue Pupil and Worker of the Week awards to recognise achievement and effort. Any child who receives a certificate, takes part in an event or has an achievement of some description can share it with the rest of the school at assemblies. Children's achievements may also be celebrated on our school website, SLC education newsletter and in the local press.

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.

Appendix A

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

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

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

Contact Details

Education Scotland's Communication Toolkit for engaging with parents.

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

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

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

Parental Involvement

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

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



School Ethos

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

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

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

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

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

Curriculum

Information about how the curriculum is structured and curriculum planning.

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

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

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

Information on the Senior Phase

Information on Skills for learning, life, and work

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

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

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

Assessment and Reporting

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

Information about Curriculum for Excellence levels and how progress is assessed.

Curriculum for Excellence factfile - Assessment and qualifications

Information on recognising achievement, reporting, and profiling.

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



Transitions

Curriculum for Excellence fact file - 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 with an update on school inspection outcomes being available via the Education Scotland website.

