



# St. Joseph's Primary School

*'Fostering Excellence for All'*



*School Handbook  
2024 - 2025*



**“St. Joseph’s P.S is always welcoming.”  
Primary 6 pupil**





**We love to learn in our school."**  
**Primary 3 Pupil**



**"I like assembly because we sing happy birthday and celebrate our achievements."**  
**Primary 3 pupil**



**"We do lots of things to keep us active."**  
**Primary 6 pupil**







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**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](mailto:education@southlanarkshire.gov.uk).



# **Welcome to St Joseph's Primary School**

## **& Nursery Class**

### **Head Teacher's Introduction**

Welcome to our school handbook for session 2024/25. The information in this book will help you to learn more about St Joseph's Primary School and about how we can work together to provide the best possible care and education for our children.

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.

The members of our school community: pupils, teachers and staff, share close relationships. Every member is a valued, respected and important member of a team, all taking a pride in themselves and in their school, all working to help our children to be the best they can be.

We are an integral part of the wider community. St Joseph's Primary School is part of a three-way partnership. We consider our parents to be our partners in the education of our children. The other partner is the Church. We respect your views and are very happy to listen. We ask parents to support and assist the school's aims and policies so that we can provide the best possible education for our pupils. Our children's views are also very important, and they are represented through various pupil voice groups and leadership roles.

Our broad and balanced curriculum is detailed in the handbook. There are also a variety of extra-curricular activities for our pupils, such as football, chess and multi-sports.

Parents are invited to the school throughout the year to discuss their child's progress with the class teacher and we are always happy to meet with parents at any other mutually convenient time. We also hope to welcome you on the many other occasions when we will share our children's talents e.g. at nativity, musicals and school assemblies.

Each child is encouraged and motivated towards success by our dedicated staff; in a positive ethos of achievement, where success is celebrated. High but achievable standards of work and behaviour are set so that every child can fulfil his/her potential.

As partners in your child's education, we welcome you into our school community and look forward to meeting and to working with you through the years ahead.

Yours sincerely

Catherine Ann Forbes  
Head Teacher



## About our School

**ST. JOSEPH'S PRIMARY SCHOOL & NURSERY CLASS**

**PARK LANE**

**BLANTYRE**

**G72 9AS**

TELEPHONE NO.: Blantyre (01698) 825121

FAX NO: Blantyre (01698) 712327

E-MAIL [office@st-josephs-pri.s-lanark.sch.uk](mailto:office@st-josephs-pri.s-lanark.sch.uk)

WEBSITE ADDRESS: [www.st-josephs-pri.s-lanark.sch.uk](http://www.st-josephs-pri.s-lanark.sch.uk)

DENOMINATIONAL STATUS: Roman Catholic

STAGES COVERED:	Nursery:	3 & 4 year old children
	School:	Primary 1 - Primary 7
		Co-educational

Present Roll	Nursery	40
	School	240

Operational Capacity of School	358
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Parents should note that the working capacity of the school may vary dependent upon the number of pupils at each stage and the way in which the classes are organised.

St. Joseph is one of the great saints of the Church. A humble and hard-working carpenter he became the foster father of Our Lord.

St. Joseph has two feast days:    March 19th: St. Joseph, husband of Our Lady.  
   May 1st: St. Joseph, the worker.



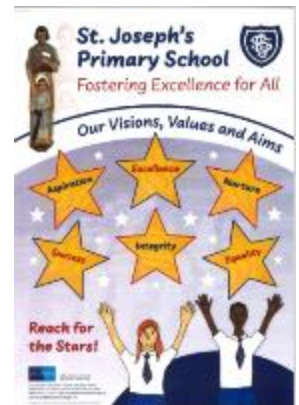


## School Ethos

Our vision is 'Fostering Excellence for All'.

We strive to achieve our vision through modelling and developing the following core values:

- Aspiration
- Excellence
- Nurture
- Success
- Integrity
- Equality



## Aims

1. We aim to foster excellence by demonstrating a strong commitment to encouraging learners to achieve success in learning and life.
2. We aim to provide enjoyable, motivating and challenging learning opportunities and experiences which encourage every learner to aspire to reach their potential.
3. We aim to promote unity, equality, and inclusion by enabling all learners, families and the wider school community to participate fairly in school, nursery and faith life.
4. We aim to nurture learners to build self-esteem, confidence and resilience through a culture of positive relationships, responsibilities, partnerships and quality health education.
5. We aim to model Gospel values by demonstrating integrity, compassion, mutual respect, tolerance, understanding and care for others.





## Staff List

<b>Head Teacher</b>	Mrs. C.A Forbes	
<b>Senior Leadership Team</b>	Mrs King	DHT
	Ms Murphy	Principal Teacher

### Class Teachers

R2 P1	Mrs McArthur
R3 P1/2	Mrs Paynter/Mrs Somerville
R4 P2	Mrs Waddell
R5 P3	Mrs Curivan
R 6 P3/4	Mr Donaghy
R7 P4	Mrs MacKenzie
R8 P5	Mrs Young
R9 P6	Miss Usai
R10 P6/7	Mrs Owens
R11 P7	Mr Dickson
<b>Class Cover Contact</b>	Mrs. Wharton



<b>Nursery Staff</b>	Mrs. Magee	E. Y. Team Leader
	Miss Boyd	E. Y. Worker
	Mrs Smith	E. Y. Worker
	Mrs Bulloch	E. Y. Worker
	Mrs O'Hare	E. Y. Worker
	Mrs McLaughlin	E. Y. Worker

<b>Janitorial Staff</b>	Mr. McGuire
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<b>Support Staff</b>	Mrs. Clements - Team Leader	School Support Assistant
	Miss Hamilton	School Support Assistant
	Mrs. Carty	School Support Assistant
	Mrs. Maxwell	School Support Assistant
	Mrs Ross	School Support Assistant
	Miss Purvis	School Support Assistant
	Mrs Russell	Nursery Support Assistant

**Music Tutors** Mr Brawley (John Ogilvie High School Music Dept)

### 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.

Each learning community is managed by a Head of Education (Area).

**The Head of Education for our area is Mrs Lyn Sherry.**

**Head of Pupil Support for Learning Community is Mr Martin McCabe**





## 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:

- If you know in advance of any reason why your child is likely to be absent from school, please tell someone at the school, telephone us or let us know in writing. Please also give your child a note on his/her return to school, telling of the reason for absence;
- Notify the school first thing in the morning when your child is going to be absent. Let the school know the likely date of return and keep them informed if the date changes;
- Inform the school of any change to the following :-
  - home telephone number
  - mobile number
  - emergency contact details

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

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

#### Emergency Information

We strive to keep the school open during term-time. However, there may be instances such as severe weather or power failures that could affect the school day. In such cases, we will inform you as soon as possible through text messages and our social media channels.

#### Severe Weather Protocol

In the event of severe weather like snow or heavy frost, if the school cannot open at the usual time, we will delay the start until 10 am. Notifications will be posted on social media and the council's website.

#### Communication

The Council's website, [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk), will provide updates on school closures or delays including further information about the next school day.

#### Parental Responsibilities

Inform the school of any changes to your contact details.

If unsure about the school's status, visit the website [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk) or email [education@southlanarkshire.gov.uk](mailto:education@southlanarkshire.gov.uk).

#### Your Commitments

We ask that you:

Support and encourage your child's learning.

Respect and adhere to the school's policies.

Respect school staff and support the school's commitment to your child's education.



### **Family Holidays During Term Time**

Please ensure your child attends school during term time and avoid holidays during this period as it disrupts education and reduces learning time. If a holiday during term time is unavoidable, inform the school in advance by letter.

Holidays during term time will be marked as unauthorised absences, except in exceptional circumstances where parents can demonstrate the inability to obtain leave during school holidays. Unexplained absences will be recorded as unauthorised.

### **Encouraging School Attendance**

We believe that regular school attendance is key to raising attainment and achievement. It's a shared responsibility among parents/carers and the school to emphasise the importance of attending school. For your convenience, school holiday dates and in-service dates can be found on the council's website: [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk).

## **Parental involvement/Parent Council**

### **Parental Involvement**

The Scottish Schools (Parental Involvement) Act 2006 offers guidance for education authorities, Parent Councils, and others.

Parentzone Scotland | Education Scotland provides resources for parents and Parent Councils, and the National Parent Forum for Scotland offers additional information at [www.npfs.org.uk](http://www.npfs.org.uk).

### **Parental Involvement/Parent Council**

South Lanarkshire Council values parents as partners in their child's education and has published a strategy called 'Making a difference – working together to support children's learning', available on the Council's website: [www.southlanarkshire.gov.uk/downloads/file/13457/parents\\_as\\_partners\\_-\\_strategy\\_2019](http://www.southlanarkshire.gov.uk/downloads/file/13457/parents_as_partners_-_strategy_2019)

### **The Importance of Parental Involvement**

- Parents, carers, and family members are the most significant influences on children's lives.
- Children spend only 15% of their time in school between the ages of 5 and 16.
- Research shows that parental involvement in learning leads to better outcomes at school and in life.

### **Our Aims for Parents/Carers**

- To be welcomed and involved in the life of the school.
- To be fully informed about their child's learning.
- To be encouraged to contribute actively to their child's learning.
- To be able to support learning at home.
- To be encouraged to express views and participate in discussions on education-related issues.

### **Parent Forum and Parent Council**

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

### **Getting Involved**

- To learn more about becoming a parent helper or joining the Parent Council and/or Parent Teacher Association, contact the school or visit our website.

A guide on the role of a Parent Council, created by parents for parents, is available via this link [Parent Councils](#)



### Parentzone Scotland

- A unique website for parents and carers in Scotland, offering information from early years to beyond school.
  - Provides up-to-date information about learning in Scotland and practical advice to support children's learning at home.
  - Offers more detailed information on additional support needs
  - Explains how parents can get involved in their child's school and education.
  - Includes details about schools, performance data for school leavers from S4-S6, and links to national, local authority, and school-level data on the achievement of Curriculum for Excellence levels.

## 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 forward looking, coherent, flexible and an enriched curriculum that provides young people with opportunities to engage with the knowledge, skills and attributes they will need to flourish in life, learning and work.

The curriculum places learners at the heart of education and at its centre are four fundamental capacities - successful learners, confident individuals, responsible citizens, and effective contributors. It 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.

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

- 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 [Scotland's Curriculum for Excellence \(scotlandscurriculum.scot\)](http://scotlandscurriculum.scot)

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

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

### Language and Literacy

The 'Oxford Reading Tree' reading scheme" is used in Primary One to Primary three and novels are used from Primary four to Primary Seven.

These schemes are designed to help teach both fiction and non-fiction reading, comprehension, language and writing skills and covers the range of genres.



Children are encouraged to express their ideas and findings both orally and in writing with attention given to the conventions of punctuation and grammar. Our Writing Programme is used throughout the school to provide children with a wide range of writing opportunities.

A structured spelling programme (Nelson Spelling) is used to complement the various levels of "The Reading Programme" at the primary four to primary seven stages. "Jolly Phonics" is a structured phonics programme used at P1 stage. Jolly Grammar Programme is used at P2 to P3 stage. The school and class library are used to teach reference skills and encourage children to develop an interest in good fiction.



### **Mathematics and Numeracy**

The Mathematics Programme offers opportunities in Problem Solving and Enquiry, Information Handling, Number, Money and Measurement and Shape, Position and Movement through oral, practical and written work.

The "Scottish Heinemann" resource is used in Primary 1- Primary 7. This is supported by other programmes of study to ensure that "all pupils experience a coherent, continuous and challenging programme of work".

Pupils progress through the programme according to their own experience and ability.

### **Social Studies, Science and Technology**



Social Studies, Science and Technology aim to teach children about themselves and their local community as well as making them aware of their national heritage and the wider world. The content of the school programme is designed to meet these aims as well as giving opportunities to develop through the programme a wide range of concepts and skills.

Our school programme is designed to help the children to learn about, to learn from and to respond to their environment by encouraging them to use their own experience adequately. The topics chosen contribute to a balanced view of the environment and life through aiming to make the children more aware of themselves and others, through the study of communities past and present and through

comparing natural with man-made environment in this age of high technology.

### **Expressive Arts**

Expressive Arts has, as its main components, the studies of Music, Art, Physical Education, Dance and Drama. In teaching these subjects there is an obvious desire to improve skills but in addition we are concerned that in these areas children derive pleasure and are encouraged to develop an interest which eventually may extend into their leisure life.

### **"I like my teachers because they are kind and help me to learn." P2 pupil**

"ABC" interactive music programme is used throughout the school. Children are encouraged to sing, make music, read music, listen to music and learn to appreciate a variety of musical stimuli. Primary Five pupils receive two ten-week blocks of practical music from a music specialist. Junior/Senior pupils are also given the opportunity of receiving instrumental tuition from a music instructor from St John Ogilvie High School. In Art, "Smart Art" is used in all stages. This programme offers opportunities not just in painting and drawing but also in modelling, three dimensional work and collage making.

At various stages in their school lives, the programme in Physical Education, offers experience in games, swimming and athletics.

The drama programme offers opportunities in role play and other activities to complement the spoken language programme.







The Dance programme encourages the children to be creative and to develop technical skills. They have opportunities to perform and experience enjoyment.



### **Religious and Moral Education**

Religious Education plays a very important part in school life. This is Our Faith" programme in conjunction with "Faith and Learning" is used to teach the doctrine of the Catholic Faith. "God's Loving Plan" is the main resource used for teaching moral and sex education, Primary 1 to 7. The school and the priest work closely together especially when preparing the children for the sacraments.



### **Health and Well Being**

The children are taught to have a healthy respect for their bodies and to learn how to care for them by being clean, eating proper food and exercising. In P6 & P7 the dangers of smoking and the abuse of other drugs, including alcohol, is featured as part of our programme.

The breadth and balance of our education for our pupils encompasses the education of 'the whole child' enabling them to develop in knowledge and understanding, in skills and attitudes concerning themselves – their own self-awareness and self-esteem and concerning others – inter-personal relationships and inter-dependence as well as independence.

## **Modern Language – 1+2 Languages**

Spanish is taught to pupils from P1 to P7 and French is introduced in P4. The children enjoy learning the languages and about the culture of the countries.

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

## **SPIRITUAL, SOCIAL, MORAL AND CULTURAL VALUES**



Religious Education is an important part of the school curriculum. 'This is Our Faith' and 'God's Loving Plan' religious education schemes are used in primaries one – seven. These schemes are approved by the Diocese of Motherwell and aim to give pupils an understanding of scripture appropriate to their age as well as being concerned with the fundamental teachings of the Catholic Church. The God's Loving Plan programme focuses on relationships and moral education. The Parish Priest is a regular visitor to the school throughout the year. Preparation for the

Sacraments of Reconciliation, Holy Communion and Confirmation are integral parts of the programme offered.

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

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

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

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

### **Equalities**

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

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



The Parish Priests are Father Delaney and Father Chromy and they can be contacted at 01698 823896.

## Assessment and tracking progress

Teachers assess their children's progress on a daily basis by looking and considering what children do, make, write and say. In this way the teacher can plan the children's next steps in learning. Targets are set through personal learning planning and children discuss and select personal targets with their parents. Learning intentions are discussed in school with the teacher so that the children are fully aware of what they are going to learn and what they need to do in order to be successful.

More formal assessments of progress are made using previously agreed pieces of work. These, along with the teacher's professional judgement about his/her pupils' progress allow the teacher and pupil to agree the level they are working on.

The progress of all pupils is tracked by the Head Teacher and regular progress reviews with each class teacher helps the school to plan support for learning and to plan future learning.

Each teacher plans next steps in learning for individuals, groups and whole class situations on a daily, weekly and termly basis.

## Reporting

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 your child's progress and how you can contact the school if you wish further information. The school will offer you an appointment time so that you can visit in person to discuss your child's education.

Our '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.

## Enrolment and Transitions

### 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](http://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](mailto: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 2025, you can enrol online from Monday 6 January 2025. Your catchment school will contact you between Monday 13 to Friday 17 January 2025 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](http://www.southlanarkshire.gov.uk) or by contacting [edsupportserv.help@southlanarkshire.gov.uk](mailto:edsupportserv.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 [edsupportserv.help@southlanarkshire.gov.uk](mailto:edsupportserv.help@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.

### **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.



The best person to support the child who is experiencing difficulty is the class teacher. A specialist learning support teacher visits the school on a weekly basis to advise teachers, supply resources and work with small groups of pupils.

Children experiencing behavioural or learning difficulties can be referred, with parental consent, to an educational psychologist who is qualified to assess attainment and needs as well as supporting class teachers to devise appropriate programmes of work.

Parents are invited to work in partnership with teachers to support special needs and are fully consulted with recommendations and decision making, in meetings and in review sessions when other support agencies are involved.

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

If you have any concerns about your child's wellbeing, you can speak to the Head Teacher, who is the named person. They will work with you to provide support and decide how to move forward.

More information can be found on:

[www.scotland.gov.uk/gettingitright](http://www.scotland.gov.uk/gettingitright)



**“Adults will always support and help you, no matter what”. P7 pupil**

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](mailto:info@enquire.org.uk)

Advice and information is also available at [www.enquire.org.uk](http://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](mailto: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.



**"The best thing about St. Joseph's P.S is that everyone is so kind to you and caring."  
P7 Pupil**

## School Improvement

Every school has an Improvement Plan, based on priorities as outlined by Education Resources but each school personalises this plan to show their own next steps towards improvement. Priorities for Improvement for session 2024-2025 are:

1. Learners to further develop their skills in understanding, analysing and evaluating texts.
2. To continue to build positive relationships across the school community.
3. To create a curriculum rationale which reflects the uniqueness of our school and clearly outlines our aims for our learners and how we will achieve this.
4. To work with the Learning Community to develop consistent approaches in the teaching and learning of numeracy at second level in fractions, percentages and decimals.

Importantly the school has carefully planned next steps to give the best opportunities for children to improve standards in literacy, numeracy and health and wellbeing. These are detailed in the school Improvement Plan which has been published on our website. Parents may, of course, request their own copy. The Improvement Plan has been discussed at Parent Council meetings who represent the parent forum.

A copy of our /standards and Quality report which details the progress made during 2023-2024 can be also be found on the school website.



Pupil Equity Funding (PEF) is additional funding allocated directly to schools and targeted at closing the poverty-related attainment gap.

St. Joseph's P.S have been allocated £75,950. This money will be used to ensure that we are continuing to develop our approach to equity and tackle the poverty related attainment gap. Our PEF money will be used to fund an extra teacher to enable interventions in reading writing, numeracy and Health and Wellbeing.

Pupil Voice is very important in St. Joseph's and we discuss with our learners, and their families, how to best utilise our PEF money. Our learners are consulted on the Participatory Budget allowance which amounts to £3797.50. This year our learners decided that the best way to utilise the Participatory Budget amount was through providing sensory resources and creating a calm, nurturing area.

## **School 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.

All primary schools run a Breakfast service from 8.15am to 8.45am with pupils being offered a selection of toast, cereal or fruit along with a cup of milk.

For their lunch each day pupils have the option to choose from four meal options. These are all served with vegetables or side salad. All meals also come with fresh chilled drinking water, salad selection, 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 £2.17.

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 £796 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 £9,552 as assessed by the HM Revenues and Customs), Child Tax Credit Only (where your gross annual income does not exceed £19,995 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 to ensure anonymity is protected of children who receive free meals 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.

### **School uniform**

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

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

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

There are forms of dress which are unacceptable in all schools such as:  
the wearing of football colours

- clothing with slogans that may cause offence (anti-religious, symbolism or political slogans)
- clothing which advertises alcohol, tobacco, or drugs
- clothing which can be deemed unsuitable in terms of health and safety grounds such as shell suits, combat style clothing, dangling earrings, loose fitting clothes particularly in practical classes.
- articles of clothing that could be deemed to inflict damage on other pupils or be used by others to do so.
- footwear that may damage flooring.



### **THE SCHOOL UNIFORM FOR ST. JOSEPH'S PRIMARY SCHOOL IS:**

**Navy blue skirt/trousers, white shirt, navy blue pullover and school tie.**

Navy blazers with the school crest are also available locally. Children wear gym shoes, school polo shirt and shorts for P.E.



## **Allergies**

### **Allergies**

Many children in our schools have allergies, and it is crucial for parents to keep the school informed about these conditions.

### **Health Care Plans**

- Allergies can manifest at any time with symptoms ranging from mild to severe.
- Children with moderate to severe allergies often have a Health Care Plan from the NHS, detailing symptoms and interventions.
- Parents must share this plan with the school and provide updates as necessary.

### **Mild Symptoms**

- Even without a Health Care Plan, parents should regularly update the school on any new triggers, medications, or actions required.

### **Employee Training**

- School staff need to know your child's symptoms, treatments, and actions required to prevent exposure and minimise the risk of reactions.
- Employees receive training on allergies and will consult with parents and the NHS for any additional specialist training needed.

### **Policy Adherence**

- In supporting children and young people with allergies, school staff will follow South Lanarkshire Council's Safe Systems of Work, risk assessment process, 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](http://www.southlanarkshire.gov.uk). If you are required to submit evidence of your Tax Credit income or your Universal Credit Statement, it is important that all pages of this evidence is submitted with your online application. Should you require further information, or you are unable to submit an application online then please contact the helpline number **0303 123 1011** (option 5).

### **School hours/holiday dates**

Our school day begins at 9am and finishes at 3pm. We have a breakfast Club which opens at 8.15am each morning.

Our school holiday dates and in-service dates are displayed at the end of this document are available from the website [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk)

## **Transport**

### **School transport**

South Lanarkshire Council's mainstream school transport policy provides transport for primary school pupils who live one mile or more from their catchment primary school by the shortest safe walking route.

The calculation on the measurement of distance from home to school is measured using a Geographical Information System (GIS), which is used for all measurements to ensure that Council Policy is consistently applied across the Authority.





More details on school transport can be found at the following link including the online application form:

[https://www.southlanarkshire.gov.uk/info/200186/primary\\_school\\_information/545/school\\_transport](https://www.southlanarkshire.gov.uk/info/200186/primary_school_information/545/school_transport)

If you consider your child to be eligible you should complete the online application form. Forms should be submitted before the end of March for those pupils starting school in August to enable the appropriate arrangements to be made.

A privilege transport scheme is operated on mainstream school contracts where a pupil is not entitled to free school transport. Privilege Transport will only be provided where there is a space on an existing school contract and will be from and to designated pick-up and drop-off points. It will not be provided where a service bus is used on the school run. Any spare capacity will be allocated using agreed priorities.

A new application must be made each year.

More details on Privilege school transport may be found here:

[https://www.southlanarkshire.gov.uk/info/200186/primary\\_school\\_information/784/privilege\\_transport\\_to\\_school](https://www.southlanarkshire.gov.uk/info/200186/primary_school_information/784/privilege_transport_to_school)

### **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.

Mainstream School Transport contact details:

e-mail: [school\\_transport@southlanarkshire.gov.uk](mailto:school_transport@southlanarkshire.gov.uk)

tel: 0303 123 1023

### **Insurance for Pupils' Personal Effects**

South Lanarkshire Council has noted an increase in claims for loss or damage to pupils' clothing and personal effects. Please be aware of the Council's insurance policy regarding pupils' personal items:

#### **Theft/Loss of Personal Effects**

- The Council is not responsible for the loss or theft of pupils' personal items, such as mobile phones or tablets. These items are brought to school at the pupil's and parents' own risk.
- To prevent loss, please avoid bringing valuable or unnecessarily expensive items to school.
- Staff members are instructed not to take custody of any personal items.
- This policy also applies to musical instruments and other equipment used for school activities. If such items are left at school, it is at the pupil's and parents' own risk.
- For valuable items like musical instruments, parents should ensure they are covered by their own household insurance.

#### **Damage to Clothing**

- The Council is only liable for damage to pupils' clothing if it is caused by the negligence of the Council or its employees. Claims for other reasons will not be accepted by the Council's insurers.

### **Promoting positive behaviour**

It is the responsibility of staff within the school to ensure that parent council members, parents and pupils are involved in the creation of a positive school ethos that encourages good behaviour. Equally, the school whilst trying to promote positive behaviour must support young people should



incidents or bullying occur. Parents have a significant role to play in working with the school so that teachers, parents, and pupils know what is expected of them in trying to change the behaviour and attitudes that contribute to bullying behaviour.

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

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

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

### **Child Protection**

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

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

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

All staff have a responsibility to report any suspicions that a child has been abused or is at risk of harm, abuse, or neglect. Robust procedures and guidance are in place to support education staff to: - be alert to signs that a child may be experiencing risks to their wellbeing, report concerns to the head of establishment or the child protection coordinator without delay. be actively engaged in support and protection and development of wellbeing.

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

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



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

**by**

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](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**

For a comprehensive list of useful information, please visit the Council's website:

[http://www.southlanarkshire.gov.uk/info/200186/primary\\_school\\_information/1264/curriculum\\_for\\_excellence/3](http://www.southlanarkshire.gov.uk/info/200186/primary_school_information/1264/curriculum_for_excellence/3)

### **Additional Information**

- Education Scotland's Communication Toolkit: A resource for engaging with parents.
- The Scottish Government Guide Principles of Inclusive Communications: Offers information on communications and a self-assessment tool for public authorities.
- Choosing a School: A Guide for Parents: Provides information on choosing a school and the placing request system.
- A Guide for Parents About School Attendance: Explains parental responsibilities regarding 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](http://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](http://www.gov.scot) with an update on school inspection outcomes being available via the Education Scotland website.**







