



Working together, we are  
all on the right T.R.A.C.K!



#### RESPECT

Respect: "Respect means treating everyone kindly and listening to each other. We respect our school, our teachers and ourselves."

#### CARE

Care is about being kind and looking out for each other. We care for our friends, our school and our environment.



#### TEAMWORK

Teamwork: "Teamwork means we all work together like a big family. We help each other and celebrate success as a team."

#### ACHIEVEMENT

Achievement is when we work hard and do our best. It means reaching our goals and feeling proud of what we've learned.

#### KINDNESS

Kindness is showing love and generosity to everyone. We should think of others and do our best for them. It's about being friendly, helpful and making others feel happy."

# Maxwellton Primary School and Nursery Class Handbook 2024



**Contents**  
**Welcome from our Head Teacher**

- 1. Introduction**
- 2. About our School**
  - a. Our School and Nursery**
  - b. Our Learning Community**
  - c. Our Parent Council**
  - d. Getting in Touch**
  - e. Our Vision, Values and Aims**
  - f. Attendance and Absence Procedures**
- 3. Parental Involvement**
- 4. Our Staff Team**
- 5. School Ethos**
- 6. Parental Involvement**
- 7. The Curriculum**
- 8. Assessment and Tracking Progress**
- 9. Reporting**
- 10. Transitions (Change of School/Placing Requests)**
- 11. Support for Pupils (Additional Support Needs)**
  - a. Getting it Right for Every Child**
  - b. Enquire**
  - c. Attachment Strategy**
- 12. School Improvement**
  - Pupil Equity Funding**
- 13. School Policies and Practical Information**
  - Nursery**
  - Free Meals**
  - Uniform/dress code**
  - Clothing Grant**
  - Transport**
  - Annex with additional sources of information**

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 our School!**

Dear Parents, Carers, Families and Friends,

Welcome to Maxwellton Primary School and Nursery! We are delighted to share with you everything you need to know about our school. During your child's journey with us, we want them to feel included, be happy and achieve success. We believe in getting it right for all our children.



We aim to provide a welcoming, caring and inclusive environment where every member of our community feels valued. We are a Rights Respecting School and truly believe that every member of our community should work together to help one another stay on the right track. We do this through recognising and respecting the rights of every child and ensuring that we promote them in all that we do. We want every member of our community to feel that they are part of our Maxwellton family.

We aim to provide an education for all learners that is responsive, exciting and dynamic and provides opportunities for our children to become Successful Learners, Effective Contributors, Responsible Citizens and Confident Individuals. We aim to develop a strong sense of values and foster in our children the skills they need for learning, for work and for life. Encouraging every child to meet their full potential is at the heart of everything we do in Maxwellton, and we aim to ensure that all our children are nurtured, safe, active, healthy, achieving, included, respected and responsible. We work hard to ensure that our children continue to progress, achieve and attain to the best of their abilities. We highly value and encourage positive partnership with our parents, families and the wider community. We recognise you as the first educators of your children and we understand the significant impact that you have on your child's learning and development. We aim to provide opportunities for you to engage with the life of the school and would encourage you to become involved to enhance the experiences for our children. Our doors are always open!



We strongly believe that every child matters and we are very proud of our school. Please do not hesitate to come and visit us or contact us if you have any questions or queries. I look forward to getting to know you and your children.

With kindest wishes,

*Elaine Cooke*  
Head Teacher

## 1. Introduction



Maxwellton Primary School and Nursery Class is a non-denominational school situated in the Calderwood area of East Kilbride within South Lanarkshire Council. The original school was opened in 1957 and, as part of South Lanarkshire's Schools Modernisation Programme, our new building was opened in October 2013. We share a fully integrated building with Greenburn School which caters for 60 pupils who have specific learning difficulties. We have a strong, inclusive relationship with our Greenburn friends and seek opportunities to work, learn and play together.

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.

We provide a range of extracurricular activities which include Netball, Football, Athletics, Handball, Boardgames and Buddies, Cricket and Maths club as well as a variety of Multi-Sports in collaboration with Active Schools for all age groups. We participate in a variety of local sporting and creative events. We will support and encourage healthy lifestyle choices and look for opportunities to raise awareness of this and endeavour to promote and support wider achievements both in and beyond school.

We have a wide range of Pupil Voice groups and firmly believe that our children should be listened to and respected. Our Pupil Voice groups include our House Captains, Pupil Council, Eco Committee, Rights Respecting Schools Group, Sports Leadership, Young Leaders of Learning, Dyslexia Friendly Schools group and Inclusion group. We give our pupils opportunities to take on roles and responsibilities and we listen to their voices.



## 2. About our school

- Maxwellton Primary School
- Calderwood Road, Calderwood, East Kilbride G74 3DP
- 01355 222521
- Facebook (Private Group): Maxwellton Primary School and Nursery.
- Twitter: @MaxwelltonPS
- Email: [office@maxwellton-pri.s-lanark.sch.uk](mailto:office@maxwellton-pri.s-lanark.sch.uk)
- Nursery classes 1140 Hours
- School roll: 180 Children (P1-7)
- Nursery roll: 40 Children
- Non-denominational school



### Our School Hours:

We open at	Our breaktime is	Our lunchtime is	We finish at
9am	10.30 am – 10.45am	12.30pm – 1.15pm	3pm

### Our Nursery Hours:

We open at	Lunch is served from	We finish at
9am	11.30am	3pm



## **Our Nursery**



The school has a lovely, bright and nurturing nursery, which provides an exciting learning environment for young children. Parents from any area may apply to attend our nursery class. However, it should be noted that if you register your child for nursery it does not mean that they will automatically be enrolled at the school when they are ready to start primary school. All children who move from early years to primary education must register separately for school in the month of January. Our Nursery Class caters for 40 pupils aged 3 – 5 years; with 1140 hours attendance from 9-3pm

The normal procedure is to telephone to make an appointment to fill in the application form. To find out more about our nursery or to arrange a visit, please contact the school.

## **Our Learning Community**

A learning community is made up of schools and education establishments from the area including the secondary school, primary schools, early years establishments, early years partners and schools and bases which provide specialist additional learning services. It is about working together to plan better outcomes for children and young people.

The Learning Community develops ways of working between establishments and with other agencies and organizations to ensure services are responsive, accessible and are delivered as effectively as possible.



## **Our Parent Council**

Maxwellton Primary School has a committed Parent Council whose members are dedicated to working in partnership with the school to enhance the children's educational experiences. The Parent Council meets every month at the school and welcome all interested parents to attend as in order to continue to actively support the school, we are always looking for new members. The Parent Council meetings are informal and very welcoming so do not worry about coming along to any meeting. Being a member means you are only expected to give what you can in terms of your time, help and support. There is something for everyone! If you would like to find out how to join or wish to find out more about parental involvement, please contact our Parent Council through our office email address.



### **Getting in Touch**

We recognise that positive partnership with our parents and families is critical in getting it right for your child. We are committed to working in partnership with you and always aim to work as a team. If you have any questions, queries or concerns regarding your child, or would like to share information, please get in touch with us directly. Contact details are as follows:

- Telephone: 01355 222521
- Email: [office@maxwellton-pri.s-lanark.sch.uk](mailto:office@maxwellton-pri.s-lanark.sch.uk)

In almost all cases, queries and concerns can be dealt with by talking them over together and working in partnership to find a solution. Any queries or concerns brought to the school will be dealt with as promptly as possible. We aim to get back to all enquiries within 2 working days and would encourage you to get back in touch if you have not heard within this timeframe.

We welcome you to make an appointment to speak to a teacher, our Principal Teacher or the Head Teacher. You should always make appointments by phoning or visiting the school office but please do not approach teachers directly. On arrival at the school, all visitors must report to the school office. Visitors are not permitted to access any area of the school without invitation or permission to help us keep our children safe, happy and well.

### **Sharing Your Concerns**

Our Staff and Leadership Team are happy to see or speak with parents at any time, although if you telephone or email the school office for an appointment prior to your visit we can guarantee you will be seen quickly. Please never hesitate to contact us to sort out small problems as we would rather address these before they become more serious.



### **Complaints**

We hope that your concerns will be answered to your satisfaction. However, we know that there may be times when you are unhappy, or you may want to suggest ways to improve things. We can normally resolve concerns, mistakes and misunderstandings quickly and in partnership with you.

If, for any reason, we cannot sort out your problem this way, the complaints procedure is here to help you. Your complaints are important to us. They help us to put things right when they go wrong, listen and learn, and change and improve the way we provide services.

### *How can I complain?*

We want to make it as easy for you as possible to let us know if you feel something has gone wrong. You can complain:

- By telephone to the Head Teacher or via the office staff if Head Teacher is not available
- In writing either by letter or by emailing: [office@maxwellton-pri.s-lanark.sch.uk](mailto:office@maxwellton-pri.s-lanark.sch.uk)

### *What will we do?*

We will contact you and talk about what we can do to ensure we are delivering the best possible service and work together with you to identify a solution.

### *What if I still have a concern?*

We are hopeful that, working together, any issues will be resolved. However, if necessary, formal complaints may be made in writing, by telephone or by submitting an online form via the 'Have Your Say' forms:

### SLC Have Your Say Comments, Complaints & Consultations

South Lanarkshire Council

Almada Street

Hamilton

ML3 0AE

Telephone: 0303 123 1015



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all on the right T.R.A.C.K!



### 3. School Ethos

#### Our Vision, Values and Aims

Our School has also gone through significant changes in leadership within the last 7 years. Since August 2016, the school has had three Acting Head Teachers in place, the revision of the Depute Head Teacher post to Principal Teacher in 2019 and three changes in Headship. The current Headteacher has been in post since April 2023. The leadership team within the school now consists of the Head Teacher and a Principal Teacher. This session, our Principal Teacher will take on the role of Acting DHT with responsibility for ensuring equity.



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We have carefully reviewed our vision, values, and aims in consultation with every member of our school community. After thoughtful consideration, we have collectively chosen Teamwork, Respect, Achievement, Care and Kindness as our core values. Our vision is clear: Working together, we are all on the right T.R.A.C.K!"

- Teamwork: "Teamwork means we all work together like a big family. We help each other and celebrate success as a team."
- Respect: "Respect means treating everyone kindly and listening to each other. We respect our school, our teachers and ourselves."
- Achievement: "Achievement is when we work hard and do our best. It means reaching our goals and feeling proud of what we've learned."
- Care: "Care is about being kind and looking out for each other. We care for our friends, our school and our environment."
- Kindness: "Kindness is showing love and generosity to everyone. We should think of others and do our best for them. It's about being friendly, helpful and making others feel happy."

We are incredibly proud of our school and our amazing children. Together, with Teamwork, Respect, Achievement, Care and Kindness guiding us, we know we are on the right T.R.A.C.K. for success and happiness in everything we do.



Our School Rules are Be Safe, Be Respectful and Be Ready and these rules are evident in our Positive Relationships Charter, the cornerstone of our Positive Relationships policy.

#### Positive Relationships Charter

- I will show respect and manners.
- I will respect everyone's right to be safe.
- I will have a 'can do' attitude.
- I will aim high and always try my best.
- I will make good choices and reflect on my actions.
- I will have kind hands, feet and words.
- I will be honest.

We are part of the Calderglen Learning Community and have developed strong links with other local schools. We work closely with our ELC, other local nurseries and Calderglen High, to ensure that smooth transitions are planned for.

Our Parent Council is active and engaged in the life and work of the school. Supported by our Parents and Carers, they contribute to our school in many different ways, including fundraising.

#### 4. Our Staff Team

##### Leadership Team

Head Teacher

Mrs E Cooke

Acting Depute Head Teacher

Mrs C Brown

Early Years Team Leader

Ms A Cassidy

Support Staff Team Leaders

Mrs A Thomson Mrs L McGrail

##### Teaching Team

P1

Mrs H Finlay/Mrs R Meek

P2

Mrs B McKenna

P3

Mr G Dalling (Mrs L Goodwin abs.)

P4

Mr M Little

P5

Ms L Short

P6

Mrs W Lipp

P7

Mrs C Barrett

Class Contact Teacher

Ms L Begg

Mrs C Carleton

Specialist Support Teacher

Mrs A Young

##### Early Years Team

Mrs C Cassidy

(Mat Leave)

Mrs A Clark

(Mon – Wed)

Ms A McDonald

Mrs E Webb

(Thu – Fri)

Mrs K Reid

Mrs E Hong

(Wed – Fri)

Mrs M Monaghan

##### Support Staff Team

Mrs L Abraham

Mrs M Rumsey

Mrs J Howie

Mrs B McKendrick

Mrs K Wratten

Mrs K Green

Mrs M Magill

##### Facilities Team

Janitorial

Mr F Davidson & Mr J Fabian

Cleaning Supervisor

Mrs M McJimpsey

Catering Manager

Mrs I Russell





## 5. Attendance and Absence Procedures

Attendance at School It is important for the school to work with parents in encouraging all children to attend school. 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: Tell someone at the school if you know in advance of any reason why your child is likely to be absent from school; telephone us or let us know in writing. Please also give your child a note on his/her return to school, explaining 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.
- Keep us informed of any medical or dental appointments in advance.
- Inform the school of any change to the following:
  - Home telephone number
  - Mobile number
  - Emergency contact details.



To report your child's absence please call the school office as soon as possible in the morning where you will be prompted to press 1 to leave a message. Please state your child's name, class and reason for absence. The office staff will pass the message on to the class teacher and call back if there is anything you need to know about that day. When your child returns to school, he/she should bring a note explaining the reason for the absence. This is to ensure we have the most up to date information regarding the absence. If you do not to call in, the office staff will try to make contact with you on the first morning of absence.

If there is a need to take children out of school for any other reason other than sickness, a letter should be sent to the Head Teacher for authorisation.

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.

### **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 Parents' Portal 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 10am. 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).

## **6. Parental Involvement**

### **Parental Involvement**

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

Parentzone [Parentzone Scotland | Education Scotland](http://ParentzoneScotland.EducationScotland) 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.

### **Communication**

Our main method of communication is through Parents' Portal. Our online payment system is Parentpay.

### **Parents' Portal**

Parents' Portal is now up and running for Maxwellton Primary! We strongly urge you to use this platform as this will be the main source of information sharing.

To access the Portal, please visit <https://parentsportal.scot/home> and sign in using your mygovscot account. You can also use the QR code below to access the app!



### **ParentPay**

We use a web-based application called ParentPay which allows parents/carers to pay on-line for school meals and other school activities. ParentPay offers the convenience of being able to make payments 24 hours a day, 7 days a week and avoids the need for your child to carry cash to school.

### **Email**

Please ensure we have your most up-to-date email address as we use email contact at times to keep you abreast of information.

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

If you want to know more about Curriculum for Excellence, please visit Scotland's Curriculum for Excellence website:

[www.scotlandcurriculum.scot](http://www.scotlandcurriculum.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.

In Maxwellton Primary, we aim to build the skills and aptitudes, knowledge and understanding that children will need for the future. Our children are encouraged to be actively involved in the life and work of the school through participation in class and school events, and to take responsibility for their own learning to becoming independent learners. We take a holistic view of each child and work to ensure that strengths and talents are identified and developed through the range of learning activities that are planned for and carried out each day.





We are building a curriculum that encompasses the design principles of A Curriculum for Excellence and aim to provide a rich, dynamic range of experiences which provide breadth, depth, progression, coherence, challenge and enjoyment, personalisation and choice and relevance.

We use a range of teaching and learning styles, including active learning and teaching methodology to engage and motivate our children and encourage them to reflect on their progress and to set themselves achievable targets for their learning.

We use enterprising approaches to foster the development of a 'can do' attitude to learning and to build wider life skills in all children. We look for opportunities to raise awareness of the world of work and career education to make learning have relevance. Interdisciplinary learning approaches are used routinely to place learning in meaningful and relevant contexts.

Most of all, we believe that learning should be inclusive. We aim to identify any perceived barriers to learning and look for ways to overcome them. We believe that all children should be appropriately supported and challenged to reach their full potential.

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

At Maxwellton Primary School and Nursery, we aim to develop our children's spiritual, moral, social and cultural values through a broad, stimulating curriculum and the promotion of positive behaviour, relationships, ethos and climate. Through our Religious and Moral Education curriculum, children learn about different world religions, including Christianity. We are supported with our School Chaplain, Reverend Sarah Ross, from Moncrieff Church. We also work in close partnership with Calderwood Baptist Church volunteers who deliver 'Bible Alive' sessions at Second Level. Weekly assemblies are led by the leadership team and the children, with parents and families having the opportunity to join us to share learning. Our focus is on working with families to help children develop values such as kindness, friendship, teamwork and respect that will help them to become responsible and caring members of society. We try hard to reflect the beliefs and faiths of all of our families and would welcome you to support us in reflecting this in our curriculum.



## **Rights of Parents / Carers**

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

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

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

## **Equalities**



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

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

## **8. Assessment and Tracking Progress**



At Maxwellton Primary and Nursery, we give all children the opportunity to develop to their maximum potential by encouraging them to be ambitious and to reach for the stars. Making sure we know how well your child is learning and progressing is critical in ensuring we are getting it right for them.

The most effective assessment is grounded in knowing our children well and understanding their strengths and development needs to inform what learning needs to happen next. Teachers assess learning constantly as part of their daily planning, learning and teaching. They use observations of children as they carry out tasks, what children say, make, write or do, and effective questioning to find out how well individuals are

applying their skills, knowledge and understanding. This is called formative assessment. In addition, teachers will plan more formal assessments or use standardised assessments periodically to help measure progress and support professional judgements. This is called summative assessment. The best assessment approaches take into account the information from both approaches to help support and develop your child's learning journey.

Assessment for Learning strategies are embedded in the daily work of all children from Nursery to P7. Learning intentions are shared at the beginning of each lesson, and success criteria are constructed to help identify whether children are meeting learning intentions. Children are regularly encouraged to assess their own progress and the progress of their peers. This is called self-assessment and peer assessment.

Children in P4 and P7 complete online Scottish National Standardised Assessments (SNSA) in literacy and numeracy each year. The assessments help to identify children's progress, providing diagnostic information to support teachers' professional judgement. The assessments are as inclusive as possible to accommodate the needs of children and young people who require additional support.



There is no pass or fail and children and young people do not have to revise or prepare for these assessments. Ongoing and periodic assessments are, and will continue to be, the main basis of teachers' professional judgement. Teachers will draw on all the assessment information available to them when considering children's progress and when planning next steps in learning.

All assessment information is considered and reviewed with the Senior Leadership Team three times a year through Progress and Achievement Meetings.

## **9. Reporting**

Maxwellton Primary school and Nursery recognises that good teamwork between parents, children and the school is the key to a successful education for your child.

Reporting will be ongoing and comprise of a range of activities which can include children presenting their learning, newsletters and ongoing



oral discussions. Parents will be invited to a 'Sharing our Learning' assembly or workshop/curricular opportunity throughout the year to see their child's learning in action.

We will provide parents with reports so that you can see what your child is doing and how they are progressing. In addition, there will be parents' meetings which offer you the opportunity to discuss how your child's progressing and how you can contact the school if you wish further information. The school will offer you an appointment time so that you can visit in person to discuss your child's education.

Our '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.

Monthly newsletters will come home keeping you up-to-date with school events and dates to note. This can also be accessed on the school website.

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



## **10. 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.helpline@southlanarkshire.gov.uk](mailto:Edsuppserv.helpline@southlanarkshire.gov.uk)

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

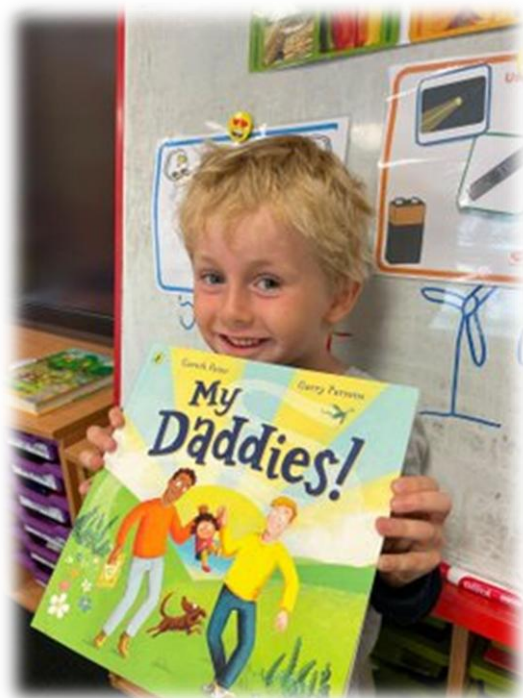
If your child is due to start school in August 2025, you can enrol online from Monday 6 January 2025. Your catchment school will contact you between Monday 13 to Friday 17 January 2025 to confirm your enrolment.

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 [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.help@southlanarkshire.gov.uk](mailto:edsuppserv.help@southlanarkshire.gov.uk) or 0303 123 1023

### **Transition from Primary School 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.

Pupils normally transfer to:

Calderglen High School,  
High Common Road,  
St. Leonards,  
East Kilbride.  
G74 2LP,  
Phone : 01355 588620



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



## Support for All (Additional Support Needs)



Children learn at different rates at different times across the curriculum and from time to time, may experience some difficulties. At some point in your child's education journey, they may require additional support in their learning. When this happens, our careful tracking and monitoring systems ensure that there is early intervention. Where there is

an identified need, appropriate steps are put in place to support the learner. These measures may be short or long term and are closely monitored by teachers for effectiveness. Parents will be informed at the earliest stage when concern is expressed about a child's learning. By working in partnership with parents, we believe we can maximise a child's learning experiences.

The school's Support for Learning Co-ordinator is Mrs Brown and our Specialist Support Teacher is Mrs Young. They will work closely with you and our staff team to ensure that learners' needs are best met.

Some children requiring additional support will have an Additional Support Plan (ASP). Targets are set and reviewed each session, with short term targets set and reviewed termly. The views of the child and the parent/carer are included in the ASP. Where there is a complex level of support required lasting longer than 12 months, and this support is coordinated with agencies other than education, a Co-ordinated Support Plan (CSP) can be established.

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).

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



## **Enquire – the Scottish advice service for additional support for learning**

Enquire is funded by the Scottish Government to provide information on the framework for supporting children who require additional support for learning and to encourage positive partnerships between families, schools and local authorities to ensure children get the right support. Enquire 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 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 parents/carers which aim to share information on attachment theory and on how this can inform the ways in which we support children and young people.

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







**School Improvement**

Our School and Nursery Improvement Plan is available on our website. There is also a copy available to view in the reception area of the school. The Plan outlines in detail the main achievements of the school over the last session. The priorities, in accordance with national and local guidelines, are about raising attainment and achievement and details how we intend to go about this during the session.

It includes details about how we are taking forward A Curriculum for Excellence in the school and how we evaluate our own performance each session.

Any suggestions or ideas for inclusion in future plans around these priorities are welcome. Please get in touch with us if you would like to make any suggestions for improvement.

Below is a summary of our improvement plan priorities for this school session.

<div>  <div> Maxwellton Primary School and Early Learning Centre </div>  </div>			
School Improvement Plan 2024/2025			
<p>Our vision for 2024/2025 is to create a curriculum that is engaging, dynamic, inclusive and relevant for our learners. We aim to create a curriculum rationale that illustrates this vision and realise this through the development of children's skills and abilities in STEM, literacy and digital awareness whilst providing appropriate and impactful interventions to raise attainment.</p>			
Priorities for 2024/2025	We will...	How will we know we have been successful?	
 <p><u>Curriculum: LC Priority</u> To embed high quality teaching and learning in STEM and increase application in interdisciplinary learning and real-life learning opportunities.</p>	<p>Focus on digital skills development. Improve our resources. Build staff confidence in assessment. Ensure STEM is taught in context.</p>	<p>Children's experiences in STEM will be more meaningful. Staff will be more confident in the application and assessment of STEM.</p>	
 <p><u>Curriculum</u> To review and refresh our Curriculum Rationale, in line with the refreshed Curriculum Narrative guidance and taking into account our unique context, incorporating meaningful opportunities to embed digital literacy, sustainability, Rights of the Child and Pupil Voice into our curriculum map.</p>	<p>Consult with our staff, children and families on what our curriculum should look like. Engage with the refreshed curriculum narrative. Create our Curriculum Rationale. Provide a curriculum that meets the needs of our learners.</p>	<p>Children, families and staff will be able to articulate our curriculum rationale. Rationale will be evident in children's experiences. Pupil engagement will increase.</p>	
 <p><u>Raising Attainment</u> To increase attainment in literacy through provision of cohesive, high quality writing instruction and exploration of writing in IDL.</p>	<p>Train all staff in Teaching Writing Explicitly. Moderate with our Learning Community Schools. Develop our writing programme to be engaging and meaningful</p>	<p>Children will experience higher quality experiences in writing. Staff will be more confident in the teaching of writing. Writing attainment will increase.</p>	
 <p><u>Inclusion and Equity: PEF</u> To systematically improve our school's ability to identify and address the diverse needs of all learners through effective practices and procedures, ensuring timely and appropriate interventions while rigorously measuring their impact.</p>	<p>Review our procedures in ASPs and STINTs. Implement a range of interventions in digital supports, literacy and numeracy. Focus on improving attendance for identified learners.</p>	<p>Reduction in attainment gap for identified learners. Increase in attendance for identified learners.</p>	

## 11. School policies and practical information

### Nursery

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

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

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

### 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 everyday. 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 the anonymity is protected of children who receive free meals and we encourage all children to remain in school at lunch time.

### **Breakfast Club**

Our Breakfast Club is open from 8.15am – 8.45am Monday to Friday. At 8.45am, P1-3 children will be sent to their classrooms for a soft start and our P4-7 children will be sent to play in our playground. Toast, cereal, milk, yoghurt, are examples of what is available on the breakfast club menu. Breakfast club is free and spaces can be booked via the school office.

### **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.

Our branded uniforms are available through a local supplier and information can be obtained at our school office.

### **School uniform requirement**

- Black school trousers/shorts/skirt
- Red school sweatshirt (not black or grey please)
- White shirt and school tie
- White/red polo shirt (PE)
- Black school shoes
- P.E – black shorts/polo shirt and gym shoes

### **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.

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 Holiday Dates



### Education Resources

#### School holiday Dates Session 2024/2025

Break	Holiday dates		
<b>First Term</b>	<b><i>Teachers In-service</i></b>	<b><i>Monday</i></b>	<b><i>12 August 2024</i></b>
	<b><i>In-service day</i></b>	<b><i>Tuesday Wednesday</i></b>	<b><i>12 &amp; 13 August 2024</i></b>
	Pupils return	Thursday	14 August 2024
September Weekend	Closed on Re-open	Friday Tuesday	27 September 2024 30 September 2024
October Break	Closed on Re-open	Monday Monday	14 October 2024 21 October 2024
	<b><i>In-service day</i></b>	<b><i>Monday</i></b>	<b><i>11 November 2024</i></b>
Christmas	Closed on Re-open	Friday Monday	20 December 2024 6 January 2025
<b>Second Term</b>			
February break	Closed on	Monday & Tuesday	17 February 2025 18 February 2025
	<b><i>In-service day</i></b>	<b><i>Wednesday</i></b>	<b><i>19 February 2025</i></b>
Spring break/Easter	Closed on Re-open	Friday Tuesday	4 April 2025 22 April 2025
<b>Third Term</b>			
	<b><i>In-service day</i></b>	<b><i>Thursday</i></b>	<b><i>1 May 2025</i></b>
Local Holiday	Closed	Monday	5 May 2025
Local Holiday	Closed on Re-open	Friday Tuesday	23 May 2025 27 May 2025
Summer break	Close on	Wednesday	25 June 2025

#### Notes

- ♦ Good Friday falls on Friday 18 April 2025
- ♦ \*\* Lanark schools will close on Thursday 12 and Friday 13 June 2025
- ♦ Pupils attend school for 190 days and teachers attend for 195 days.





## Education Resources

### School holiday Dates Session 2025/2026

Break	Holiday dates		
<b>First Term</b>	<b>Teachers return</b>	<b>Tuesday</b>	<b>12 August 2025</b>
	<b>In-service days</b>	<b>Tuesday Wednesday</b>	<b>12 &amp; 13 August 2024</b>
	Pupils return	Thursday	14 August 2025
September Weekend	Closed on Re-open	Friday Tuesday	26 September 2025 30 September 2025
October Break	Closed on Re-open	Monday Monday	13 October 2025 20 October 2025
	<b>In-service day</b>	<b>Monday</b>	<b>10 November 2025</b>
Christmas	Closed on Re-open	Friday Monday	19 December 2025 (2.30pm) 5 January 2026
<b>Second Term</b>			
February break	Closed on	Monday & Tuesday	16 February 2026 17 February 2026
	<b>In-service day</b>	<b>Wednesday</b>	<b>18 February 2026</b>
Spring break/Easter	Closed on Re-open	Thursday Monday	2 April 2026 (2.30pm) 20 April 2026
<b>Third Term</b>			
	Closed	Monday	4 May 2026
Local Holiday	<b>In-service day</b>	<b>Thursday</b>	<b>7 May 2026</b>
Local Holiday	Closed on Re-open	Friday Tuesday	22 May 2026 26 May 2026
Summer break	Close on	Thursday	25 June 2025

#### Notes

- ◆ Good Friday falls on Friday 3 April 2026
- ◆ \*\*Lanark schools will close on Thursday 11 and Friday 12 June 2026
- ◆ Pupils attend school for 190 days and teachers attend for 195 days.

## **Transport**

Some of our pupils arrive at school by car. This can create problems around the school at start and finish times. Parents are asked to give consideration to the safety of all children when they bring cars to the school. The school car park is for **STAFF ONLY**. Parents/carers are not allowed to bring their cars onto the premises to drop off or collect their children.

## **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 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**

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.

- When 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 you wish to participate in activities or support for young people through our youth centres, or through adult learning programmes within the community, we will also ask for your personal information to support your application. This may include information about family circumstances or medical conditions.

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;
- 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.

### **Maxwellton Primary/Nursery 2023**

#### **Equality Position Statement**

In Maxwellton Primary School we endorse South Lanarkshire Council's commitment to each child having the right to equality of access to education regardless of location, gender, culture, special needs, disability and social exclusion.

We are fully committed to promoting equality of opportunity and good relations between persons of different racial groups across all areas of school life. We are also committed to eliminating unlawful race discrimination and ensuring racial harassment of any kind is not tolerated.

In Maxwellton Primary/ Nursery we strive to put diversity and inclusion at the heart of our work. Our school/nursery aims and values are to eliminate all inequalities, promote equality and promote good relations. We are committed to providing quality education to all children in the school/nursery and ensuring all pupils' needs are met. We aim to include all children in the life of the school/nursery.

At the start of each new session, the importance of equality will be highlighted for all staff and the school/nursery will work to ensure that relevant Government legislation and Local authority guidelines are implemented.

- The Equality Duty Act 2010
- The Race Relations Amendment Act 2000
- The Human Rights Act 1998
- The 5 National Priorities in Education especially 'promotion of equality of opportunity'
- South Lanarkshire Council priorities as above

When establishing or reviewing our school/nursery policies and procedures full account is taken of Government and Local Authority Legislation and Guidelines.

This approach is reflected in our school/nursery's aims which include

- To ensure that achievement and attainment are accessible to all, to promote positive values with particular regard to the protected characteristics covered by the Equality Act 2010 including -race, disability, gender, age, religion or belief, to include all people in all aspects of school/nursery life and to ensure equality of opportunity
- To provide the highest quality of education by ensuring all our children have equality of access to an appropriate, broad, balanced and challenging curriculum which builds upon prior learning.
- To provide breadth and progression through all eight areas of the school/nursery curriculum including the development of knowledge, skills and understanding of social and personal qualities.
- To encourage all pupils to be Successful learners. Responsible Citizens, Confident Individuals, Effective contributors (Curriculum for Excellence)



We will do this through working in partnership with our parents/carers and support agencies to provide a supportive and challenging environment which encourages effective learning.

In Maxwellton Primary School/Nursery Class we are committed to:

- Eliminating unlawful discrimination
- Actively tackling discrimination and harassment and promoting equality of opportunity.
- Recognising stereotyping and actively tackling this
- Creating a positive, inclusive learning environment which promotes positive attitudes to all persons
- Encouraging, supporting and helping all children to reach their potential
- Ensuring participation of all persons in the daily life of our school/nursery
- Working with parents/carers and with the wider community to tackle discrimination and harassment and to follow and promote good practice in promoting equality.
- Eliminating harassment of disabled pupils that is related to their disabilities
- Taking steps to take account of disabilities, even where that involves treating disabled pupils more favourably than other pupils.

Head of Establishment is responsible for:

- Taking appropriate action in cases of harassment and discrimination.
- Ensuring all incidents are appropriately recorded and collated
- Monitoring each pupil's attainment, achievement and attendance to ensure that the pupil's potential is attained
- Ensuring provision of support where needed e.g. support from other agencies.
- Ensuring with all staff that equality issues are built into the curriculum and that programmes are in place appropriate to age and stage to develop awareness and knowledge to promote positive attitudes to all.
- Ensuring with all staff that the Equality Policy and Procedures are implemented and that the impact of all policies is monitored and assessed.

The above details come from our Equality position statement. Please ask if you wish to see the complete document. A copy is on the school/nursery notice board.

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

Phone: 01355 222521, email: [office@maxwellton-pri.s-lanark.sch.uk](mailto:office@maxwellton-pri.s-lanark.sch.uk)

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](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](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**

National policies, information and guidance can be accessed from the Scottish Government website on [www.gov.scot](http://www.gov.scot)

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)