



Education Resources

Libberton Primary School



Handbook 2016

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If you need this information in another language or format please contact us to discuss how we can best meet your needs 01698 454545 email education@southlanarkshire.gov.uk



Our Vision

At Libberton Primary we strive to develop a happy, safe and caring environment in partnership with the wider community, to encourage children to become well rounded individuals who endeavour to reach their full potential

The warmest of welcomes to Libberton Primary School. I hope you will find our School Handbook interesting and informative.

At Libberton we strive to promote positive relationships with our parents and the community. Our staff is committed to providing the highest quality of educational experience for our pupils. I do hope that you find us an open and approachable team.

All members of staff have high expectations of our pupils in attainment as well as in behaviour and attitude. Together, in partnership with you, we will work hard to fulfil their potential.

Please be assured that no worry affecting your child is too small to share with us. If you have any concerns do not hesitate to get in touch.

Whilst a handbook cannot fully convey the atmosphere of Libberton, I hope it will give you a flavour of our school. Should you have any questions or need more information please contact us.

Kindest regards

Elma McGregor

Elma McGregor
HEAD TEACHER



1) Introduction

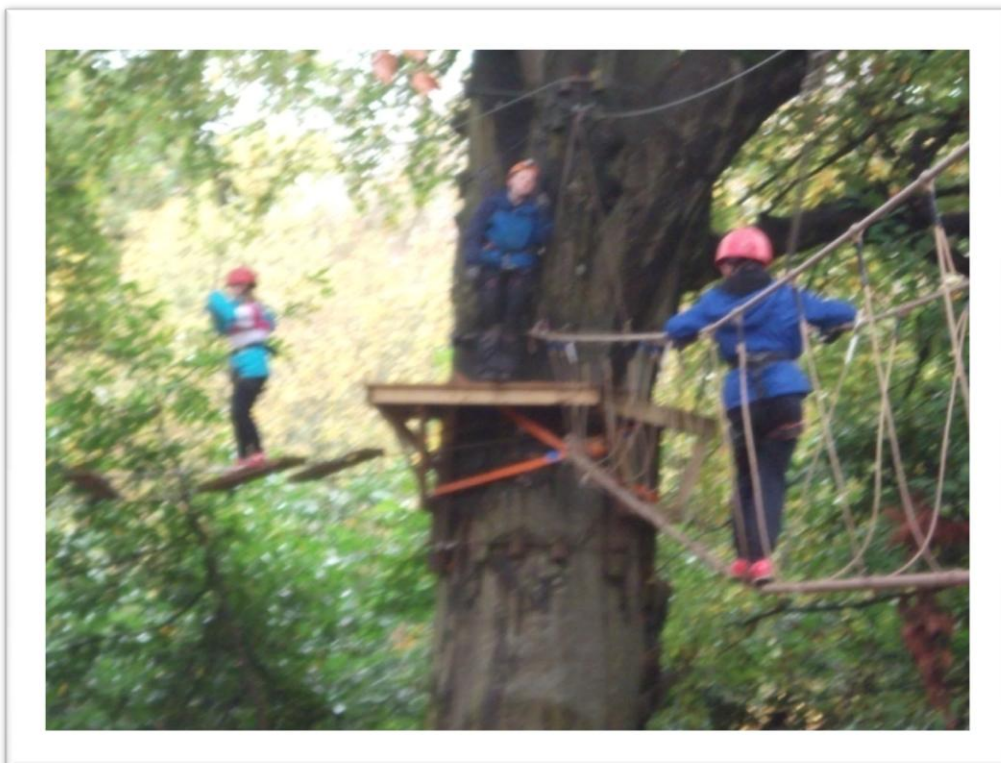


Libberton Primary School is one of 124 South Lanarkshire Primary Schools. It is a small, rural school with amazing views of Tinto Hill and the River Clyde. It is part of the 14 schools that make up Biggar Learning Community. As part of South Lanarkshire's Schools' Modernisation Programme, we recently moved into our state of the art new building.

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

The Council's Plan Connect sets out the Council's vision which is "to improve the quality of life for all within South Lanarkshire".

For Education Resources this means delivering services of the highest quality as well as striving to narrow the gap. It is about continually improving the services for everyone at the same time as giving priority to children, young people, families and communities in most need. The priorities for schools and services are set out in the Education Resources Plan which confirms the commitment to provide better learning opportunities and outcomes for children and young people.



2) About our school

Libberton Primary School
Libberton Muir
Quothquan
Biggar
ML12 6NB

Phone: 01899 308281



EMAIL: Office: office@libberton-pri.s-lanark.sch.uk

Head teacher: gw14libbertonht@glow.sch.uk

School Website: www.libberton-pri.s-lanark.sch.uk

Present Role: 28

Stages Covered: Primary 1 to Primary 7

Libberton Primary is a non-denominational, co-educational school.

Staff Roll

Mrs Elma McGregor	Head teacher
Mrs Carol Pennock	Principal Teacher (P1-4 Class Teacher)
Mrs Margaret Porteous	P5-7 Class Teacher
Mrs Joanne Campbell	Class Contact Teacher (Thurs, Fri)
Mrs Tracy Forster	School Support Assistant - Team Leader
Miss Vicky MacDonald	School Support Assistant (part time Mon –Thurs)
Mrs Caroline Somerville	School Support Assistant (part time)
Mrs Lara Boyd	School Support Assistant (part time)
Mrs Elizabeth Hamilton	Caretaker
Mrs Angelique Dupré	French Teacher
Rev George Shand	School Chaplain
Mrs Aideen Dawoud	Additional Support for Learning Teacher
Mr Steven Johnstone	Visiting Music Specialist

Attendance

It is important for the school to work with parents in encouraging all children to attend school. All absences from school are required by law to be recorded. Absences will normally fall under two categories – authorised or unauthorised absence. In cases where your child is unable to attend school parents are asked to:

- inform the school by letter or telephone, if your child is likely to be absent for some time 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 us informed if the date changes.

Please inform us of any change to the following:

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



Concerns / Complaints

If you have any concerns regarding any aspect of your child's education please do not hesitate to contact us and we will work together to resolve it.

You can:

- Contact the head teacher at gw14libbertonht@glow.sch.uk

You can:

- Post details of your complaint in the parent suggestion box on the Parent Notice Board in the school

You can:

- Contact a member of Libberton Primary Parent Council
Chair – Michelle Lyon muffett77@yahoo.co.uk

You can:

- Contact Education Resources
Education Resources, Council Offices, Almada Street, Hamilton, ML3 0AE.
01698 454666.

Each child is taken to be a special individual
and their interests are encouraged and
developed.

Parent

3) Parental Involvement

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



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

It cannot be over stressed how important it is that you, as parents, feel welcome to come to the school at any time to discuss concerns you may have about your children. There are also two formal Parents' Evenings throughout the session. These meetings are in place to give you the opportunity to discuss your child's progress with the class teacher.

As parents/carers we want you to be:

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

Visits to school for new parents

Parents are welcome to view our school anytime. Please contact the office (01899 308281) to arrange an appointment.

Parent Council

Libberton Primary has a Parent Council. The Chairperson is Mrs Michelle Lyon.

Some of the roles of our Parent Council:

- Supporting the work of the school;
- Gathering and representing parents' views to the Head Teacher, education authority and HMIe;
- Promoting contact between the school, parents, children and the local community;
- Fundraising;
- Involvement in the appointment of senior school staff.

It is a friendly, fun and warm school. The teachers know the children individually and are always approachable..

Parent



4) School Ethos

School vision:

At Libberton Primary we strive to develop a happy, safe and caring environment in partnership with the wider community, to encourage children to become well rounded individuals who endeavour to reach their full potential

Our values: ** fairness ** respect creativity** enjoyment****

Within Libberton Primary, our pupils are encouraged to contribute to the life of the school and the wider community and to play an active part in putting the values of the school into practice.

Our staff, in partnership with parents, encourage a climate which promotes effective learning and in which the children feel safe and secure.

Libberton is part of a shared headship with Wiston Primary. Both schools work together on a regular basis which has great benefits for the children both educationally and socially.



Our aim is for all children to be given the opportunity to develop into positive, healthy young adults and to make the most of their educational opportunities both within the classroom and outdoors and in the wider community.

We as a staff work together to provide a caring, stimulating and positive environment where the quality of teaching and learning encourages children to reach their full potential as successful learners, responsible citizens, effective contributors and confident individuals.

Good regular attendance and time-keeping, polite manners, respect for others and a commitment to performing to the best of one's ability are all encouraged.

We strive to create an atmosphere which encourages and rewards positive attitudes, which celebrates success and stimulates interest and enthusiasm for life-long learning.

We are justifiably proud of our high standard of behaviour, involvement in the community and achievements of individuals as well as a school generally.

The children are encouraged to take ownership of their school. I know it makes my children feel valued and helps them to be responsible.

Parent



Curriculum

Pupil Voice

At Libberton Primary we feel it is very important for children to share their opinions, ideas and suggestions. By encouraging our pupils to be confident in sharing their views and engaging them in roles of responsibility we can help our school become even better. Each pupil in the school and each member of staff is a member of one of a selection of committees: Eco, Rights Respecting Schools, Pupil Council or Media Group. They meet regularly to plan how to move their particular focus forward within the school and the wider community.



Some of our achievements:

- We have our second Eco Green Flag
- We have our Recognition of Commitment for Rights Respecting Schools
- We have a Gold Health promoting School Award

Extra curricular Activities

We are keen to establish as wide a variety of after school clubs. In recent months, we have set up various activities including netball, knitting, dance and rugby. Some of these are run by parents and all are well supported by the children.



School Website

Please take time to have a look at our school website:

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



Mrs Forster and the pupil media group work tirelessly to keep this up to date with the latest news and photographs.

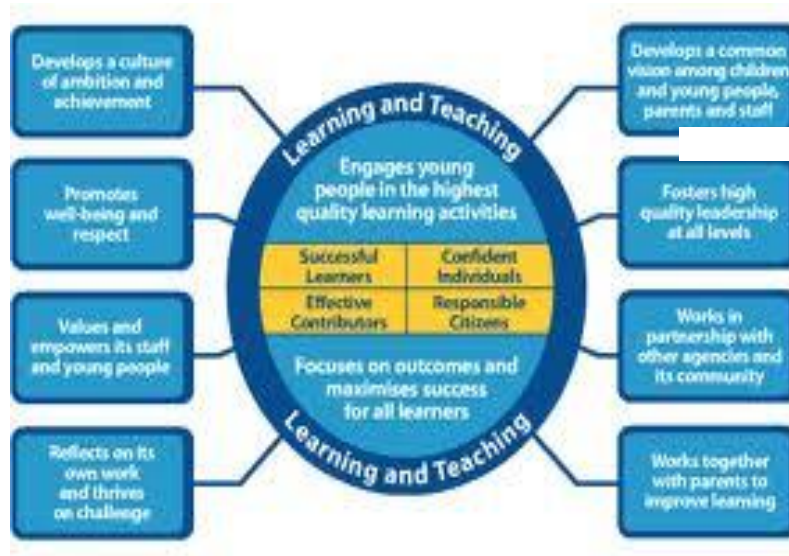
The school does have high expectations of children's behaviour and engagement in learning. Children are proud to attend the school. They have positive attitudes towards school and their own achievements.

HMIe Report Libberton Primary 2011

5) The Curriculum

Curriculum for Excellence

Bringing learning to life and life to learning



Curriculum for Excellence is the name given to the new curriculum in Scotland for all children and young people aged 3-18. It is a forward looking, coherent, more flexible and enriched curriculum that provides young people with the knowledge, skills and attributes they will need 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 21st century.

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

Curriculum for Excellence is about a great deal more than just *what* Children learn; it is perhaps even more about *how* children learn. Curriculum for Excellence recognises that the best learning comes about when children are happy, safe and secure.

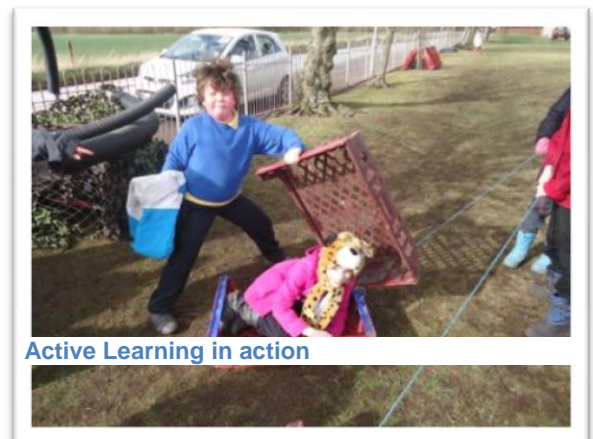


At Libberton Primary we believe they learn best when:

- they can be involved in deciding what to do, sharing expectations and standards, taking responsibility for their learning and discussing the success criteria
- they are engaged and active, involved in discussing, explaining, interacting, investigating, exploring, creating, collaborating, evaluating and analysing.
- there is a good mix of activities: some involving discussion and working with others, and some quietly alone
- they can see how their learning will help them achieve their goals
- they are able to reflect on their learning and decide the next steps to improve their own learning as part of personal learning planning
- the activities are stimulating, and give a sense of achievement
- they are set challenging goals
- they receive timely and accurate feedback

The curriculum areas are as follows:

- Expressive arts (Art, Music, Dance, Drama)
- Languages and literacy
- Health and wellbeing (including P.E.)
- Mathematics and numeracy
- Religious and moral education
- Science
- Social studies
- Technologies



Modern Foreign Languages

Primary 1-7 receive tuition in French

ICT

ICT permeates all aspects of the curriculum. Children have access to networked PCs, ipads and a C-touch.

Outdoor Learning



Outdoor Learning

At Libberton we are proud of our amazing surroundings and we are committed to use it to motivate and challenge our children.

We love the school's emphasis on outdoor creativity and play

Parent

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

Level

Early

Stage

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.

If you want to know more about Curriculum for Excellence, please visit website <http://www.educationscotland.gov.uk/thecurriculum/> or www.parentzonescotland.gov.uk.



Spiritual, social, moral and cultural values

At Libberton Primary School we aim to create an environment where our pupils appreciate values such as honesty, liberty, justice, fairness and concern for others. The children will be encouraged to develop a respect for other peoples' ideas, values, customs and beliefs, both within their community and the wider world.

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.



The school has a friendly 'family' atmosphere with the small class sizes being superb to learning. The school does a wide variety of topics both within class and as after school clubs

Parent



Work is fun!

Active Learning at Libberton



I was shy at first. Now I am much more confident



6) Assessment and Tracking Progress

Assessment is a way of supporting learning. It helps teachers, learners, parents and others to understand the depth and breadth of learning undertaken so that progress and next steps can be discussed and planned. Your child's progress is not only based on 'tests' but on the learning that takes place within the classroom and in different settings outwith the classroom. Curriculum for Excellence has improved Assessment in the following ways:

- A better connected assessment system with smoother links through pre-school, primary, secondary school and college.
- More ways of assessing progress to support learning and more flexibility to meet learners' individual needs.
- By introducing a profile of our children's' achievements. To give a clear statement of the achievements they have made and the skills they have developed at these crucial times in their lives. At Libberton each child has a Learning Journey folder which progresses with them from Primary 1 and becomes a record of their attainment and achievement both in and out of school.

Evidence of children and young people's progress and achievements will come from day to day learning and through the things they may write, say, make or do. For example evidence may emerge as a result of children and young people taking part in a presentation, discussion, performance or practical investigation. Evidence could also be a drawing, report, or piece of art work that they have produced. Evidence may be captured as a photograph, video or audio clip as part of a particular learning experience.



Celebrating Achievements

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

Our 'pupil reports' will help you to get to know more about the curriculum which each child follows and will describe their strengths, achievements and areas for development so you know what encouragement and support you can give.

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



8) Transitions

Transitions are the moves children and young people make from home to nursery, from stage to stage and through Curriculum for Excellence levels and on to Secondary School. Transitions are part of everyone's life.

When transitions work well they help children and young people to develop confidence and acquire skills to manage future changes in their lives.

The vast majority of children and young people look forward to moving on in learning and in life. For some children transitions can be challenging and support from parents and staff at school can help the transitions go more smoothly.

Some children may need particular help perhaps including some other agencies to ensure that they feel confident about the transitions. It helps children at all transitions if staff and parents:

- Talk with them about what is going to happen
- Encourage them to talk about any concerns or anxieties
- Listen carefully to their concerns and consider sharing them with other relevant people
- Help them become familiar with the new setting and what will be expected of them.

*Scottish Government Curriculum for Excellence Fact-file – Transitions
June 2011*

From nursery to primary

Children come to Libberton Primary from various council and private nurseries in the area. Our aims are:

- To ensure a smooth transition for each child through effective communications between children, parents and staff.
- To create a positive and supportive climate for the child and the parents/carers in the pre-school setting and in the school.
- To develop a shared continuity in learning between pre-school and primary education through the transition record and any individual educational programmes.



To facilitate this:

- Each child will have the opportunity to visit the school and meet the other children and staff
- P1 and nursery staff will have opportunities to visit the other setting to meet and discuss the children
- Each child's nursery report and records will be sent to the school and any appropriate information from other agencies that will be helpful in transition, will be sent onto school
- When a child has a CSP or an ASP a review meeting will be held at Nursery prior to entry to school. This will include staff from settings, parents and other relevant agencies.

From primary to secondary

The local high school for Libberton Primary is:

Biggar High School
Market Road
Biggar
ML12 6AG



Biggar High School

Phone 01899 222050

Email office@biggar.s-lanark.sch.uk

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.

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

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

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

Transition opportunities with Biggar High School are strong. Throughout the session Primaries 6 and 7 are invited to various events at the High School to get them familiar with the school, the staff and to encourage them to meet new friends.

We also have an excellent transition programme involving all small schools within Biggar Learning Community. Residential experiences are provided for P6 and 7 in partnership with all small schools within Biggar Learning Community.



9) Support for pupils



Getting it right for every child (GIRFEC)

Getting it Right for Every Child (GIRFEC) was promoted and endorsed by the Scottish Government at the Children's Summit in 2010. There is a commitment to ensure that your child has the best possible start in life and to improve outcomes for children and families based on a shared understanding of their wellbeing. Most children make their journey from birth to the world of work supported by family and the universal services of Health and Education. The Named Person in education helps to make sure that the child's wellbeing is developing. The school will let you know the Named Person for your child. This is likely to be the head teacher in a primary school and the pupil support teacher in a secondary.

If you have any concerns you should speak to the Named Person who will work with you to address any issues and to ensure that your child gets any help needed at the right time.

More information can be found on:

www.girfecinlanarkshire.co.uk and www.scotland.gov.uk/gettingitright

GIRFEC promotes key values in working with children and their families across all agencies and is based on core components which will help bring these values about.

The programme calls for all workers in health centres and hospitals, nurseries, schools and leisure centres, family centres, social work services and housing offices and in the community to work together towards changes in culture, systems and practice that will help all children and young people to grow, develop and reach their full potential.

Not all pupils learn at the same pace.

As a result of regular assessment and careful classroom organisation, teachers are able to teach pupils in groups and individually where appropriate. Resources are carefully selected to cater for different ability levels. More able pupils are provided with challenging tasks and extension activities. Less able pupils are given assignments which are within their capabilities to ensure that they experience a sense of achievement, thus encouraging motivation and steady progress.



Sometimes children experience difficulty with a particular aspect of their work.

We try to identify difficulties as soon as possible and give the appropriate support.

The pupil-staff ratio is small and usually it is very apparent when a child is experiencing a problem.

Parents will be notified if the problem persists and some additional home support will be appreciated.

A visiting Support for Learning teacher, Mrs Aideen Dawoud, provides support to children who need it and supplements the school's resources with any that are required for a short period of time. He offers advice to members of staff, carries out assessments and provides support to the class teacher.

More serious issues sometime occur and there may be a need to have a more formal series of assessments carried out by Psychological Services. Parental consent will be sought before this happens and a report will be sent to the parents after the assessment.

Individual learning plans are drawn up for some children and include achievable targets that the child will work towards with the help of the school staff, agencies such a speech/occupational therapists, psychological services and the parents. The parents and child, depending on age, will be asked to contribute to the plan. Plans are reviewed regularly and new targets set.





10) School Improvement

We moved into our new building in December 2015. It is a amazing space both inside and out, designed to equip our children with 21st Century skills.

Improvement priorities 2015-2016

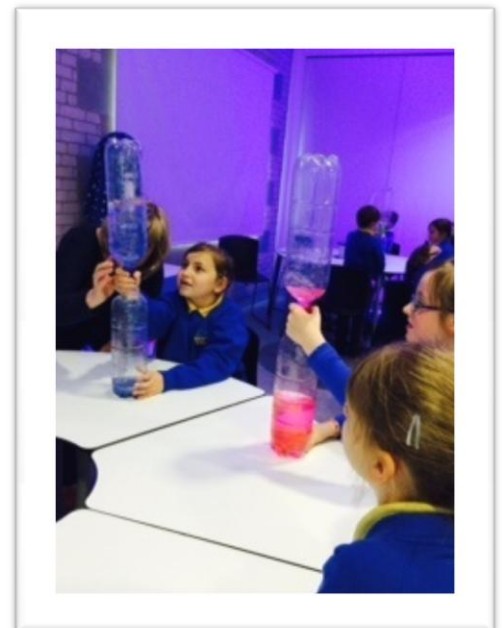
Please find an overview of our Improvement Plan Priorities for this session. These are areas we will be developing mainly as a school, some within Biggar Learning Community and others across South Lanarkshire Council.

Priority One: Technologies

Priority Two: Physical education

Priority Three: Maths planning with Biggar Learning Community

Learning is fun!



11) School policies and practical information

Free School Meals

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

- Income Support, Income-based Job Seeker's Allowance, Employment and Support Allowance (income related), Working Tax Credit and Child Tax Credit (where your income does not exceed £6,420 gross per annum as assessed by the HM Revenues and Customs), Child Tax Credit only (where your income does not exceed £16,010 gross per annum as assessed by the HM Revenues and Customs).



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

Healthy eating is something that the school supports and a range of meals are available that meet the nutrient standards of the Food and nutrient standards of the Food and nutrition in schools (Scotland) Act 2008 are available at lunchtimes. At present, all pupils in Primary 1-3 will receive a free school lunch and the charge to pupils in Primary 4-7 will be £1.50. Menus can be requested from school or can be viewed on website. School meals are cooked on the premises each day. Currently there is a choice of two hot main courses or a sandwich. Soup and fruit juice or milk are served every day.

Special diets are available on request. Most children choose to take school lunch. However, if you prefer, your child can bring a packed lunch. We would wish to draw to your attention to the fact that milk is available for pupils as part of the meal provision. Children can purchase milk at either playtime or lunchtime.

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 and footwear that may damage flooring.

At Libberton Primary the uniform is a yellow polo shirt and blue sweat shirt. These items can be ordered direct from Tesco Online (www.clothingattesco.com/back-to-school) or from our local suppliers, ALJ Supplies in Lanark.

Support for Parents/ Carers: clothing grants/free school meals

In certain circumstances the Council provides support to parents/carers for the purchase of school wear and free school meals.

We would encourage families if they are eligible to apply for these benefits.

Application forms for clothing grant are available from the Council's website: www.southlanarkshire.gov.uk or from Q and A Offices, Audit and Development 01698 453504/453505/453213, the school or Education Resources, Almada Street, Hamilton, phone 01698 454545.

School Hours

Morning opening	8.45 am
Interval	10.15 am – 10.30 am
Lunch	11.55 pm
Afternoon opening	12.30 pm
Close	2.45 pm



Playground Supervision

There will be an adult in the playground to supervise the children from 8.45 am in the morning and during lunchtimes and playtimes.



Holiday Dates

The 2015-16 and 2016-2017 School holiday dates at the back of this document.



Enrolment- how to register your child for school

If your child is starting school for the first time you must enrol your child at their catchment school in January. If parents want their child to go to another school, they must enrol in the first instance with their catchment school and ask for an information leaflet that provides details on how to make a placing request. Forms are available from the SLC website – www.southlanarkshire.gov.uk schools, Q and A offices or by contacting Education Resources, Almada Street, Hamilton, phone 01698 454102. Completed forms should be returned as soon as possible to Education Resources, Almada Street, Hamilton ML3 0AE.

We would be delighted to welcome visits from parents offered or seeking places for their children. The registration of pupils for Primary 1 in August normally takes place during the second week of January each year. Information will be displayed in local libraries, nurseries and shops. However, if the stated times are not suitable the Head Teacher is available to meet with you at any time.

Please feel free to call the school on 01899 308281 to make an appointment with the Head Teacher

Enrolment date for 2016 is the week commencing 11th January 2015

Flying Start Date

Monday 22nd August 2016

The school has a warm welcoming atmosphere with happy, proud and confident young people.

Parent



Transport



South Lanarkshire Council has a policy of providing school transport to primary pupils who live more than one mile by the recognised shortest walking route from their catchment school. This policy is more generous than the law requires. This means that the provision of transport could be reviewed at any time. Parents who consider they are eligible should obtain an application form from the school or Education Resources, Hamilton, phone 01698 454102 or web www.southlanarkshire.gov.uk These forms should be completed and returned before the end of March for those pupils starting the school in August to enable the appropriate arrangements to be made. Applications may be submitted at any time throughout the year and will be considered by Education Resources.

A paid privilege transport scheme is operated for mainstream school contracts where a pupil is not entitled to free school transport. Privilege transport will only be granted providing there is spare capacity on an existing school contract and will be from and to designated pick up and drop off points. Privilege transport will not be provided where a service bus is used on the school run. Any spare capacity will be allocated using agreed priorities. For more information on school transport contact Education Resources phone 01698 454102.

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. Where there is a request to place a child under school age in a school within the local catchment area they may receive transport in line with the Council's transport policy.

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

Insurance for schools - pupils' personal effects

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

(i) Theft/loss of personal effects

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

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

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

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

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

(ii) Damage to clothing

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

Family Holidays during Term Time

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

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

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

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

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

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

Promoting Positive Behaviour



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

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

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

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



Child Protection

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

The shared vision for Lanarkshire's children is: "all children and young people in Lanarkshire have the right to be cared for and protected from abuse and harm in a safe environment in which their rights are respected." All agencies will work together in a collaborative way to promote the safety and wellbeing of children and young people in Lanarkshire.

The Chief Officers and Child Protection Committees of North and South Lanarkshire Council's are the driving force for ensuring that agencies individually and collectively work to protect children and young people as effectively as possible.

The Council has a duty in law to report suspicions that a child has been abused or is at risk of harm, in terms of the Children (Scotland) Act 1995. Therefore, Council staff have a professional and contractual obligation to report concerns to the head of establishment or the child protection coordinator immediately.

Education Resources staff and visitors from other agencies and services are required to follow these Child Protection Procedures to protect and support children and to fulfil their professional obligations to report all allegations or suspicions of child abuse.

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

Keeping safe Online

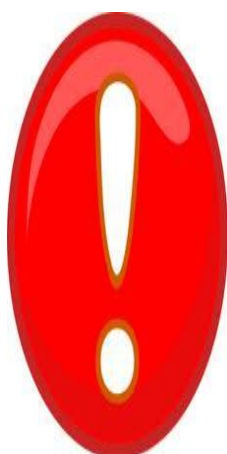
The Council has produced an information leaflet – 'stay safe' for parents/carers on how to help ensure their child is safe when using the internet and mobile devices.

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

Information on Emergencies

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

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



If for any reason, you are unsure if the school is open, please contact the school or Education Resources, Operations Service, Almada Street, Hamilton. (Phone 01698 454545) or email us at: education@southlanarkshire.gov.uk or visit the website www.southlanarkshire.gov.uk H

Carstairs State Hospital

If at any time, a patient is unaccounted for at the State Hospital, a warning siren will sound. Local emergency services will be alerted and a strict security cordon established around the State Hospital and the wider area including the community around Libberton Primary. The 'all clear' signal shall sound only when all patients are accounted for by the State Hospital.

A. Out of school hours

Libberton Primary will not open and children should remain at home until the situation is resolved.

B During the school day

The Head Teacher will ensure that all staff and children are accounted for. Children having a home lunch should remain at home

C. End of school day

If an 'all clear' signal has not been given at the end of the school day the children will be kept in school. Parents and transport contractors will be informed of the situation.

Your Commitments

We ask that you:

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



Data Protection

Information on pupils, parents and guardians is held by the school to enable the teaching, registration and assessment of pupils as well as associated administrative duties. The information is stored and used as per the requirements of the Data Protection Act 1998 with South Lanarkshire Council defined as the data controller. The Council have established a data protection policy that applies to all of its schools. For more information please contact the school.





**Education Resources
School holiday Dates Session 2016/2017**

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

Notes

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

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

Useful Links

Choosing a School: A Guide for Parents - information on choosing a school and the placing request system – <http://www.scotland.gov.uk/Publications/2010/11/10093528/0>

A guide for parents about school attendance explains parental responsibilities with regard to children's attendance at school – <http://www.scotland.gov.uk/Publications/2009/12/04134640/0>

Parental involvement

Guidance on the Scottish Schools (Parental Involvement) Act 2006 provides guidance on the act for education authorities, Parent Councils and others – <http://www.scotland.gov.uk/Publications/2006/09/08094112/0>

Parentzone provide information and resource for parents and Parent Councils – <http://www.educationscotland.gov.uk/parentzone/index.asp>

School ethos

Health and wellbeing guidance on healthy living for local authorities and schools – <http://www.scotland.gov.uk/Topics/Education/Schools/HLivi>

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 – <http://www.scotland.gov.uk/Publications/2010/06/25112828/0>

Curriculum

Information about how the curriculum is structured and curriculum planning – <http://www.educationscotland.gov.uk/thecurriculum>

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 – <http://www.educationscotland.gov.uk/thecurriculum/howisthecurriculumorganised/experiencesandoutcomes/index.asp>

Advice, practice and resources to support the experiences and outcomes on literary, numeracy and health and wellbeing – <http://www.educationscotland.gov.uk/learningteachingandassessment/learningacrossthecurriculum/responsibilityofall/index.asp>

Broad General Education in the Secondary School – A Guide for Parents and Carers – http://www.educationscotland.gov.uk/Images/CfEbriefingforparentsfinal_tcm4-725662.pdf

Information on the Senior Phase – <http://www.educationscotland.gov.uk/thecurriculum/whatcanlearnersexpect/seniorphase.asp>

Information on Skills for learning, life and work – <http://www.educationscotland.gov.uk/thecurriculum/whatcanlearnersexpect/skillsforlearning.asp>

Information around the Scottish Government's 'Opportunities for All' programme – <http://www.skillsdevelopmentscotland.co.uk/our-services/services-for-individuals/opportunities-for-all.aspx>

Information for organisations responsible for the planning, management and delivery of career information, advice and guidance services – <http://www.skillsdevelopmentscotland.co.uk/our-story/key-publications/career-management-skills-framework.aspx>

The Skills Development Scotland website 'My World of Work' offers a number of tools to support career planning – <http://www.skillsdevelopmentscotland.co.uk/>

Assessment and reporting

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

Curriculum for Excellence factfile - Assessment and qualifications – http://www.educationscotland.gov.uk/publications/c/publication_tcm4624968.asp

Information on recognising achievement, reporting and profiling – <http://www.educationscotland.gov.uk/learningteachingandassessment/assessment/achievement/index.asp>

Transitions

Curriculum for Excellence factfile - 3-18 Transitions - provides information on the transitions children and young people will face throughout their education and beyond – http://www.educationscotland.gov.uk/publications/c/publication_tcm4660285.asp

Choices and changes provides information about choices made at various stages of learning – <http://www.educationscotland.gov.uk/myexperiencesandoutcomes/healthandwellbeing/planningchoices/index.asp>

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 – <http://www.scotland.gov.uk/Topics/Education/Schools/welfare/ASL>

Enquire is the Scottish advice service for additional support for learning – <http://enquire.org.uk/>

Parenting Across Scotland offers support to children and families in Scotland <http://www.parentingacrossscotland.org/>

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 – <http://www.scotland.gov.uk/Topics/Education/Schools/welfare/ASL>

Information about the universal entitlement to support that underpins Curriculum for Excellence – <http://www.educationscotland.gov.uk/inclusionandequalities/supportingchildrenandyoungpeople/whatisupport/universalsupport/roleofkeyadult.asp>

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 – <http://www.scotland.gov.uk/Topics/People/Young-People/gettingitright>