



Education Resources

James Aiton Primary

“Reach for the STARs!”



School Handbook 23/24

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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.

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

1. Introduction

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.

Welcome from Head Teacher

On behalf of our staff I would like to warmly welcome you, and your family, to James Aiton Primary and we are looking forward to the beginning of a successful partnership. James Aiton Primary is one of seven primary schools which are part of the Stonelaw Learning Community.

Starting school is one of the most exciting life events for a child and their parent. At James Aiton we will work closely together with you to ensure that our school is a happy and rewarding place for your child. We will encourage, nurture and support your child in their journey to become a successful learner and responsible citizen of the future.

The atmosphere in our school is happy, relaxed and supportive. We have very high expectations of pupil behaviour and children are guided to make positive choices within a supportive, whole school behaviour system. We promote positive behaviour and regularly celebrate our pupils' successes. Pupils are rewarded for their effort and achievements, increasing motivation and self esteem.



We pride ourselves on being a school where we strive to provide the best learning experiences for your child. Our dedicated teachers and support staff work tirelessly to nurture every child to realise their strengths and talents.

As a parent, your relationship with us is extremely important and we aim to provide you with many opportunities to become involved in your child's learning. We will also regularly seek your views and opinions, and those of your child, as we are fully committed to continually improving and providing the best possible education for your child.

The school has an important role in the community and we look for opportunities to support community events and build relationships with local businesses and organisations.

I hope you find our handbook useful and informative and should you require any further information please do not hesitate in contacting our school.
We hope your child will be very happy at James Aiton Primary.

Mrs Kerry McGhee
Head Teacher

What do our children say about James Aiton?

Our school is excellent because:

Our school is safe, and we get to learn fun new things.

Kai P3

We get buddy time. we get to play together and go outside.

Spencer P1

The staff at our school are super kind!

Victoria P4.

Our school is a safe place. You will have so much fun here and make lots of new friends.

Brodie P7

The staff are helpful and can help you if you get hurt. We also have whole school assemblies where we get certificates and awards.

Niamh P6

There are lots of fun things in our school. There is the open area, the playground and we even have a trim trail.

Kyle P4

Our school has a No Bullying Policy. Everyone is encouraged to be kind and respectful to each other.

Ty P7

We get to use the computers for making our profiles and playing games.

Levi P5

The teachers help you learn new stuff. My favourite is maths and there are lots of activities to help us with learning.

Matthew P2

School is enjoyable. I have enjoyed being a buddy to the P1s this year.

Michael P7

We have lots of spaces in the school. We have a Zen Zone, Sensory room, Library and ICT suite.

Paige P6

Our school is friendly, and we get to go on trips. This year we went to visit a farm and learned all about the products from different animals.

Abbie P2

We have lots of play areas. I like the kitchen area, dinosaurs and board games.

Corey P2

We have different clubs you can go to such as Dance, Athletics and Football clubs.

Robyn P6

2. About our school

We are a co-educational and non-denominational school currently with seven classes covering Primary 1 to Primary 7. The classes are organised according to schedules laid down by the Scottish Executive Education Department (SEED) and South Lanarkshire Council. At present there are 7 classes with an overall role of 157 pupils.

James Aiton Primary School
Morrison Street
Cambuslang
Glasgow
G72 7HZ

Phone 0141 641 2472

E-mail gw14jamesaitonoffice@glow.sch.uk

School website www.jamesaiton-pri.s-lanark.sch.uk

School Hours

9.00am School begins

10.30 – 10.45 Break

12.15 – 1.00 Lunch

3.00pm School ends



Parents wishing to visit the school, please contact Mrs McGhee (Head Teacher) or Mrs Small in our office to arrange an appointment.

0141 641 2472

If you have any concerns relevant to your child please contact the school office and ask for an appointment to be made with the Head Teacher to discuss them.

Other contacts you may find helpful are:

www.southlanarkshire.gov.uk (this provides details of the Council's Complaints procedure)

or

0303 123 1023 (Education Helpline)

Council Offices

Almada Street,

Hamilton

ML3 0AE

education@southlanarkshire.gov.uk

The James Aiton Team

Head Teacher: Mrs McGhee

Principal Teacher: Mrs Ogilvie

Class Teachers

P1 Mrs Miller

P2 Miss Wells

P3 Mrs Wilson

P4 Miss Huskie / Mr Morrell (Area Cover)

P5 Mis Bogucu (NQT) and Mrs Brownlee

P6 Miss Hood

P7 Mrs Saunders

Additional Teachers: Mrs Caldwell

Support Staff

Mr McGowan (Janitor)

Mrs Small (Team Leader)

Mrs Scollin

Mrs Higgins

Mrs Rae

Mrs Conetta

Mrs Mahood

Ms Healy

Mrs Petrie

Catering staff

Mrs F Smith

Cleaning staff

Ms Miller

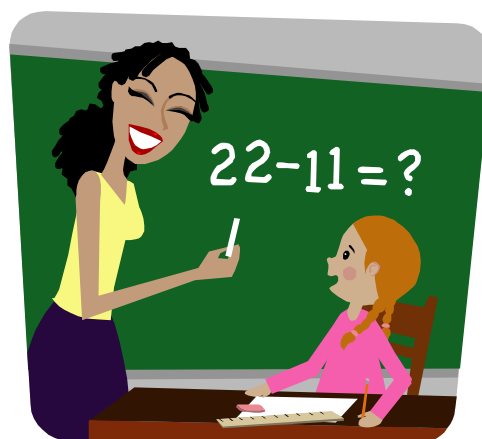
Mrs Redmond

Mrs McLaughlin

Visiting staff

Mrs McConnell Specialist Support for Learning

Mr Thomson Educational Psychologist



3. School Ethos

At James Aiton Primary we promote a warm and welcoming atmosphere and we recognise that good teamwork among parents, children and schools is the key to a successful education for your child.

In line with the Curriculum for Excellence our aim is to enable all pupils to become successful learners, confident individuals, responsible citizens and effective contributors.

In 2012, Her Majesty's Inspectors recognised our work in promoting a positive ethos. They commented that James Aiton pupils:

"are positive about their school experience and feel, quite rightly, that they are safe and well cared for. Their class work and achievements are displayed attractively around the school which helps to create a positive, motivating and stimulating environment for learning to which they respond well."

Our school community has worked together and created a Vision:



Within our vision, our school has clearly defined aims:

Success

We aim to have high expectations of teaching and learning within a supportive but challenging environment.



We set ourselves and our pupils high standards and we expect them to be engaged and motivated in their learning. Our Inspection report confirmed a key strength of our school was:

"Motivated, respectful children, keen to learn".

We want our children to be successful in all aspects of school life. We were very proud to be recognised in June 2017 as James Aiton Primary was a finalist at the Scottish Education Awards for our work in Raising Attainment in Literacy.

Teamwork

We aim that all pupils, staff, parents and partners have a voice and work together to enrich and enhance learning and wellbeing.



We aspire to being at the heart of the community and actively promote partnerships within our community to enhance the learning experiences of our pupils. We have fostered many strong partnerships and there are frequent visitors to our school including Active Schools, the Children's Assistant from the Cambuslang library, our local minister and Reachout Team. We also work closely with other educational, health and social work professionals to ensure the health and wellbeing of our pupils.

Achievement

We aim to provide a variety of opportunities and experiences to nurture, motivate, challenge and celebrate achievements.

We actively seek and encourage our pupils to engage in a wide variety of opportunities.

Pupils participate in concerts and shows and our older children are encouraged to go on our annual Residential Trip. We also support children in preparing recitations for the Bridgeton Burns school competition.

Our Parent Council organise discos throughout the year. Christmas parties are enjoyed, and pupils participate in educational outings.



During the school year we aim to offer a variety of pre and after school clubs such as Football, Athletics, Netball, Dance, Burns Club, Scripture Union, ICT, Craft and Multisports.

If any parent has a particular skill, hobby or interest and feel they could provide an additional club then please get in touch – we would love to hear from you!

At our school your child's achievements will be celebrated in a variety of ways and we like to recognise and celebrate their successes out of school too.

Respect

By setting high standards of behaviour, we will work to ensure everyone feels safe, special, trusted and proud to be part of James Aiton Primary.



We actively encourage and support our pupils in being respectful to each other, all adults and the environment. We expect pupils to wear school uniform and behave responsibly.

All of our pupils have a voice at James Aiton Primary through our Committees (Rights Respecting, Eco, Health, Enterprise & Charity) and some individuals are elected to represent their class by contributing to our other established councils, which include the Pupil Council and Junior Road Safety Officers. These councils are an integral part of the decision-making process within our school.

With a smile

James Aiton is a learning environment where you will hear laughter and see smiles.



4. Attendance

Every effort should be made to ensure that your child attends school during term time. Please contact the school as soon as possible if your child is unable to attend school. It is important for the school to work with parents/carers in encouraging children to attend school. All absences are required by law to be recorded. Absences will normally fall under two categories – authorised or unauthorised absence.

In cases where your child is unable to attend school parents are asked to:

- Or;
- ***Contact the school before 9.30am to inform us of their absence***
 - ***If you know they have a hospital/dental appointment, please let us know in advance.***

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

Parents may request that their children be permitted to be absent in order to celebrate recognised religious events. Advance notice should be provided to the school when children will be absent. Appropriate requests will be granted, and the pupil noted as an authorised absentee in the register. (See end of section 6).

Information on emergencies

We make every effort to ensure the school remains open during term-time for pupils. However, on occasions circumstances may arise which can affect the school. Schools may be affected by, for example, severe weather, power failures or through any other circumstances that may impact on the school day. In such cases we shall do all we can to let you know as soon as possible. We shall keep in touch by the most appropriate method at the time normally through text message, and via our social media channels.

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

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

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

Things we need you to do:

- It is important for parents/carers to let the school know of any change to your mobile/home telephone number and change of address.
- If for any reason, you are unsure if the school is open visit the website www.southlanarkshire.gov.uk or email education@southlanarkshire.gov.uk

a. Your commitments

We ask that you:

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

Family holidays during term time

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

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

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

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

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

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

5. Parental involvement

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

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

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

As a parents/carers we want you to be:

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

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

To find out more on how to be a parent helper, or a member of the Parent Council just contact the school. Parents can help out in a variety of ways, e.g. running the school library, repairing / covering books, making workbooks, helping small groups of children, accompanying outings, training the football team or gardening. However, parents must be PVG checked before working in school. If you would like to be a parent helper, we would be delighted to hear from you!

Meet James Aiton Parent Council

If you want to know more about James Aiton Parent Council please contact the Chairperson

Mrs Morton c/o James Aiton Primary

Some useful information contacts for parents to find out more on education are as follows:-

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

Parents are welcome to contact the school with any queries they may have regarding their child's education or health and wellbeing. An appointment may be useful but is not always necessary. We always endeavour to work with parents to overcome any issues which may arise.

6. The Curriculum

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

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

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

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



If you want to know more about Curriculum for Excellence, please visit [Scotland's Curriculum for Excellence \(scotlandscurriculum.scot\)](https://scotlandscurriculum.scot)

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

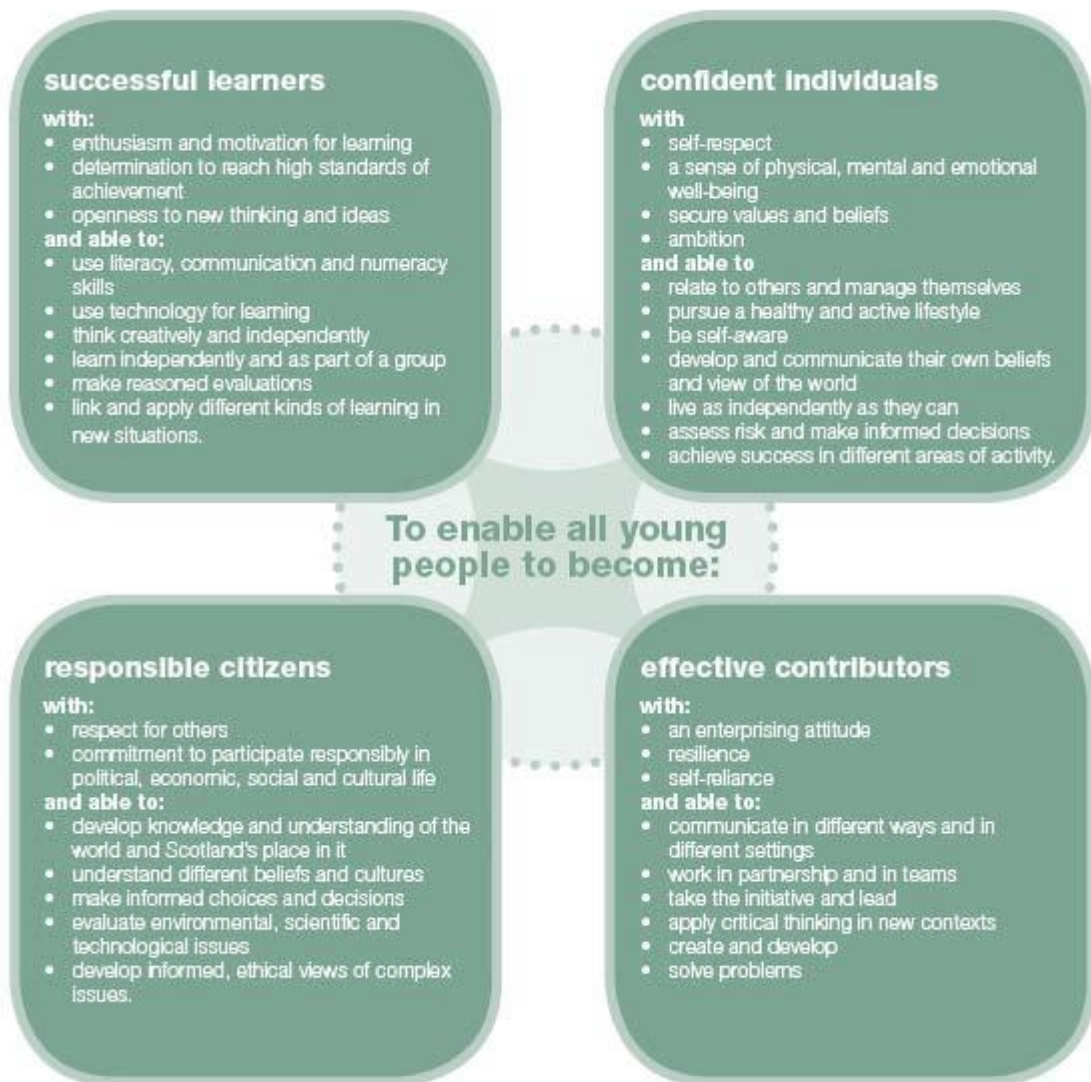
| Level | Stage |
|--------|---|
| Early | The pre-school years and Primary 1 or later for some. |
| First | To the end of Primary 4, but earlier or later for some. |
| Second | To the end of Primary 7, but earlier or later for some. |

The Four Capacities

The purpose of the Curriculum for Excellence is to enable all young people to become:

- successful learners,
- confident individuals,
- responsible citizens
- effective contributors

These are known as the four capacities.



Curriculum for Excellence in action at James Aiton Primary



Enjoying books during Book Week Scotland.



Showing responsibility by running stalls at the Christmas Fayre.



Confidently performing at a class assembly.



Developing new skills at the Sky Academy.



Creating and playing math games



Using natural materials in outdoor learning.



Celebrating success at whole school assemblies.



Using ICT to enhance learning.



Working cooperatively to develop writing skills.



Teamwork using loose parts outdoors.



Using story mapping to plan for independent writing.



Successfully representing the school at Sportshall Athletics.



Confidently retelling stories in front of an audience.



Learning about patterns and shapes.



Developing reading skills with a reading buddy.



Investigating colour, patterns and symmetry by creating flags.



Developing knowledge of phonics and spelling strategies



Exploring numbers and counting.

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

James Aiton Primary follows the national guidance issued by the Scottish Government on Religious Education and Observance (2011) and the Education (Scotland) Act 1980. Education Resources has produced guidelines on Religious Observance Policies and these are available in all establishments.



In Religious and Moral Education pupils will engage in a progressive programme of study. It gives prominence to the Christian religion but also includes the exploration of other major faiths including Islam, Judaism etc. thus preparing pupils for the multicultural, multifaith world in which we live.

This should encourage pupils to:

- recognise religion as an important expression of human experience
- reflect on and respond to the values, beliefs and practices of religious traditions within our community and beyond
- be aware of the practical consequences of religious commitment
- evaluate and thereby confirm, deepen or come to their own understanding of the meaning, value and purpose of life.

Weekly assemblies are held during the year. The content of these assemblies varies, incorporating school news, moral themes and pupil participation. Our assemblies help children to

- engage in a shared activity reflecting and expressing their moral and spiritual needs and aspirations and allow those who wish, to worship
- celebrate important occasions in the life of the school and community
- have experiences which stimulate, challenge and extend their capacities for moral and spiritual response to the world in which they live.

The school has very positive relationships with the local chaplaincy team who support the school through their contribution to our assembly programme and through input within the classes.

Through Religious Education and Observance it is hoped to extend the child's knowledge and understanding and promote the caring and tolerant school ethos we wish to foster.

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.



Please note parents have the right to withdraw their child from Religious Education and Religious Observance/Assemblies. A letter to the Head Teacher stating the decision to withdraw your child will suffice.

7. Assessment and tracking progress

A child's progress is monitored continuously by teachers through a *variety of methods*. These methods include both observations and assessments which require pupils to demonstrate their knowledge, understanding and skills through write, say, make and do activities. Assessment methods are identified at the initial stages of the planning of learning experiences.



South Lanarkshire Council is committed to encouraging schools to use formative assessment strategies. At James Aiton, we sharing learning intentions and involve pupils in self and peer assessment. The aim of this style of assessment is to encourage pupils to be more active and involved in their own learning and to think about what they are learning and the next steps required in how to improve their learning. Each child has their own portfolio containing evidence of assessed pieces of work reflecting their attainment in Mathematics, Reading and Writing.

In consultation with their teacher, children also set themselves termly targets. These are recorded in the pupil profiles on each class's own Google website.

8. Reporting

James Aiton Primary recognises that good teamwork among parents, children and schools is the key to a successful education for your child.



Reporting will take place throughout the session and comprise of a range of activities which can include children presenting their learning, newsletters, and ongoing oral discussions.

We will provide parents with reports so that you can see what your child is doing and how they are progressing. In addition, there will be parents' meetings which offer you the opportunity to discuss how your child is 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.

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

9. 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

If you have any difficulty in identifying your catchment school, please email

Edsuppserv.helpline@southlanarkshire.gov.uk

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

Proof of where the child lives may also be needed.

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

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

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

Change of School/Placing Request

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

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

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

Transition from Nursery to Primary School



Children come to James Aiton Primary from various Nurseries. Children who are starting school in August are invited with their parents to an Induction Event in May/June. At this Induction the children will meet their class teacher, their classmates and other members of staff at James Aiton.

They will spend time in the Primary 1 classroom and complete a range of activities related to the type of work they will undertake during their first few days of Primary 1. Parents will also have the opportunity to meet some of the James Aiton staff and will receive information about the school and what to expect during the first few weeks of Primary 1.

We also aim to invite children to transition events between January and May where they will be able to form friendships with other children who will be in Primary 1 and become familiar with the school and staff.



Transition from Primary to Secondary School

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

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

The secondary school to which pupils will normally transfer is:

Stonelaw High School
140 Calderwood Road
Rutherglen
G73 3BP
Phone: 0141 643 0212

10. Support for Pupils

Getting it right for every child.

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

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

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

More information can be found on:

www.scotland.gov.uk/gettingitright

Support for All (Additional Support Needs)

It is the policy in James Aiton Primary to assist all pupils to achieve their full potential. To this end, class teachers continuously assess and record the progress of children in their care. When an additional need is identified, referral to the appropriate member of the Senior Management Team will be made by the class teacher. A period of support will be offered by the appropriate member of the Senior Management Team, on a consultative or direct teaching basis. The ASN Coordinator will manage this additional support process.



Regular visits by the Support for Learning teacher are made to assess, give direct support to children or consult with staff and parents.

An Additional Support Plan may be devised for use in the short or long term. Parents are always kept informed on all aspects of their child's learning, and regular reviews of progress are undertaken and discussed with parents. Children with Additional Support Needs may be referred, with parental consent, to Psychological Services. Mr Craig Thomson is the Educational Psychologist for James Aiton Primary.

South Lanarkshire Education Resources have published a series of leaflets which cover information for parents and carers about the Additional Support for Learning Acts.

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

Enquire – the Scottish advice service for additional support for learning

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

Phone Helpline: 0345 123 2303

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

Email Enquiry service: info@enquire.org.uk

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

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

Attachment Strategy for Education Resources

Attachment – what we do to support children and young people

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

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

What does it set out to do?

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

How can I find out more?

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

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

11. School Improvement

In James Aiton Primary, we strive to ensure that every child has the same opportunity to succeed, with a particular focus on closing the poverty-related attainment gap. This year, we have utilised our Pupil Equity Funding to focus on a number of priorities to achieve equity for all learners.

We have employed an additional teacher to help us improve health and wellbeing. Analysis of data from session 2022/23, helped us identify our improvement priorities. This session, our aims are to support pupil and families' wellbeing, develop our curriculum rationale, raise attainment in writing and improve attendance.

Our learners have also been involved in identifying how 5% of Pupil Equity Funding should be allocated this session. Following a fair vote involving all pupils and families have decided this funding should be spent on class trips and excursions.

Our success and achievements to June 2023 is outlined in our Standards and Quality Report. This, together with our improvement priorities are available on our school website.

Parents are kept informed of school improvements through regular updates in our monthly newsletters, and at Parents Evenings. Parents' views are regularly sought and are included in our evaluations which are published in our annual Standards and Qualities report

12. School policies and practical information

School Meals

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

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



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

Pupils in:
Primary 1 - 5 receive a free school lunch.
Primary 6 - 7 meal cost is £2.05.

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

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

Adapted diets

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

Free School Meals

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

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

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

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



South Lanarkshire Council also offers a free Breakfast service: the service runs from 8.15am to 8.45am each school day

School uniform



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

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

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

There are forms of dress which are unacceptable in all schools such as:

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

James Aiton Primary School uniform



We encourage our pupils to wear:

- White shirt and tie or
- Yellow polo shirt and navy school jumper or cardigan
- Navy trousers, skirt or pinafore

Our school tie is blue and gold striped. School ties are available from the school office.

Blazer badges, polo shirts, sweatshirts, cardigans, fleeces and schoolbags with our school logo on them are all available to order from My Clothing

<https://myclothing.com/james-aitonprimary/22416.school>

Alternatively some school logo uniform items such as waterproof jackets are available from Borders Embroidery
www.border-embroideries.co.uk/schools/james-aitonprimary.html

All of our pupils also require black gym shoes which they change into on a daily basis.

Allergies



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

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

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

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

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

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

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



Support for parent/carers

Clothing grant

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

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

Transport

School transport

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

Applications may be submitted at any time throughout the year and will be considered by Education Resources.



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

Pick-up points

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

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

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



Insurance for schools – pupils' personal effects

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

Theft/loss of personal effects

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

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

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

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

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

(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.

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.

All children in James Aiton Primary are encouraged to follow 3 simple rules – Be Ready, Be Respectful, Be Safe.

Pupils who display positive behaviour and positive choices may be awarded “bucks” which are collected in class. Collecting the target amount of “bucks” entitles the class to an extra reward, eg extra playtime, movie afternoon, a full day of PE. The reward is identified by the children.



However, there are consequences for behaviour which breaks the school rules, namely receiving a yellow or red card. Children in receipt of yellow or red cards spend some time in our Reflection Room to undertake Restorative approaches and guidance in making better choices.

If inappropriate behaviours persist, parents will be contacted and encouraged to support their child.

Child Protection



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

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

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

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

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

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

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

INFORMATION ON EMERGENCIES

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

The Council’s website www.southlanarkshire.gov.uk will be used to let you know if the school is closed and when it will re-open.

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

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



YOUR COMMITMENTS

We ask that you:

- support and encourage your child's learning
- respect and adhere to the school's 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 its commitment to care for and educate your child.



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

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

Education Resources has also prepared a privacy notice (below) which sets out how we will deal with personal information as part of our statutory function as an education authority. For more information, please contact the school.

Privacy Notice

Introduction

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

The Council has a legal obligation to deliver effective education services to children, young people, and adult learners in South Lanarkshire. In order to do this, we need to collect personal

information about children, young people, and their families so that we can help them to learn and keep them safe.

Using your personal information

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

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

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

parent/carer contact details (name, address, phone, email).

the child’s name, date of birth, gender, and address.

information about medical conditions, additional support needs, religion, and ethnicity.

any information you may wish to provide about family circumstances.

Information we collect at other times.

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

If you apply for an education service or benefit, such as school transport, free school meals, clothing grant, placing request or EMA, we will also ask for personal information as set out above.

We will also ask for information about your income for education benefits applications.

If you make a request for additional support such as an educational psychologist or other support for learning, we will ask for more detailed information to allow us to provide the most appropriate support for your family. This may include information about family circumstances or medical conditions.

If there are concerns about your child’s wellbeing and/or your child has needs that may require additional support, we will wish to work with you to collect and consider information to enable us to help you get the right support at the right time in line with the Getting it right for every child approach.

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

Information that we collect from other sources.

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

exam results and assessment information.

information about health, wellbeing, or child protection.

Why do we need this information?

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

- for the education of children, young people and adult learners.
- for teaching, enrolment, and assessment purposes and to monitor the educational progress of children, young people and adult learners;
- to keep children and young people safe and provide guidance services in school;
- to identify where additional support is needed to help children, young people and adult learners with their learning;
- to maintain records of attendance, absence and behaviour of children and young people (including exclusions);

- to support children and young people moving on each year from nursery to primary, primary to secondary and when they move or leave school;
- to help us develop and improve education services provided for young people, adult learners, or families

In accordance with our legitimate interests as an education authority we will also use your information to create statistical reports.

We will share your information with:

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

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

You have the right to access your personal information as well as the rights of rectification, erasure, restriction, and the right to object. For information on these rights and how to exercise them or for information about how we manage your personal information, you can get a copy of our full privacy notice from our website:

(https://www.southlanarkshire.gov.uk/info/200235/meta/1730/general_privacy).

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

Disclaimer:

Although this information is correct at time of printing, there could be changes affecting any of the matters dealt with in the document before the commencement or during the course of the school year in question and in relation to subsequent school years. We will do all we can to let parents know about what is going on in our school.

Appendix A

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

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

Parental involvement

- 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
- Guidance on the [Scottish Schools \(Parental Involvement\) Act 2006](#) provides guidance on the act for education authorities, Parent Councils and others
- [Parentzone](#) provides information and resource for parents and Parent Councils

School ethos

- [Supporting Learners](#) - guidance on the identification, planning and provision of support
- [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

Transitions

- 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 Education Scotland [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 \(Revised edition\)](#): 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

- Education Scotland's [Inspection and review](#) page provides information on the inspection process
- The [Scottish Survey of Literacy and Numeracy](#) (SSLN) is an annual sample survey which will monitor national performance in literacy and numeracy
- [Scottish Credit and Qualifications Framework](#) (SCQF)
- [Scottish Qualifications Authority](#) provides information for teachers, parents, employers and young people on qualifications
- [Information about youth awards in Scotland](#)
- [Information on how to access statistics relating to School Education](#)



School holidays – 2023/24

| Types of holiday listed by month | Holiday dates |
|--|--|
| August 2023 | |
| Teachers return on Monday 14 August 2023 | |
| In-service days - all schools | Monday 14 and Tuesday 15 August 2023 |
| Pupils return to school | Wednesday 16 August 2023 |
| September 2023 | |
| September weekend | Friday 22 and Monday 25 September 2023 |
| October 2023 | |
| October break | Monday 16 to Friday 20 October 2023 Pupils return on Monday 23 October 2023 |
| November 2023 | |
| In-service day - all schools | Monday 13 November 2023 |
| December 2023 and January 2024 | |
| Christmas/New Year | Schools close at 2.30pm on Friday 22 December 2023 Schools re-open on Monday 8 January 2024 |
| February 2024 | |
| February break | Monday 12 and Tuesday 13 February 2024 |
| In-service day - all schools | Wednesday 14 February 2024 |
| March/April 2024 | |
| Spring break/Easter | Schools close at 2.30pm on Thursday 28 March 2024* Schools re-open on Monday 15 April 2024 |
| May 2024 | |
| In-service day - all schools | Thursday 2 May 2024 |
| May day | Monday 6 May 2024 |
| Local holiday | Friday 24 and Monday 27 May 2024** |
| June 2024 | |
| Summer break | Schools close at 1pm on Wednesday 26 June 2024 |

* Good Friday falls on Friday 29 March 2024

** Lanark schools will close on 6 and 7 June 2024

Pupils attend school for 190 days and teachers attend for 195 days.



School holidays – 2024/25

| Types of holiday listed by month | Holiday dates |
|--|--|
| August 2024 | |
| Teachers return on Monday 12 August 2024 | |
| In-service days - all schools | Monday 12 and Tuesday 13 August 2024 |
| Pupils return to school | Wednesday 14 August 2024 |
| September 2024 | |
| September weekend | Friday 27 and Monday 30 September 2024 |
| October 2024 | |
| October break | Monday 14 to Friday 18 October 2024 Pupils return on Monday 21 October 2024 |
| November 2024 | |
| In-service day - all schools | Monday 11 November 2024 |
| December 2024 and January 2025 | |
| Christmas/New Year | Schools close at 2.30pm on Friday 20 December 2024 Schools re-open on Monday 6 January 2025 |
| February 2025 | |
| February break | Monday 17 and Tuesday 18 February 2025 |
| In-service day - all schools | Wednesday 19 February 2025 |
| March/April 2025 | |
| Spring break/Easter | Schools close at 2.30pm on Friday 4 April 2025* Schools re-open on Tuesday 22 April 2025 |
| May 2025 | |
| In-service day - all schools | Thursday 1 May 2025 |
| May day | Monday 5 May 2025 |
| Local holiday | Friday 23 and Monday 26 May 2025** |
| June 2025 | |
| Summer break | Schools close at 1pm on Wednesday 25 June 2025 |

* 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.