



Education Resources

Blackwood Primary School Handbook 2019

**Blackwood Primary School
Handbook 2019**

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Dear Parents / Carers

A very warm welcome to Blackwood Primary and Nursery Class!

Some of you are already familiar with our school, others we welcome for the first time. I hope that you find our school handbook both useful and informative. The handbook has been designed to provide an insight into the many experiences on offer at Blackwood Primary and to answer some of the questions you may have.

We make every effort to offer a high standard of education within a safe, caring and stimulating environment. Through curriculum design and the development of knowledge, skills and experiences we strive to ensure that our pupils have opportunities to maximise their achievement and attainment.

We endeavour to develop health conscious, fit and well adjusted young people who are enthusiastic about learning in school and throughout their life.

Partnership working between home and school is of great importance. Working together and communicating openly ensures best value for all.

Should you have any questions or queries please do not hesitate to contact the school.

Yours sincerely,

*Christine McMillan
Head Teacher*

Our Aims and Objectives

1. Key performances outcomes

At Blackwood Primary and Nursery Class we aim to

- Develop the 7 principles of Curriculum for Excellence to enable all learners to become confident individuals, responsible citizens, effective contributors and successful learners in the school and wider community.
- Maximise our potential to attain and set high expectations of achievement

2. Impact on learners

At Blackwood Primary and Nursery Class we aim to

- Ensure that all learners are motivated and actively engaged in their learning
- Promote equality, fairness and respect
- Work in close partnership with parents, carers and families to ensure that they are actively involved in the life of the school

3. Impact on staff

At Blackwood Primary and Nursery Class we aim to

- Ensure that all staff are motivated and actively engaged in the life of the school
- Promote equality, fairness and respect
- Encourage and support continuing professional development and provide leadership opportunities

4. Impact on the community

At Blackwood Primary and Nursery Class we aim to

- Develop positive links within our local community
- Proactively seek opportunity to embrace global citizenship

5. Delivery of education/provision of early education

At Blackwood Primary and Nursery Class we aim to

- Promote a shared understanding of our role to deliver a high quality education for learners
- Value, support, motivate and consult with our staff to continue to improve the quality of education provision.
- Engage in continuing professional development which improves learners' attainment and achievement.

6. Policy development and planning

At Blackwood Primary and Nursery Class we aim to

- Commit to improvement planning on an annual basis
- Consult with all stakeholders in the formation of policy development and improvement planning to reflect local and national priorities.

7. Management and support of staff

At Blackwood Primary and Nursery Class we aim to

- Ensure that all teachers continue to meet the standard for registration (GTC) and actively engage in annual staff development and review meetings
- Provide clear remits and responsibilities within the SMT

8. Partnership and resources

At Blackwood Primary and Nursery Class we aim to

- Support learners' needs through effective partnership working with external agencies
- Provide a safe, stimulating working environment which encourages all learners to achieve
- Manage our financial resources to maximise the use of resources and ensure best value at all times

9. Leadership

At Blackwood Primary and Nursery Class we aim to

- Respect and value the individuality and diversity of cultures within our school community
- Create a culture of achievement which develops the capacity of leadership across the school community
- Routinely engage in self evaluation and use the results to improve the quality of learning and teaching

Blackwood Primary is one of 124 primary schools throughout South Lanarkshire Council.



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.

About our school

Blackwood Primary School
Carlisle Road
Blackwood
Lanark
Lanarkshire
ML11 9AT

Phone: 01555 892438
Fax: 01555 895877



Email Address: g14blackwoodoffice@glow.sch.uk
Website Address: www.blackwood-pri.s-lanark.sch.uk
Twitter Address: @BlackwoodPS_SLC

Head Teacher: Ms Christine McMillan

Blackwood Primary is a co-educational, non denominational school which caters for all ages of primary education from Primary One to Primary Seven. At present the school has a roll of 300 with a teaching staff comprising 2 Depute Heads, 2 Principal Teachers and 20 Teachers. Parents should note that the operational capacity of the school may vary dependent upon the number of pupils at each stage and the way in which the classes are organised.

Within the school there are 2 supported classes which focus on speech and language development. This provision at present has a capacity for 18 pupils.

Our school has a shared facility with Blackwood and Kirkmuirhill Community Wing. Pupils and parents access the school via the main entrance on Carlisle Rd. Parking and safe drop off for pupils is via Southfield Rd.

Staff list - Session: 2019 / 2020

Head Teacher
Depute Head Teacher
Depute Head Teacher
Principal Teacher
Principal Teacher

Ms Christine McMillan
Mrs Alyson Bennie
Mrs Jenny Bowman
Miss Vivienne Colquhoun
Miss Ashley Meldrum

Primary 1
Primary 2
Primary 3/2
Primary 3
Primary 4
Primary 5 / 4
Primary 5
Primary 6
Primary 7 / 6
Primary 7
Teacher
Teacher
Teacher
Teacher

Miss Erin Illingworth and Mrs Zoe Stein
Miss Julie Lothian
Mr Lewis Broadhurst
Miss Emma Murray
Mrs Gillian Henderson and Mrs Pamela Small
Mrs Rachel Kellie
Miss Rudi Hendry and Ms Marianne Stewart
Miss Nadine Whitefield
Miss Rebecca Harrison
Miss Ashley Meldrum and Mrs Rhonda Forbes
Mrs Christine Forbes
Mrs Lynne O'Donnell
Mr Fraser Dickson
Mrs Kirsty Gray (Maternity Leave)

Language Unit

Primary 2/1
Primary 3 / 2

Mrs Colette Barclay / Mrs Christine Forbes
Mrs Jane Robinson

Nursery Staff

Team Leader
Early Years Team Leader (0.6)
Early Years Team Leader (0.4)
Early Years Worker
Early Years Worker
Early Years Worker
Early Years Worker
Early Years Worker
Early Years Worker
Early Years Worker
Early Years Worker

Mrs Carol Strom
Miss Rebecca Morgan
Ms Freda Marshall
Ms Arlene McCall (0.4 / 0.6)
Ms Kay Jones (0.6 / 0.4)
Mrs Joanne Curley
Mrs Heather Stewart
Miss Emily Biggart
Mrs Jennifer Inglis
Mrs Karen Summers
Miss Kirsten Craig

Support Staff

Team Leader
Support Staff
Support Staff
Support Staff
Support Staff
Support Staff
Support Staff
Support Staff
Support Staff
Support Staff (0.6)

Mrs Sandra Park
Mrs Jan Brownlee
Mrs Susan Crawford
Mrs Debbie Murray
Ms Carolann Scott
Ms Laura McArthur
Miss Susan Wills
Mrs Michelle Wiseman
Mrs Wendy Postma
Miss Linda Gardiner

Janitorial Staff

Janitor
Cleaner (PM)
Cleaner (PM)
Cleaner (AM)
Cleaner (AM)
Cleaner (AM)

Mr Des McLaughlin
Mrs Jean Sneddon
Mrs Sandra Buchanan
Miss Lynne McFarlane
Mrs Janet Hendry
Mrs Irene Thomson

Kitchen Staff

Catering Manager
Catering Assistant
Catering Assistant
Catering Assistant
Catering Assistant

Mrs Sarah Hunter
Mrs Teresa Gormley
Mrs Jennifer Shore
Mrs Laura Thomson
Miss Katie Meek

Attendance at school

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:-

- if you know in advance of any reason why your child is likely to be absent from school, please tell someone at the school, phone us or let us know in writing. Please also give your child a note on his/her return to school, telling of the reason for absence;
- notify the school first thing in the morning when your child is going to be absent. Let the school know the likely date of return and keep them informed if the date changes;
- inform the school of any change to the following :-
 - home phone number
 - mobile number
 - emergency contact details
- requests for your child to be absent from school to make an extended visit to relatives must be made in writing to the head teacher, detailing the reason, destination and duration of absence and arrangements for their continuing education. On these occasions the pupil will be marked as an authorised absentee in the register.

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

Absence routine at Blackwood Primary School

- 1) Please phone before 9.15 am on the first day of absence
- 2) Please indicate anticipated length of absence
- 3) Please phone again if this changes

The school will follow up all unexplained absence as a matter of urgency on the day.

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.

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.

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

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

Blackwood Primary School Parent Council

Blackwood Primary School has a Parent Council with members taken from the Parent Forum, to which all parents / carers automatically belong. The Parent Council also has staff representatives as part of its membership.

Minutes of meetings are available from the school office.

Office Bearers:-

Chairperson
Pauline Ward

Treasurer
Gail Hutchison

Secretary
Louise Grattan



School Ethos

The values and principles of being a Rights Respecting School are being embedded across our school and nursery class. Children and adults work collaboratively together to develop a rights respecting school community, based on the United Nations Conventions on the Rights of the Child (UNCRC), in all areas and aspects of school life.



Our learners are provided with the opportunity to participate in a range of curricular and extra-curricular activities to work towards developing the four capacities of being a successful learner, confident individual, an effective contributor and a responsible citizen.



Achievement and attainment are celebrated across the school and wider community in a variety of ways eg. Star of the Week, home link diary, assemblies, local media.

Website - www.blackwood-pri.s-lanark.sch.uk **Twitter -** @BlackwoodPS_SLC



The pupils are represented by a range of committees which include JRSO, Health, Pupil Council/Citizenship, Eco and Fairtrade. Pupil voice contributes to our school improvement plan. Ideally these committees would also have parental representation.

The school is proud to have ECO Status and has an action plan to maintain this achievement.



What the pupils say?

We used our listening skills to listen to the speed of the music and when the music changed. It helped us to remember and retell parts of the story.

I was really nervous but I got a lot of support from my friends - thank you to Mrs Gray and Miss Illingworth.
Lauren

I liked wearing the Viking helmet. Helmets protected the Vikings when they got hit on the head when they raided.

It was really fun because we learned a lot about Keith Charters and the characters in his book.
Taylor

I learned how to be careful when climbing up a waterfall.
Josh P7/6

I hadn't tried anything like this before but thought I'd give it a go - It was hard work but I'd like to do it all again!

Danny

The classroom was very different from our classroom. She had a belt that she smacked on the desks.
Harrison

What the parents say?

*A great chance to interact and do activities in our child's environment amongst her peers ...
Thank you!*

This was really informative. My son loves to read and this has given us lots of strategies to use to expand his reading experience.

Really worthwhile activity - the children love having the grown-ups in the classroom and the bags are great - lots of activities to do!

Yet another great workshop! I actually learned a lot about the different reading strategies we can use at home when reading together.

Really helpful workshop teaching parents how the children are learning. I now realise what my child means when she tells me she is doing Diacritical Marking. Love how children use simple things like pasta and playdough to spell out words.

Curriculum for Excellence

Curriculum for Excellence is the name given to the curriculum in Scotland for all children and young people aged 3-18. It is a forward looking, coherent, more flexible and enriched curriculum that provides young people with the knowledge, skills and attributes they will need 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 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 curriculum 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 these websites:
<http://www.educationscotland.gov.uk/thecurriculum/> or www.parentzonescotland.gov.uk.

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.

Over the session, family and friends are invited to attend (and participate in!) a showcase of learning.



What a lot of fantastic work.
Very smart, polite pupils. A
credit to the school.

An excellent showcase.
The children should be very
proud of their fabulous
work.

I thought their
display was excellent,
and the pupils in the
school worked very
hard. I was very
impressed.

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

There is a programme of Religious and Moral Education (RME) taught throughout the school in line with Curriculum for Excellence and Council policy on religious education and religious observance.

Blackwood Primary School is associated with Kirkmuirhill Parish Church. As a school we visit the church on an adhoc basis.

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.

Assessment

At Blackwood Primary we strive to meet the needs of all pupils. Assessment is an integral part of the learning and teaching process. It is the means of obtaining information, which allows teachers, pupils and parents to make judgements about and targets to develop pupil progress. Assessment must measure the success of learning, teaching and achievement as well as inform the next steps.

Teachers make on-going and informal assessments about their pupils.

Assessment information may also be gained through:

- Formative strategies
- Summative for recording and reporting processes
- Diagnostic to indicate strengths and specific difficulties

Formative Strategies

At Blackwood Primary we actively support Assessment is for Learning (AiFL). Staff have and will continue to develop, knowledge of a wide range of strategies to promote and implement formative assessment into the learning and teaching process. Strategies include

- Sharing learning intentions and success criteria
- Questioning
- Feedback
- Self and peer assessment

Summative Assessment

In Blackwood Primary we acknowledge that there is still a place for summative assessment. These provide valuable information to teachers, pupils and parents on what knowledge and skills have been attained.

The strategies may include:

- End of unit assessment
- Pre and post learning tests
- Standardised tests

Diagnostic Assessment

This type of assessment is used to gain evidence of specific strengths or specific needs of pupils. A pupil may also undergo an assessment because the teacher or the parent has a concern about a particular area not progressing as expected. The results of such an assessment would be used to create a specific learning plan for that child where necessary.

Monitoring

The Senior Management Team will monitor the effectiveness of learning and teaching. This will be carried out in a variety of ways which include;

- Classroom visits, both formal and informal.
- Discussing with pupils what they are doing and why they are doing it.
- Reviewing specific learning and teaching approaches.
- Monitoring and commenting on plans submitted on a termly basis.
- Consultation meetings with individual teachers.
- Pupil tracking of achievement and attainment.

Reporting

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.

Transitions

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 and on events designed to let P7 children visit the secondary school, meet up with other P7 children from other schools so that the transition period is as smooth as possible.

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 0303 123 1023.

Pupils normally transfer to:

Lesmahagow High School

1 Milton

Lesmahagow

ML11 0DU

Tel: 01555 896010

Fax: 01555 896011

Head Teacher: Mr Richard McGowan

Getting it right for every child

Getting it right for every child is a partnership commitment to ensure that your child has the best possible start in life, based on a shared understanding of their wellbeing. Most of the time, most children get all of the support they need from their families, with help from universal education and health services. When needed, the named person in education can offer help and support to children and families to make sure that the child's wellbeing is developing and that any issues are being addressed.

If you have any concerns about your child's wellbeing, you can speak to the named person who will work with you to ensure that your child gets the right help from the right person at the right time. 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.girfecinlanarkshire.co.uk and www.scotland.gov.uk/gettingitright

Support for All (Additional Support Needs)

Blackwood Primary School is an inclusive school and follows South Lanarkshire's policy for Staged Intervention, across the school community. We work in Partnership with a wide range of agencies to support our children's additional support needs.

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

In keeping with duties set out in the Education (Additional Support for Learning) (Scotland) Act 2004 (as amended) the guidance states that handbooks should specifically mention Enquire, the Scottish advice service for additional support for learning.

ENQUIRE

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.

If you would like to order our leaflets, postcards or guides to share with parents and carers of pupils in your school, please contact us on info@enquire.org.uk

Attachment Strategy for Education Resources

Attachment – what we do to support children and young people

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

The Education Resources Attachment Strategy was launched in March 2019 and supports the action in the Getting It Right for Every Child in South Lanarkshire's Children Services Plan 2017-20 – 'Develop an attachment strategy and to inform training for staff working with early years to secondary aged children and young people on attachment-informed practice'.

What does it set out to do?

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

How can I find out more?

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

These are available from schools and we have plans to make them available on-line.

Equal Opportunities and Social Justice

Equal Opportunities policies are a means of enabling the full potential of all individuals within South Lanarkshire to be realised for the benefit of the area as a whole. They are in the interests of equity and justice and reflect the laws which are now in place to promote equal opportunities. A Children's Service Plan has been produced to improve the quality of services and meet the needs of all children in the area.

Education in Equal Opportunities takes place at Blackwood Primary through our programme of personal and social development which aims to equip children to develop positive attitudes such as respect for others, tolerance and fairness. Our curriculum is made available to all children.

Schools take seriously any reported racist incidents. Within the school's approach to promoting positive discipline a record of all racist incidents is maintained and each incident fully investigated.

Schools are required to notify the local authority of any racist incident.

Equality and Diversity Impact Assessment

Schools and education establishments have a legislative duty to undertake an assessment of equality and diversity. This is the process of systematically assessing and consulting on the effects that a policy, process or strategy is likely to have on different groups in the community who might experience disadvantage/barriers in accessing services. The process includes monitoring the actual effects of the policy once it is put into practice. Policies do not affect everyone in the same way. By assessing in the early stages, any adverse impact can be identified and minimised.

Equality Position Statements are available on request.

School Improvement

We are required to demonstrate our accountability through a number of formal processes. These include internal processes of self evaluation, audit and improvement planning and external processes such as support and challenge by the quality improvement team of South Lanarkshire Council and inspection by Her Majesty's Inspectorate of Education (HMiE).

A copy of "How Good is our School?" is available from the school office.

We accept that school improvement is the responsibility of all and have an established systematic approach to consultation across the school community to involve pupils, parents, staff and other partners. Consultation takes place annually with the Parent Council and the Parent Forum prior to the formation of the improvement plan in order to take account of views from various stakeholders and to inform the priorities for the next session. A copy of the school improvement plan can be viewed in the school office.

Learning takes place within the school, our community and beyond. Activities support a range of learning styles to motivate and engage the learner.

Improvement Plan Priorities 2019 / 2020

These can be viewed on our School Website: –

[www.blackwood-pri.s-lanark.sch.uk/About Us/Useful Information](http://www.blackwood-pri.s-lanark.sch.uk/About%20Us/Useful%20Information)

Examples of Learning at Blackwood Primary School











School Meals

Healthy eating is something that the school supports and a range of meals are available at lunchtime that meet the Schools (Health Promotion and Nutrition) (Scotland) Act 2007 and the Nutrient Requirements for Food and Drink in Schools (Scotland) Regulations 2008.



The menu consists of a three course meal and all meals include fresh chilled drinking water and milk will be available for those pupils entitled to free school meals through the free school meal eligibility scheme at morning break or lunchtime. Milk is also available for purchase to those pupils wishing to buy at morning break and lunchtime. The children also have access to unlimited bread, salad and vegetables to supplement their meal.

Pupils in:

- Primary 1 - 3 receive a free school lunch.
- Primary 4 - 7 meal cost is £1.70

Milk is available free of charge to all nursery age children and is provided by the establishment.(
Not provided by Facilities please check with Early Year if correct?)

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 £610 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 £6,900 as assessed by the HM Revenues and Customs), Child Tax Credit Only (where your gross annual income does not exceed £16,105 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 (P4 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.

Children can bring their own bottle of water to school.

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.

School Hours/Holiday Dates

Open	9.00am
Lunch	12.15pm - 1.00pm
Close	3.00pm

A list of holiday dates are included at the back of the handbook.

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.

Support for parent/carers

Clothing grant

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

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

Blackwood Primary School Uniform

At Blackwood Primary our parents and staff encourage the wearing of our school uniform, convinced that the feeling of school fellowship which it fosters can only add to the overall school experience.

The uniform is as follows:

Girls

Black shoes
Black skirt
White blouse or white poloshirt
School tie
Red sweatshirt
Black blazer or school jacket / fleece

Boys

Black shoes
Black trousers
White shirt or white polo shirt
School tie
Red sweatshirt
Black blazer or school jacket / fleece

Parents will appreciate the wisdom of changing into suitable clothing for P.E. lessons and it is advisable that children bring shorts, t-shirts and soft shoes for such lessons. Weekly outdoor P.E. takes place regardless of weather. Please ensure that suitable outdoor wear, including tracksuit / cagoule and outdoor trainers is brought to school.

In our school pupils change into black indoor shoes. These shoes are left in school at all times.

It is very helpful if clothing is marked with the name of the pupil to whom it belongs as this ensures that lost property can be returned to the correct pupil.

Under no circumstances will pupils be deprived of any educational benefit as a result of not wearing a uniform.

School uniform can be purchased from the school office or through the local supplier - Scotcrest Uniform in Hamilton.

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 0303 123 1023. Completed forms should be returned as soon as possible to Education Resources, Almada Street, Hamilton ML3 0AE.

Enrolment date for 2020 is week commencing **13 January 2020**.

School 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 obtain an application form from the school or Education Resources, Hamilton, phone 0303 123 1023 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 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.

School Bus Services

A bus runs each day between Blackwood Primary and the village of Auchenheath.

Promoting positive behaviour

Our whole school policy on discipline is based on rights and responsibilities and our approach is to create an environment where better behaviour will encourage better learning.

In each class, traffic light behaviour charts are displayed and all children are encouraged to "Go for Green" on a daily basis. In recognition of good behaviour pupils are rewarded daily with a stamp in their diary. Children aim for a bronze, silver or gold award each term for their behaviour.

If pupils break rules and disregard rights and responsibilities this will initially be dealt with by the class teacher. This is classified as an amber warning.

If a pupil continues to break the rules and disregard rights and responsibilities and reach red, the senior management team is involved and an appropriate sanction is issued.

Further continuation of breaking the rules and disregarding rights and responsibilities will result in parents being invited to the school to discuss the situation with a representative from the School Management Team. Behavioural sheets and contracts will be used if unacceptable behaviour continues.

If a pupil fails to respond to attempts to change his / her behavioural pattern then it will be necessary to exclude him / her from school.

There is a standard procedure for dealing with any extreme forms of behaviour which involves parents, staff, education manager and any other agencies which may be helpful e.g. psychological services.

Parents will be able to monitor behaviour through school diaries.

Within any organisation there must exist respect for differing viewpoints and regard for the wishes of others if the individuals concerned are to work together harmoniously.

Schools are no exception to this and it is our aim to help the children who attend Blackwood Primary to become happy, capable, confident individuals who are able to take responsibility for their own behaviour and who respect and care for other people. Through a purposeful programme where children work within a framework of limitations which are understood by all, we aim to move from an imposed discipline to one which is largely self-imposed and self-taught.

The framework of rules which exists in school is generally formulated to ensure the safety of pupils. If pupils break these rules or will not work within the framework of tolerated behaviour, then sanctions will be imposed.

All children need a positive and supportive relationship between home and school to enhance their attitude and behaviour. We rely on all parents supporting us to make our policy work for all children.

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 (Management of Challenging 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.

Blackwood Primary School places a strong emphasis on pupil safety and parents may wish to know that an adult presence is provided in playgrounds at break times in terms of the Schools (Safety and Supervision of Pupils) (Scotland) Regulations 1.

Child Protection

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

The vision for children and their families in South Lanarkshire is to ensure that they live in a community where they are safe, healthy, active, achieving, respected, responsible and included. They should be part of a society where they have the opportunity to maximise their full potential and have access to good health care, education and leisure services. In order to achieve, South Lanarkshire's children's services and its partners will work jointly to support children, young people and their families and are committed to continuously improve our services to ensure children, young people and their families get the support that is appropriate for them.

The Chief Officers and Child Protection Committee 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 any suspicions that a child has been abused or is at risk of harm, abuse or neglect. 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.

The Child Protection Committee's website has a range of information for parents/carers on how to help ensure their child is safe. The website is: www.childprotectionsouthlanarkshire.org.uk

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

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 for example mobile phones, tablets etc. 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 insurer.

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 it's commitment to care for and educate your child.



Education Resources

School holiday Dates Session 2019/2020

Break	Holiday dates		
First Term	Teachers In-service	Tuesday	13 August 2019
	In-service day	Wednesday	14 August 2019
	Pupils return	Thursday	15 August 2019
September Weekend	Close on	Thursday	26 September 2019
	Re-open	Tuesday	1 October 2019
October Break	Close on	Friday	11 October 2019
	Re-open	Monday	21 October 2019
	In-service day	Monday	18 November 2019
	In-service day	Tuesday	19 November 2019
Christmas	Close on	Friday	20 December 2019
	Re-open	Monday	6 January 2020
Second Term			
	In-Service day	Friday	7 February 2020
February break	Closed on	Monday and	10 February 2020
		Tuesday	11 February 2020
	In-service day	Wednesday	12 February 2020
Spring break/Easter	Close on	Friday	3 April 2020
	Re-open	Monday	20 April 2020
Third Term			
	In-service day	Thursday	7 May 2020
Local Holiday	Closed	Friday	8 May 2020
Local Holiday	Close on	Thursday	21 May 2020
	Re-open	Tuesday	26 May 2020
Summer break	Close on	Wednesday	24 June 2020
Proposed in-service days	Tuesday 11 August 2020 and Wednesday 12 August 2020 Pupils return Thursday 13 August 2020		

Notes

- ◆ Good Friday falls on Friday, 10 April 2020
- ◆ Lanark schools will close Thursday, 11 June 2020 and Friday, 12 June 2020
- ◆ Schools will close at 2.30pm on the last day of terms 1 and 2 (Friday, 20 December 2019 and Friday, 3 April 2020)
- ◆ Schools will close at 1pm on the last day of term 3 Wednesday, 24 June 2020



Education Resources

School holiday Dates Session 2020/2021

Break	Holiday dates		
First Term	<i>Teachers In-service</i>	<i>Tuesday</i>	<i>11 August 2020</i>
	<i>In-service day</i>	<i>Wednesday</i>	<i>12 August 2020</i>
	Pupils return	Thursday	13 August 2020
September Weekend	Close on	Thursday	24 September 2020
	Re-open	Tuesday	29 September 2020
October Break	Close on	Friday	09 October 2020
	Re-open	Monday	19 October 2020
	<i>In-service day</i>	<i>Monday</i>	<i>16 November 2020</i>
Christmas	Close on	Tuesday	22 December 2020
	Re-open	Wednesday	6 January 2021
Second Term			
February break	Close on	Friday	5 February 2021
	Closed on	Monday and Tuesday	8 February 2021 9 February 2021
	<i>In-service day</i>	<i>Wednesday</i>	<i>10 February 2021</i>
Spring break/Easter	Close on	Thursday	1 April 2021
	Re-open	Monday	19 April 2021
Third Term			
Local Holiday	Closed	Monday	3 May 2021
	<i>In-service day</i>	<i>Thursday</i>	<i>6 May 2021</i>
Local Holiday	Close on	Thursday	27 May 2021
	Re-open	Tuesday	1 June 2021
Summer break	Close on	Thursday	24 June 2021
Proposed in-service days	Tuesday 10 and Wednesday 11 August 2021 Pupils return Thursday 12 August 2021		

Notes

- ◆ Good Friday falls on Friday, 2 April 2021
- ◆ *Lanark schools will close Thursday, 10 June 2021 and Friday, 11 June 2021*
- ◆ Schools will close at 2.30pm on the last day of terms 1 and 2 (Tuesday, 22 December 2020 and Thursday, 1 April 2021)
- ◆ Schools will close at 1pm on the last day of term 3 Thursday, 24 June 2021.

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

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

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

Privacy Notice

Introduction

The Council has a legal obligation to deliver effective education services to children, young people and adult learners in South Lanarkshire. In order to do this we need to collect personal information about children, young people and their families so that we can help them to learn and keep them safe.

Using your personal information

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

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

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

- parent/carer contact details (name, address, phone, email);
- the child's name, date of birth, gender and address;
- information about medical conditions, additional support needs, religion and ethnicity;
- any information you may wish to provide about family circumstances.

Information we collect at other times

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

- When you apply for an education service or benefit, such as school transport, free school meals, clothing grant, placing request or EMA, we will also ask for personal information as set out above. We will also ask for information about your income for education benefits applications.
- If you make a request for additional support such as an educational psychologist or other support for learning we will ask for more detailed information to allow us to provide the most appropriate support for your family. This may include information about family circumstances or medical conditions.
- If you wish to participate in activities or support for young people through our youth centres, or through adult learning programmes within the community, we will also ask for your personal information to support your application. This may include information about family circumstances or medical conditions.

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

Information that we collect from other sources

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

- exam results and assessment information;
- information about health, wellbeing or child protection.

Why do we need this information?

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

- for the education of children, young people and adult learners;
- for teaching, enrolment and assessment purposes and to monitor the educational progress of children, young people and adult learners ;
- to keep children and young people safe and provide guidance services in school;
- to identify where additional support is needed to help children, young people and adult learners with their learning;
- to maintain records of attendance, absence and behaviour of children and young people (including exclusions);
- to support children and young people moving on each year from nursery to primary, primary to secondary and when they move or leave school;
- to help us develop and improve education services provided for young people, adult learners or families
- In accordance with our legitimate interests as an education authority we will also use your information to create statistical reports.

We will share your information with:

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

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

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

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

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.

The Freedom of Information (Scotland) Act 2002

The Freedom of Information (Scotland) Act 2002 came into force on 1 January 2005 and gives a person the right to request information held by Scottish public authorities.

The Act refers to information held in a "recordable" format and relates to information held within documents, not the documents themselves.

Parents wishing to make a request for information under the terms of the Freedom of Information (Scotland) Act 2002 should submit their request in writing to:

Freedom of Information Officer
Education Resources
South Lanarkshire Council
Council Offices
Almada Street
Hamilton
ML3 0AA

Or email: foi.request@southlanarkshire.gov.uk

Requests for information can also be submitted using the online form available from the South Lanarkshire Council website (Request it section)
www.southlanarkshire.gov.uk

Equal Opportunities

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

Phone: 01555 892438

Email: gw14blackwoodoffice@glow.sch.uk

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 in relation to subsequent school years. We will do all we can to let parents know about what is going on in our school.