



# **Tinto Primary School Handbook 2017**

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

Phone: 0303 123 1023

Email: [education@southlanarkshire.gov.uk](mailto:education@southlanarkshire.gov.uk)

# 1) Introduction by the Head Teacher

Welcome to Tinto Primary School and Nursery Class.

In Tinto Primary School we recognise that providing a happy, stimulating and challenging environment is only the beginning of achieving our aims.

We endeavour to help children further develop the knowledge, understanding, skills and attitudes which they have acquired in their pre-school years by:

- a) establishing and maintaining a school ethos in which children are motivated to learn;
- b) ensuring children are clear about what they have to learn;
- c) fostering good relationships with peers, parents and others;
- d) having high but attainable expectations of pupils in respect of both academic performance and good behaviour;
- e) providing tasks which are well matched to the needs, aptitudes and prior knowledge of pupils;
- f) ensuring that pupils are encouraged to become independent, resourceful and responsible learners who can work purposefully on their own and with others;
- g) ensuring that assessment is an integral part of classroom work and provides diagnostic information which informs further teaching.

Our ethos can be summed up in the motto:

*'Tinto Cares'*

Consider others  
Accept others  
Respect others  
Encourage others  
Support others

Tinto Primary School 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.

## 2) About Our School

Tinto Primary School  
School Road  
Symington  
Biggar  
South Lanarkshire  
ML12 6LT

Phone: 01899 308279  
Fax: 01899 308824  
Email: [parents@tinto-pri.s-lanark.sch.uk](mailto:parents@tinto-pri.s-lanark.sch.uk)  
Website: [www.tintopriary.org](http://www.tintopriary.org)

### Present Roll

104 pupils in P1-P7 (as at 15 December 2016)  
17 pupils in Nursery Class (am) 2 pupils (pm)  
Facility to accept thirty 3-5 year olds and five 2-3 year olds (pm)

### Capacity of School

Main Decant Building: 104 primary pupils  
Nursery Decant Building: 30 in nursery class

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

### Stages Covered

P1-7 and 2 nursery classes - children may attend the nursery from the age of three years (from 2 years if in receipt of certain benefits).

Tinto Primary School is a non-denominational establishment.

Education is provided for female and male pupils.

Tinto Primary School does not provide teaching by means of the Gaelic language (as spoken in Scotland).

## School Staff

**Head Teacher:** Ms Alex Stark  
**Principal Teachers (jobshare):** Mrs Lorna Kilgallon/ Mrs Moira Struthers

**Class Teachers:**

<b>P1/2</b>	Mrs Annabel Rodger
<b>P2/3</b>	Miss Jillian Forrest
<b>P4/5</b>	Mrs Gillian Davidson
<b>P5/6</b>	Mrs Susan Andrews
<b>P6/7</b>	Mrs Lisa McKillop
<b>CCC Teacher</b>	Mrs Angela Wilson

**Nursery Staff:**

<b>Nursery Teacher</b>	Vacancy
<b>Early Years Worker</b>	Mrs Laura Miller (Team Leader) Mrs Gail McPhail Mrs Melanie Cowan (am) Mrs Teresa Dawson (2-3 yr olds)

**Support Staff:** **Support Assistants** Mrs Ursula Baillie  
Mrs Judith Gilbert  
Mrs Lyn McCammon  
Mrs Caroline Sommerville

**Catering Staff:** **Cook in Charge Assistant** Mrs Karen Green  
Mrs Roberta Mennie

**Janitorial Staff:** Mrs Gwen Stewart  
(7.30 am - 4.30 pm)

**Cleaning Staff:** Mrs Roberta Mennie

Primary Staff (full time equivalent) 6.0

## **Parent Council**

The school and the local authority work in partnership with the Parent Council, listening to their views and responding to issues raised. Parent Councils make decisions about items such as:

- how their Parent Council will be set up and the constitution
- what it should be called (Parent Council or other name)
- what size it should be, e.g. in a very small primary school, all parents could be involved (no limit on size)
- who should be a member of the Parent Council (majority must be parents)
- how parents can join and support the school
- how they can work together with the school and pupils to support children's learning
- when the most convenient time is to hold meetings
- what will be discussed at meetings – these might be topics such as Curriculum for Learning – how parents can play an active part in helping the school to take forward Curriculum for Excellence; school uniform; fund-raising; how parents can support children's learning, helping the school develop guidelines such as anti-bullying, health and wellbeing etc.

However, it should be noted that a Parent Council cannot discuss issues attributed to individual pupils or other parents.

The Parent Council can be contacted as follows:

**Chairpersons**     Lorna Christie & Fiona Lyon

**Email address**    [tintoparents@gmail.com](mailto:tintoparents@gmail.com)

Tinto Fundraisers is the fundraising arm of the Parent Council and various activities are planned throughout the year to support school initiatives and curriculum activities. The funds raised have bought reading and maths resources, staging, microphones and playground equipment.

### **Should Parents Have Concerns . . .**

If parents/carers have a concern regarding their child's learning, behaviour or care and welfare the following procedure should be followed:

- write a note to the class teacher in the home/school diary, by email or in a separate letter and the class teacher will then respond that same day, OR;
- contact the school and ask to speak to the class teacher either by phone or arrange to meet at the end of a school day.

If the concern continues to remain after the above has taken place then:

- contact the Head Teacher to discuss further either at a meeting or by telephone/ email/letter.

The staff work in partnership with a range of external agencies and are able to facilitate support for learning from the Extended Learning Team for Clydesdale and the Educational Psychologist; emotional and behavioural support from Integrated Children's Services, Educational Psychologist and counselling services; speech and language support and the Home/School Partnership.

Parents/carers can ask to speak to the Quality Improvement Officer for Tinto Primary and Nursery. The current post holder is Mrs Jan McClaren. SLC HQ telephone: 0303 123 1023

Parents can also ask for support and advice from the Parent Council where appropriate.

Should parent/carer concerns become a complaint then the South Lanarkshire Council Complaint policy will be followed.

### **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 parents are asked to:

- if you know in advance of any reason why your child is likely to be absent from school, please tell someone at the school, telephone us or let us know in writing.
- 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. However parents still need to contact the school daily if their child is absent. Please note that a member of staff will firstly call home and then the emergency contacts if no notification is received regarding your child's absence from school. This is essential in making sure that all children leaving home for school arrive safely.
- Inform the school of any change to the following:
  - home telephone number
  - mobile number
  - emergency contact details
  - home address.

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

### **Medical and Healthcare**

Should any child become unwell during school, the parent is contacted in the first instance, or failing this the emergency contact is alerted. Similar action is taken should a child have an accident. No child is allowed to leave the school premises unless accompanied by a 'responsible adult'. If it is not possible to make contact with the parent, a member of staff will accompany the pupil to the health centre or hospital if this is considered necessary.

It is essential that parents inform the school of any particular medical requirements or condition which may affect the pupil's ability to benefit from or participate in school activities.

Where a pupil has to take any medication during the school day, parents must complete an administration of medicine form. All medicines are stored in the designated drawer in the school office or in the nursery in a secure cupboard if the child attends the nursery class.

### **Complaints Procedure**

Tinto Primary and Nursery follow the guidelines as laid down by South Lanarkshire Council. These are available on the Council website. In practice this will entail recording all complaints on a specific proforma, detailing the nature of the complaint and people involved. This will then be investigated by our Head Teacher, findings noted and actions taken to resolve the issue. These actions will be noted and discussed with all involved to ensure a resolution is met.

Should the complaint be unable to be resolved at school level then it will be passed onto the school's Quality Improvement Officer (see above) to manage.

### **Visiting School**

If your child is starting their school experience at Tinto Primary as a P1 then there are set procedures in place to ensure a smooth transition\*\*. A detailed transition programme is issued to all pre-schoolers (in our nursery class and external nurseries) inviting them to a range of activities throughout the last two weeks in May and first week of June. These activities include meeting their P7 buddy, playing with their buddies outside, meeting their P1 teacher and spending time with her twice a week for about an hour.

*\*\* Whilst the primary school is based in Lanark and the nursery in Symington the transition programme will be adapted and parents informed April 2017 of the temporary arrangements.*

If you are moving into this catchment area and wish to view the school please contact the office to arrange a date and time to visit. The Head Teacher will ensure that you are given a tour of the school buildings and will meet with you to answer any questions you may have.



### 3) Parental Involvement

South Lanarkshire Council recognises the importance of parents as partners in the education of their child and has published a strategy entitled, 'Making a difference – working together to support children's learning'. This is available from the Council's website: [www.southlanarkshire.gov.uk](http://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 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/or Tinto Fundraisers or After School Club 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](http://www.parentzonescotland.gov.uk)
- Engage Parent Forum – [www.engageforeducation.org](http://www.engageforeducation.org)
- National Parent Forum for Scotland – [www.educationscotland.gov.uk/parentzone](http://www.educationscotland.gov.uk/parentzone)
- South Lanarkshire Council – [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk)

## 4) School Ethos

### Our Values

A school community must have a set of shared values in order to work effectively towards achieving the aims of the establishment. Shared values set the ethos of the school and enable us to work effectively towards our common goals.

The Scottish Mace has four values written upon it. These are:

- Wisdom
- Justice
- Compassion
- Integrity

A more child friendly version is used within our school and nursery:

- To encourage the taking of responsibility.
- To value the willingness to learn, working hard and achievement.
- To promote self-esteem by planning academic, sporting, creative or social achievement.
- To encourage a sense of belonging.
- To encourage equality and openness in the school community.
- To promote mental, physical and social well being within our school.
- To show consideration and good manners.
- To value listening and sharing when working together.

### Our Aims

- To foster, amongst the whole school community, a climate of excellence.
- To enable each child to achieve their potential both academically, through the acquisition of knowledge and understanding, and in terms of personal achievements by fostering positive attitudes.
- To ensure every child receives the support needed to achieve their potential including additional support for learning, child protection, emotional and mental health.
- For every child in our school to feel nurtured, respected and happy.
- To prepare each child to live and work beside people, in school and in the future, co-operatively and respectfully.
- To develop a sense of values and moral responsibility towards each other and the world we live in.
- To develop in each child a commitment to, and enjoyment of, lifelong learning and the study skills to enable this to happen.
- To enable each child to develop effective communication skills, both oral and written.
- To involve parents, carers and the wider school community in a meaningful and purposeful partnership.
- To develop a sense of pride in Scottish and local cultures and at the same time developing an understanding, appreciation and respect for other cultures.

## **Parent Questionnaires Quotes**

“The staff are fantastic and respond to and adapt their teaching to meet the needs of the individual child”.

“I find all the teachers very approachable and extremely supportive of the children. Keep up the good work!”

“Monthly newsletters are very informative and helpful as are the diaries. I’d like to see both of these methods of communication continuing.”

“I am really pleased with my child’s first year at Tinto. I feel the school has provided a well rounded experience and I like the fact that she knows kids from other classes. My general impression of the school is that all the kids appear happy and comfortable in the school surroundings. My daughter has formed a good bond with her teachers and talks highly of them at home.”

## **Achievements**

The school community places a strong emphasis on celebrating and recognising the achievements of our pupils and staff. Parents and pupils are encouraged to bring into school items such as certificates and photographs of detailing activities outwith school hours. These are as diverse as photos of fish caught, swimming badges, Beavers and Brownie awards to trophies awarded for karate. These are all displayed on a large board in the school hall – currently our “Wall of Fame” – and discussed at assemblies. P7 pupils are responsible for maintaining the Wall of Fame. Staff achievements are also displayed so that the pupils can see that even adults continue to learn and achieve!

The school website has class pages and teachers use these to highlight achievements in school so that friends and family can also celebrate these.

Children are also encouraged to record their achievements in their home/school diaries and to then transfer these to their pupil portfolios each half term.

Tinto Primary has a close working relationship with our local church. During 2016-17 the Minister, George Shand, has taken school assemblies and will continue to do so throughout the year. The pupils also celebrate Harvest and Easter in the church ( when in Symington).

Tinto Primary is part of Biggar Learning Community with the feeder primaries and high school working closely together. There are various activities throughout the year to enable the P7 pupils to meet before going to high school. Staff from the primaries and the high school also work together throughout the year in curriculum groups. Examples of work completed by these groups are a Learning Community maths programme, science programme, technology programme and french programme.

Staff have also produced moderation materials to support assessment of writing and worked together to moderate reading strategies.

Active Schools provides a range of sporting activities for the children throughout the year. These include rugby and football coaching P1-7; netball tournaments; football tournaments; Club Golf; dance and badminton.

Tinto Primary is very fortunate in having a fantastic After School Club that is organised by parents. The club provides a range of sporting, art, cooking, chess, chanter and gardening events (to name but a few) throughout the year. Each family pays £10 for the year and all activities thereafter are free. Some of the activities are led by parents, others by professional coaches, dance instructors or artists. More information is available on the school website.

\*\*The ASC has been temporarily suspended for the duration of the decant but will be re-launched April 2018.

## ***After School Club***



The ASC football team trains weekly

### **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 (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.

### **Positive Behaviour at Tinto**

Tinto Primary has a positive behaviour policy which is in the process of being updated to meet the standards required to become a Rights Respecting School. After consultation with the pupils and parents a number of years ago, a house system was setup. Each child is now in one of three houses – Clyde, Tay or Forth – and works hard to gain house points throughout the year. A Bronze certificate is awarded for 25 points; Silver for 50 and Gold for 75. These are presented at assemblies by the House Captains. The children work very hard for these certificates and there is a healthy rivalry for the House Shield and Sports Shield awarded at the end of the school year.

Each pupil also works to “Stay Green” throughout the school year. If a class manages to remain on a green card for a month (no amber or red cards issued for negative behaviour) then the class earns a treat (extra playtime, visit to the park, DVD etc).

Pupils are also rewarded for positive behaviour in the dining hall and playgrounds by having the opportunity to go on the “Top Table” once a month. Catering and Support staff select twelve pupils and let the P6 pupils responsible for the organisation of this event know the names of those selected. The children then sit at the “Top Table” and have their meals served to them by the Head Teacher and Principal Teacher. \*\* This will be reinstated once we have returned to Symington. The current dining hall is too small to facilitate the Top Table

## 5) The Curriculum

Curriculum for Excellence is the name given to the current curriculum in Scotland for all children and young people aged 3-18. It is a forward looking, coherent, flexible and enriched curriculum that provides young people with the knowledge, skills and attributes which will be needed if they are to flourish in life, learning and work, now and in the future.

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

In taking this forward our school will work closely with South Lanarkshire Education Resources and other services to enable Curriculum for Excellence to be fully embedded, ensuring the best possible education for all children and young people. We wish you to feel confident that your child is encouraged and supported to develop their literacy, numeracy and other skills whilst they attend our school. The 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 website <http://www.educationscotland.gov.uk/thecurriculum/> or [www.parentzonescotland.gov.uk](http://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.

<b>Level</b>	<b>Stage</b>
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.

Tinto Primary and Nursery are continuing to develop their approach to delivering the Curriculum for Excellence. We have focussed on providing interdisciplinary learning experiences for the pupils in order that they can see the links between curriculum areas.

Examples of this approach can be seen in the following photos:



Pupils use ICT to present their research

Practical science investigations are part of each class's curriculum



We learn how to write our letters using other materials as well as a pencil!







Writing letters in the glitter



P7 pupils worked with the nursery class to write a book for each nursery child as part of the SLC "Once Upon A time" project.. A professional story teller came along to tell some very exciting stories!



The children take part in Learning Community sports events throughout the year.



Parents attended a workshop demonstrating how reading strategies are taught.

Staff also ensure all the learning that takes place is discussed with the pupils in terms of relevance for life/future learning; in terms of context, and that the pupils are involved in setting targets for and evaluating their learning. There is a very strong emphasis on skills for life, learning and work.

Learning is not “done” to the pupils – the pupils are responsible for their learning in partnership with the staff.

Formative assessment strategies are the norm for each classroom and the pupils are very familiar with these. These may include self assessment, peer assessment, ‘two stars and a wish’ (two areas that were good and one next step identified), children traffic lighting their work (red = difficult, amber = need some help, green = ok) and of course traditional teacher marking and feedback.

### **Residential Experiences**

Curriculum for Excellence is not just about school based learning but encourages outdoor learning and residential experiences. Our pupils have the opportunity for a one night/two day residential in P4 and a four night/5 day residential experience in P5 and P7. The P4 & 5 programmes are planned to be developmental and progressive in terms of skills and experiences and take place at Scottish Outdoor Education Centres in West Linton and Belmont. The P7 residential experience is a cultural/thematic event and takes place in various locations, dependent on the theme. These have included Inverness (Culloden, Highland Clearances) Yorkshire (WWII, Romans, environment) and this session, Liverpool (Titanic, emigration to Australia, environmental sciences). These opportunities allow children to excel in a different environment and allow for prior knowledge and understanding to be used in new contexts.



***P5 and P5 Residential Trip, Belmont***



***P7 Residential Trip, Liverpool***



## **Spiritual, Social, Moral and Cultural Values**

### **(Religious Observance)**

#### **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. The 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.

## **6) Assessment**

Formative assessment strategies have been explained in the section Curriculum for Excellence. Class teachers will maintain pupil progress records as part of their planning. These are used to ensure that the pace of learning is appropriate for each child, that the progress with regard to knowledge, understanding and skill development is appropriate and targets are set with the pupils for next steps.

Teachers will plan for end of unit assessments and record the results of these. These results provide the evidence for end of term reports, interim reports, meetings with parents and the Head Teacher at set times throughout the year.

There are National Assessment Resources available on the Curriculum for Excellence website for teachers to use. Tinto Primary also use the GL spelling, maths and reading assessments once a year to provide further evidence of attainment. P1 pupils participate in the S.L.C. early intervention assessments for reading.

At the beginning and end of each term teaching staff meet with the Head Teacher to discuss pupil progress. This is recorded and the Head Teacher monitors this throughout the year. Where appropriate, external supports are organised to ensure that each child is given the opportunity to meet their full potential. These supports may come from the Extended Learning Team, Educational Psychologist, ICT or Speech and Language.

## 7) Reporting

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

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

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

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

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

Reporting will be ongoing and comprise of a range of activities which can include:

- termly targets and evaluations will be in pupil diaries
- twice a year parent meetings (October and March)
- children presenting their learning
- newsletter
- ongoing oral discussions

## 8) 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 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 local 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.

## **Support for Pupils**

### **Getting it Right for Every Child (GIRFEC)**

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

More information can be found on: [www.girfecinlanarkshire.co.uk](http://www.girfecinlanarkshire.co.uk) and [www.scotland.gov.uk/gettingitright](http://www.scotland.gov.uk/gettingitright)

## **9) Support for All (Additional Support Needs)**

Tinto Primary has a staged intervention strategy to ensure that all pupils have their educational, social and emotional needs met.

Class teachers are skilled at identifying if a pupil requires additional support and will complete the appropriate paperwork requesting this after discussion with the Head Teacher.

If advice is needed to support learning, then the class teacher will initially consult with the Extended Learning Team. The team is able to provide materials, advice, strategies and assessment tools for the teacher. A member of the team may also provide some individual teaching for the pupil. The parent/carer of the pupil will be involved in discussions at this point and may be asked to support the pupil at home with similar strategies. Should these strategies not be effective enough, the class teacher may request that the Educational Psychologist is involved and standardised assessments completed. Again the parent would be involved, a referral form completed with parental consent and the Educational Psychologist would assess and meet with parents and staff to discuss next steps.

If the support needed is emotional then the Head Teacher may refer the child to one of a range of supports available. These include Befrienders, counselling and social group work.

We can also refer our pupils to Speech and Language, Occupational Therapists and the hearing clinics. Referrals for these may come from parent/carers or from staff. It is important that the adults involved in supporting the child work together and that the child is also involved in discussions regarding the support required.

Some children may require having an Additional Support Plan written for them if the support becomes long-term. These will be written in partnership with everyone who is involved, including the pupil and parent/carer. If other agencies are involved, such as health or social work, then a Co-Ordinated Support Plan would be put in place to ensure the child's needs are met.

South Lanarkshire Council have published a series of leaflets which cover information for parents/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](mailto:info@enquire.org.uk)

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

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

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

## 10) School Improvement

The School Improvement Plan is a yearly document that details the main achievements of the past school year and planned improvements for the next. This is always discussed at the Parent Council meeting in June of each year and a copy of the audit and development priorities in the form of an Improvement Plan is put on the school website.

Tinto Primary has ensured that literacy, numeracy, health and well being are embedded across all curriculum areas. Staff track the pupils' attainment in literacy and numeracy and ensure that all pupils are being challenged. In terms of health and well being, achievements are tracked and monitored and staff plan to ensure all pupils have equal opportunities to achieve across the curriculum. Where specific curriculum areas have been a priority, these are detailed in the School Improvement Plan and this is on the school website. Session 2016-17 Improvement Plan has included development of maths with a focus on **raising attainment, Developing the Young Workforce and whole school self evaluation using the new HGIOS4 and How Good is our Early Learning and Childcare.**

The Parent Council will continue to be consulted about the School Improvement Plan and the Parent Forum are issued with a questionnaire each year. The results from this are incorporated into the School Improvement Plan as appropriate. Parent representatives are invited to work alongside staff on specific improvement priorities. Examples of past involvement include the homework policy, Eco School and reading policy. The Parent Council have worked in partnership with teaching staff to devise a three year improvement plan. We have now completed Year 3 and will be focussing this year on a new 3 year strategic plan.

The Regulations setting out information that needs to be included in school handbooks has been amended. This year the school handbook does not include data on budgeted running costs or attendance and absence information. Budgeted running costs will no longer be included and attendance and absence figures are to be published every second year.

# 11) School Policies and Practical Information

## School Meals

### Free School Meals 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, 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 £6,420 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.

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

Healthy eating is something that the school supports and a range of meals are available 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.

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 at 20p a carton.

Pupils in:

- Primary 1 - 3 receive a free school lunch.
- Primary 4 - 7 meal cost is £1.60

Milk is available free of charge to all nursery age children and is provided by the establishment.

### 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.

Tinto Primary school uniforms are supplied by ALJ's in Lanark, 18 Bloomgate, Lanark.

## **Support for Parent/Carers**

### **Clothing Grant/Free School Meals**

In certain circumstances the Council provides support to parents/carers for the purchase of school wear and free school meals. We would encourage families if they are eligible to apply for these benefits.

Application forms for clothing grant are available from the Council's website:

[www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk) or from QandA Offices, Audit and Development 01698 453504/453505/453213, the school or Education Resources, Almada Street, Hamilton, phone 0303 123 1023.

## **School Hours/Holiday Dates**

<b>P1-7</b>	Starting Time	-	9.00 am
	Morning Interval	-	10.30 - 10.45 am
	Lunch Time	-	12.15 - 1.00 pm
	Closing Time	-	3.00pm
<b>Nursery Class</b>	Morning Session	-	8.50 am – 12 noon
	Afternoon Session	-	1pm - 4.10pm

See attached list showing school holiday dates (Appendix 1).



## **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](http://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 2016/17 is week commencing 16 January 2017**

P1 pupils will start school full time on the same day as all pupils return -**Thursday 17<sup>th</sup> August 2017.**

Parents of pupils entering school for the first time will be advised of the relevant enrolment times by:

- a) a notice in the Lanark Gazette
- b) a letter from the Head Teacher
- c) a notice in School and Nursery
- d) a notice in the local shop in Symington

Parents are asked to bring the child's full birth certificate plus two proofs of residency (eg utility bills) with them at the time of enrolment.

## **Transport**

Whilst Tinto P.S is decanted to Ridgepark, Lanark, all pupils will be transported by bus. Pupils outwith Symington are picked up / dropped off at their normal stops. Symington pupils are picked up / dropped off either at the Post Office or football club. Information about specific pupils will be included in the letter confirming the pupil's place on the bus.

The information below pertains to normal operating arrangements.

### **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 Education Resources, Hamilton, phone 0303 123 1023 or web [www.southlanarkshire.gov.uk](http://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. Where there is a request to place a child under school age in a school within the local catchment area they may receive transport in line with the Council's transport policy.

On the last day of each school term the school closes early (see Appendix 1.) Pupils travelling on the school buses are usually required to leave 10-20 minutes prior to school closure to fit in with transport demands from all schools in the area on these days.

### **Insurance for School-Pupil's Personal Effects**

South Lanarkshire Council is concerned at the level of claims being received in respect of the loss of 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 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 into 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 household insurance.

It is recommended that all clothing and any other personal items brought into school have your child's full name written clearly on them to help reduce the risk of loss.

#### **Damage to Clothing**

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

### **Family Holidays During Term time**

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

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

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

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

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

The school holiday dates and in-service dates are available from the website [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk)

### **Child Protection**

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

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

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

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

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

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

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

## Information on Emergencies

We make every effort to ensure the school remains open during term-time for pupils. However, on occasions circumstances may arise which can affect the school. Schools may be affected by, for example, severe weather or 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](http://www.southlanarkshire.gov.uk) will be used to let you know if the school is closed and when it will re-open.

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

If for any reason, you are unsure if the school is open, please contact the school or Education Resources, Operations Service, Almada Street, Hamilton. (Phone 0303 123 1023) or email us at: [education@southlanarkshire.gov.uk](mailto:education@southlanarkshire.gov.uk) or visit the website [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk)

Tinto Primary's procedure for school closure is noted below:

- **If closing before 9.00 am:**

When possible the parents will receive a **text** message (if staff able to access school building). The website will have the info by 8.00a.m at the latest (ditto Twitter).

- **If closing after 9.00 am:**

Parents will be contacted by **telephone** once we have been advised when buses will arrive at school and can advise of estimated departure time to ensure someone is at home to meet the pupils. Updates will also be posted on the website and Twitter.

## Your Commitments

We ask that you:

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

## Data Protection Act 1998

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



Education Resources

Appendix 1

School holiday Dates Session 2016/2017

Break	Holiday dates		
<b>First Term</b>	Teachers return	Thursday	11 August 2016
	Pupils return	Monday	15 August 2016
September Weekend	Close	Thursday	22 September 2016
	Re-open	Tuesday	27 September 2016
October Break	Close on	Friday	14 October 2016
	Re-open	Monday	24 October 2016
Christmas	Close on	Thursday	22 December 2016
<b>Second Term</b>	Re-open	Monday	9 January 2017
February break	Close on	Friday	10 February 2017
	Re-open	Wednesday	15 February 2017
Spring / Easter Break	Close on	Friday	31 March 2017
	Re-open	Tuesday	18 April 2017
<b>Third Term</b>			
Local Holiday	Closed	Monday	1 May 2017
Local Holiday	Close on	Thursday	25 May 2017
	Re-open on	Tuesday	30 May 2017
Summer break	Close on	Tuesday	27 June 2017
Proposed in-service days	*Proposed date for teachers return (subject to consultation)		

Notes

- ◆ Good Friday falls on Friday, 14 April 2017
  - ◆ Lanark schools will close 8 and 9 June 2017
  - ◆ Schools will close at 2.30pm on the last day of terms 1 and 2 (Thursday, 22 December 2016 and Friday 31 March 2017)
  - ◆ Schools will close at 1pm on the last day of term 3 (Tuesday 27 June 2017)
- \*Two in-service days proposed for August 2017 to be confirmed.

School holiday Dates Session 2017/2018

Break	Holiday dates		
<b>First Term</b>	Teachers return	Tuesday	15 August 2017
	Pupils return	Thursday	17 August 2017
September Weekend	Close	Thursday	21 September 2017
	Re-open	Tuesday	26 September 2017
October Break	Close on	Friday	13 October 2017
	Re-open	Monday	23 October 2017
Christmas	Close on	Friday	22 December 2017
	Re-open	Monday	8 January 2018
<b>Second Term</b>	February break	Friday	9 February 2018
	Re-open	Wednesday	14 February 2018
Spring break/Easter	Close on	Thursday	29 March 2018
	Re-open	Monday	16 April 2018
<b>Third Term</b>			
Local Holiday	Closed	Monday	7 May 2018
Local Holiday	Close on	Thursday	24 May 2018
	Re-open on	Tuesday	28 May 2018
Summer break	Close on	Thursday	28 June 2018
	Proposed in-service days	*Proposed date for teachers return (subject to consultation)	

Notes

- ◆ Good Friday falls on Friday, 30 March 2018
- ◆ *Lanark schools will close 7 and 8 June 2018*
- ◆ Schools will close at 2.30pm on the last day of terms 1 and 2 (Friday, 22 December 2017 and Thursday 29 March 2018)
- ◆ Schools will close at 1pm on the last day of term 3 (Thursday 28 June 2018)  
\*Two in-service days proposed for August 2018 to be confirmed.

This annex gives a list of useful information and the links to the content is now available from the Council's website by accessing the following link  
[http://www.southlanarkshire.gov.uk/info/200186/primary\\_school\\_information/1264/curriculum\\_for\\_excellence/3](http://www.southlanarkshire.gov.uk/info/200186/primary_school_information/1264/curriculum_for_excellence/3)

The list is not intended to be exhaustive and authors may wish to consider additional sources of school, local and national information, material and resources.

### **Contact Details**

Education Scotland's Communication Toolkit for engaging with parents

The Scottish Government guide Principles of Inclusive Communications provides information on communications and a self-assessment tool for public authorities

Choosing a School: A Guide for Parents - information on choosing a school and the placing request system

A guide for parents about school attendance explains parental responsibilities with regard to children's attendance at school

### **Parental Involvement**

Guidance on the Scottish Schools (Parental Involvement) Act 2006 provides guidance on the act for education authorities, Parent Councils and others

Parentzone provide information and resource for parents and Parent Councils

### **School Ethos**

Supporting Learners - guidance on the identification, planning and provision of support

Journey to Excellence - provides guidance and advice about culture and ethos

Health and wellbeing guidance on healthy living for local authorities and schools

Building Curriculum for Excellence Through Positive Behaviour and Relationships outlines the Scottish Government's priority actions around positive behaviour in schools and is also a source of support

Scottish Catholic Education Service's resource 'This is Our Faith' which supports the teaching and learning of Catholic religious education

## **Curriculum**

Information about how the curriculum is structured and curriculum planning

Information about the outcomes a learner can expect to experience and achieve across literacy, numeracy and health and wellbeing, as well as the 8 curricular areas

Advice, practice and resources to support the experiences and outcomes on literacy, numeracy and health and wellbeing

Broad General Education in the Secondary School – A Guide for Parents and Carers

Information on the Senior Phase

Information on Skills for learning, life and work

Information around the Scottish Government's 'Opportunities for All' programme

Information for organisations responsible for the planning, management and delivery of career information, advice and guidance services

The Skills Development Scotland website 'My World of Work' offers a number of tools to support career planning

## **Assessment and Reporting**

Building the Curriculum 5: a framework for assessment provides guidance around the assessment framework

Information about Curriculum for Excellence levels and how progress is assessed

Curriculum for Excellence factfile - Assessment and qualifications

Information on recognising achievement, reporting and profiling

## **Transitions**

Curriculum for Excellence factfile - 3-18 Transitions - provides information on the transitions children and young people will face throughout their education and beyond

Career Information, Advice and Guidance in Scotland - A Framework for Service Redesign and Improvement provides guidance on career information, advice and guidance strategy

Choices and changes provides information about choices made at various stages of learning

The Additional support for learning page provides links to relevant legislation and guidance, including the arrangements that should be in place to support pupils with additional support needs

Supporting Children's Learning Code of Practice includes specific requirements on education authorities and others under the new legislation in relation to transition

Enquire is the Scottish advice service for additional support for learning

Parenting Across Scotland offers support to children and families in Scotland



## **Support for Pupils**

The Additional support for learning page provides links to relevant legislation and guidance, including the arrangements that should be in place to support pupils with additional support needs

Information about the universal entitlement to support that underpins Curriculum for Excellence

Supporting Children's Learning Code of Practice (Revised edition) - provides Statutory guidance relating to the Education (Additional Support for Learning) (Scotland) Act 2004 as amended

Getting It Right For Every Child and Young Person, is essential reading for anyone involved or working with children and young people, including practitioners working in adult services with parents and carers

## **School Improvement**

Scottish Schools Online - provides a range of school information, including contact details, school roll, facilities, website, inspection reports

Education Scotland's Inspection and review page provides information on the inspection process

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

Amazing Things - information about youth awards in Scotland

Information on how to access statistics relating to School Education

## **School Policies and Practical Information**

**National policies, information and guidance can be accessed on the following:**

Education

Health

Young People

Children (Scotland) Act 1995

Standards in Scotland's Schools (Scotland) Act 2000