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

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

Hareleeshill 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 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 Resource Plan which confirms the commitment to provide better learning opportunities and outcomes for children and young people.

Hareleeshill Primary is situated in the Hareleeshill area of Larkhall. It is a non-denominational school and has accommodation for 7 mainstream classes, 6 additional support classes and 2 nursery classes. All of which are currently in use.

The staffing compliment is that required by Scottish Government and South Lanarkshire Council Policy. The current staffing is made up of a Head Teacher, 2 Depute Head teachers, 2 Principal teachers and 13 class teachers.

In Hareleeshill Primary we aim to provide a welcome, secure and stimulating environment where each child achieves his/her full potential through a broad and balanced curriculum. This will encompass respect for self, others and equality of opportunity.

Children’s education starts in the home, the parent/carer being the prime educator and when the children come to school we do our best to continue the process of learning in partnership with the parent/carer. In Hareleeshill we aim to develop in our children a sense of responsibility and self-discipline, pride in their abilities and to make the most of those abilities to help them become good and responsible citizens.

Our aim is to educate the pupils spiritually, socially, morally and culturally as well as intellectually. By this we mean that by the end of their primary education we aim for all children to be able to read, write and count whilst at the same time developing socially so that they become aware of the needs of others both in and out of school. We also aim to foster the skills which will enable our children to apply themselves to their work, to reason and to develop self-expression.

Using the guidance set out in the document “Curriculum for Excellence” to enable our children to become successful learners, responsible citizens, effective contributors and confident individuals we provide a wide range of experiences both within the school day and after 3 o’clock. This will help to enable all children to achieve success and develop an ethos of helping others. With the help of “Home School Partnership” workers we welcome parents/carers into the school to work with the children and get to know the staff.

We strive to develop our children’s skills for learning, life and work to help our young people go on to further study, secure work and navigate life. We aim to bring real life into the classroom, making learning relevant and help children to apply lessons to their life beyond the classroom. Children are encouraged to make links in their learning in order to develop their understanding of the world and make connections. Children are encouraged to think for themselves, make sound judgements, challenge, enquire and find solutions.
2. About Our School

School Name and Address
Hareleeshill Primary School
Myrtle lane
Larkhall
ML9 2RQ

Phone: 01698 883155
Fax: 01698 883978
Email: gw14hleeshilloffice@glow.sch.uk
Website: www.hareleeshill-pri.s-lanark.sch.uk

School Hours/Holiday Dates
Primary 1 pupils are dismissed at 12.30p.m. each day during the first two weeks of the session. On Monday 24th August, P1 children begin the "Flying Start" Programme which involves full time education. At that time the children will be dismissed at 3.00 p.m.

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>9.00 a.m.</td>
</tr>
<tr>
<td>Interval</td>
<td>10.30 a.m. - 10.45 a.m.</td>
</tr>
<tr>
<td>Lunch</td>
<td>12.30 p.m. - 1.15 p.m.</td>
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<tr>
<td>Close</td>
<td>3.00 p.m.</td>
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Punctuality
Pupils must arrive at school in ample time for the beginning of morning and afternoon sessions. Late coming should be explained by a note from parent/carer.

See Appendix: School Holiday Arrangements 2016/17 and 2017/18 or visit the website www.southlanarkshire.gov.uk
## People you should know

*(Staff list as at January 2017)*

### Promoted Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs Kate Fisher</td>
<td>Head Teacher</td>
</tr>
<tr>
<td>Mrs Laura O’Neill</td>
<td>Depute Head Teacher (0.8)</td>
</tr>
<tr>
<td>Miss Jennifer Semple</td>
<td>Depute Head Teacher (0.2)</td>
</tr>
<tr>
<td>Ms Cate Wright</td>
<td>Principal Teacher</td>
</tr>
<tr>
<td>Mrs Linda Thomas</td>
<td>Depute Head Teacher (ASN)</td>
</tr>
<tr>
<td>Mrs Chiara Moscardini-McKenna</td>
<td>Principal Teacher (ASN)</td>
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</tbody>
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### Teaching Staff

<table>
<thead>
<tr>
<th>Class</th>
<th>Teachers</th>
</tr>
</thead>
<tbody>
<tr>
<td>P1</td>
<td>Mrs L Horne/Miss L Bell</td>
</tr>
<tr>
<td>P2</td>
<td>Mrs M Malley/ Miss L Tremble</td>
</tr>
<tr>
<td>P3</td>
<td>Mrs A Jackson/Miss L McNeil</td>
</tr>
<tr>
<td>P4</td>
<td>Mrs A Shirkie</td>
</tr>
<tr>
<td>P5</td>
<td>Mrs L Douglas</td>
</tr>
<tr>
<td>P6</td>
<td>Miss J Gilchrist/Miss G Bell</td>
</tr>
<tr>
<td>P7</td>
<td>Miss L Barclay</td>
</tr>
<tr>
<td>ASN1</td>
<td>Miss C Mooney</td>
</tr>
<tr>
<td>ASN2</td>
<td>Mrs G Guthrie</td>
</tr>
<tr>
<td>ASN3</td>
<td>Miss C Carswell</td>
</tr>
<tr>
<td>ASD1</td>
<td>Mr K. Kearney</td>
</tr>
<tr>
<td>ASD2</td>
<td>Mrs A Kerr</td>
</tr>
</tbody>
</table>

#### Nursery Staff

<table>
<thead>
<tr>
<th>Role</th>
<th>Teachers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursery Teacher</td>
<td>Mrs N. Farrell</td>
</tr>
<tr>
<td>Inclusion Teacher</td>
<td>Temporary vacancy</td>
</tr>
</tbody>
</table>

### Nursery Staff

<table>
<thead>
<tr>
<th>Role</th>
<th>Teachers</th>
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</thead>
<tbody>
<tr>
<td>Team Leader</td>
<td>Mrs S Wedlock</td>
</tr>
<tr>
<td>Early Years Worker</td>
<td>Mrs M Bell (3days)</td>
</tr>
<tr>
<td></td>
<td>Mrs L Wallace</td>
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### School Support Staff

<table>
<thead>
<tr>
<th>Role</th>
<th>Teachers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Based</td>
<td>Mrs E MacLaren (Team Leader)</td>
</tr>
<tr>
<td></td>
<td>Mrs L Crawford</td>
</tr>
<tr>
<td>Classroom Based</td>
<td>Mrs J Burn</td>
</tr>
<tr>
<td></td>
<td>Mrs L Park</td>
</tr>
</tbody>
</table>

#### ASN Support classes

<table>
<thead>
<tr>
<th>Role</th>
<th>Teachers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs A. Harkness (EY worker)</td>
<td>Mrs D. Atkins</td>
</tr>
<tr>
<td></td>
<td>Ms K. Coyle</td>
</tr>
<tr>
<td></td>
<td>Mrs L. Crozier (2days)</td>
</tr>
<tr>
<td></td>
<td>Miss D. Donaghy</td>
</tr>
<tr>
<td></td>
<td>Mrs M. Little</td>
</tr>
<tr>
<td></td>
<td>Mrs L. McIvor</td>
</tr>
<tr>
<td></td>
<td>Mrs G. Robertson</td>
</tr>
<tr>
<td></td>
<td>Mrs L. Shanks (3 days)</td>
</tr>
<tr>
<td></td>
<td>Mrs E. Nelson (2 days)</td>
</tr>
<tr>
<td></td>
<td>Miss S. Lynch</td>
</tr>
</tbody>
</table>
Facilities Staff
Janitor
Mr Derek Gallagher
Kitchen Staff
Mrs J Clelland (Cook in Charge)
Mrs K Dempster
Mrs A Roe
Cleaning Staff
Mrs M Campbell (Supervisor)
Mrs M Bulloch
Mrs Rhona McKinnon

Present Roll: 225

Stages Covered: Nursery - P7
Denominational Status: Non-denominational

School Structure: Our school consists of the Nursery Dept, 7 Mainstream and 6 Additional Support for Learning Needs classes. We also have a Home/School Partnership Programme which provides a programme for adults and a programme for parents working with their children.

Early Years Provision: Hareleeshill Primary Nursery Class:
Provision is made, depending on demand, in August for:

60 places - 30 morning places, 30 afternoon places
The school has a nursery which provides a learning environment for young children aged 3+4 years. Parents from any area may apply to attend the nursery class. To find out more about the nursery please contact the school. However, it should be noted that if you register your child for nursery it does not mean that they will automatically be enrolled at the school when they are ready to start primary school. (please see section ‘Enrolling your child for school’). All children who move from early years to primary education must register separately for school in the month of January.

School/Community Links:
Hareleeshill Primary works closely with Larkhall Academy, our partner primaries in the learning community, our own Hareleeshill Primary Nursery Class, as well as all Early Years partner providers in Larkhall, with our own Support Classes and with all Additional Support for Learning Needs Establishments within South Lanarkshire.

The Reverend Stuart Wadsworth of Larkhall Baptist Church is our School Chaplain and visits school regularly to support the Religious Education programme in the classroom and lead us in worship. The school attends the Baptist Church for our Easter Service.

We also have a strong partnership with the local Community Police Officers.
Larkhall Learning Community
A learning community is made up of schools and education establishments from the area including the secondary school, primary schools, early years establishments, early years partners and schools and bases which provide specialist additional learning services. It is about working together to plan better outcomes for children and young people.

The learning community develops ways of working between establishments and with other agencies and organisations to ensure services are responsive, accessible and are delivered as effectively as possible.

Each learning community is managed by a Head of Education (Area).

The Head of Education (Area) responsible for our Learning Community is:

Stewart Nicolson: Larkhall Learning Community, Education Resources, Council Offices, Almada Street, Hamilton, phone. 0303 123 1023

Home School Links
The school endeavours to maintain a close relationship with parents. For this reason parents are encouraged to visit the school at any time to discuss any concerns they may have about their children. It is helpful if parents contact the school to arrange an appointment to discuss any matters at length. On entering the school parents should always call at the office first.

Parents receive frequent newsletters throughout the school year giving details of forthcoming events, holidays, outings or any other relevant information. In the past parents have been active in the raising of funds and have been willing to assist in extra-curricular activities. We hope that this enthusiasm will continue. To help make use of the many skills parents have, we have extended this partnership to include parental help within the classroom on a voluntary basis. We now require these helpers to apply for a Protection of Vulnerable Groups (PVG) check to ensure that suitable adults only, work with our children.

As part of our Enterprise Skills programme parents may now receive letters from the children in our school. The children have proved to be very capable of producing excellent letters which have been issued to parents this session.

Our Home/School Partnership Worker is Tina McFadyen. She organises a variety of events: some for parents only, as well as events where parents/carers support their own children, and she also fosters links between home and school. The Primary 1 teacher and Tina visit the new Primary 1 children in their own homes. This helps to prepare the children for coming to school.
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:

- 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. 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 telephone 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.

It is a great help to the school when you phone us to say your child will be absent. A member of staff from the school will phone parents/carers when no contact has been made.

Complaints Procedures

Schools and establishments should be the first point of contact for parents who wish to discuss issues about their child. Our aim is to resolve issues at a local level. Education Resources wishes to promote liaison among schools, members of Parent Councils, parents/carers and with other services. We wish to provide advice and support to Parent Councils, parents/carers.

All enquiries and concerns received from parents are taken seriously. In order to ensure that enquiries are dealt with effectively contact should be made in the first instance with the school.

General  Bullying and related issues, Care and welfare issues
parents@southlanarkshire.gov.uk

Parental Involvement, Parent Council
Procedural and administrative issues
Contact Operations Service on 0303 123 1023
Prospective Pupils
If a parent is seeking a place in Hareleeshill Primary and wishes to visit the school, this can be arranged by making an appointment with the school office. Parents whose children have been offered a place will be contacted by the school to make arrangements for both parents and children to visit or take part in the school induction programme.

3. Parental Involvement

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

Parents, carers and family members are by far the most important influences on children’s lives. After all, 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 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
- National Parent Forum for Scotland – www.educationscotland.gov.uk/parentzone
- South Lanarkshire Council – www.southlanarkshire.gov.uk

Membership of Hareleeshill Primary Parent Council

Parent Members: Mrs Claire Mathieson (Chairperson)
Mrs Claire McMillan (Vice Chairperson)
Mrs Fiona Meikle (Secretary)
Ms Carole Lenny (Book-keeper)

Staff Members: Mrs Kate Fisher
Mrs Linda Thomas
Miss Claire Carswell
Miss Jennifer Semple
Miss Laura O’Neil

South Lanarkshire and Hareleeshill Primary recognise the importance of parents/carers as partners in the education of their child/children and strive to develop this partnership.
Parental enquiries and concerns relating to parental involvement, class organisation, school transport, placing requests, property, Additional Support Needs and Inclusive Education and Early Years should be directed to the appropriate service manager:

David Hinshelwood  
School transport (mainstream), placing request and property issues  
01698 454408  
david.hinshelwood@southlanarkshire.gov.uk

Alex MacLeod  
Inclusive Education Manager  
01698 454666  
an.donaldson@southlanarkshire.gov.uk

Morag McDonald  
Early Years Manager  
01698 454474  
morag.mcdonald@southlanarkshire.gov.uk

4. School Ethos

In Hareleeshill Primary we aim to provide a welcome, secure and stimulating environment where each child achieves his/her full potential through a broad and balanced curriculum. This will encompass respect for self, others and equality of opportunity.

Hareleeshill is committed to promoting inclusion and actively strives to ensure that every child within the school is facilitate to achieve their full potential in all aspects of their education. This ethos is endorsed by the school motto “we come to learn and leave to achieve”

We promote positive relationships within the school and foster an ethos which encourages all pupils to respect themselves and others.

5. The Curriculum

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

The curriculum is all the experiences that are planned for children and young people to support the development of these skills, wherever they are being educated, for example in the family and community, pre-school centre, nursery and school to allow them to become successful learners, confident individuals, responsible citizens and effective contributors to life in the 21st century.

In taking this forward Education Resources will support schools, establishments and 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/](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.

### 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

### 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. 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.
6. Assessment and Tracking Progress

Assessment is carried out on an ongoing basis through daily class work, observation, peer and self-assessment and discussion. At specific points within the year children may be given national or school summative tasks. All forms of assessment are tracked to ensure that each individual child is progressing at a pace which suits their needs.

7. Reporting to Parents

Hareleeshill 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 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 he/she is progressing. In addition, there will be parents' meetings which offer you the opportunity to discuss how your child is doing in school and 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 know more about the curriculum which each child follows and will describe strengths, achievements and areas for development so you know what encouragement and support you can give.

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

8. Transitions

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 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 local catchment area. However, there are times when parents wish their children to go to other schools. If you want 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 we 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.

The children of Hareleeshill Primary School normally transfer to:
Larkhall Academy, Cherryhill, Larkhall, ML9 1QN ☑️ 01698 - 552170

Visits by Larkhall Academy staff to P7 in Hareleeshill Primary School are a feature of the Primary/Secondary Liaison, as are visits to Larkhall Academy by P7 pupils. Parents will be informed of the transfer arrangements regardless of which secondary school they go to.

Information to Proposed Transfer of School

Children and young people may transfer school for a number of reasons such as families moving house, parental choice, etc.

If you are proposing a change of school for your child, please provide as many contact details as possible in relation to the new school so that we can insure a smooth transfer of information relating to your child and help ensure their continued wellbeing.

9. Support for Pupils

Getting it right for every child (GIRFEC)

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

More information can be found on:
www.girfecinlanarkshire.co.uk and www.scotland.gov.uk/gettingitright

Support for All (Additional Support Needs)

Every Primary School has pupils who experience difficulties in learning; these can be of short duration or in a particular part of the curriculum over a longer period of time. It is our aim to support all children to enable them to continue working with their peers. In Hareleeshill Primary School all children are taught in a mix of groups, sometimes based on ability, sometimes in social groupings within the class depending on the subject being taught.
The Head Teacher and Depute Head Teacher has responsibility for all Support for Learning within Hareleeshill Primary School. They monitor the progress of the children, within their own departments, and provide additional support, i.e. materials, advice and expertise to the class teacher.

Every effort is made to assist and give extra support to pupils with Additional Support for Learning Needs. Teaching from P1 - P7 ensures that each child is taught at the appropriate level of ability. Smaller groups for children with learning needs are a priority. Appropriate materials are available. A member of the Specialist Support Services works in school for half a day per week, consulting with the Head Teacher and Depute Head Teacher, working with children and advising class teachers.

Some children with Additional Support for Learning Needs have an Additional Support Plan or Co-ordinated Support Plan, where appropriate, to help support their learning.

Hareleeshill Primary School has six classes which provide appropriate provision for children with Additional Support Needs. Children from any part of South Lanarkshire may attend. An ASN Forum will meet at regular intervals to decide how places will be allocated. The panel will consist of heads of other similar establishments and a representative from Council Offices.

South Lanarkshire Education Resources have published a series of leaflets available which cover information for parents and carers about the Additional Support for Learning Acts. These are available through the school or on the South Lanarkshire Council website www.southlanarkshire.gov.uk

The leaflets available are:

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

Each year in line with SLC policy Hareleeshill produces a school improvement plan detailing the progress of the current year, indicating the aims for the next year and detailing outline projections for the following two years. The details of this plan are published on the school website however hard copies can be obtained from the school on request.

As part of the Scottish Attainment Challenge, Hareleeshill priorities for the next 3 years will be driven by closing the attainment gap and to raise attainment in Literacy, Numeracy and Health and Wellbeing across the whole school for all children.

There will be a focus on the delivery of high quality teaching and learning across all stages from nursery to P7. Robust approaches to data collection, tracking and monitoring will be developed to ensure positive outcomes for all learners.

For session 2017-2018 there will be a close focus upon the following areas:

Strategic Priority 1:
To promote consistently high standards of learning and teaching in Hareleeshill which result in raised attainment and achievement and positive outcomes for our learners.

• Staff will audit existing practice and identify areas which, through development/enhancement, would result in improved outcomes for learners.
• Staff will develop a clear and shared understanding of the key features of excellent practice relating to the aspects selected.
• Staff will develop/enhance their own levels of collegiate engagement and skills of professional reflection and action planning.
• Children will take responsibility for their own learning by discussing and sharing ideas through a ‘Learning ambassadors’ group. The ideas from this group will be shared with staff at the scheduled sessions.
• Standards of learning and teaching will be consistently high across the school resulting in a positive impact for our learners.

Strategic Priority 2:
To continue to embed the use of the CGI approach in numeracy and mathematics as a vehicle to build upon pupils’ attainment and achievement.

• To continue to implement Cognitively Guided Instruction approaches in mathematics to develop teacher knowledge and children’s conceptual understanding, with a particular focus on pace of learning and connecting visual/real life to abstract mathematical representations.
• To develop a more robust system for transition information using the benchmarks as guidance.
• To work collegiately to continue to develop new tools for planning and assessment.
• To continue to provide opportunities for staff to engage in CLPL and share good practice through regular numeracy clinics, training for new staff members, peer visits and engagement with supports from University of Strathclyde.
Strategic Priority 3:
To improve children’s Health and Well Being through increased family learning opportunities, improving attendance and engagement and a focus on promoting good social, emotional and mental health.

- To increase family learning opportunities, building upon the work of the 2016-2017 working party, using the coordinators to provide support and encourage collegiality throughout the school.
- To develop a robust system for monitoring attendance and introduce effective interventions to support vulnerable children and families.
- To implement a new Positive Behaviour Approach (PBA) throughout the school.
- To identify vulnerable children to benefit from targeted interventions which focus on social, emotional and mental health.

As well as these Strategic Priorities, Hareleeshill will continue to:

- Ensure all members of staff are fully trained in the North Lanarkshire approach, providing consistency and quality across the stages
- Build upon current moderation practices in writing and begin to extend this to other areas across the curriculum
- Develop our physical education and physical activity program to ensure all classes are receiving the highest quality learning and teaching.
- Trial, monitor and evaluate the new Health and Well Being program.

11. School Policies and Practical Information

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

Income Support, 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 Revenue and Customs) or receive support under Part V1 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 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. Pupils in:

- Primary 1-3 receive 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.

South Lanarkshire Council provides fruit to P1 and P2 children 3 days per week to a selection of schools within the South Lanarkshire area.

Midday meals are provided daily from 12.30pm - 1.15pm in the school dining hall.

Classes attend on a rota system with the exception of Primary One who are always first to give them time to eat their meal.

The meals are cooked and served cafeteria fashion. Two options are provided for the main meal organised on a red or blue tray, or children can choose a nutritious snack pack. Soup is available every day during the winter and on Mon, Wed and Fri for the rest of the session for all children taking a school meal. Special diets can be provided for those who require them.

No pupil is allowed out of school without permission during school hours: this includes "packed lunch" as well as "school meals" pupils, who must remain in school during the entire lunch break.

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.

Hareleeshill Primary school colours are purple and gold and the school supplier is Scotcrest in Hamilton. The uniform consists of a purple jumper/cardigan/tank top and a white shirt and tie. Grey or black skirts or trousers are acceptable. Pupils are required to wear suitable clothing for P.E. Shorts and yellow/gold polo shirts/gym tops are comfortable to wear, and soft shoes are required for indoor activities. For your child’s safety, it is recommended that jewellery should not be worn on P.E. days. If jewellery cannot be removed by the child, it will require to be protected by a plaster to enable the child to participate in the lesson.

Please provide a change of shoes for general indoor wear to protect carpets in our school. Soft shoes purchased for PE would be suitable.

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.

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

Application 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)

School hours/holiday dates
The start time, lunch time and closing time are detailed at the front section of this handbook.

Information on holiday dates (including in-service days) is attached in an appendice at the back. Reminders will be posted on the website and detailed in newsletters throughout the year.

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 SLC website – www.southlanarkshire.gov.uk, schools, Q and A offices or by contacting Education Resources, Almada Street, Hamilton, phone 0160303 123 1023.

Completed forms should be returned as soon as possible to Education Resources, Almada Street, Hamilton, ML3 0AE.
Enrolment Date for 2018 is week commencing 15th January 2018

All P1 children will start full-time on Thursday the 16th of August 2018

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 01698 454102 or web www.southlanarkshire.gov.uk. These forms should be completed and returned before the end of March for those pupils starting the school in August to enable the appropriate arrangements to be made. Applications may be submitted at any time throughout the year and will be considered by Education Resources.

A paid privilege transport scheme is operated for mainstream school contracts where a pupil is not entitled to free school transport. Privilege transport will only be granted providing there is spare capacity on an existing school contract and will be from and to designated pick up and drop off points. Privilege transport will not be provided where a service bus is used on the school run. Any spare capacity will be allocated using agreed priorities. For more information on school transport contact Education Resources phone 0303 123 1023.

(ii) 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.

At present we have two mini buses which transport children to and from school for children with Additional Support Needs. There are also several taxis and buses which deliver and collect children coming from a distance. These buses are located in the staff car park in allocated areas. Parents bringing children to school by car must park in marked bays and escort the children into the playground. The janitor is on duty to help maintain safety.

It is extremely important that all cars are parked in designated spaces, especially at busy times in the morning and at 3 pm. Please observe these regulations in order to enable safety at all times.
Insurance for schools – pupils’ personal effects

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

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

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

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

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

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

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

Family Holidays During Term Time

- Every effort should be taken to avoid family holidays 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 the Scottish Executive Education Department 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 have difficulty obtaining leave within the school holiday period.

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

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

In our approach to raising achievement it is recognised that attendance at school is something that should be continuously encouraged. Parents, children and the school all have a part to play in encouraging the children and stressing the importance of attendance at school.
If a child is to be dismissed early from school for any reason e.g. for a dental appointment then the school must be informed, and details of the arrangement to be made for the child given. Children will not be released from school unless collected by a responsible adult.

The school attendance officer can investigate unexplained absences and in cases of poor attendance, refer pupils to the Reporter to the Children's Panel if necessary.

Hareleeshill Primary will contact parents by letter when a child’s absence level becomes a concern.

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

Promoting positive behaviour

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

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

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

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

In Hareleeshill it is hoped that the behaviour of pupils would be similar to that expected of the child by the parent at home. The school is a society and all societies must have rules. It is further hoped that parents will reinforce these rules agreed by the pupils and the school for the safety and well being of their child. Good behaviour is a priority in our school. A rewards system is in place through our ‘Go for Green’ approach.

The aims in implementing our policy are: -

(a) To create an atmosphere where all children can be taught without interruption.
(b) To enable children and those working with them to find satisfaction and enjoyment in the school day.
(c) To foster a healthy pupil/staff/parent relationship.
(d) To encourage an acceptable standard of behaviour which will become habitual and so be evident whether inside or outside school.

Children and adults alike should develop and treat others with respect, kindness, courtesy and consideration. We are at school to learn and a good working environment is essential. Pupils are expected to do their best.

Promoting positive behaviour, based on ‘Better Behaviour – Better Learning’ is a priority in our school. To enable the school to be successful, we really need the fullest degree of parental cooperation and support from parents and carers. I am pleased to say this is generally the case in Hareleeshill Primary School.

In Hareleeshill Primary all reported incidents of bullying are fully investigated and recorded.

Towards A Safer School
Hareleeshill 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 1990. In Hareleeshill Primary, each playing area is usually supervised by two adults.

All adult helpers who work with our children in school are required to apply for the appropriate “Protection of Vulnerable Group” check.
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 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 of child abuse, 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 other visitors from agencies and services are required to follow these Child Protection Guidelines and Procedures to protect and support children and to fulfil their professional obligations to report all allegations or suspicions of child abuse.

Where procedures as detailed in these professional guidelines are followed, staff will be fully supported by the Education Resources.

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

Keeping Safe online
The Council has produced an information leaflet – ‘stay safe’ for parents/carers on how to help ensure their child is safe when using the internet and mobile devices. Copies are available from the school or the web: www.southlanarkshire.gov.uk

Recording of Concerts/Assemblies

It is appreciated that parents wish to take photographs or video concerts and assemblies in school. At the beginning of the session parents will be asked to notify the school if they do not wish their child to be photographed or be included in any video of school events. Parents will be reminded of this in the letters giving information of events. Every effort will be made to include the child meaningfully in the activity. Although permission may be given for parents to record or video events it is important to note that this information must not be posted on any website or social media without the permission of the parents of the children involved. Should you wish to post an event which is only of your child then that is entirely at your own discretion.
Medical and Health Care

Full medical examinations are carried out by the school Medical Officer at Primary 1 stage, when parents are invited to be present.

A constant check is kept on eyesight and hearing as the child progresses through the school and regular dental checks take place.

A further medical examination is carried out in P7 prior to leaving Primary.

It is imperative that parents keep the school fully informed about any medical condition affecting their children, and of any arrangements that need to be made in such cases.

If a child should become ill during the school day and requires to be sent home, then the parents will be contacted.

It is very important that the school has on record information as to where parents, or any other emergency contact, can be located at all times of the school day.

In cases of injury to a child where hospital attention may be necessary the child may have to be taken there without delay. This would be done under the care of the school staff and parents contacted as soon as possible.

The school nurse will carry out routine inspections on her regular visits.

Mrs Mayne (School Support Team Leader) is our appointed certificated First Aider. Several other members of staff also have basic first aid training.

Head Lice
Anyone can get head lice - children and adults alike. Head Lice is a community problem not a school one. Head lice are very small insects which like to live on clean healthy hair. They can only move if a warm clean head is close by. They cannot jump, fly or hop and are not spread by hats or combs. We advise children to plait their hair and never put their head against the head of another child (which children do all the time as they play).

Should you suspect your child has head lice, please tell the school, as well as treating the infestation with the appropriate treatment which can be bought in any chemist shop or obtained free on prescription from the doctor. Any parent approaching the school may so knowing the matter will be attended to with total confidentiality.

If any parent requires further information on the subject, please contact the Head Teacher.
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, and power failures or through any other circumstances that may impact on the school day. In such cases we shall do all we can to let you know if this happens. We shall keep you in touch by telephone, text, where appropriate, letters, web news and through local radio stations particularly if there are prolonged periods of severe weather. The Council’s website www.southlanarkshire.gov.uk will be used to let you know if the school is closed and when it will re-open.

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

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

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 its 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.