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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.

The context for service delivery in Education Resources takes account of major national and local developments. These include a commitment to implement all aspects of the national programme, Curriculum for Excellence (CfE); a commitment to work in partnership with colleagues to meet the challenges of ‘Getting it Right for Every Child; and an awareness of the need to seek continuous improvement as we embark on a Journey to Excellence. Locally, the community plan, Stronger Together, and the ambitious outcomes for children within Education Resources’ framework of core policies help to inform the Resource Plan.

It is hoped that with your support and the support of other parents that the school can work together in creating an environment where children can be successful learners, confident individuals, effective contributors and responsible citizens.

Curriculum for Excellence has now been introduced across Scotland for all 3 – 18 year olds – wherever they learn. It aims to raise standards, prepare our children for a future they do not yet know and equip them for jobs of tomorrow in a fast changing world.

Curriculum for Excellence enables professionals to teach subjects creatively, to work together across the school and with other schools, to share best practice and explore learning together.

Teachers and practitioners will share information to plan a child’s ‘learning journey’ from 3-18, helping their progression from nursery to primary, primary to secondary and beyond, ensuring the change is smooth. They’ll ensure children continue to work at a pace they can cope with and address challenges that will help them to thrive.

Curriculum for Excellence balances the culmination of knowledge and the development of skills.

Every child is entitled to a broad and deep general education, whatever their level and ability. Every single teacher and practitioner will be responsible for literacy and numeracy – the language and numbers skills that unlock other subjects and are vital to everyday life.

It develops skills for learning, life and work to help young people go on to further study, secure work and navigate life. It brings real life into the classroom, making learning relevant and helps young people apply lessons to their life beyond the classroom. It links knowledge in one subject area to another helping children understand the world and make connections. It develops skills so that children can think for themselves, make sound judgements, challenge, enquire and find solutions.
There will be new ways of assessing progress and ensuring children achieve their potential. There are now new National 4 and 5 qualifications at Secondary Level. Our well regarded Access, Higher and Advanced Higher will be updated to take account of and support the new approaches to learning and teaching.

New Qualifications Framework

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There’s personal support to help young people fulfil their potential and make the most of their opportunities with additional support wherever that’s needed. There is an emphasis by all staff on looking after our children’s health and wellbeing – to ensure that the school is a place where children feel safe and secure.

Ultimately, Curriculum for Excellence aims is to improve our children’s life chances, to nurture successful learners, confident individuals, effective contributors, and responsible citizens, building on Scotland’s reputation for great education.

**Useful Websites:**

- www.ltscotland.org.uk/parentzone/cfe
- www.LTScotland.org.uk/commstoolkit
- www.ltscotland.org.uk/learningteachingandassessment
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.

Open 9.00 a.m.  
Interval 10.30 a.m. - 10.45 a.m.  
Lunch 12.30 p.m. - 1.15 p.m.  
Close 3.00 p.m.


People you should know

(Staff list as at January 2015)

Promoted Staff
Mrs Janette Neilson  Head Teacher
Mrs Kate Fisher  Depute Head Teacher
Mrs Laura O'Neill  Acting Depute Head Teacher
Ms Cate Wright  Principal Teacher

Teaching Staff
P1  Miss K Graham
P2  Mrs C Rice
P3  Mrs M Malley and Mrs J Wallace
P4  Miss A Harris and Mrs M Wilson (2 days)
P5  Mrs E Howson
P6  Ms C Wright
P7  Miss N Kelly
ASD1  Mrs S Meenaghan
ASD2  Miss L Barclay
ASN1 (P1/2)  Miss C Carswell
ASN2 (P3/6/7)  Miss C Mooney
ASN3 (P5/6)  Mrs L Thomas
Contact Cover  Mrs A Jackson
Inclusion Teacher  Mrs J Wallace
Nursery Teacher  Mrs G Cadenhead
### Nursery Staff

**Team Leader**  
Mrs S Wedlock

**Early Years Worker**  
Mrs M Bell  
Mrs L Wallace

### School Support Staff

**Office Based**  
Mrs M Mayne (Team Leader)  
Mrs L Crawford

**Classroom Based**  
Mrs J Burn  
Mrs L Park

**ASN/ASD Support Base**  
Mrs Anne Harkness (EY worker)  
Mrs D Atkins  
Ms K Coyle  
Mrs L Crozier  
Miss D Donaghy  
Mrs M Little  
Mrs L McIvor  
Mrs G Robertson  
Mrs L Shanks

### 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 J Anderson  
Mr C Walker

**Present Roll:**  
242

**Stages Covered:**  
Nursery - P7

**Denominational Status:**  
Non-denominational
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.

As part of our Citizenship and Enterprise Curriculum, we have very strong links with: Parker Place Sheltered Housing Complex, Hareleeshill Senior Citizens’ Association, Strutherhill Friendship Association and Rosti Plastics.

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.

School Structure
Our school consists of the Nursery Dept, 7 Mainstream and 5 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.

Schools Modernisation
As part of South Lanarkshire Council’s investment in improving school buildings, our new school opened to pupils on the 21st November 2007 at a cost of £7 million.

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 next paragraph). All children who move from early years to primary education must register separately for school in the month of January.

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: Isobel MacDougall: Larkhall Learning Community, Education Resources, Council Offices, Almada Street, Hamilton, phone. 01698 454545
Integrated Children’s Services

Education Resources is a key partner in developing an approach which promotes the delivery of better integrated services to children, young people and their families.

Our vision for children and young people in South Lanarkshire is to ensure that they live in a community where they feel safe, included, nurtured and respected. They should be part of a society where they have the opportunity to maximise their full potential and have access to good quality health, education and leisure services and to have co-ordinated support for the most vulnerable.

Learning communities will strengthen the integration agenda at both strategic and local levels to enable a more collaborative approach in delivering services to all children.

A support team for Integrating Children’s Services works across four education areas, and within the Council, enabling all services to children and families to plan and work together, to achieve our vision.

3. 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 01698 454102.

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

Enrolment Date for 2015 is week commencing 12th January 2015

4. 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.
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.

5. 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
- **Des Dickson** Parental Involvement, Parent Council Procedural and administrative issues Des.dickson@southlanarkshire.gov.uk 01698 454375

6. 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.
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.**

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

### 7. 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. 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 that agree that by working together we can be partners in supporting children’s learning.
As a parents/carers we want you to be:

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

All parents of children at school are automatically members of the Parent Forum and are entitled to have a say in what happens at the school. Parents can also decide to form a Parent Council to represent them. Every Parent Council will have a constitution that sets out what they wish to achieve. Parents/carers can express an interest in joining the Parent Council. Contact the Head Teacher if you would like more information on this.

Other means parents can support a school is through volunteering as helpers. Just ask for more information.

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

**Membership of Hareleeshill Primary Parent Council**

Parent Members: 
- Mrs H Irwin (Chairperson)
- Ms K Rodgers (Secretary)

Staff Members: 
- Mrs L O’Neill

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

**Ann Donaldson**
- Inclusive Education Manager
- 01698 454455
- ann.donaldson@southlanarkshire.gov.uk

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

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)
- South Lanarkshire Council – [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk)
8. **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.

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 are pleased to provide varied activities for the children wherever possible for all pupils from Primary 1 to Primary 7. Some activities last all year others are taster sessions lasting a few weeks. These include a selection from the following: athletics, football, book club, choir, craft club, netball, 3-2-4 club (Machan Trust), Scottish Country Dance and Modern dance.

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

9. **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 about ‘Curriculum for Excellence’ please visit website [www.curriculumforexcellence.gov.uk](http://www.curriculumforexcellence.gov.uk) or [parentzone@scotland.gsi.gov.uk](mailto:parentzone@scotland.gsi.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

**Assessment**

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.

**10. 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.
11. 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.

12. Transitions

Pupils normally transfer from primary to secondary school between the ages of 11½ and 12 ½ 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 01698 454102.
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

13. 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 Coordinated Support Plan, where appropriate, to help support their learning.

Hareleeshill Primary School has three classes which provide appropriate provision for children with Additional Support Needs and two classes for children with Autistic Spectrum disorder. Children from any part of South Lanarkshire may attend. An admissions panel 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

14. 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.

In the session 2014/15 we have had a large concentration on literacy within the school. We have changed our reading approaches and resources to enable each child to develop at a pace suitable to them. The outcome of this approach will be fully assessed at the end of the session, however early indications are showing children to be more engaged with reading tasks and reading more for enjoyment.

Within Health and Well Being we are developing approaches and programmes within the Eco School framework. We are also adopting the European Rights of the Child agenda and each child and class has agreed on a personal/class charter. This will be developed further over the next year to produce a whole school charter.

We recently received the school homework policy and with the help of parents/carers agreed on an approach suitable to both school and home.

This session we have increased our link with parents/carers to ensure that we take in to account their views on school improvement and with encouragement and support help them to become more involved in their child’s education.
**15. School Policies and Practical Information**

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

- Income Support
- Income-based Job Seeker’s Allowance
- Employment and Support Allowance (income related)
- Working Tax Credit
- Child Tax Credit (where your income does not exceed £6,420 gross per annum as assessed by the HM Revenues and Customs)
- Child Tax Credit only (where your income does not exceed £16,190 gross per annum as assessed by the HM Revenue and Customs).

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

Healthy eating is something that the school supports and a range of meals are available that meet the nutrient standards of the Food and Nutrition in Schools (Scotland) Act 2008 are available at lunchtimes.

From 5th January 2015, all pupils in Primary 1-3 will receive a free school lunch and the charge to pupils in Primary 4-7 will be £1.50.

We would wish to draw to your attention to the fact that milk is available for pupils as part of the meal provision. Children who wish to have milk with their lunch can do so.

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

**Meals – Hareleeshill Cashless Cafeteria**

All children are issued with a plastic card to purchase meals rather than use money or dinner tickets. This is a much better system because it does not highlight children receiving free meals.

Parents may continue to send £1.50 daily but could also send multiples of £1.50 e.g. £7.50 on a Friday for the next week or on the Monday starting the week. Parents can also pay by cheque made payable to ‘South Lanarkshire Council School Meals Account.’

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.

South Lanarkshire Council provides fruit to P1 and P2 children 3 days per week.

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 Alston's in Hamilton. The uniform consists of a purple sweatshirt and gold polo shirt and we would strongly recommend that this is the uniform children wear, but white shirt and tie are also acceptable. Grey or black skirts or trousers are acceptable. Pupils are required to wear suitable clothing for P.E. Shorts and t-shirts 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 new 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 forms for clothing grant are available from the Council’s website: www.southlanarkshire.gov.uk or from Q and A Offices, Audit and Development 01698 453504/453505/453213, the school or Education Resources, Almada Street, Hamilton, phone 01698 454545.
School hours/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.

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

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

(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. 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.

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 the correct areas, especially at busy times in the morning and at 3 pm. Please observe these regulations in order to enable safety at all times.
16. 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.

17. 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.

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 set by 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 in Hareleeshill Primary School where children are rewarded for wearing school uniform, completing homework and working hard in class: better behaviour is rewarded during ‘Golden Time.’ Sanctions are also in place to deal with difficulties as they arise.

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.

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

### 19. 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](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, Communications and Information, Almada Street, Hamilton. (phone 01698 454545) or email us at: education@southlanarkshire.gov.uk or visit the website [www.southlanarkshire.gov.uk](http://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
21. **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.

The various inoculations are administered at the appropriate times and parents are kept fully informed about these and their permission sought.

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 do 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.
22. 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.


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.


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

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

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

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

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

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

Jim Gilhooly, Executive Director (Education Resources), Council Offices, Almada Street, Hamilton  ML3 0AE

Education Resources Helpline Phone: (01698 454545)

Isobel MacDougall, Head of Education (Area), Education Resources, Council Offices, Almada Street, Hamilton, phone. 01698 454545

Contact the education authority – education@southlanarkshire.gov.uk

Elected Members: Councillor Jackie Burns  
Councillor Andy Carmichael  
Councillor Peter Craig  
Councillor Lesley McDonald