MOSSNEUK

AMAZING

HANDBOOK
January 2016
Handbook 2016
Dear Parents/Carers,

On behalf of the whole school community I would like to warmly welcome you, and your family, to Mossneuk Primary School.

At Mossneuk we will work with you to ensure that our school is a happy and rewarding place for your child. We will support your child’s journey, working in partnership to ensure they fulfil their potential.

The ethos in Mossneuk is happy, supportive and caring. We have very high expectations of pupils’ learning, we promote positive behaviour and good relationships. We aim to motivate all pupils in our care, encouraging them to be the best they can be.

This handbook aims to tell you about our school. It includes important information about our curriculum, activities, policies as well as information about the general life of the school. We hope you find it useful and informative. If you have any questions or queries, at any time, please don’t hesitate to contact the school.

Kind regards,

Craig Connon
Head Teacher

The pupils, parents and teachers of Mossneuk were asked to come up with one word to describe Mossneuk Primary School. The range of words was fantastic and it really captures everything we try to be at Mossneuk…. 
About Our School

Mossneuk Primary School
Mossneuk Drive
East Kilbride
G75 8XQ

Phone: (01355) 239777
Fax Number: (01355) 579924
Email: gw14mossneukpsoffice@glow.sch.uk
Website: www.mossneukprimaryschool.org.uk

Mossneuk Primary is a non-denominational, co-educational school of approximately 485 pupils between the ages of 5-12 years. The classes are organised according to schedules laid down by the Scottish Government and South Lanarkshire Council. At present (session 2015/2016) there are 17 classes and a Nursery Class which caters for 100 children from 3 – 5 years.

Our School Day

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>9.00am</td>
<td>Start</td>
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<tr>
<td>10.30am-10.45am</td>
<td>Interval</td>
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<tr>
<td>12.15pm – 1.00pm</td>
<td>Lunch</td>
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<tr>
<td>3.00pm</td>
<td>Close</td>
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School holiday dates can be found at the back of this handbook.
Our Aims

- We aim to ensure through challenge and progression that all learners have the experiences and opportunities that will enable them to reach their full potential.

- The school and nursery will work with parents and families to ensure that the learning experiences engage, challenge, support and actively involve learners in their own learning and development.

- We aim to ensure that all staff are empowered to develop and use their skills and talents and are actively involved in the life of the nursery and school.

- The school and nursery will continue to engage with the local and wider community creatively with a focus on global citizenship and rights and responsibilities of the individual.

- We aim through self-evaluation and improvement planning to offer the highest quality education through a range of progressive, innovative and creative programmes which meet the needs of all learners.

- Staff, parents, pupils and partners will be fully involved in improvement planning and setting priorities for change.

- Staff will have clear remits and evaluate and improve performance through a strong system of professional learning and review.

- We aim to ensure that our partnerships with other agencies, use of space and resources and management of available finance contribute to creating the best possible environment for teaching and learning.

Our Values

With LEARNING at the heart of everything we do our pupils, parents and staff decided upon these values, which help to build the positive ethos within our school…

- TRUST
- RESPECT
- KINDNESS
- TEAMWORK
- FRIENDSHIP
The Mossneuk Team

Head Teacher  
Mr Craig Connon  
Depute Head Teacher  
Mrs Nicola Thomas  Nursery and P1-3  
Depute Head Teacher  
Mrs Heather Goring  P4-7 (Maternity Leave)  
Mr Robbie O’Neill  P4-7 (Acting)  
Principal Teachers  
Mr Fraser Kemp (Acting)  
Mrs Carole McAslin (0.5)  
Mrs Ainsley Johnstone (0.5 Acting)  
Class Teachers  
Mrs Ainsley Johnstone  P1a  
Mrs Elaine O’Boyle  P1b  
Miss Julie Martinez  P1c  
Mrs Nicola Reilly  P2a  
Mrs Joanne Taylor  P2b  
Miss Katie Park  P2/3 (Secondment Cover)  
Mrs Laura McCordel/Mrs Elspeth Fisher  P3a  
Mrs Clare Whalin  P3b  
Mrs Helena Bannerman  P3/4  
Mr Fraser Kemp  P4a  
Mrs Stephanie Davidson  P4/5 (Maternity Leave)  
Miss Rachael MacPherson  P4/5 (Maternity Cover)  
Mrs Kirsten Gilmour  P5a  
Mrs Pauline Waddell/Mrs Kirsty Hickey  P5b  
Miss Charlotte McInnes  P6a  
Miss Gillian Simpson  P6b  
Mrs Anne Baxter/Mr Ross Lightbody  P7a  
Mrs Carole McAslin/Mrs Gillian Craig  P7b (Maternity Leave)  
Mrs Claire Sweeney (0.5)  P7b (Maternity Cover)  
Mrs Marjorie Seymour  PE  
Mr Ross Lightbody/Mrs Laura McCordel  Flexibility  
Team Leader  
Mrs Elizabeth Cowan  
Clerical Assistants  
Mrs Arlene Clark  
Mrs Alison Keenan  
Mrs Elizabeth Neil  
Support Assistants  
Ms Elaine Cuthbert  
Ms Elaine Guy  
Mrs Yvonne Owen  
Mrs Pauline Rattray  
Mrs Carole Watson  
Classroom Assistants  
Mrs Elizabeth Milrime  
Mrs Jane Robertson  
Janitor  
Mr Andrew Donnelly  

Mr Connon has overall responsibility for the whole school. Each member of the Leadership Team takes particular responsibility for certain areas of the curriculum and school organisation. Remits for the management team are available on our website www.mossneukprimaryschool.org.uk
Mossneuk Nursery provides a fantastic learning environment for our youngest children. Parents from any area may apply to attend the Nursery Class. To find out more about the Nursery please contact the school office.

Nursery Teachers
Mrs Moira Beattie/Mrs Lorna Strachan

Team Leader
Miss Jennifer Paterson

Early Years’ Team
Mrs Madeline Brown
Mrs Mary Fleming
Miss Samantha Stevenson
Mrs Carole Gallacher (0.5 Maternity Leave)
Mrs Pauline Rattray (0.5 Maternity Cover)
Miss Gillian Wilson (Secondment)
Miss Laura Stewart (Secondment Cover)

We set aside time on Wednesday mornings between 9.30am and 10.45am for parents to visit, fill in the application forms and view the Nursery. Your child should be registered by the 30th April before they turn three years old.

It should be noted that if you register your child for Mossneuk Nursery it does not mean that they will automatically be enrolled at our school when they are starting primary school. All children who move from early years to primary education must register separately for school in the month of January.

You can read our latest Care Inspectorate report on the school or Care Inspectorate website.
Enrolment at Mossneuk

How to register your child for school
If your child is starting school for the first time you must enroll your child at their catchment school in January. If parents want their child to go to another school, they must enroll in the first instance with their catchment school and ask for an information leaflet that provides details on how to make a placing request. Forms are available from the SLC website – www.southlanarkshire.gov.uk, schools, Q and A offices or by contacting Education Resources, Almada Street, Hamilton, phone 01698 454102. Completed forms should be returned as soon as possible to Education Resources, Almada Street, Hamilton ML3 0AE.

Enrolment date for 2016 is week commencing 11th January 2016. A Parent/Carer should bring their child’s full birth certificate and two items showing proof of residence to school on day of enrolment. Only a parent or legal guardian may enroll a child for school.

The flying start date (when P1 pupils go into school for a full day) is Monday 22nd August 2016.

Enrolment and Changing Schools
Parents wishing to enroll children at Mossneuk School in the first instance should telephone or call at the school, except in the case of Primary 1, who have special arrangements (see above). We are happy to arrange a visit to the school and answer any questions prospective parents may have.

Transferring Schools
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 ensure a smooth transfer of information relating to your child. This will help us all to ensure the continued wellbeing of your child.

Buddy Programme
All our Primary 1 pupils have an assigned Buddy from Primary 7. This relationship begins on their initial visit to the school and continues throughout their first year. Our Primary 7 pupils support our young pupils in the playground, the dinner hall and generally help them settle into the life of the school. We have found these relationships to be invaluable at this important time in their school life.
A Learning Community is made up of local education establishments including a secondary school, the local primary schools, early years establishments, early years partners and schools and bases which provide specialist additional learning services. Establishments work 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. All the establishments and services in a Learning Community share priorities for improvement and are involved in the deployment of additional support to meet the needs of the child and family.

Mossneuk Primary is part of the Duncanrig Learning Community. Every effort is made to make this transition as happy as possible for the pupils with increasing liaison between Primary 7 and S1, both formal and informal. Visits are made throughout the Primary 7 year. 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.

Normally children attend the school in their catchment area. However, there are times when parents may wish their children to go to other schools. If you wish your child to go to another school then you may make what is known as a ‘placing request’. If you live in South Lanarkshire and decide to submit a ‘placing request’, we are unable to reserve a place in your catchment school until the Council have made a decision on the ‘placing request’. Please note if your ‘placing request’ application is unsuccessful and all places at your catchment school are filled you will be offered a place at the next nearest appropriate South Lanarkshire School. Please note that if an application for a ‘placing request’ is successful then school transport is not provided.

If you move outwith your catchment primary school a ‘request to remain form’ must be completed. If you move outwith your catchment primary, this may affect your right to transfer to the associated Secondary School. Please note the secondary school is determined by the pupil’s permanent home address and chosen denomination. If you require further information, please contact Education Support Services on 01698 454102.

Contact details for Duncanrig are below:
Duncanrig Secondary School, Winnipeg Drive, East Kilbride. Phone: (01355) 234254
Head Teacher – Mr George Wynne
Curriculum for Excellence is the name given to the curriculum in Scotland for all children and young people aged 3-18. It is a forward looking, coherent, more flexible and enriched curriculum that provides young people with the knowledge, skills and attributes they will need to flourish in life, learning and work, now and in the future.

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

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

- Expressive Arts
- Health and Wellbeing
- Languages and Literacy
- Mathematics and Numeracy
- Religious and Moral Education
- Science
- Social Studies
- Technologies

If you want to know more about Curriculum for Excellence, please visit these websites: http://www.educationscotland.gov.uk/thecurriculum/ or www.parentzonescotland.gov.uk.

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

<table>
<thead>
<tr>
<th>Level</th>
<th>Stage</th>
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<tbody>
<tr>
<td>Early</td>
<td>The pre-school years and Primary 1 or later for some.</td>
</tr>
<tr>
<td>First</td>
<td>To the end of Primary 4, but earlier or later for some.</td>
</tr>
<tr>
<td>Second</td>
<td>To the end of Primary 7, but earlier or later for some.</td>
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**Learning at Mossneuk**

**Expressive Arts**
By linking their learning experiences to their imagination, children learn to express themselves and appreciate the expression of others through art, music, dance and drama. These subjects are taught so that children can learn the necessary skills, develop an awareness of beauty and promote their individual talents. Often the work is based around a theme which utilises all areas of Expressive Arts.

**Health and Wellbeing**
The purpose of the Health and Wellbeing curriculum is to develop the knowledge, understanding and skills, capabilities and attributes necessary for mental, emotional, social and physical wellbeing. It is the responsibility of every teacher to contribute to learning and development in this area. Physical Education is included in this area of the curriculum and is delivered by a specialist P.E. teacher. We teach all children the value of participation in a range of sporting and physical activities. We strive for excellence in sport and believe that competition is an important part of children’s learning and development. Other areas of health and wellbeing are food and nutrition, healthy living, road safety and many other health related themes. Our programme includes sexual health and relationships education. You will always be contacted when aspects of this programme are to be taught. Mossneuk Primary School and Nursery have both achieved Gold Health Promotion status.

**Languages and Literacy**
Children learn to listen, speak, read and write so that they can express themselves in speech and writing with confidence, pleasure and precision. Literacy is the key to all learning and is an essential part of our planning in all areas of the curriculum. A variety of resources are used to help create a structured, integrated programme of work, including Oxford Reading Tree and Oxford Literacy Web. Reading for information and enjoyment is encouraged through the use of Treetops, Guided Reading and Accelerated Reading programmes, at different stages in the school.
Reading strategies are introduced at different stages to give pupils a range of techniques on how to explore their books.

Much learning comes through being actively involved in the learning process and we teach active learning strategies throughout the school. This means that children are challenged to think about their learning, set targets for development and evaluate their own learning on a regular basis.

We are working hard to ensure we give our pupils a great start with learning other languages. Many of our teaching staff have trained to deliver French from nursery through P7. Themed topics at various stages include aspects of other languages with a special focus on Spanish. We maintain strong links with the other schools in the Duncanrig Learning Community so that there is a good transfer to the foreign language department in the secondary school.

Mathematics and Numeracy
Mathematics is the study of the properties, relationships and patterns in number and shape, and the application of this knowledge to analyse, interpret, simplify and solve problems. Mathematics is important in everyday life allowing us to make sense of the world around us. Increasingly teachers are moving towards using ‘Active Maths’, throughout the school to allow the children to explore, discover and learn in a ‘hands on’ manner. Pupils are also given the opportunity to solve problems using a range of strategies. A variety of resources are used to support learning and ensure progression and development of mathematical knowledge and numeracy.
Religious and Moral Education and Spiritual, Social, Moral and Cultural Values (Religious Observance)
As a non-denominational school we ensure that our RME programme does not promote one religion to the exclusion of other beliefs. We aim to give children knowledge of the basic tenets of religion, its place in our society and in the wider world.

The school chaplain is Dr. John McPake of Mossneuk Parish Church who visits regularly and contributes to the pastoral life of the school. Class assemblies are led by the children and parents often have the opportunity to join us. Our focus is on working with families to help children develop values such as kindness, friendship, teamwork and respect that will help them to become responsible and caring members of society.

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.

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 pupils noted as an authorised absentee in the register.

Sciences
Science is taught through both specific lessons and appropriate links with other areas of the curriculum. Our Science programme provides children with many opportunities to develop their practical investigative skills. Primary 1-3 pupils also develop skills through the structured play programme. Class outings and outdoor learning opportunities form a key part of our Science curriculum.

Social Studies
In Social Subjects the learning is based around themes, topics and projects which help develop skills and knowledge in history, geography and modern studies. The local environment provides many areas for study. Our social studies topics and projects involve many links with other areas of the curriculum and visits in the local community and further afield. Much of our Social Studies learning is taught through Interdisciplinary Topics, where learning from different areas of the curriculum is integrated.
Technologies
We work hard to keep pace with new developments in technology so that our pupils will have the skills needed to succeed in modern society. We are lucky to have additional funding from the PTA to help purchase digital cameras, audio equipment, iPods, iPads, netbooks and many other resources. Information and Communication Technology (ICT) is used across the entire curriculum. Our network allows all pupils access to the internet and the security filter means that pupils can access only suitable material. All pupils / families are asked to sign an Internet Access Agreement. Other technology work is done in the context of themed projects or stand alone units focusing on a particular aspect of design or uses of technology in society. All classrooms in the new school have interactive LCD screens and we have wireless access throughout the building and parts of the outdoor learning area.

Skills for Life, Learning and Work
Our whole curriculum is geared towards giving our pupils the skills they will need in the ever changing world we live in. Even from an early age we focus on the importance of talking to an audience, our senior pupils are given opportunities for public speaking and even interview skills. We focus on changes in technology and how that will benefit society in the future. Enterprise and the world of work are central to many of our programmes. Teachers will consider this aspect of development when they plan experiences and topics for the children.
Assessment
In all areas of the curriculum staff use both summative assessment such as diagnostic tests or class tests and formative assessment strategies which involve pupils in assessing their own work against given targets. Regular formal assessment is undertaken to ensure that the work being covered is understood. This session we have introduced a number of new assessment procedures, including Early Intervention Screening within the Infant Department. This helps to identify any potential areas of difficulty for our pupils and plan appropriate interventions to support them. The development of other assessment procedures is ongoing and will continue to be developed over the coming sessions.

Records are kept and the programme of work adjusted accordingly. Although assessments are ongoing, we undertake two formal assessment weeks across the year. Learning Logs and Assessment portfolios combine to give a full picture of a child’s progress through the Curriculum for Excellence levels.
Getting It Right For Every Child (GIRFEC)
Getting it Right for Every Child (GIRFEC) 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. Mr Connon is the named person for every pupil within Mossneuk Primary School.

If you have any concerns you should speak to Mr Connon 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)
We aim to ensure that each pupil reaches his/her full potential. Our early intervention and assessment aims to point out where pupils need any additional support. Initially the class programme would be adjusted to suit their needs at whatever level. Our Depute Head Teachers play a particular part in the planning of work for children who need extra help.

A member of East Kilbride Learning Support Team, Mrs Jean McMullan, visits Mossneuk every week and assists with individual programmes of study and plans where appropriate. When required, pupils will have an Additional Support Plan which highlights individual strategies that are in place within the school or for children with very complex needs a Co-ordinated Support Plan involving other agencies. Plans are drawn up in consultation with parents, pupils and staff. Where there is a need for expert help, we seek, with parental permission, the help of the Educational Psychologist who can help to identify specific learning difficulties and advise the school and family in how to overcome these. We also have many visiting specialists from Occupational Therapy, Speech and Language Therapy and the Autistic Outreach Base.

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 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

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

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

Phone Helpline: 0845 123 2303

Email Enquiry service: info@enquire.org.uk

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

Enquire provides a range of clear and easy-to-read guides and fact sheets including The Parents’ Guide to Additional Support for Learning.
All staff in educational establishments in South Lanarkshire Council are required to attend training annually and follow the advice and guidance contained within the Education Operating Procedures.

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

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

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

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

For more information, or if you have a concern of a child protection nature, please contact Mr Connon at the school.

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
The Improvement Plan is an on-going plan for Mossneuk, reviewed annually by staff and pupil or parent groups where appropriate. The plan outlines the priorities in maintaining our high standards and sets out priorities for future developments.

The plan is discussed with the Parent Council each session and is available to parents through the school office or website.

A Standards and Quality Report is compiled towards the end of each session. This report outlines the main achievements of the school over the last 12 months and a copy of this can also be found on the school website.

Our current targets include…

**Attainment and Achievement**
- Continue to develop assessment procedures throughout the school

**Curriculum**
- Reviewing our Literacy programme in the school, including progression across the levels in Reading, Writing and Talking and Listening
- Modern Languages – continue to implement the 1+2 strategy
- Social Studies – tracking of skills and assessment tasks

**Health and Wellbeing**
- Pilot emotional resilience resources – Bounce Back
- Work towards Level 2 Rights Respecting School Award
- Ensure our policy and procedures for staged and early intervention are in place
Mossneuk pupils are involved in a wide range of activities according to their age and personal preference. Clubs and activities will vary according to time of year and particular interests. We are grateful to staff, senior pupils and parent helpers who give generously of their time to run clubs.

- Within school hours Primary 5 pupils have swimming lessons, Primary 6 pupils enjoy cycling tuition and P7 children experience a short set of curling lessons.
- Out with school hours football coaching is offered for interested pupils in Primary 6 and Primary 7.
- Netball coaching for senior pupils is provided and we take part in the local schools netball league. We have been proud winners of the East Kilbride championship in previous years.
- Teaching staff are currently running a Drama Club, Dance Club, Infant Sports Club, Chess Club, Guitar Club, Reading Club, I.C.T. Club, Scripture Union, Art and Crafts Club and Badminton Club.
- Our Athletics and Cross Country Clubs are very popular for P6 and P7 pupils.
- Our Active Schools Co-Coordinator also organises ‘taster sessions’ of a variety of sporting activities throughout the session. We try to target younger children for these sessions.
- Senior pupils run a variety of lunch-time clubs for younger pupils.
- Primary 7 pupils visit Lochgoilhead in May for a residential experience.

Music Tuition
Music tuition starts from P5. Mr. Walker gives violin tuition to pupils who initially request it and are subsequently accepted by Mr. Walker after a suitability test. We also have woodwind tuition and strings from Mr. McBretney. In accordance with South Lanarkshire’s financial savings policy, it is necessary to implement a charge for this Service. Parent/Guardians are required to make an annual contribution towards tuition. The contribution has been set at an annual figure of £180 based on a minimum of 30 lessons. Pupils entering P5 – following a musical aptitude/suitability assessment, will receive one year of free IMS, including instrument provision (if required) will be provided under current Youth Music Initiative National guidelines. This free entitlement will last for one year only. Charges will apply for each consecutive year thereafter.

Lochgoilhead
Our Primary 7 pupils undertake a residential visit to Lochgoilhead in May each year. This exciting opportunity allows the Senior Pupils to experience a range of adventurous outdoor activities as well as spend a number of nights away from home.
At Mossneuk we believe that a positive school ethos promotes learning. Good discipline is a key element in promoting a happy and purposeful learning environment in our school.

Effective discipline:
- Has a positive influence on pupil and teacher morale, making school an interesting and enjoyable place.
- Influences pupils’ levels of attainment
- Is part of the personal and social development of pupils
- Is necessary for pupils’ safety and wellbeing
- Is central to the organisation of school life

It is the responsibility of senior staff within the school to ensure that staff, 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 of bullying occur. Our approach is to create an environment where better behaviour will encourage better learning. The school, with the support of parents will work to create a learning environment where young people can feel safe. Incidents of bullying should be reported to the school immediately so that each alleged incident can be investigated. Together we can work towards creating a safer school for children and staff.

By promoting positive behaviour, we hope to foster in our pupils the development of self-discipline and increasing responsibility for their own learning and behaviour. Fundamental to this aim are our RME and Health and Wellbeing programmes which give our pupils the opportunity to explore the values of respect and caring for self and others, relationships, rights and responsibilities, helping them to participate as active and responsible members of the school and progressively the wider community.

Everyone has a role to play in helping make Mossneuk a happy, productive place to be:

Pupils are expected to:
- Come to school on time and suitably dressed – in school uniform
- Treat adults with respect and other pupils with courtesy, kindness and tolerance.
- Work to the best of their ability.
- Have regard for their safety and that of others.
- Take care of school property.
- Respect others’ property
- Be honest and truthful.

Mossneuk Primary is a Rights Respecting School. We are currently working towards Level 2 of this Unicef based award, which focuses on the United Nations Convention of the Rights of the Child, recognising the importance of both the Rights and Responsibilities children have in their day to day work.

We are grateful that our parents help support and encourage good behaviour. We ask that you:
- Know, understand and support the guidelines your child is expected to follow.
- Draw a parallel between home and school.
- Ensure regular and punctual attendance.
- Support the school dress code.
- Celebrate your child’s achievements.
- Encourage your child’s increasing independence and responsibility.
- Communicate any concerns / problems to the school.
Our Anti-Bullying Policy deals specifically with the issues of bullying. SLC’s definition of bullying as ‘persistent intentional behaviour which causes stress to a person emotionally, physically or mentally, where a person is made to feel insecure, threatened or inadequate’ helps to distinguish bullying behaviour from less serious incidents of children ‘falling out’. Many of the strategies we have developed for promoting positive behaviour also minimise bullying incidents, but we recognise that incidents of bullying can and do occur.

Fundamental to the manner in which bullying incidents are dealt with are the following principles:

- All bullying is unacceptable, regardless of excuses
- Bullying is taken seriously and dealt with immediately
- It is everyone’s responsibility to prevent bullying.

Each session all pupils are given information about bullying and how they can help avoid or prevent it, and parents are asked to contact the school immediately if their child is involved in an alleged incident of bullying so that it can be investigated. Anti Bullying guidelines are available on the school website and on the South Lanarkshire Council website. The Pupil Council is regularly consulted about the issues surrounding bullying and pupil mediators are trained to help pupils resolve day-to-day problems.

Towards a Safer School
Mossneuk 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. There is also supervision in the playground from 8.45am every morning. If there is inclement weather, doors will be opened to allow pupils into their classrooms at 8.45am.
"There needs to be greater recognition of the role of parents - we are a huge resource that can make a real difference to the outcomes when we work together as part of an equal team, and in all teams communication with each other is the backbone to success."

(from Scottish Government website)

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

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

As a parents/carers we want you to be:

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

To find out more on how to be a parent helper, or a member of the Parent Council and/or the Parent Teacher Association 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

Reporting to Parents/Carers
Mossneuk Primary School recognises that good teamwork among parents/carers, children and school is the key to a successful education for your child. We will provide parents with reports so that you can see what your child is doing and how they are progressing. In addition, there will be two parents’ meetings which offer you the opportunity to discuss how your child’s progressing and you can contact the school at any time to discuss any matter that you wish to raise.

Our pupil reports will help you to get to know more about the curriculum which your child follows and will describe their strengths, achievements and areas for development so you know what encouragement and support you can give. Further information about many areas of the curriculum is on the school website.

We conduct regular surveys and welcome any comments or additional information from parents to help us provide the best possible education for your child. If necessary, arrangements can be made to have an interpreter present at Parents’ Evenings or at other times as appropriate. Wheelchair access is available.
Homework
Homework is issued to help the children consolidate work done in school and to extend their learning in a variety of areas. The amount of homework varies throughout the school. It is essential however that homework does not become a burden for busy families. We have adapted our homework routines to allow more flexibility for pupils who are taking part in other activities. Detailed information about homework is included in the Homework Policy on the school website.

There are several parent prompts on the website which help you understand the methods we use for teaching various concepts. We are happy to provide further information at any time. You will also see information about progression in literacy and numeracy for the Curriculum for Excellence levels. These will help you track your child’s progress as they move through the school.

Communication
We recognise that parents have a major role to play in the education of their children and we welcome as many links as possible between home and school. Meetings are arranged after children enrol for Primary 1. These meetings allow children to become familiar with school and provide for parents an opportunity to learn about school life as it affects Primary 1 entrants. All classes will hold a Meet the Teacher evening early in the school session.

Our Staff and Leadership Team are happy to see parents at any time although if you telephone for an appointment prior to your visit we can guarantee you will be seen quickly. Please never hesitate to contact us to sort out small problems as we would rather address concerns before they become serious.

Parentmail is our key method of keeping in touch. We use it daily to keep classes, groups and even individuals informed and up to date. It is also a great way of letting us reach parents in case of emergency closures or other events. Please register for Parentmail if you have mobile or internet access. Of course we still issue paper copies of all letters to anyone without access. School newsletters are issued each month and include information about a wide range of school activities and events. Our teachers send out termly class newsletters to help keep you informed about what the children are learning and how you can help your child. The school website also provides information for parents and friends.

Helpers
At Mossneuk we have a fantastic number of parents and friends who help out in class, on outings, with clubs and in many other ways. Our volunteers make a huge difference to the activities we can offer and the way children learn. We also ask our parents to share their expertise with us through visits to talk about careers, assist with Science activities, and tell us about other world religions and customs. We welcome all volunteers and have a range of Secondary pupils, people seeking work experience with children, parents and grandparents. Helpers are encouraged to enroll in the Protection of Vulnerable Groups scheme.
**South Lanarkshire Support for Parents**

South Lanarkshire Council recognises the importance of parents as partners in the education of their child. To translate this commitment into action, Education Resources have established a “Working with Parents Team” to promote liaison among schools, members of Parent Councils, parents/carers and Education Resources. Members of the Team are available to provide advice and support to Parent Councils, parents/carers and Head teachers and can, where necessary, act as mediators and facilitators.

All enquiries and concerns received from parents are taken seriously. In order to ensure that enquiries are dealt with effectively staff have been assigned to deal with issues as follows:

**Working with Parents**

<table>
<thead>
<tr>
<th>Name</th>
<th>Area of Responsibility of Team</th>
<th>Contact No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacancy</td>
<td>Bullying and related issues, care and welfare issues, other School Board matters</td>
<td><a href="mailto:parents@southlanarkshire.gov.uk">parents@southlanarkshire.gov.uk</a></td>
</tr>
<tr>
<td>Des Dickson</td>
<td>School Board: electoral and administrative issues (only)</td>
<td>01698 454375</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:des.dickson@southlanarkshire.gov.uk">des.dickson@southlanarkshire.gov.uk</a></td>
</tr>
<tr>
<td>Des Dickson</td>
<td>Class organisation and all staffing related issues</td>
<td></td>
</tr>
<tr>
<td>Parental enquiries and concerns relating to school transport, placing requests, property, Specialist Services and Early Years should be directed to the appropriate Manager:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>David Hinshlewood</td>
<td>School transport (mainstream), Placing requests and property</td>
<td>01698 454408</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:david.hinshelwood@southlanarkshire.gov.uk">david.hinshelwood@southlanarkshire.gov.uk</a></td>
</tr>
<tr>
<td>Alex MacLeod</td>
<td>Inclusive Education Manager</td>
<td>01698 454466</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:alex.macleod@southlanarkshire.gov.uk">alex.macleod@southlanarkshire.gov.uk</a></td>
</tr>
<tr>
<td>Morag McDonald</td>
<td>Early Years Manager</td>
<td>01698 454474</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:morag.mcdonald@southlanarkshire.gov.uk">morag.mcdonald@southlanarkshire.gov.uk</a></td>
</tr>
</tbody>
</table>
PTA
A very important home/school link is the Parent Teacher Association. Mrs Hazel McMichael is currently Chairperson of this group. The PTA raise a fantastic amount of money to support learning and teaching at Mossneuk. This is done through a range of fundraising activities throughout the year. In the past few years they supplemented trips, bought computers, ipads, video equipment, sports strips and much more. Thanks to the PTA our School and Nursery are equipped to the very highest standard. The P.T.A. also organise social events, for parents and pupils, to help carry our positive ethos out to the community.

Please consider getting involved with this fantastic group as they always need new members and helpers. Please contact the School if you are interested.

Parent Council
Our other group of representative parents is the Parent Council. Mossneuk Primary has an active and involved Parent Council. The current Parent Council Chairperson is Mr Keith Charters. The Parent Council meets each month and helps make decisions about many relevant issues including the curriculum. They can also be involved in monitoring finance, appointing new Deputes and Head Teachers and many other issues that may arise during a school year.

Again, if you are keen to join please contact the School for further information.
School Uniform

At Mossneuk 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.

Mossneuk’s school uniform is –

**Boys**
- Shirt: Blue
- Polo Shirt: Blue
- Trousers: Grey
- Sweater: Navy
- Blazer or Anorak: Navy

**Girls**
- Blouse: Blue
- Polo Shirt: Gold/Blue
- Pinafore/Skirt/Trousers: Navy
- Cardigan or Sweater: Navy
- Blazer, Anorak or Coat: Navy

Parents, if newcomers to East Kilbride, ought to be aware that it is a cold, windy place and extra layers are often required. For this reason there is no objection to girls wearing navy trousers. The children should bring a change of footwear for indoors and to avoid danger from wet floors and corridors.

All pupils are asked to wear shorts, tee-shirt and gym shoes for safety reasons at Physical Education. For the same reasons, jewellery should not be worn. Clothing, shoes and wellingtons should be clearly marked with the pupil’s names.

Our Parent Teacher Association sells school uniforms complete with the school logo. These are very attractive and present a good image when our pupils go out of school. Within school too, it means that pupils can be dressed appropriately for gym etc., but still maintain the school identity. Online ordering has simplified the process of purchasing uniforms. Information is available from the school office or website.

When children go out on educational outings the norm is school uniform but appropriate instructions will be given on each occasion.

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.

We prefer pupils to wear ties for special events and whenever they are representing the school at community events.
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, dangling earrings, loose fitting clothes particularly in practical classes
- articles of clothing that could inflict damage on other pupils or be used by others to do so
- footwear that may damage flooring.

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

- Applications can be made online at [www.southlanarkshire.gov.uk](http://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).

**Cloakrooms and Lost Property**
Parents are requested to put pupils’ names on all articles of clothing. It is essential that no valuables are left in pockets. When clothing or other articles are lost or mislaid, pupils should contact the Janitor.

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

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

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

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

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

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

(ii) **Damage to clothing**
The Council is only liable for damage caused to pupils’ clothing where the damage has resulted from the negligence of the Council or one of its employees. Claims arising otherwise will not be accepted by the Council’s insurers.
Mossneuk Primary School operates a cash cafeteria offering a choice from two hot meals or a packed lunch each day. Numbers of children intending to have meals are collated early each morning and meals are paid for until during lunch time. Special religious and medical diets are supplied when requested. Requests should in the first instance be made to Mr Connon.

Menus will be issued to pupils each session and are available on the school website.

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

- Income Support, Universal Credit, Job Seeker’s Allowance (income based), Employment and Support Allowance (income related), Working Tax Credit and Child Tax Credit (where your gross annual income does not exceed £6,420 as assessed by the HM Revenues and Customs), Child Tax Credit Only (where your gross annual income does not exceed £16,105 as assessed by the HM Revenues and Customs) or receive support under Part VI of the Immigration and Asylum Act 1999.

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

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

All meals include fresh chilled drinking water and milk will be available for those pupils entitled to free school meals through the free school meal eligibility scheme at morning break or lunchtime. Milk is also available for purchase at morning break and lunchtime, costing 20p per carton.

Pupils in:

- Primary 1 - 3 receive a free school lunch.
- Primary 4 - 7 meal cost is £1.50

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

We recognise how important it is for children to have access to water during the school day. Mossneuk pupils are strongly encouraged to bring water bottles which are filled at home in the morning and refilled as required during the day.
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 01698 454102.

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.

Shelter
Children are admitted to their classrooms in severely inclement weather. Doors will be opened at 8.45am. This ensures there are an adequate number of adults present to evacuate the building in an emergency. If the children are prepared for the weather it is our policy to allow the classes out at break times for fresh air and exercise even if it is only for a short time.
Attendance at School

It is important for the school to work with parents in encouraging all children to attend school. All absences from school are required by law to be recorded. Absences will normally fall under two categories - authorised or unauthorised absence. In cases where your child is unable to attend school parents are asked to:

- inform the school by letter, telephone or e mail if your child is likely to be absent and to give your child a note on his/her return to school, explaining 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 changes to the following:
  - home phone number
  - mobile number
  - email details
  - emergency contact details
  - home address
- in an emergency if you have to telephone school to change arrangements your child will be brought to the phone to speak to you directly.
- if your child is taken on a family holiday during term time then in line with the Scottish Government Education Department advice this will be classified as an unauthorised absence. However, in exceptional circumstances we may authorise a family holiday during term time as an authorised absence when for example, parents are unable to obtain leave during the school holiday period. Work will not be issued prior to such periods but on return parents will be informed of what has been missed.
- In our approach to raising attainment and achievement it is recognised that attendance at school is something that should be continuously encouraged. Parents/carers, children and the school all have a part to play in encouraging and stressing the importance of attendance at school. Each morning and afternoon of each school day constitutes a separate possible attendance. Unexplained absences may be investigated by the school attendance officer.
- The school holiday dates and in-service dates are available from the website www.southlanarkshire.gov.uk and at the back of this Handbook.

Emergency Closures

It may on rare occasions be necessary to close the school or part of it, due to unforeseen circumstances. All parents should ensure that their child knows what arrangements have been made for him/her if such an event should happen and that it is the same information as that held in school, updated each September.

We make every effort to ensure the school is open, but on some occasions circumstances arise which can affect the safety of pupils. Schools may be affected by, for example, severe weather, and temporary interruption of transport, power failures or difficulties with the supply of fuel: in such cases we shall do all we can to let you know if this happens. We will keep in touch by parentmail, text, the school website, announcements on local radio and through the Council’s website. www.southlanarkshire.gov.uk

Please ensure that you notify the school of any change to your mobile / home telephone number. If you are unsure if the school is open please contact the school or Education Resources, Communications and Information Section, Almada Street, Hamilton. (Phone. 01698 454545)
Many pupils will at some time need to take medication in school. Identified staff in school are happy to assist with this. Parents are required to complete a FORM 1 (available from the office and on the website) and should note that no medicine will be administered unless a FORM 1 has been completed and signed by the parent, who should at regular intervals, then check that medication held in school is still in date.

In view of the possible hazards of medicines at school we ask that children do not bring medication for self administration to school. Where long term medication is required, arrangements can be made and the Head Teacher should be consulted.

Some pupils may have Health Care Needs and medical personnel will draw up an Individual Health Care Plan and advise and assist the school in implementing such. Children with specific medical needs have medical cards drawn up in consultation with parents and relevant professionals.

School Health Services
Routine medical examinations are carried out on all pupils in their first year at school and again when they are aged 10-11. Parents are informed of dates of these and given the opportunity to be present. In addition parents may refer their children at other times to the Clinical Medical Officer for examination or advice. Dental inspections are also carried out on a routine basis in primary schools and parents are offered any necessary treatment for their child, although they may choose to go to the family dentist instead. School nurses attached to the school visit periodically, and by request, to carry out routine checks of health, cleanliness and vision.

Mossneuk Primary School has some first aid equipment so that minor cuts and bruises can be treated. In cases where a Doctor's opinion or help is required, the child may be taken to hospital. In such instances every effort is made to contact the parent immediately. Where this is impossible the emergency contact is contacted. It is essential that the telephone number and/or name and address of an emergency contact be given to the school for use in such circumstances. It is important that parents explain this arrangement to their child to save pupils from any unnecessary anxiety.

It would be appreciated if parents would tell the office staff or Mr Connon, in confidence, of any medical condition requiring special care and attention.

When medical or dental appointments are made by parents for a pupil during school hours, the school should be informed in writing beforehand and arrangement made by the parent for the child to be collected and returned to the school either by the parent or a responsible adult. For the sake of the children’s safety, they will not be allowed out of school under any circumstances for such appointments unless they are collected in this way.
The Council’s Vision

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

South Lanarkshire Council is the fifth largest authority in Scotland. It covers the following main areas; Clydesdale in the south which features extensive rural areas, Cambuslang, Rutherglen, Blantyre and Uddingston to the north as well as the towns of East Kilbride and Hamilton.

The Council’s Plan Connect sets out the Council’s vision which is, “to improve the quality of life for all within South Lanarkshire”.

For Education Resources this means delivering services of the highest quality as well as striving to narrow the gap. It is about continually improving the services for everyone at the same time as giving priority to children, young people, families and communities in most need. The priorities for schools and services are set out in the Education Resources Plan which confirms the commitment to provide better learning opportunities and outcomes for children and young people.

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 Resources 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. Glow, Scotland’s unique, world-leading, online network supports learners and teachers in this and plans are already in place for parents across the country to have access to Glow.

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 with challenge they can thrive on.

Curriculum for Excellence balances the importance of knowledge and 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.
The Curriculum 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’s personal support to help young people fulfill their potential and make the most of their opportunities with additional support wherever that’s needed. There will be a new 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.

**Integrated Children’s Services**

In South Lanarkshire, all services for children, including schools, work together. Our aim is to make a positive difference for children by integrating our children’s services. We do this through the Integrated Children’s Services Plan, which can be seen at www.southlanarkshire.gov.uk, in the publications section. Working together also helps us to share resources and develop new initiatives for children and families.
Equal Opportunities and Social Justice

Reporting of Racist Incidents
Schools take seriously any reported racist incidents. Within the school’s approach to promoting positive discipline a record of all racist incidents is maintained and each incident fully investigated. Schools are required to notify the local authority of any racist incidents.

Racial Equality
At Mossneuk we are committed to:
- actively tackling racial discrimination and promoting equal opportunities and good race relations
- encouraging, supporting and helping all pupils and staff to reach their potential
- working with parents/guardians, and with the wider community to tackle racial discrimination, and to follow and promote good practice
- making sure the race equality position statement and its procedures are followed

Mossneuk Primary’s Race Equality Position Statement is available on our website.

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

Transferring Educational Data about Pupils
Education authorities and the Scottish Government have collected data about pupils on paper forms for many years. We now work together with schools to transfer data electronically through the ScotXed programme. Thus Scottish Government has two functions: acting as a ‘hub’ for supporting data exchange within the education system in Scotland and the analysis of data for statistical purposes within Scottish Government itself.

What pupil data will be collected and transferred?
Data on each pupil is collected by local authorities and the Scottish Government. The data collected and transferred covers areas such as date of birth, postcode, registration for free-school meals, whether a pupil is looked after by his/her local authority, additional support needs including disability, attendance, absence and exclusions from school. Pupil names and addresses are collected by their school and education authority but they are not passed on. Your postcode is the only part of your address that is transferred. Data is held securely and no information on individual pupils can or would be published. It is used for statistical and research purposes only.

Providing national identity and ethnic background data is entirely voluntary. You can choose the ‘not disclosed’ option if you do not want to provide this data. However, we hope that the explanations contained in this message and on the ScotXed website (www.scotxed.net) will help you understand the importance of providing the data.
Why do we need your data?
In order to make the best decisions about how to improve our education service, Scottish Government, education authorities and other partners such as the Scottish Qualifications Authority and Careers Scotland need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better examination results. Accurate and up-to-date data allows us to:

- Plan and deliver better policies for the benefit of all pupils.
- Plan and deliver better policies for the benefit of specific groups of pupils.
- Better understand some of the factors which influence pupil attainment and achievement.
- Share good practice.
- Target resources better.

The ScotXed programme aims to support schools and Local Authorities by supporting the collection, processing and dissemination of statistical information required for planning, management and monitoring of Scottish education services.

A subset of this information is passed to Scottish Government for research and National Statistics publications. Education data with Scottish Government is managed effectively by secure systems and is exploited as a valuable corporate resource, subject to confidentiality restraints. As part of its data policy, Scottish Government will not publish or make publicly available any information that allows individual pupils to be identified, nor will data be used by Scottish Government to take any actions in respect of individuals. Data is held securely and no information on individual pupils can or would be published by Scottish Government.

The individual data collected by Scottish Government is used for statistical and research purposes only. We hope that the explanations contained on the ScotXed website will help you understand the importance of providing the information.

Your data protection rights
The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (1998) we also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how we will use your data. This message can give only a brief description of how we use data. Fuller details of the uses of pupil data can be found on the ScotXed website.

Scottish Government works with a range of partners including HM Inspectorate of Education and the SQA. On occasion, we will make individual data available to partners and also academic institutions to carry out research as statistical analysis. In addition, we will provide our partners with information they need in order to fulfill their official responsibilities. Any sharing of data will be done under the strict control of Scottish Government, which will ensure that no individual level data will be made public as a result of the data sharing and that these data will not be used to take any actions in respect of an individual. Decisions on the sharing of data will be taken in consultation with colleagues within and out with Scottish Government.

Concerns
If you have any concerns about the ScotXed data collections you can email the senior statistician, Peter Whitehouse, at P.Whitehouse@scotland.gsi.gov.uk or write to The ScotXed Support Office, SEED, Area 1B, Victoria Quay, Leith, EH6 6QQ.

Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, Braille and large print.
Want more information?

IMPORTANT NAMES AND ADDRESSES

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

Education Resources Helpline Phone (01698) 454545

SOUTH LANARKSHIRE COUNCILLORS

We are delighted that our local councilors play an active role in school life; attending meetings, helping with local issues and supporting school events.

Mrs J. McGinlay Mr D. Watson, Mr G. Simpson
Council Offices, Council Offices, Council Offices,
Almada Street, Almada Street, Almada Street,
Hamilton, Hamilton, Hamilton,
ML3 0AE. ML3 0AE. ML3 0AE.

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 has established a data protection policy that applies to all of its schools. For more information please contact the school.

Although this information is correct at time of printing, there could be changes affecting any of the matters dealt with in the document before the commencement or during the course of the school year in question in relation to subsequent school years. We will do all we can to let parents know about what is going on in our school.
## School Holiday Dates Session 2015/2016

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<thead>
<tr>
<th>Break</th>
<th>Holiday dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Term</strong></td>
<td></td>
</tr>
<tr>
<td>Teachers return</td>
<td>Thursday 13 August 2015</td>
</tr>
<tr>
<td>Pupils return</td>
<td>Monday 17 August 2015</td>
</tr>
<tr>
<td>September Weekend Close</td>
<td>Thursday 24 September 2015</td>
</tr>
<tr>
<td>Re-open</td>
<td>Tuesday 29 September 2015</td>
</tr>
<tr>
<td>October Break Close on</td>
<td>Friday 9 October 2015</td>
</tr>
<tr>
<td>Re-open</td>
<td>Monday 19 October 2015</td>
</tr>
<tr>
<td>Christmas</td>
<td>Wednesday 23 December 2015</td>
</tr>
<tr>
<td><strong>Second Term</strong></td>
<td></td>
</tr>
<tr>
<td>Re-open</td>
<td>Tuesday 5 January 2016</td>
</tr>
<tr>
<td>February break Close on</td>
<td>Friday 5 February 2016</td>
</tr>
<tr>
<td>Re-open</td>
<td>Wednesday 10 February 2016</td>
</tr>
<tr>
<td>Easter Break Close on</td>
<td>Thursday 24 March 2016</td>
</tr>
<tr>
<td>Re-open</td>
<td>Tuesday 29 March 2016</td>
</tr>
<tr>
<td>Spring Break Close on</td>
<td>Friday 1 April 2016</td>
</tr>
<tr>
<td>Re-open</td>
<td>Monday 18 April 2016</td>
</tr>
<tr>
<td><strong>Third Term</strong></td>
<td></td>
</tr>
<tr>
<td>Local Holiday Closed</td>
<td>Monday 2 May 2016</td>
</tr>
<tr>
<td>Local Holiday Close on</td>
<td>Thursday 26 May 2016</td>
</tr>
<tr>
<td>Re-open on</td>
<td>Tuesday 31 May 2016</td>
</tr>
<tr>
<td>Summer break Close on</td>
<td>Friday 24 June 2016</td>
</tr>
<tr>
<td>In-service days Date for teachers return</td>
<td>Thursday 11 August 2016</td>
</tr>
<tr>
<td></td>
<td>Friday 12 August 2016</td>
</tr>
</tbody>
</table>

### Notes
- Good Friday falls on Friday, 25 March 2016
- Lanark schools will close 9 and 10 June 2016
- Schools will close at 2.30pm on the last day of terms 1 and 2 (Wednesday, 23 December 2015 and *Friday 1 April 2016)
- Schools will close at 1pm on the last day of term 3 (Friday 24 June 2016) Two in-service days for 11 & 12 August 2016.

*The early closure falls at the beginning of the Spring break (as per Operating Procedure E5)*
## School Holiday Dates Session 2016/2017

<table>
<thead>
<tr>
<th>Break</th>
<th>Holiday dates</th>
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<tbody>
<tr>
<td><strong>First Term</strong></td>
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<tr>
<td>Teachers return</td>
<td>Thursday</td>
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<tr>
<td>Pupils return</td>
<td>Monday</td>
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<tr>
<td>September Weekend</td>
<td>Close</td>
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<td></td>
<td>Thursday</td>
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<td>Re-open</td>
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<tr>
<td>October Break</td>
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<td>Monday</td>
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<tr>
<td>Christmas</td>
<td>Close on</td>
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<td>Thursday</td>
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<tr>
<td><strong>Second Term</strong></td>
<td>Re-open</td>
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<td>February break</td>
<td>Close on</td>
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<td>Re-open</td>
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<td>Wednesday</td>
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<tr>
<td>Spring break/Easter</td>
<td>Close on</td>
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<td>Friday</td>
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<tr>
<td><strong>Third Term</strong></td>
<td>Re-open</td>
</tr>
<tr>
<td>Local Holiday</td>
<td>Closed</td>
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<td></td>
<td>Monday</td>
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<td>Local Holiday</td>
<td>Close on</td>
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<td>Re-open on</td>
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<td>Thursday</td>
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<td>Tuesday</td>
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<tr>
<td>Summer break</td>
<td>Close on</td>
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<td>Friday</td>
</tr>
<tr>
<td>Proposed in-service</td>
<td>*Proposed date for teachers</td>
</tr>
<tr>
<td>days</td>
<td>return (subject to</td>
</tr>
<tr>
<td></td>
<td>consultation)</td>
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</tbody>
</table>

### Notes
- Good Friday falls on Friday, 14 April 2017
- *Lanark schools will close 8 and 9 June 2017*
- Schools will close at 2.30pm on the last day of terms 1 and 2 (Thursday, 22 December 2016 and Friday 31 March 2017)
- Schools will close at 1pm on the last day of term 3 (Friday 23 June 2017)
- *Two in-service days proposed for August 2017 to be confirmed.*
Useful Contact Details

Education Scotland’s Communication Toolkit for engaging with parents –

The Scottish Government guide Principles of Inclusive Communications provides information on communications and a self-assessment tool for public authorities –
http://www.scotland.gov.uk/Publications/2011/09/14082209/0


A guide for parents about school attendance explains parental responsibilities with regard to children’s attendance at school – http://www.scotland.gov.uk/Publications/2009/12/04134640/0

Parental involvement

Guidance on the Scottish Schools (Parental Involvement) Act 2006 provides guidance on the act for education authorities, Parent Councils and others –
http://www.scotland.gov.uk/Publications/2006/09/08094112/0

Parentzone provide information and resource for parents and Parent Councils –
http://www.educationscotland.gov.uk/parentzone/index.asp

School ethos

Supporting Learners - guidance on the identification, planning and provision of support –
http://www.educationscotland.gov.uk/supportinglearners/

Journey to Excellence - provides guidance and advice about culture and ethos –
http://www.journeytoexcellence.org.uk/cultureandethos/index.asp

Health and wellbeing guidance on healthy living for local authorities and schools –
http://www.scotland.gov.uk/Topics/Education/Schools/HLivi

Building Curriculum for Excellence Through Positive Behaviour and Relationships outlines the Scottish Government’s priority actions around positive behaviour in schools and is also a source of support –
http://www.scotland.gov.uk/Publications/2010/06/25112828/0

Scottish Catholic Education Service’s resource ‘This is Our Faith’ which supports the teaching and learning of Catholic religious education –
http://www.sces.uk.com/this-is-our-faith.html
Curriculum

Information about how the curriculum is structured and curriculum planning –
http://www.educationscotland.gov.uk/thecurriculum/

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

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

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

Information on the Senior Phase –
http://www.educationscotland.gov.uk/thecurriculum/whatcanlearnersexpect/seniorphase.asp

Information on Skills for learning, life and work –
http://www.educationscotland.gov.uk/thecurriculum/whatcanlearnersexpect/skillsforlearning.asp

Information around the Scottish Government’s ‘Opportunities for All’ programme –
http://www.skillsdevelopmentscotland.co.uk/our-services/services-for-individuals/opportunities-for-all.aspx

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

The Skills Development Scotland website ‘My World of Work’ offers a number of tools to support career planning – http://www.skillsdevelopmentscotland.co.uk/

Assessment and reporting

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

Information about Curriculum for Excellence levels and how progress is assessed –

Curriculum for Excellence factfile - Assessment and qualifications –
http://www.educationscotland.gov.uk/publications/c/publication_tcm4624968.asp

Information on recognising achievement, reporting and profiling –
Transitions
Curriculum for Excellence factfile - 3-18 Transitions - provides information on the transitions children and young people will face throughout their education and beyond – http://www.educationscotland.gov.uk/publications/c/publication_tcm4660285.asp

Career Information, Advice and Guidance in Scotland - A Framework for Service Redesign and Improvement provides guidance on career information, advice and guidance strategy – http://www.scotland.gov.uk/Publications/2011/03/11110615/0

Choices and changes provides information about choices made at various stages of learning – http://www.educationscotland.gov.uk/supportinglearners/choicesandchanges/index.asp

The Additional support for learning page provides links to relevant legislation and guidance, including the arrangements that should be in place to support pupils with additional support needs – http://www.scotland.gov.uk/Topics/Education/Schools/welfare/ASL

Supporting Children's Learning Code of Practice includes specific requirements on education authorities and others under the new legislation in relation to transition – http://www.scotland.gov.uk/Publications/2011/04/04090720/21

Enquire is the Scottish advice service for additional support for learning – http://enquire.org.uk/

Parenting Across Scotland offers support to children and families in Scotland – http://www.parentingacrossscotland.org/

Support for pupils

The Additional support for learning page provides links to relevant legislation and guidance, including the arrangements that should be in place to support pupils with additional support needs – http://www.scotland.gov.uk/Topics/Education/Schools/welfare/ASL

Information about the universal entitlement to support that underpins Curriculum for Excellence – http://www.educationscotland.gov.uk/inclusionandequalities/supportingchildrenandyoungpeople/whatissupport/universalsupport/roleofkeyadult.asp


Getting It Right For Every Child and Young Person, is essential reading for anyone involved or working with children and young people, including practitioners working in adult services with parents and carers – http://www.scotland.gov.uk/Topics/People/Young-People/gettingitright
School improvement

Scottish Schools Online - provides a range of school information, including contact details, school roll, facilities, website, inspection reports –
http://www.educationscotland.gov.uk/scottishschoolsonline/

Education Scotland’s Inspection and review page provides information on the inspection process –
http://www.educationscotland.gov.uk/inspectionandreview/index.asp

The Scottish Survey of Literacy and Numeracy (SSLN) is an annual sample survey which will monitor national performance in literacy and numeracy –
http://www.scotland.gov.uk/Topics/Statistics/Browse/School-Education/SSLN

Scottish Credit and Qualifications Framework (SCQF) – http://www.scqf.org.uk/

Scottish Qualifications Authority provides information for teachers, parents, employers and young people on qualifications – http://www.sqa.org.uk/

Amazing Things - information about youth awards in Scotland –
http://www.awardsnetwork.org/index.php

Information on how to access statistics relating to School Education –
http://www.scotland.gov.uk/Topics/Statistics/Browse/School-Education

National policies, information and guidance can be accessed through the following sites:
http://www.scotland.gov.uk/Topics/Education
http://www.scotland.gov.uk/Topics/Health
http://www.scotland.gov.uk/Topics/People/Young-People