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

Phone: 0303 123 1023     Email: education@southlanarkshire.gov.uk.
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, nurturing 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 tells 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

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.
Mossneuk Primary is a non-denominational, co-educational school of approximately 500 pupils between the ages of 5-12 years. At present (2018/19) the children are split across 18 classes. We also have a Nursery Class with 100 children from 3 – 5 years (split over morning and afternoon sessions).

**Our School Day**

- **Start**
  - 9.00am
- **Interval**
  - 10.30am - 10.45am
- **Lunch**
  - 12.15pm - 1.00pm
- **Close**
  - 3.00pm

**Our Nursery Day**

- **Morning session**
  - 8.45am – 11.55am
- **Afternoon session**
  - 1.00pm - 4.10pm

School holiday dates can be found at the back of this handbook.
Our Vision, Values and Aims

Growing to Learn, Learning to Grow

Our aims ensure our pupils are encouraged to GROW and FLOURISH.

...provide a vibrant, pupil centred, stimulating environment where pupils flourish.

...work together to foster a wide range of partnerships.

...promote and celebrate each child’s individual achievements.

...ensure every child’s needs are respected and supported and their individuality is valued.

...give each child the confidence and passion to embark on their own learning journey, providing knowledge, skills and experiences which inspire life long learning.

AT MOSSNEUK, WE AIM TO...

Our curriculum and learning is the MAIN TRUNK of the work of the school.

Our ethos and values are at the ROOT of everything we do.

Our Vision

Growing to Learn, Learning to Grow

Our Values

HONESTY, RESPECT, TRUST, KINDNESS, FRIENDSHIP

Literacy & English
Numeracy & Maths
Health & Wellbeing
Expressive Arts
Religious & Moral Education
Sciences
Social Studies
Technologies
**The Mossneuk Team**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
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<tr>
<td>Head Teacher</td>
<td>Mr Craig Connon</td>
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<td>Depute Head Teacher</td>
<td>Mrs Ainsley Johnstone</td>
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<tr>
<td>Depute Head Teacher</td>
<td>Mrs Heather Goring (Maternity Leave)</td>
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<td>Mr Tony Mayer (Acting)</td>
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<tr>
<td>Principal Teachers</td>
<td>Mr Robbie O’Neill (Seconded to another establishment)</td>
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<tr>
<td></td>
<td>Mrs Heather Goring (Maternity Leave)</td>
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<tr>
<td>Class Teachers</td>
<td>Miss Gillian Simpson</td>
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<td></td>
<td>Mrs Nicola Reilly</td>
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<td>Mrs Kirsty Hickey</td>
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<td>Miss Julie Martinez</td>
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<td>Mrs Lorna Strachan</td>
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<td>Mrs Kirsten Gilmour</td>
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<td>Mrs Elaine McFarlane (NQT)</td>
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<td>Miss Charlotte McInnes</td>
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<td></td>
<td>Mrs Gillian Craig/Mrs Elspeth Fisher</td>
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<td>Mrs Elaine O’Boyle</td>
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<td>Miss Alana Miller</td>
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<td>Mr Fraser Kemp</td>
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<td>Miss Helena Bannerman</td>
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<td>Mrs Heather Kelly</td>
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<td>Mr Ross Lightbody</td>
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<td>Mrs Joanne Taylor</td>
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<td>Mr Ross Ferguson</td>
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<td>Mr Tom Hamilton</td>
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<td>Mrs Laura McCardel</td>
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<td>Mrs Ann Rodger</td>
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<td>Mrs Marjorie Seymour</td>
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<tr>
<td>Team Leader</td>
<td>Mrs Alison Keenan/Mrs Christine Frew</td>
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<tr>
<td>Clerical Assistants</td>
<td>Mrs Elizabeth Neil</td>
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<td>Mrs Esther White</td>
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<td>Mrs Shona Duncan</td>
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<td>Support Assistants</td>
<td>Miss Monica Bryant</td>
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<td></td>
<td>Ms Elaine Guy</td>
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<td>Mrs Libby Harris</td>
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<td>Mrs Sheena McWilliams</td>
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<td>Mrs Elizabeth Milrine</td>
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<td>Ms Maggie O’Hare</td>
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<tr>
<td>Janitor</td>
<td>Mr Andrew Donnelly</td>
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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](http://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 Teacher  Miss Caroline McCaig
Team Leader  Miss Jennifer Paterson
Early Years’ Team  Mrs Madeline Brown
Mrs Mary Fleming
Mrs Laura Stewart
Miss Samantha Stevenson (Career Break)
Mrs Debbie Johnston (Career Break Cover)
Mrs Carole Gallacher
Mrs Lianne Davidson

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.
How to register your child for school
If your child is starting school for the first time you must enrol your child at their catchment school in January. If parents want their child to go to another school, they must enrol in the first instance with their catchment school and ask for an information leaflet that provides details on how to make a placing request. Forms are available from the SLC website – www.southlanarkshire.gov.uk, schools, Q and A offices or by contacting Education Resources, Almada Street, Hamilton, phone 0303 123 1023. Completed forms should be returned as soon as possible to Education Resources, Almada Street, Hamilton ML3 0AE.

Enrolment date for 2019 is week commencing Monday 14th January 2018. A parent/guardian 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.

P1 children will attend for a full day from Thursday 16th August 2018.

Enrolment and Changing Schools
Parents wishing to enrol 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. A number of activities are also planned throughout Primary 1. 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 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 smooth as possible for the pupils with increasing liaison between Primary 7 and S1, both formal and informal. Many different 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 out with your catchment primary school a ‘request to remain form’ must be completed. If you move out with your catchment primary, this may affect your right to transfer to the associated Secondary School. Please note the Secondary School is determined by the pupil’s permanent home address and chosen denomination. If you require further information, please contact Education Support Services on 0303 123 1023.

Contact details for Duncanrig are below:

Duncanrig Secondary School,
Winnipeg Drive,
East Kilbride,
G75 8ZT.
Phone: 01355 588 800
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, 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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<tr>
<td>Early</td>
<td>The pre-school years and Primary 1 or later for some.</td>
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<tr>
<td>First</td>
<td>To the end of Primary 4, but earlier or later for some.</td>
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<tr>
<td>Second</td>
<td>To the end of Primary 7, but earlier or later for some.</td>
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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 or as part of Interdisciplinary Learning, which utilizes a number of areas of the curriculum.

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. 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. Each pupil is entitled to two hours of Physical Education per week.

Other areas of Health and Wellbeing include
- planning for choices and change (career education)
- food and health
- substance misuse
- relationships, sexual health and parenthood
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 reading work which include Oxford Reading Tree, Songbirds, Treetops and Oxford Literacy Web. Reading for information and enjoyment is encouraged through the use of the Accelerated Reading programme from Primary 4 – Primary 7.

Reading strategies are introduced at different stages to give pupils a range of techniques on how to explore their books. Higher order thinking and questioning skills are also used to develop reading techniques.

Writing skills and strategies are taught via many different contexts, with areas such as vocabulary, sentence structure, punctuation and spelling experienced in a progressive way. The skills to write in different ways are also developed – with pupils undertaking personal, functional and imaginative writing.

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. This includes the skills of talking and listening.

We are working hard to ensure we give our pupils a great start with learning other languages. French is delivered from Nursery through to P7. Themed topics at various stages include aspects of other languages, with a special focus on Spanish.

Mathematics and Numeracy
Mathematics and Numeracy 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. Children are encouraged to learn actively 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.

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. Areas of Science covered in Mossneuk include…

- Planet Earth
- Forces, electricity and waves
- Biological systems
- Materials
- Topical Science

Class outings and outdoor learning opportunities form a key part of our curriculum.
Social Studies
In Social Subjects the learning is based around themes, topics and projects which help develop skills and knowledge of people, past events and societies, people, place and environment and people in society, economy and business. 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 school have interactive LCD screens and we have wireless access throughout the building and parts of the outdoor learning area.

Skills for Learning, Life 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 assessments) and formative assessment strategies, which involve pupils in assessing their own work against given targets. Pupils are regularly encouraged to use Assessment for Learning, to self and peer assess their work, as well as set future targets.

Regular formal assessment is undertaken to ensure that the work being covered is understood. We have recently introduced a number of new assessment procedures, including Early Intervention Screening within the Infant Department as well as reading and spelling age assessments for all P2 – P7 pupils. 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 for children is adjusted accordingly. Although assessments are ongoing, we undertake two formal assessment weeks across the year. We are currently developing the use of Learning Logs and Assessment portfolios to give a full picture of a child’s progress through the Curriculum for Excellence levels.
Supporting Our Pupils

Getting It Right For Every Child (GIRFEC)
Getting it Right for Every Child is a commitment to ensure that your child has the best possible start in life and to improve outcomes 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 Named Person at Mossneuk is Craig Connon, Head Teacher.

If you have any concerns relating to your child’s wellbeing you can speak to the Named Person who will be happy to work with you to address any issues and to ensure that your child gets help that is 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 Christine Garcia, 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.

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

Enquire – the Scottish advice service for additional support for learning

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

Phone Helpline: 0345 123 2303

Address :  
Enquire  
Children in Scotland  
Rosebery House  
9 Haymarket Terrace  
Edinburgh  
EH12 5EZ
Email Enquiry service: info@enquire.org.uk

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

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

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

**Child Protection**

All staff in educational establishments in South Lanarkshire Council are required to receive an annual update and follow the advice and guidance contained within the Education Operating Procedures.

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, pupils and 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. Our pupils have worked together to create a parent and pupil friendly Improvement Plan which includes our current targets.

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.
**Extra Curricular Clubs and Activities**

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 and we take part in local competitions.
- Netball coaching for senior pupils is provided and we take part in the local schools’ netball league.
- Our Athletics and Cross Country Clubs are very popular for P6 and P7 pupils.
- Staff and parent helpers run a variety of clubs which can include Show Club, Dance Club, Infant Sports Club, Reading Club, Digital Leaders Club, Art and Crafts Club, Lego Club, Coding Club and Badminton Club.
- 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 and these take place at lunch time and after school.
- P6 and P7 pupils run a variety of lunch-time clubs for younger pupils.

**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 from Mr Bryce and strings from Mr McBretney. Parent/Guardians are required to make an annual contribution towards tuition.

**Lochgoilhead**

Our Primary 7 pupils undertake a residential visit to Lochgoilhead in April/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 staff within the school to ensure that parent council members, parents and pupils are involved in the creation of a positive school ethos that encourages good behaviour. Equally, the school whilst trying to promote positive behaviour must support young people should incidents or bullying occur. Parents have a significant role to play in working with the school so that teachers, parents and pupils know what is expected of them in trying to change the behaviour and attitudes that contribute to bullying behaviour.

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

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

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

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 Gold Rights Respecting School. To become this, throughout the school we focus 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 behavior. 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.

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.
Parents As Partners

“Parental involvement is about parents’ involvement in the life and work of their school, the communication between home and school and the vital role that parents play in supporting their children’s learning.” (from the 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 at the start of each month and include information about a wide range of school activities and events, as well as our curriculum and Improvement Plan updates. 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.
P.T.A.
A very important home/school link is the Parent Teacher Association. Mrs Julie Dodds 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, contributed to the purchase of our playground Trim Trail 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 Mrs Debbie Stevenson. 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 promoted staff 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.
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 –

<table>
<thead>
<tr>
<th>Item</th>
<th>Colour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shirt/Blouse</td>
<td>Blue</td>
</tr>
<tr>
<td>Polo Shirt</td>
<td>Blue</td>
</tr>
<tr>
<td>Trousers</td>
<td>Grey (boys) or Navy (girls)</td>
</tr>
<tr>
<td>Pinafore/Skirt/Trousers</td>
<td>Navy</td>
</tr>
<tr>
<td>Sweater/Cardigan</td>
<td>Navy</td>
</tr>
<tr>
<td>Blazer, Anorak or Coat</td>
<td>Navy</td>
</tr>
</tbody>
</table>

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, t-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, 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.

We prefer pupils to wear shirts and ties for special events and whenever they are representing the school at community events.
Clothing grant
In certain circumstances the Council provides support to parents/carers for the purchase of school wear.

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

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 of two hot and a cold meal each day. Numbers of children intending to have meals are collated early each morning and meals are paid for during lunch time. Special religious and medical diets are supplied when requested. Requests should in the first instance be made to the School Office.

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 (where your take home pay is less than £610 per month), Job Seeker’s Allowance (income based), Employment and Support Allowance (income related), Working Tax Credit and Child Tax Credit (where your gross annual income does not exceed £6,515 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 £1.65

Milk is available free of charge to all nursery age children and is provided by the establishment. School pupils can pay for milk to have each day, either in the morning or at lunch time. It costs 20p per day/£1 per week.

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.
**Allergies**

A significant number of children and young people in our schools will have allergies and it is important that parents keep the school fully informed on these matters.

Allergies can present in a variety of ways and can occur at any point in a person’s life. Symptoms range from mild to severe. Children and young people known to have an allergy with moderate to severe symptoms will likely have a Health Care Plan drawn up by the NHS. This will detail symptoms and appropriate interventions.

It is vital that parents share this information with the school and continue to provide any updated information.

Where symptoms are mild and a Health Care Plan is not in place, parents should still continue to liaise regularly with the school on any new triggers, medications and actions required.

In all cases, our employees need to know your child’s symptoms, treatments and any actions required to help prevent exposure to the allergen and minimise the risk of allergic reactions.

Employees in schools will receive training on allergies and will liaise with parents and NHS on any additional specialist training required.

In supporting children and young people with allergies, school employees will operate in accordance with South Lanarkshire Council’s Safe Systems of Work / risk assessment and national guidance on the administration of medicines.
South Lanarkshire Council has a policy of providing school transport to primary pupils who live more than one mile by the recognised shortest walking route from their catchment school. This policy is more generous than the law requires. This means that the provision of transport could be reviewed at any time. Parents who consider they are eligible should obtain an application form from the school or Education Resources, Hamilton, phone 0303 123 1023 or web www.southlanarkshire.gov.uk. These forms should be completed and returned before the end of March for those pupils starting the school in August to enable the appropriate arrangements to be made. Applications may be submitted at any time throughout the year and will be considered by Education Resources.

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

**Pick-up points**
Where school transport is provided it may be necessary for pupils to walk a certain distance to the vehicle pick-up point. Walking distance in total, including the distance from home to the pick-up point and from the drop-off point to the school in any one direction, will not exceed the authority’s distance limit for school transport.

It should be noted that it is the parent’s responsibility to ensure their child behaves in a safe and acceptable manner while travelling in and alighting from the vehicle. Misbehaviour can result in your child losing the right to school transport.

Parents are asked to note that South Lanarkshire Council does not provide transport for those pupils who attend school via a placing request.

**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.

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

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

If your child is taken on a family holiday during term time then in line with 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](http://www.southlanarkshire.gov.uk) and at the back of this Handbook.

**Emergency Closures**

We make every effort to ensure the school remains open during term-time for pupils. However, on occasions circumstances may arise which can affect the school. Schools may be affected by, for example, severe weather, power failures or through any other circumstances that may impact on the school day. In such cases we shall do all we can to let you know if this happens. We shall keep you in touch by telephone, text, where appropriate, letters, web news and through local radio stations particularly if there are prolonged periods of severe weather. The Council’s website [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk) will be used to let you know if the school is closed and when it will reopen.
It is important for parents/carers to let the school know of any change to your mobile/home telephone number and change of address.

If for any reason, you are unsure if the school is open visit the website www.southlanarkshire.gov.uk or email education@southlanarkshire.gov.uk

Your commitments

We ask that you:
- support and encourage your child’s learning
- respect and adhere to the 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.
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.
General Data Protection Regulation as supplemented by the Data Protection Act 2018 (GDPR)

Information on pupils, parents and guardians is held by the school to enable the teaching, registration and assessment of pupils as well as associated administrative duties. The information is stored and used as per the requirements of the GDPR, with South Lanarkshire Council defined as the data controller. The Council have established a data protection policy that applies to all of its school. Education Resources has also prepared a privacy notice (below) which sets out how we will deal with personal information as part of our statutory function as an education authority. For more information please contact the school.

Privacy Notice

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

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

Information we collect from you about you and your child at enrolment
When you enrol for a nursery or school, we ask for the following information:
- parent/carer contact details (name, address, phone, email);
- the child’s name, date of birth, gender and address;
- information about medical conditions, additional support needs, religion and ethnicity;
- any information you may wish to provide about family circumstances.

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

- When you apply for an education service or benefit, such as school transport, free school meals, clothing grant, placing request or EMA, we will also ask for personal information as set out above. We will also ask for information about your income for education benefits applications.

- If you make a request for additional support such as an educational psychologist or other support for learning we will ask for more detailed information to allow us to provide the most appropriate support for your family. This may include information about family circumstances or medical conditions.

- If you wish to participate in activities or support for young people through our youth centres, or through adult learning programmes within the community, we will also ask for your personal information to support your application. This may include information about family circumstances or medical conditions.
We require this information to ensure that children and young people are educated appropriately, supported, and that we take account of their health and wellbeing. We will also ask you to update this information annually and to tell us when there are changes to your details.

**Information that we collect from other sources**
As an education authority and as part of our statutory function in accordance with our legal obligations, we receive information from other sources such as the SQA, the NHS or Social Work about you or your child, this includes:
- exam results and assessment information;
- information about health, wellbeing or child protection.

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

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

You have the right to access your personal information as well as the rights of rectification, erasure, restriction and the right to object. For information on these rights and how to exercise them or for information about how we manage your personal information, you can get a copy of our full privacy notice from our website:
(https://www.southlanarkshire.gov.uk/info/200235/meta/1730/general_privacy).

Our full privacy notice will also provide information on how to make a complaint or to request a paper copy of the privacy notice from the Data Protection Officer.
### School holiday Dates Session 2018/2019

<table>
<thead>
<tr>
<th>Break</th>
<th>Holiday dates</th>
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</thead>
<tbody>
<tr>
<td><strong>First Term</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teachers In-service</td>
<td>Tuesday</td>
<td>14 August 2018</td>
</tr>
<tr>
<td>In-service day</td>
<td>Wednesday</td>
<td>15 August 2018</td>
</tr>
<tr>
<td>Pupils return</td>
<td>Thursday</td>
<td>16 August 2018</td>
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<tr>
<td>September Weekend</td>
<td>Close on</td>
<td>Re-open</td>
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<tr>
<td>October Break</td>
<td>Close on</td>
<td>Re-open</td>
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<td></td>
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<tr>
<td>In-service day</td>
<td>Monday</td>
<td>19 November 2018</td>
</tr>
<tr>
<td>Christmas</td>
<td>Close on</td>
<td>Re-open</td>
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<tr>
<td><strong>Second Term</strong></td>
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<tr>
<td>February break</td>
<td>Closed</td>
<td>Friday</td>
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<tr>
<td></td>
<td>Closed</td>
<td>Tuesday</td>
</tr>
<tr>
<td>In-service day</td>
<td>Wednesday</td>
<td>13 February 2019</td>
</tr>
<tr>
<td>Spring break/Easter</td>
<td>Close on</td>
<td>Re-open</td>
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<tr>
<td></td>
<td>Close on</td>
<td>Re-open</td>
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<tr>
<td></td>
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<tr>
<td><strong>Third Term</strong></td>
<td></td>
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<tr>
<td>Local Holiday</td>
<td>Closed</td>
<td>Monday</td>
</tr>
<tr>
<td>Local Holiday</td>
<td>Close on</td>
<td>Thursday</td>
</tr>
<tr>
<td></td>
<td>Re-open</td>
<td>Tuesday</td>
</tr>
<tr>
<td>Summer break</td>
<td>Close on</td>
<td>Friday</td>
</tr>
</tbody>
</table>

**Notes**

- Good Friday falls on Friday, 19 April 2019
- *Lanark schools will close 6 and 7 June 2019*
- Schools will close at 2.30pm on the last day of terms 1 and 2 (Friday, 21 December 2018 and Friday 29 March 2019)
- Schools will close at 1pm on the last day of term 3 (Friday 28 June 2019)

*Two in-service days proposed for August 2019 to be confirmed.*