1) INTRODUCTION

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

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

The Council’s Plan Connect sets out the Council’s Vision to improve the quality of life for all within South Lanarkshire.

For Education Resources this means delivering services of the highest quality as well as striving to narrow the gap. It is about continually improving the services for everyone at the same time as giving priority to children, young people, families and communities in most need. The Resources Plan further builds on the commitment to improve the experience for children, young people and adults as they participate in learning or make use of the wide range of services within Education.

The context for Education Resources includes major national and local developments. These include initiatives such as the publication by Her Majesty’s Inspectors of Education (HMIe), of ‘Journey to Excellence’; the continuing work related to Curriculum for Excellence; and the requirements arising through ‘Getting it Right for Every Child’. Locally, Stronger Together, the Community Plan and the outcomes within the Education Resources framework of core policies help inform the Resources Plan.

The aims of South Lanarkshire Council, Education Resources are shown on the back cover of the handbook.

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.

1b) WELCOME FROM HEAD TEACHER

Dear Parent/Guardian

Welcome from the pupils and staff of Blacklaw Primary School. We are delighted that you are considering our school for your child’s education. We hope this will be the beginning of a positive and longlasting relationship between home and school, in which your child will benefit.

Blacklaw Primary opened in 1969 and over the past 39 years we have gained a reputation for providing a quality education through a broad based curriculum, delivered by a team of highly committed professional staff using the most appropriate of resources and teaching methodologies. All members of the Blacklaw community and visitors remark on the school’s warm, caring and welcoming ethos. We hope you will recognise this on your first visit. The conscientiousness of staff the high attainment and good behaviour of pupils were identified as key strengths of the school in our last report by HMIe. As Head Teacher I am committed to maintaining and continuing to improve these high standards.

The remainder of this booklet should provide you with most information that you will require. We hope you will find it useful. You are most welcome to visit the school to familiarise yourself with our building and routines. It would be helpful if you could contact the school beforehand to make arrangements to allow someone to be available to meet with you and answer any questions you may have.

Yours sincerely

Helen King
Head Teacher
1c) AIMS OF THE SCHOOL

The aim of Blacklaw Primary is:

Blacklaw Vision!

At the start of this school session all staff at Blacklaw met to reaffirm our commitment to the future of our new Blacklaw.

Our Vision

Blacklaw school is renowned in the community as a centre of excellence where families choose to place their children confident in the ability of the staff to ensure each child's needs are met and will benefit from a happy fulfilling school experience.

Our Purpose

To provide a happy caring atmosphere where each individual can achieve their full potential for life through involvement in stimulating, enriching learning experiences.

Our Mission

By June 2009 to make Blacklaw a stimulating and stable learning environment where every individual is valued and respected through a programme of enriching experiences and exciting activities.

We hope you can support us in this vision.

In working toward this overall aim, we strive to achieve the following, more specific aims:

a) INTELLECTUAL DEVELOPMENT

To help the pupils develop lively, enquiring minds, with the ability to question and argue rationally.

To help the pupils acquire the knowledge, concepts and skills relevant to a fast-changing world.

To help the pupils use language and mathematical skills effectively.

To develop in the pupils a capacity for independent thought, deduction and reasoning: and an ability to deal with change.

To help the pupils understand the world in which they live and the interdependence of individuals, groups and nations.

b) SOCIAL DEVELOPMENT

To develop in the pupils a considerate and caring attitude towards others.

To enable each pupil to co-operate effectively as a member of a group and of society.

c) EMOTIONAL DEVELOPMENT

To enable the child to express himself in a satisfying way, through the vehicles of music, drama, art and craft and physical education.

To help the children become flexible and adaptable.

To strengthen character in the children and to compensate for weaknesses.
ADDRESS: BLACKLAW PRIMARY SCHOOL
GLEN ARROCH
ST LEONARDS
EAST KILBRIDE
G74 2BP

TELEPHONE: (01355) 232064
FAX: (01355) 579855
WEB SITE: www.blacklaw-pri.s-lanark.sch.uk

The present roll is 230 and there is accommodation for 300 pupils. Parents should note that the working capacity of the school may vary dependent upon the number of pupils at each stage and the way in which the classes are organised. The school covers Primary 1 to Primary 7 stages, a chronological range from four and a half years to twelve and a half years. The school is non-denominational and education is provided for both male and female pupils.

Head Teacher
Mrs Helen King

Depute Head Teacher
Mrs Janice De Fence

Principal Teacher
Mrs Gill Mercer

Class Teachers
P1 Mrs A McEwaney
P2 Mrs B Menzies
P2A/3 Mrs Melvin/Mrs Franchetti Job Shares
P3A Mrs J Middleton
P4 Mr S Williamson
P5 Mrs C Campbell
P5A/6 Mrs G Mercer
P6A/7A Mrs J Mackie
P7 Mrs K Lusk

Class Contact Cover
Mrs C Jamieson
Mrs L. Thompson

Janitor
Mrs J Gray
Mr J. Aiton

Support Staff
Mrs C Montgomery Team Leader
Mrs A Clark
Mrs P Ruddy
Mrs K Dougans
Mrs L Jones
Mrs F Kelly
Mrs C Cruickshank
Mrs C Burt

Music Tutor
Mr J McCrory Calderglen High School
Miss A Fell Calderglen High School

The school staff comprises the Head Teacher, 1 Depute Head Teacher, 8 full-time Teachers (including 1 Principal Teacher), 2 job-sharers, 2 Class contact reduction teachers and 8 Support Staff.
Full-time teaching equivalent - 12.0
3) SCHOOLS MODERNISATION

As part of South Lanarkshire Council's investment in improving school buildings, our new school was completed in 2008.

Learning Community

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.

Each Learning Community is managed by a Head of Education (Area).

Anne Rooney is Head of Education for East Kilbride & Strathaven.

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 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.

Integrated Children's Services

In South Lanarkshire, all services to 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](http://www.southlanarkshire.gov.uk), in the publications section. Working together also helps us to share resources and develop new initiatives for children and families.

4) ENROLMENT – HOW TO REGISTER YOUR CHILD

If your child is starting school for the first time you must enrol your child at their local school in January. If parents want their child to go to another school, they must enrol in the first instance with their local school and ask for an information leaflet that provides details on how to make a placing request. Forms are available from schools, Q&A offices or by contacting Education Resources, Almada Street, Hamilton, telephone 01698 454458. Completed forms should be returned as soon as possible to Education Resources, Almada Street, Hamilton ML3 0AE.

Enrolment date for 2009 is week commencing 12 January 2009.

In the summer term, several mornings are set aside for new intake children and their parents. The children are encouraged to participate in a variety of activities as part of the “Rising Fives” programme. As opportunity is also given for parents to discuss points of interest with the Depute Head Teacher, who has responsibility for Early Stages, and the Head Teacher.
5) SCHOOL HOURS

The school day is as follows:

- Morning: 9.00 am
- Interval: 10.30 am - 10.45 am
- Lunchtime: 12.15 pm - 1.00 pm
- Dismissal: 3.00 pm

From August to September, Primary 1 pupils will dismiss at 12.15 pm daily. P1 start all day from September. A holiday list for session 2008/2009 is enclosed.

*See attached list showing school holiday dates

6) SPIRITUAL, SOCIAL, MORAL AND CULTURAL VALUES

Guidelines in Religious Education are followed at each stage. Whole school assemblies take place regularly and are intimated in the Newsletter. Parents, grandparents and friends of the school are warmly invited to attend our assemblies.

Harvest and Christmas are celebrated with special services and our Easter and closing service in June take place in Claremont Parish Church.

Assemblies are conducted by the Rev Gordon Palmer, Minister for Claremont Parish Church and Mr Paul Cathcart, the Parish Assistant.

Education Resources has produced guidelines on Religious Observance Policies and these are available in all establishments.

The school programme of study and policy has regard to SOEID Circular 6/91 and is based on the SOEID Guidelines, “Religious and Moral Education 5-14” is in place in the school. This embraces the main outcomes outlined in the document, which are:

- Christianity
- Other World Religions
- Personal Search
- Personal and Social Development

The Religious Education programme in school will therefore help children to:

1. find out more about religious traditions; what people believe how they worship and celebrate and how religion affects their everyday lives. The course will concentrate on a study of Christianity, including helping the children to appreciate the importance of the Bible. However, aspects of religions other than Christianity will also be studied.

2. think about what they themselves believe and value; and to ask questions such as; what is important to me in life? Is it enough to think only of myself?

3. become more sensitive to others by understanding why and how they think as they do.

4. see how they might contribute positively to society.

Parents may, if they wish, withdraw their children from Religious Education activities simply by notifying the Head Teacher. Any such child will not be placed at any disadvantage with respect to secular instruction.

Parents may request that their children be permitted to be absent in order to celebrate recognised religious events. Advance notice should be provided to the school when children will be absent. Appropriate requests will be granted and the pupil noted as an authorised absentee in the register.
7) EQUAL OPPORTUNITIES AND SOCIAL JUSTICE

In keeping with South Lanarkshire’s purpose statement of Equal Opportunities, our aims are:

1. To provide a curriculum which ensures that, as far as possible, all our pupils, regardless of sex, social circumstances or ethnic background, are offered equal opportunities.
2. To ensure that within our administrative procedures and our teaching/learning programmes, we are sensitive to the needs of minority groups.

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.

Equality and Diversity Impact Assessment

Schools in education 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 effects 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.

8) 5-14 Curriculum

All schools, however, are now developing approaches to learning based on the values, purposes and principles of ‘Curriculum for Excellence’ and the coming year will see the beginnings of a move towards a curriculum framework based on experiences in

- Expressive arts
- Languages and literacy
- Health and wellbeing
- Mathematics and numeracy
- Religious and moral education
- Sciences
- Social studies
- Technologies

Information on what your child is learning will be provided to you throughout the year. If you want to know about ‘Curriculum for Excellence’, please visit website: www.curriculumforexcellence.gov.uk

9) REPORTING TO PARENTS

Blacklaw Primary School recognises that good teamwork among parents, children and schools 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 parents’ meetings, which offer you the opportunity to discuss how your child is doing in school and you can contact the school at anytime with any matter that you wish to raise.

Our style of ‘pupil reports’ will help you to get to know more about the curriculum, which each child follows and describes what has been taught and areas where you can help.

We welcome any comments or additional information from parents to help us provide the best possible education for your child.
10) ADDITIONAL SUPPORT FOR LEARNING NEEDS

It is our aim to assist all pupils to achieve their full potential through the provision of an appropriate curriculum for the full range of pupils. We recognise the importance of motivation and encouragement in developing our pupils’ confidence in their own progress.

We aim to identify difficulties as soon as they occur. Once identified, many difficulties are solved within the classroom situation by the class teacher, under the guidance of promoted staff. Where severe or long-term difficulties occur, regular assistance will be provided on an individual basis, or in a small group situation. Children who are encountering this level of prolonged difficulty will be supported through a programme of small attainable targets using specific differentiated resources and a range of teaching methodologies.

For children for whom a record of needs is required, the school will work in close co-operation with Psychological Services and the local Health Board. In some cases, where further guidance is thought desirable, and after discussion with the parents concerned, the advice or involvement of the Specialist Services may be sought.

11) CHILD PROTECTION PROCEDURES

All staff in educational establishments in South Lanarkshire Council are required to follow the advice and guidance contained in “South Lanarkshire Child Protection Interagency Guidance and Education Procedures”.

Under the terms of this guidance, staff must report concerns relating to a child protection issue. This would include, where appropriate, sharing information with other agencies, following advice contained in ‘Lanarkshire Information Sharing Protocol Obtaining Consent Good Practice Guide’ 2005.

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

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

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

12) TRANSFER FROM PRIMARY TO SECONDARY SCHOOL

Pupils normally transfer from primary to secondary school between the ages of 11½ or 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.

Further information on primary/secondary liaison transition arrangements made prior to your child attending secondary school will also be provided.

Normally children attend the school in their local catchment area. However, there are times when parents wish their children to go to other schools. If you want your child to go to another school then you may make what is known as a ‘placing request’. If you live in South Lanarkshire and decide to submit a ‘placing request’, we are unable to reserve a place in your local school until we have made a decision on the ‘placing request’. Please note if your ‘placing request’ application is unsuccessful and all places at your local school are filled you will be offered a place at the next nearest appropriate South Lanarkshire School.

If an application for a ‘placing request’ is made 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. If you require further information, please contact Education Support Services on 01698 454102.

13) Information for parents - home school links

The importance of the active support of parents in their child's education is recognised and our desire is to strengthen links between home and school wherever possible. To this end, parents are welcome to contact the Head Teacher to discuss any matter concerning a child's progress or welfare in the school.

Each session, parents are invited to visit the school to discuss their child's progress with the class teacher through individual interviews. Dates and arrangements for parents' evenings are notified to parents by letter at least two weeks ahead and are also published in the Newsletter.

An extensive Newsletter is issued on the first school day of each month, informing parents of forthcoming events etc.

Parents are also invited to come into the school as Parent Helpers. The school values this support with parents offering practical help to the teachers in computing, art and craft, practical activities and the development of the school garden.

(i) PROMOTING POSITIVE BEHAVIOUR

It is the responsibility of senior staff within the school to ensure that staff, 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 of bullying occur. Parents have a significant role to play in working with the school so that teachers, parents and pupils know what is expected of them in trying to change the behaviour and attitudes that contribute to bullying behaviour.

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

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

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

In addition Blacklaw Primary has placed a strong emphasis on anti-bullying measures with all children required to practise our “Golden Rules”. Our Principal Teacher has promoting positive behaviour within her remit which includes the operation of a pupils’ anti-bullying panel which deals with concerns raised by the pupils.

(ii) TOWARDS A SAFER SCHOOL

Blacklaw 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.

(iii) 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:-
• if you know in advance of any reason why your child is likely to be absent from school, please tell someone at the school, telephone us or let us know in writing. Please also give your child a note on his/her return to school, telling of the reason for absence;

• notify the school first thing in the morning when your child is going to be absent. Let the school know the likely date of return and keep them informed if the date changes;

• inform the school of any change to the following:-
  - home telephone number
  - mobile number
  - emergency contact details

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

Family Holidays During Term Time

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

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

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

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

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

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

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

This will help us all to ensure the continued wellbeing of your child.

ATTENDANCE / ABSENCE DATA

See appendix

SCHOOL UNIFORM

In support of many parents' wishes, South Lanarkshire Council encourages all pupils to wear a 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 in light of the need to be more security conscious in all of our schools. The wearing of a uniform helps staff and the pupils to distinguish between who belongs to the school and those who may be visitors. This enables staff to approach and identify visitors more readily and helps in trying to offer a safer environment for pupils and teachers alike.

Equality of opportunity is an important aspect of the life of the school and any proposals on the wearing of a uniform will be the subject of consultation with parents, pupils and staff.

There are forms of dress, which are unacceptable in all schools such as:

◊ the wearing of football colours
◊ clothing with slogans that may cause offence (anti-religious, symbolism or political slogans)
◊ clothing which advertises alcohol, tobacco or drugs
◊ clothing which can be deemed unsuitable in terms of Health & Safety grounds such as shell suits, combat style clothing, 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.

The Council provides support to parents in receipt of Income Support, Working Families Tax Credit, Housing Benefit or Council Tax Rebate by providing financial assistance towards the purchase of school uniform/clothing.

Application forms for clothing grants are available from Q and A Offices, Audit and Development 01698 453504/453505/453213, the school or Education Resources, Almada Street, Hamilton, Telephone 01698 454545 and the website southlanarkshire.gov.uk
14) Insurance for schools – pupils’ personal effects

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

(i) Theft/loss of personal effects

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

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

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

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

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

(ii) Damage to clothing

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

15) TRANSPORT

(i) GENERAL

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 local school. This policy is more generous than the law requires. This means that the provision of transport could be reviewed at any time. Parents who consider they are eligible should obtain an application form from the school or Education Resources, Hamilton, telephone 01698 454102. These forms should be completed and returned before the end of March for those pupils beginning 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. The Executive Director (Education Resources) has discretion in special circumstances to grant permission for pupils to travel in transport provided by the authority where spare places are available and no additional costs are incurred. For more information on school transport contact Education Resources telephone 01698 454102.

(ii) PICK-UP POINTS

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

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

Parents are asked to note that South Lanarkshire Council does not provide transport for those pupils who attend school via a placing request. Where there is a request to place a child under school age in a school within the local catchment area they may receive transport in line with the council’s transport policy.
MEALS

Meals are provided in school on a cashless basis. A choice of 2 meals or sandwich snack is available daily at the current cost of £1.20. Special diets are available. Children can add to their cards at any time. Children entitled to a free meal card are automatically updated on a daily basis.

Children of parents who receive Income Support are entitled to a free lunchtime meal for their child. Parents of children who are entitled to this benefit are encouraged to take up this opportunity of having a meal provided for their child whilst they are at school.

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

Information and application forms for free school meals may be obtained from the school, Q and A Offices, Audit and Development 01698 453504/453505/453213 or by contacting Education Resources, Council Offices, Almada Street, Hamilton, Tel 01698 454545 or the South Lanarkshire Council website: www.southlanarkshire.gov.uk

We would wish to draw to your attention that milk is available for pupils in the school dining hall as part of the meal provision. This product is available to nursery and primary school pupils at a much reduced price as a result of the subsidies given by the European Commission to promote this nutritious product in our schools.

Medical and health care

Routine medical examinations of primary school pupils are carried out in school by the School Medical Officer in the first year of school and at around the Primary 7 stage. Parents are invited to be present on these occasions. Screening tests for eyesight and hearing are also carried out at regular intervals by the Medical Officer.

Dental inspections are also carried out on a routine basis and parents are offered any necessary treatment for their children, although they may choose to attend the family dentist.

When a child takes ill, or has an accident in school, attention is provided by the school support staff, under guidance of the Head Teacher or deputy. Parents will be contacted where this is considered necessary. If it is judged that medical attention is required and parents cannot be contacted, the child will be transported to the family doctor, Health Centre or Hospital Casualty department.

Children for whom medical or dental appointments have been made during normal school hours should be collected from school by a parent or responsible adult. Parents are asked to provide a reliable name and telephone number for emergency contact and to keep us informed of any change in this information.

Parents should inform the school of any particular medical requirements on enrolment, or as they occur.

Information on emergencies

We make every effort to ensure the school is open, but on some occasions circumstances arise which can affect the school. Schools may be affected by, for example, severe weather, power failures or difficulties of fuel supply, in such cases we shall do all we can to let you know if this happens. We shall keep you in touch by using letters, notices in local shops and community centres, announcements in local churches and 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, Operation Service Communications & Information Section, Almada Street, Hamilton. (Tel 01698 454545)
South Lanarkshire Council recognises the importance of parents as partners in the education of their child.

Parents, carers and family members are by far the most important influences on children’s lives. After all, between the ages of 5 and 16 children spend only 15% of their time in school! Research shows that when parents are involved in their child’s learning, children do better at school and throughout life. Parental representation is about helping parents and schools work together as partners in children’s learning.

### A new approach to involvement

The Scottish Parliament has passed a new law called the Scottish Schools (Parental Involvement) Act 2006 to encourage and support more parents to become involved in supporting their child’s learning.

The main aims of the Parental Involvement Act (the new law) are to:

- **Learning at Home**
  > Help parents become more involved with their child’s education and learning

- **Home/School Partnership**
  > Welcome parents as active participants in the life of the school

- **Parental Representation**
  > Provide easier ways for parents to express their views and wishes

To help achieve these aims, all parents will automatically be members of the Parent Forum at their child’s school and will be entitled to have a say in what happens at the school. Parents can also decide to form a Parent Council to represent them.

### Parent Council

The school and the local authority are obliged to listen to what the Parent Council says and to respond to the issues raised. Parent Councils decide such things as:

- how their Parent Council will be set up
- what it should be called (Parent Council or other name)
- what size it should be – e.g. in a very small primary school, all parents could be involved
- who should be a member of the Parent Council
- how they should be appointed
- when the most convenient time is to hold meetings
- what will be discussed at meetings – these might be topics such as school uniform, parking near the school, the school’s anti-bullying policy, etc. However, it should be noted that a Parent Council cannot discuss issues attributed to individual pupils.

### a) Parental involvement - what does it mean?

As a member you can expect to:

- get information about what your child is learning
- get information about events and activities at the school
- get advice/help on how you can support your child’s learning
- be told about opportunities to be involved in the school
- have a say in selecting a parent council to work on behalf of all parents at your school
b) Schools and establishments should be the first point of contact for parents who wish to discuss issues about their child. Our aim is to resolve issues at a local level. Education Resources has established a “Working with Parents Team” to promote liaison among schools, members of Parent Council, parents/carers and Education Resources. Members of the team are available to provide advice and support to Parent Councils, parents/carers and headteachers 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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Area of Responsibility of Team</th>
<th>Contact No</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Edgar</td>
<td>Bullying and related issues, care and welfare issues, other Parent Council matters</td>
<td>01698 454666 <a href="mailto:john.edgar@southlanarkshire.gov.uk">john.edgar@southlanarkshire.gov.uk</a></td>
</tr>
<tr>
<td>Des Dickson</td>
<td>Parent Council: procedural and administrative issues (only)</td>
<td>01698 454495 <a href="mailto:des.dickson@southlanarkshire.gov.uk">des.dickson@southlanarkshire.gov.uk</a></td>
</tr>
<tr>
<td>Jessie McPherson</td>
<td>Class Organisation and all staffing related issues</td>
<td>01698 455632 <a href="mailto:jessie.mcPherson@southlanarkshire.gov.uk">jessie.mcPherson@southlanarkshire.gov.uk</a></td>
</tr>
</tbody>
</table>

Parental enquiries and concerns relating to school transport, placing requests, property, Inclusive Education and Early Years should be directed to the appropriate service manager:

- David Hinshelwood School transport (mainstream), placing requests and property issues 01698 454408 david.hinshelwood@southlanarkshire.gov.uk
- Trevor Baxter Inclusive Education Manager 01698 454445 trevor.baxter@southlanarkshire.gov.uk
- Morag McDonald Early Years Manager 01698 454474 morag.mcdonald@southlanarkshire.gov.uk
PARENT-TEACHER ASSOCIATION OR PARENTS' ASSOCIATION

There is a Parent/Teacher Association in Blacklaw, and all parents are most welcome to participate in its activities. The Association arranges events for both children and parents and is involved in fund-raising events for the benefit of the children.

Over the past few years, the PTA has arranged discos for the children (and parents!), Christmas Fayres, Family Fun Days and sponsor events.

These events raise much-needed funds for the school. The PTA have recently purchased Year Books and ties for Primary 7s, audio equipment, furniture/structured play equipment.

Over the past year the PTA have joined with the school to purchase an interactive board and O.H.P to link with the computer and a colour laser printer for out recently completed computer suite. These were huge financial investments with great benefit to all our pupils.

Parents are notified of all PTA activities by letter.

The PTA also organises the sale of school sweatshirts, joggers, T-shirts and polo shirts.

Present office bearers in the PTA are:

- Chairperson: Julie Elliot
- Vice Chairperson: Ainsley Higgins
- Treasurer: Janet McDonald
- Vice Treasurer: Audrey Addies
- School Uniforms - Linsay Bell
THE SCHOOL YEAR

<table>
<thead>
<tr>
<th>Event</th>
<th>Action</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teachers return</td>
<td>Thursday 13 August 2009</td>
<td>9.00 am</td>
<td></td>
</tr>
<tr>
<td>Pupils return</td>
<td>Monday 17 August 2009</td>
<td>9.00 am</td>
<td></td>
</tr>
<tr>
<td>September Weekend</td>
<td>School closes</td>
<td>Thursday 24 September 2009</td>
<td>3.00 pm</td>
</tr>
<tr>
<td></td>
<td>Re-open</td>
<td>Tuesday 29 September 2009</td>
<td>9.00 am</td>
</tr>
<tr>
<td>October Break</td>
<td>School closes</td>
<td>Friday 9 October 2009</td>
<td>3.00 pm</td>
</tr>
<tr>
<td></td>
<td>Re-open</td>
<td>Monday 19 October 2009</td>
<td>9.00 am</td>
</tr>
<tr>
<td>Christmas/New Year</td>
<td>School closes</td>
<td>Tuesday 22 December 2009</td>
<td>2.30 pm</td>
</tr>
<tr>
<td></td>
<td>Re-open</td>
<td>Tuesday 5 January 2010</td>
<td>9.00 am</td>
</tr>
<tr>
<td>Local Holiday</td>
<td>School closes</td>
<td>Friday 12 February 2010</td>
<td>3.00 pm</td>
</tr>
<tr>
<td></td>
<td>Re-open</td>
<td>Wednesday 17 February 2010</td>
<td>9.00 am</td>
</tr>
<tr>
<td>Easter</td>
<td>School closes</td>
<td>Thursday 1 April 2010</td>
<td>3.00 pm</td>
</tr>
<tr>
<td></td>
<td>Re-open</td>
<td>Monday 19 April 2010</td>
<td>9.00 am</td>
</tr>
<tr>
<td>May Day</td>
<td>School closes</td>
<td>Friday 30 April 2010</td>
<td>3.00 pm</td>
</tr>
<tr>
<td></td>
<td>Re-open</td>
<td>Tuesday 4 May 2010</td>
<td>9.00 am</td>
</tr>
<tr>
<td>Local Holiday</td>
<td>School closes</td>
<td>Thursday 27 May 2010</td>
<td>3.00 pm</td>
</tr>
<tr>
<td></td>
<td>Re-open</td>
<td>Tuesday 1 June 2010</td>
<td>9.00 am</td>
</tr>
<tr>
<td>Summer</td>
<td>School closes</td>
<td>Friday 25 June 2010</td>
<td>1.00 pm</td>
</tr>
</tbody>
</table>

EXTRA-CURRICULAR ACTIVITIES

At Blacklaw Primary we are fortunate to have a wide range of extra-curricular activities. The following activities are usually available to interested pupils:

- Badminton ………………………… Mrs Lusk
- Football ………………………..
- Netball …………………………… Ms Galbraith (Parent)
- Athletics and Cross-country Mrs Campbell
- Swimming ………………………… Rutherglen Baths
- Scripture Union ……………… Mr Paul Cathcart
- Choir …………………………… Mrs Melvin/Mrs Franchetti
- Girls’ Football……………… Mrs Jones
- Junior Joggers Mrs Curbelo Valdivia/Mrs Caffrey
- P2 Gymnastics Mrs Melvin/Mrs Jamieson

PARENTS’ INFORMATION

- Budgeted School Running Costs
- Attendance & Absence information by stage
- 5-14 Attainment Performance

See Appendices

TRANSFERRING EDUCATIONAL DATA ABOUT PUPILS

Education authorities and the Scottish Government have collected data about pupils on paper forms for many years. We are now working together 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.
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 SQA 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 that influence pupil attainment and achievement,
- share good practice,
- target resources better.

Data policy

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 within 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 (www.scotxed.net).

The 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 and statistical analysis. In addition, we will provide our partners with information they need in order to fulfil 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 outwith Scottish Government.

Concerns

If you have any concerns about the ScotXed data collections you can e-mail the Senior Statistician, Peter Whitehouse, at Peter.Whitehouse@scotland.gsi.gov.uk or write to, The ScotXed Support Office, 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?

24) **ADDRESSES**

(i) Larry Forde, Executive Director, (Education Resources), Council Offices, Almada Street, Hamilton ML3 0AA.

(ii) Education Resources Helpline Tel: (01698) 454545

(iii) a) Head of Education (Area) Anne Rooney, Education Resources
b) Education Manager Lorraine Bell, Education Resources
c) To contact the education authority - education@southlanarkshire.gov.uk

(iv) Local Councillor - Mrs Anne Maggs, Alice Marie Mitchell, Sheena Wardhaugh, Christopher Thompson

25) **DATA PROTECTION ACT 1998**

i) **DATA PROTECTION ACT 1998**

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

**INFORMATION FOR PARENTS**

<table>
<thead>
<tr>
<th>Event</th>
<th>Status</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Holiday</td>
<td>Closed</td>
<td>Mon 16 &amp; Tues 17 February 2009</td>
</tr>
<tr>
<td>In service</td>
<td>Closed</td>
<td>Wednesday 18 February 2009</td>
</tr>
<tr>
<td>Easter</td>
<td>Close</td>
<td>Friday 3 April 2009</td>
</tr>
<tr>
<td>Re-open</td>
<td></td>
<td>Thursday 19 February 2009</td>
</tr>
<tr>
<td>In Service</td>
<td>Closed</td>
<td>Friday 1 May 2009</td>
</tr>
<tr>
<td>Re-open</td>
<td>Monday 20 April 2009</td>
<td></td>
</tr>
<tr>
<td>Local Holiday</td>
<td>Closed</td>
<td>Monday 4 May 2009</td>
</tr>
<tr>
<td>Re-open</td>
<td>Tuesday 5 May 2009</td>
<td></td>
</tr>
<tr>
<td>Local Holiday</td>
<td>Closed</td>
<td>Thursday 21 May 2009</td>
</tr>
<tr>
<td>Re-open</td>
<td>Tuesday 26 May 2009</td>
<td></td>
</tr>
<tr>
<td>Summer Break</td>
<td>Close</td>
<td>Friday 26 June 2009</td>
</tr>
<tr>
<td>In service</td>
<td>Closed</td>
<td>Thursday 13 August 2009</td>
</tr>
<tr>
<td>In service</td>
<td>Closed</td>
<td>Friday 14 August 2009</td>
</tr>
<tr>
<td>Re-open</td>
<td>Monday 17 August 2009</td>
<td></td>
</tr>
</tbody>
</table>

Notes

♦ Good Friday falls on Friday, 2 April 2010

♦ Lanark schools will close 10 and 11 June 2010

♦ Schools will close at 2.30pm on the last day of terms 1 and 2 (Tuesday, 22 December 2009 and Thursday, 1 April 2010)

♦ Schools will close at 1pm on the last day of term 3 (Friday, 25 June 2010)
### INFORMATION FOR PARENTS

#### 5-14 Attainment

<table>
<thead>
<tr>
<th>Subject</th>
<th>School</th>
<th>Education Authority</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>91.75</td>
<td>84.9</td>
<td></td>
</tr>
<tr>
<td>Writing</td>
<td>82.5</td>
<td>76.8</td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td>90.5</td>
<td>86.6</td>
<td></td>
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</table>

#### Minimising Overall Absence

<table>
<thead>
<tr>
<th>Absence</th>
<th>School</th>
<th>Education Authority</th>
<th>National</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absence</td>
<td>12.4</td>
<td>16.9</td>
<td>18.0</td>
</tr>
<tr>
<td>Average number of half days absence per pupil</td>
<td>15.5</td>
<td>18.4</td>
<td>18.6</td>
</tr>
</tbody>
</table>

#### School Budgeted Running Costs for Financial Year 2008/09

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Roll at September 2007</td>
<td>251</td>
</tr>
<tr>
<td>Total School Running Costs at April 2008 (£)</td>
<td>771,760</td>
</tr>
<tr>
<td>Cost per Pupil (£)</td>
<td>3,075</td>
</tr>
</tbody>
</table>

#### Education Budgeted Running Costs for Financial Year 2008/09

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Roll at September 2007</td>
<td>23,915</td>
</tr>
<tr>
<td>Total School Running Costs at April 2008 (£)</td>
<td>85,278,440</td>
</tr>
<tr>
<td>Cost per Pupil (£)</td>
<td>3,566</td>
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</table>

#### National Budgeted Running Costs for Financial Year 2008/09

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Roll at September 2007</td>
<td>372,265</td>
</tr>
<tr>
<td>Total School Running Costs at April 2008 (£)</td>
<td>1,352,956,701</td>
</tr>
<tr>
<td>Cost per Pupil (£)</td>
<td>3,634</td>
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#### Attendance and Absence for School Year 2007/08

<table>
<thead>
<tr>
<th>Stage</th>
<th>P1</th>
<th>P2</th>
<th>P3</th>
<th>P4</th>
<th>P5</th>
<th>P6</th>
<th>P7</th>
<th>P1-7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Number of Possible Attendances (Pupil Half Days)</td>
<td>12342</td>
<td>12716</td>
<td>12428</td>
<td>13464</td>
<td>11742</td>
<td>16082</td>
<td>15474</td>
<td>94248</td>
</tr>
<tr>
<td>Percentage Authorised Absences</td>
<td>3.05</td>
<td>3.50</td>
<td>3.11</td>
<td>2.27</td>
<td>4.52</td>
<td>2.78</td>
<td>4.18</td>
<td>3.33</td>
</tr>
<tr>
<td>Percentage Unauthorised Absences</td>
<td>0.42</td>
<td>1.01</td>
<td>1.20</td>
<td>0.62</td>
<td>0.78</td>
<td>0.50</td>
<td>0.83</td>
<td>0.76</td>
</tr>
</tbody>
</table>

### DISCLAIMER

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.