



Education Resources

St Hilary's School Handbook

2012 - 13



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1) Introduction by the headteacher

Welcome to St Hilary's School and Nursery Class

St Hilary's have recently celebrated their 40th Anniversary serving the parishes of St Leonard's and St Bride's within the St Leonard's district of East Kilbride. Pictured below are the clergy of both parishes with Bishop Joseph Devine as they joined head teachers old and new, George Kavanagh, Catherine Pierce, Frances Waddell and the present HT Patricia Stewart to celebrate the many happy years of success and service with the community.



Our School Patron:

St. Hilary was born in Poitiers, France.

He was chosen as a Bishop in the year 353. He recommended that we begin each day by offering all our actions to God and to have the simplicity of little children.

St Hilary was a great guardian of the truth and as a result suffered exile and died in the Year 369

We have a school prayer written by Catriona Kerr P7 in spring 2010.

God Our Father

Please keep us safe today from all harm and look after our families and friends.

Jesus Christ, Son of the Father, help us on our journey through life and teach us about God.

Holy Spirit be with us through the hard times in life if we falter, give us the strength to carry on, and teach us right from wrong.

Mary Our Mother you were chosen to guide Jesus, Please guide us as you guided your loving son.

St Hilary, patron of our school, look after the

Priests of our Parish our teachers and staff

So that those we meet may know Hope and Peace.

In the name of Jesus Christ Amen

Charter for Catholic Schools

The mission of the Catholic school is to develop as a community of faith and learning, providing the highest quality of education, and offering formation through the promotion of Gospel values, through celebration and worship, and through service to the common good.

All Catholic schools in Scotland, in honouring Jesus Christ as the Way, the Truth and the Life, feature the following Characteristics:

- a commitment to the integrated education and formation of the whole person, in close partnership with parents as the first educators of their children;
- an inclusive ethos which aims to honour the life, dignity and voice of each person, made in the image of God;
- a commitment to the search for wisdom in life and to the pursuit of excellence, through the development of each person's unique God-given talents;
- a commitment to the spiritual formation of the school community, through the shared experience of prayer and liturgy, and in partnership with local parishes;
- the provision of religious education programmes which will enable young people to develop their understanding of Gospel values and of how to apply them to life;
- a commitment to uphold the moral teaching, faith tradition and sacramental life of the Catholic Church;
- a commitment to communicate Catholic social teaching and thereby to promote social justice and opportunity for all;
- a commitment to ecumenical action and the unity of Christians;
- the promotion of respect for different beliefs and cultures and for inter-faith dialogue;
- a commitment to support the continuing professional and spiritual development of staff.

All staff appointed to a Catholic school are expected to support and promote the aims, missions, values and ethos of the school, as illustrated in this Charter.

We also have a **school** charter which seeks to develop a community of faith and learning, inspired by the teachings of Christ. (see Appendix 1)

St Hilary's Primary School: Aims

Curriculum

To develop a broad balanced curriculum showing differentiation progress and cohesion in line with national and local guidelines. This will enable our children to achieve their full potential, allowing the children to develop transferable skills whilst experiencing success and satisfaction.

Attainment

To raise attainment in all curricular areas whilst monitoring and evaluating progress and learning experiences to ensure outcomes are achieved suitable to the age, aptitude and ability of each child.

Learning and Teaching

Through a variety of teaching styles and school experiences, that learning can take place suitable to the age, aptitude and ability of each child, taking into account the national guidelines on assessment, recording and reporting to parents.

Support for Pupils

In order that all children have the opportunity to achieve their maximum potential, we will strive to provide, where required, access to support from external agencies to ensure equal opportunity for all pupils.

Ethos

To create a school community which will encourage a spirit of co-operation amongst staff, pupils, parents and all those associated with the school, so that everyone can contribute and feel valued.

Resources

To provide a wide variety of appropriate resources for staff and pupils which are well organized, accessible and well maintained.

Management and Quality Assurance

To ensure the quality of education within St. Hilary's Primary school provides the best value for all within the establishment. This will be achieved through Improvement Planning, consultation with stakeholders, self-evaluation using performance indicators, effective planning of resources and a caring and effective leadership.

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.

2)**About our school****School Information**

School Name	St. Hilary's Primary School & Nursery Class	
Address	High Common Road St. Leonard's East Kilbride. G74 2AX	
Telephone No.	01355 232066	Fax No. 01355 579946
Present Roll	192	E-mail office@st-hilarys-pri.s-lanark.sch.uk
Nursery Roll	60	

Capacity of the School

- 8 Classrooms
- G.P. Area
- Library
- I.C.T. Suite
- Dining room / Out of School area
- Gymnasium
- Nursery
- Jack & Jill Pre-five group

Parents should note the working capacity of the school might vary, depending upon the number of pupils at each stage and the way in which these classes are organized.

Denominational Status	Roman Catholic	Co-Educational
Stages Covered	Nursery: 3 – 5 year olds Primary :1 – 7	

After School Activities

Choir	Monday	3pm – 4pm
Guitar	Monday	3pm _ 4pm
Netball Practice	Thursday	3pm – 4pm
Athletics	Wednesday	3pm – 4pm
Football Training	Thursday	3pm – 4pm

Staffing

Head Teacher	Mrs. Patricia Stewart
Acting Deputy Head Teacher	Mrs. Eleanor Smith

Total Number of teaching Staff **12**

Staff and Stages

Mrs. Herd	Primary 7
Mr. Blair	Primary 6 (Acting Principal Teacher)
Miss McGuinness	Primary 5/6
Mrs Darragh	Primary 4/5
Miss Thomson	Primary 3/4
Mrs Rooney	Primary 2/3
Miss Rossi	Primary 1/ 2
Mrs McFadzean	Primary 1
Mrs Magee	CCC teacher
Ms Lauren Benson	Nursery Teacher
Mrs. J. Dykes	Learning Support Specialist
Mr. M. Philip	Music Tuition (Clarinet)

Mrs. H. Wallace	Support Staff - Clerical (Team Leader)
Mrs. F. Wallace	Support Staff - Classroom
Mrs A. Nichol	Support Staff - Clerical
Mrs. A. Findlay	Support Staff - A.S.N.
Miss S. Davies	Support Staff – A.S.N.
Mrs S. McGurk	Support Staff – A.S.N.
Mrs. H Marshall	Support Staff - Classroom
Mr. G. Jolly	Janitor
Mrs C. McNally	Catering Supervisor



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

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

4)	School Ethos
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St Hilary's children learn through experiences, games and activities; have a say in what they learn; work inside and outside, with a range of people, learn about jobs use technology creatively and learn with and from their peers. Our school Charter is conceived on this model (see appendix 1.) St Hilary's seeks to develop a community of faith and learning inspired by the teachings of Christ. We are committed to offering the highest standards of academic achievement in all curricular areas. We provide an ethos where the gospel message is proclaimed, community in Christ is experienced, service to others is the norm and daily thanksgiving and worship of God is cultivated. We strive to work with everyone in the School Community to build and sustain our ethos. (See appendix 2 – What the children think!)



The house system based on the Scottish Saints - Ogilvie, Sinclair, Bosco and Columbus engender a family community with shared identity, the role of House Captain helps older pupils guide their younger siblings and friends as they provide good role models to emulate.



5)

The Curriculum

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

The curriculum 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 enable Curriculum for Excellence to be fully embedded, ensuring the best possible education for all children and young people. We wish you to feel confident that your child is encouraged and supported to develop their literacy, numeracy and other skills whilst they attend our school. The curriculum areas are as follows:

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

If you want to know more about Curriculum for Excellence, please visit website www.curriculumforexcellence.gov.uk or www.parentzonescotland.gsi.gov.uk

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

Level	Stage
Early	The pre-school years and Primary 1 or later for some.
First	To the end of Primary 4, but earlier or later for some.
Second	To the end of Primary 7, but earlier or later for some.

Spiritual, social, moral and cultural values (religious observance)

It is recognized that the Education Act allows parents to withdraw their children from any instruction in Religious subject and from any Religious observance, and any such pupils will not be placed at any disadvantage with respect to secular instruction. However it is manifest from the history of denominational Education in Scotland and particularly from

the continuing guarantees given at the time of the passing of the Education (Scotland) Act 1913 that such religious tradition and ethics in Catholic schools.

During session 2011 – 2012 we introduced 'This is Our Faith' throughout the school from P1 to P7. The programme, approved by the Bishop's Conference of Scotland, incorporates the experiences and outcomes for the Curriculum for Excellence and provides structured and other opportunities to understand the teaching of Jesus.

Education for Love, our Religious & Moral Education Programme for children is implemented from P1 – P7

St. Hilary's school is in the fortunate position of being served by the priests of the two neighbouring parishes, St Bride's and St. Leonard's. Mass is celebrated in school throughout the session and the sacraments take place in alternate parishes each year.

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

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

6)	Assessment
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Assessment is an ongoing process and class teacher's monitor and track children's progress as they develop, consolidate and become secure at applying their learning and utilizing skills across all curricular areas. Teachers plan a range of activities that allow children to demonstrate their learning in different contexts. These activities are then shared with parents at Open afternoons and curricular workshops as well as reporting evenings and special events such as the Annual Glasgow Mathematics Challenge.



7)	Reporting
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Reporting will be ongoing and comprise of a range of activities which can include children presenting their learning, road shows, newsletters, and ongoing oral discussions.

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's progressing and how you can contact the school if you wish further information. The school will offer you an appointment time so that you can visit in person to discuss your child's education.

Our 'pupil reports' will help you to get to know more about the curriculum which each child follows and will describe their strengths, achievements and areas for development so you know what encouragement and support you can give.

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

8)	Transitions
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Pupils normally transfer from primary to secondary school between the ages of 11½ and 12½, so that they will have the opportunity to complete at least 4 years of secondary education. Arrangements are made by the school to transfer children to the associated secondary school as determined by their home address. Parents of P7 children will be informed of the transfer arrangements made for their child to attend secondary school.

We will also provide you with information at this time and on events designed to let P7 children visit the secondary school, meet up with other P7 children from other schools so that the transition period is as smooth as possible.

Normally children attend the school in their 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 local school until the Council have made a decision on the 'placing request'. Please note if your 'placing request' application is unsuccessful and all places at your catchment school are filled you will be offered a place at the next nearest appropriate South Lanarkshire School. Please note that if an application for a 'placing request' is successful then school transport is not provided.

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

9)	Support for Pupils
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Getting it right for every child, (GIRFEC)

Getting it right for every child, (GIRFEC) is a national policy and programme which is implemented in Lanarkshire. The Scottish Government introduced GIRFEC as a long term

programme; it is relevant to each and every child in Scotland, and reaches across children's and adults' services in the public and voluntary sectors to ensure there is firm commitment and drive towards achieving better futures for all of our children and young people.

GIRFEC promotes key values in working with children and their families across all agencies and is based on core components which will help bring these values about.

The programme calls for all workers in health centres and hospitals, nurseries, schools and leisure centres, family centres, social work services and housing offices, and in the community to work together towards changes in culture, systems and practice that will help all children and young people to grow, develop and reach their full potential.

Support for All (Additional Support Needs)

Often when children experience difficulties the problems can be overcome by our experienced staff. In the case of a child with specific learning / behavioural difficulties, we may refer him / her to the psychological service, after receiving permission from the parents concerned.

Obviously individual difficulties are diagnosed at as early a stage as possible. Every method of resolving the pupil's difficulty is attempted by encouragement and reassurance. Children may receive tuition in a small group within the classroom, from another teacher or out with the classroom or receive individual instruction from the class teacher.

Mrs Jackie Dykes from the East Kilbirde Learning Support Unit comes to St.Hilary's two half days per week

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

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

10)	School Improvement
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St Hilary's School Performance during 2012 re: Improvement Plan

See Appendix 3

Copies of Session 2012-13 performance will be available for consultation during the spring term via the Parent Council meetings.

11)	School policies and practical information
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Free School Meals

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

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

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

Healthy eating is something that the school supports and a range of meals are available at lunchtimes. The current cost for a school lunch is £1.20.

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

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

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

School uniform

We ask all parents/carers to support the school by encouraging your child(ren) to adhere to the agreed dress code and the wearing of our school uniform. The wearing of a school uniform helps promote the identity of the school in the local community and helps create an ethos of sharing and pride in the school.

In addition, the wearing of a uniform helps towards increasing the protection of all pupils. The wearing of a uniform helps staff and the pupils to distinguish between who belongs to the school and those who may be visitors. This enables staff to approach and identify visitors more readily and helps in trying to offer a safer environment for pupils and teachers alike.

Equality of opportunity is an important aspect of the life of the school. Any proposals on the dress code and on what constitutes the school uniform will be the subject of discussion with the Parent Council and where appropriate consultation with parents, pupils and staff.

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

- the wearing of football colours
- clothing with slogans that may cause offence (anti-religious, symbolism or political slogans)
- clothing which advertises alcohol, tobacco or drugs
- clothing which can be deemed unsuitable in terms of health and safety grounds such as shell suits, combat style clothing, dangling earrings, loose fitting clothes particularly in practical classes
- articles of clothing that could be deemed to inflict damage on other pupils or be used by others to do so
- footwear that may damage flooring.

Support for parent/carers

Clothing grant

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

Application forms for clothing grant are available from the Council's website: www.southlanarkshire.gov.uk or from Q&A Offices, Audit and Development 01698 453504/453505/453213, the school or Education Resources, Almada Street, Hamilton, telephone 01698 454545.

School Uniform supplier of items with school crest is [logoxpres](http://www.logoxpres.co.uk) Schoolwear 01786 447454. Order forms available from school.

School hours/holiday dates

Monday – Friday

8.55am. – 10.25am.

10.25am. – 10.40am. Interval

10.40am. – 12.10pm.

12.10pm. – 1.00pm. Lunch

1.00pm. – 3.00pm.

See Appendix 4:1 showing school holiday dates for session 2013-14

Enrolment – how to register your child for school

Parents offered or seeking a place in the school for their children are welcome to visit or telephone the Head Teacher at St. Hilary's

Children whose birthday falls between the 1st March in the year of entry and the last day of February in the following year are included in the August admissions.

Notices appear in the local press in January, giving the date of enrolment for pupils who are due to start school the following August.

The enrolment dates and times for St Hilary's during the week beginning 14th January 2013 are as follows:

Monday 14th (9am until 10 am and 2 pm until 3.30)

Wednesday 16th (9am until 10 am and 2 pm until 3.30)

Thursday 17th (2 pm until 3.30)

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, telephone 01698 454102. Completed forms should be returned as soon as possible to Education Resources, Almada Street, Hamilton ML3 0AE.

Pre-school Workshops

After enrolment parents and children will be invited to come to a series of Pre-school Workshops, for both parents and children. This will provide an opportunity for the children to meet their future classmates and the Staff of the Infant Department. It will also enable the children to become familiar with their new school environment. These visits are an excellent aid in supporting the transition from home to school.

Once your child has started school there are opportunities to strengthen our Home and School Links by becoming involved as a Parent Helper. Here in St. Hilary's we welcome parental involvement in the school and value the contribution made by our willing helpers.

Transport

- (i) In St Hilary's we endorse the West of Scotland Road Safety 'Park and Stride' initiative as the area around the school experiences a high volume of traffic at school entry and exit times. We also request that parents and carers are considerate of others and use the drop of zone responsibly.
School transport

South Lanarkshire Council has a policy of providing school transport to primary pupils who live more than one mile by the recognised shortest walking route from their catchment school. This policy is more generous than the law requires. This means that the provision of transport could be reviewed at any time. Parents who consider they are eligible should obtain an application form from the school or Education Resources, Hamilton, telephone 01698 454102 or web www.southlanarkshire.gov.uk. These forms should be completed and returned before the end of March for those pupils starting the school in August to enable the appropriate arrangements to be made. Applications may be submitted at any time throughout the year and will be considered by Education Resources.

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

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

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

Any information on transport appropriate to the school should be mentioned.

Insurance for schools – pupils' personal effects

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

(i) Theft/loss of personal effects

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

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

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

The same principle applies to musical instruments and other equipment used for activities within the school, which belong to the pupil, but are brought into the school.

Parents should be aware that if such equipment is left in school, it is done at the pupil/parents' own risk.

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

(ii) Damage to clothing

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

Family holidays during term time

Every effort should be 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 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.

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.

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

Promoting positive behaviour

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

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

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

In addition, a guideline (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.

Child Protection

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”.

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 the head of the educational establishment which your child attends.

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

Information on emergencies

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

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

If for any reason, you are unsure if the school is open, please contact the school or Education Resources, Operations Service, Almada Street, Hamilton. (Telephone 01698 454545) or email us at: education@southlanarkshire.gov.uk or visit the website www.southlanarkshire.gov.uk

Your commitments

We ask that you:

- support and encourage your child's learning
- respect and adhere to the schools policies and guidance
- let the school know if you change your mobile/telephone number and/or address
- enjoy and take part in school activities
- accept your responsibility to respect staff who work in the school and for the school to be proactive in taking forward it's commitment to care for and educate your child.

Data Protection Act 1998

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



St Hilary's Primary & Nursery School Charter



In 21st century learning the teacher is no longer the main gatekeeper of knowledge – parents, the internet and young people's experiences beyond the school are also hugely influential. That makes school all the more precious and the role of the teacher as coach is key. Dialogue among pupils and teachers is an essential part of successful learning.

Professor Sir Tim Brighouse

RIGHTS

- Go to school to learn
- To feel safe
- To develop our talents and skills
- To be treated fairly
- To be active and healthy
- To share our opinions and ideas
- To play with others and build friendships
- To be challenged to be all “we can be”
- To explore and respect the natural environment



RESPONSIBILITIES

- To do our best
- To work and play in a non threatening environment
- To use our skills and talents well
- To treat others with respect, kindness and fairness
- To make healthy choices
- To listen to and respect other’s opinions and ideas

- To include everyone and think of other's feelings
 - To accept new challenges



- To enjoy and look after our world

THE SCHOOL COMMUNITY WILL:

- Make learning interesting and motivating
 - Create a safe environment
- Recognise and nurture skills and talents
- Ensure everyone is treated with respect and fairness
 - Promote health and well being



- Foster an environment of mutual respect
- Provide opportunities for play, fun and developing friendships
- Provide experiences and activities to develop a “have a go” attitude
- Provide opportunities to appreciate and sustain the natural world

CFE encourages the "Pupil Voice" where children learn through experiences, games and activities; have a say in what they learn; work inside & outside; work with a range of people; learn about jobs; use technology creatively and learn with and from their peers. Our School Charter is conceived on this model.



Building and Sustaining a Shared Ethos.

St Hilary's seeks to develop a community of faith and learning inspired by the teachings of Christ. We are committed to offering the highest standards of academic achievement in all curricular areas. We provide an ethos where the gospel message is proclaimed, community in Christ is experienced, service to others is the norm and daily thanksgiving and worship of God is cultivated. We strive to work with everyone in the School Community to build and sustain our ethos.

Who is the School Community?



Pupils

Teaching , Nursery , Support ,Office Staff

Parents/Carers

Families

Priests

Educational Psychologists

School Nurse

Active Health Co-ordinator

NHS Therapists

Dental Hygienist

Community police

Fire Brigade

Ambulance Service

Neighbourhood

Businesses

What the Children think.....!

Appendix: 2

It is safe and you can learn a lot of new things. If you want to be good at Maths then you find Mr Blair. If you like gardening projects then you can learn with Mrs Magee. Anon P6
Anon. P6

I like having good relationships with people in our house and class. Josh P7



It feels more like a family rather than a school.
Jennifer P7

Elephant Angel production with Scottish Opera at the Village Theatre Oct 2012

It is a great place to be and has great pupils and teachers.
Euan P6

There are loads of great opportunities and things to get involved in. Everyone in the school is very welcoming.
Catherine P7

St Hilary's School Performance during 2012 re: Improvement Plan

Achievement & Attainment

Improvement Priority 1 – A raised awareness in parents and pupils of the responsibility of learning being with the learner. Guided and informed by the materials and techniques used in school to engage the pupils in their learning, from Nursery to Primary 7, shown at the November Readers workshop, hosted by children and teachers parents and grandparents. The focus was on the learner and the learning and there were demonstrations of how we can provide challenges in the tasks we set. The progression between stages was apparent and transferable skills were highlighted by the pupils as they engaged their audience viewing. P6/7 reciprocal reading techniques, learning logs p.7, active learning P.2/3 via video links as well as in literacy circle in discussion P4/5.

The focus of the learner and the learning can also be felt amongst staff, who formally and informally discuss, as part of the TLC their views on the increased focus on reading. The use of technology has also increased via Glow and the introduction of MP3 players to enhance and challenge learning.

The success of the School Charter, introduced last session, can be measured by the impact it is having on pupil voice. Staff and many parents have shared with S.M.T. issues raised by children that illustrate a growing confidence in their understanding and willingness to express their concerns about relationships and learning as they utilise the rights and responsibilities of the charter to engage more in their own learning.

Monthly assemblies have developed into mini showcases of children's growing understanding of the four capacities. Exit feedback from families is extremely positive and attendance is high.

National Priority – Curriculum for Excellence

Improvement Priority 2 – Science and outdoor learning opportunities have been enhanced this session as we utilised the teachers CCC entitlement to foster a managed approach to the delivery of these subjects. Mrs Magee's timetable and remit covers Nursery to Primary 7 and she has also been co-ordinator of the Eco School Green Flag project. She has attended and contributed to the ASG science developments within St. Andrew's and St. Brides cluster and shares with other staff in the planning format and delivery created through this group.

Our language working party includes all teaching staff due to the various temporary staffing situations we find ourselves in. All teaching staff have engaged with and contribute to the cluster wide approach to the moderation of reading. Further assessment pieces have been identified and staff felt confident in their understanding of the CfE levels in this area.

Staff have implemented the new diocesan planner for TiOF into their long term and short term plans. The programme is in its infancy, however, we have attended and contributed to the in-service available and feel able to resource, discuss and develop the ideas via the diocese website.

Lead by our ICT co-ordinator learning development staff are willing to engage in GLOW meets and in some cases involve the children in suitable GLOW opportunities. Mrs Darragh has also provided guidance and instruction for the learning community support staff on GLOW and other opportunities.

The increased workload undertaken in the pursuit of our Eco Green Flag has increased our business partnership and parental involvement in eco projects.

The successful completion of the portfolio and recent submission of the file has been managed due to the commitment of SMT to the project and continued motivation provided by the outdoor learning agenda. The creation of our willow dome and tunnel and the Nursery CCTV to allow additional equipment purchased by NP fund-raising is testimony to the effects of staff, parents and learners. The opportunity of the increased learning and business partnership, in working involved in the training exercise of understanding and planting the willow dome.

Legislative Duties (inclusion, equality and charter)

Improvement Priority 3 – The creation and sharing of the single equalities statement with staff and learners. The weekly reinforcement of behaviour through the charter has raised the learners' awareness of their responsibility towards others. This is evident in the dialogue the pupils engage in forums like assembly, pupil council, eco committee and with staff in class. A recent questionnaire to parents and pupils, demonstrated in high regard for the charter and how the children respond to it.

At the monthly award assembly staff, parents and learners are made aware of the equalities agenda through music and drama. Feedback illustrates the pupils are able to deliver powerful messages in a simple manner.

The development of a sensory garden and increased awareness of the provision we must all try to make for children who cannot access the outdoors easily.

Creating a plan for improvement of our grounds during this 40th Anniversary year has provided a vehicle for discussion and heightened the awareness of many of the difficulties V.I. children experience.

GIRFEC (Getting It Right For Every Child)

Improvement Priority 4 – Having committed to the outdoor learning approach, St Hilary's children have a deeper understanding of their impact on the planet. They have engaged with and been instructed about the ECO agenda and have pledged their support and are growing in understanding of the need for such action. They have worked in partnership with V.I. personnel and Grounds for Learning Staff and have worked for a bid for funding to establish a sensory garden and to ensure the project considers the needs of all children.

Staff have worked collectively with both our behaviour support network and CAMHS team to reduce barriers to learning, engaging in and discussing TLC and attending in-service. Support Staff have engaged in courses at in-service to improve outcomes for learning in Dyslexia, Autism via IT with Glow and Easiteach.

Lifelong Learning

Improvement Priority 5 - Whole school concert and enterprise project surrounding the 40th Anniversary Celebrations linked to People in the Past projects and delivered via expressive arts programme.

Senior pupils engage with Artsnet project to develop and present their understanding to People in the Past and how to deal with pressures of today, relevant to age and stage. Nursery and P.1 pupils take part in Big Bag of Worries dramatisation and role play. Books shared by buddies to build trusty relationships with other pupils.

Nursery Teacher spent 6 months exchanging ideas during CCE with Early Year teachers which increased understanding of progression.

Self Evaluation and Leadership

Improvement Priority 6 – Throughout the session CAT nights have been led by teachers involved in Post Grad Study. Mrs McFadzean delivered a session in HWB focusing on lessons learned at her PGD PE. She also facilitated members of the TLC to visit the gym for demonstration lessons.

Appendix: 3:3

Mrs Magee has led the outdoor learning garden and developed planning formats and lessons of the garden project to inspire children, staff and parents alike.

Miss Rossi is currently studying for her masters in behaviour management and shared with staff some developing strategies in CAT sessions. She has also created individual task boards and illustrating timetables to support pupils in her own class and within the early years setting.

Mrs Darragh has supported staff to engage with GLOW and other IT developments. She has also extended her reach to support staff within the cluster, which has been very well received.

Mr Blair has continued to develop the computer linked mathematics programme in the upper stages of the school and encourages others within the TLC to identify children who would benefit from the challenge.

Mrs Jones has supported Early Years staff in the development of active learning opportunities in the early staged. She has contributed greatly to the moderation of reading at the early level evidenced at Reader's workshop and ISP meetings.



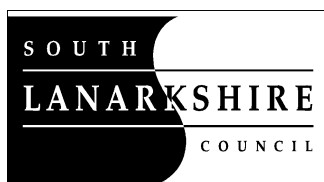
**Education Resources
Appendix 4:1**

Draft School holiday Dates Session 2013/2014

Break	Holiday dates		
First Term	Teachers return	Monday	12 August 2013
	Pupils return	Wednesday	14 August 2013
September Weekend	Close	Thursday	26 September 2013
	Re-open	Tuesday	1 October 2013
October Break	Close on	Friday	11 October 2013 (43)
	Re-open	Monday	21 October 2013
Christmas	Close on	Friday	20 December 2013 (45)
Second Term	Re-open	Monday	6 January 2014
February break	Close on	Friday	7 February 2014
	Re-open	Wednesday	12 February 2014
Spring break/Easter	Close on	Friday	4 April 2014 (63)
	Re-open	Tuesday	22 April 2014
Third Term			
Local Holiday	Closed	Monday	5 May 2014
Local Holiday	Close on Re-open on	Thursday Tuesday	22 May 2014 27 May 2014
Summer break	Close on	Wednesday	25 June 2014 (44)
Proposed in-service days	*Proposed date for teachers return (subject to consultation)	Monday	11 August 2014
		Wednesday	13 August 2014

Notes

- ◆ Good Friday falls on Friday, 18 April 2014
- ◆ Lanark schools will close 12 and 13 June 2014
- ◆ Schools will close at 2.30pm on the last day of terms 1 and 2 (Friday, 20 December 2013 and Friday, 28 March 2014)
- ◆ Schools will close at 1pm on the last day of term 3 (Wednesday 25 June 2014)
*Two in-service days proposed for Monday 11 August 2014 and Tuesday 12 August 2014



**Education Resources
Appendix 4:2**

Draft School holiday Dates Session 2014/2015

Break	Holiday dates		
First Term	Teachers return	Monday	11 August 2014
	Pupils return	Wednesday	13 August 2014
September Weekend	Close	Thursday	25 September 2014
	Re-open	Tuesday	30 September 2014
October Break	Close on	Friday	10 October 2014(43)
	Re-open	Monday	20 October 2014
Christmas	Close on	Friday	19 December 2014 (45)
Second Term	Re-open	Monday	5 January 2015
February break	Close on	Friday	6 February 2015
	Re-open	Wednesday	11 February 2015
Spring break/Easter	Close on	Thursday	2 April 2015 (63)
	Re-open	Monday	20 April 2015
Third Term			
Local Holiday	Closed	Monday	4 May 2015
Local Holiday	Close on Re-open on	Thursday Tuesday	21 May 2015 26 May 2015
Summer break	Close on	Wednesday	24 June 2015 (44)
Proposed in-service days	*Proposed date for teachers return (subject to consultation)		

Notes

- ◆ Good Friday falls on Friday, 3 April 2015
- ◆ Lanark schools will close 11 and 12 June 2015
- ◆ Schools will close at 2.30pm on the last day of terms 1 and 2 (Friday, 19 December 2014 and Thursday, 2 April 2015)
- ◆ Schools will close at 1pm on the last day of term 3 (Wednesday 24 June 2015)
*Two in-service days proposed for August 2015 to be confirmed.

You may wish to consider additional sources of school, local and national information, material and resources.

CONTACT DETAILS

Education Scotland's Communication Toolkit for engaging with parents –
<http://www.educationscotland.gov.uk/learningteachingandassessment/partnerships/engagingparents/toolkit/index.asp>

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

Choosing a School: A Guide for Parents - information on choosing a school and the placing request system – <http://www.scotland.gov.uk/Publications/2010/11/10093528/0>

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

PARENTAL INVOLVEMENT

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

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

SCHOOL ETHOS

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

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

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

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

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

CURRICULUM

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

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

ASSESSMENT AND REPORTING

Building the Curriculum 5: a framework for assessment provides guidance around the assessment framework – http://www.educationscotland.gov.uk/Images/BtC5Framework_tcm4-653230.pdf

Information about Curriculum for Excellence levels and how progress is assessed – <http://www.educationscotland.gov.uk/thecurriculum/howisprogressassessed/stages/index.asp>

TRANSITIONS

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

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

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

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

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

SUPPORT FOR PUPILS

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

Information about the universal entitlement to support that underpins Curriculum for Excellence

<http://www.educationscotland.gov.uk/supportinglearners/whatisupport/universalsupport/roleofkeyadult.asp>

Supporting Children's Learning Code of Practice (Revised edition) - provides Statutory guidance relating to the Education (Additional Support for Learning) (Scotland) Act 2004 as amended – <http://www.scotland.gov.uk/Publications/2011/04/04090720/21>

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

SCHOOL IMPROVEMENT

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

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

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

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

SCHOOL POLICIES AND PRACTICAL INFORMATION

National policies, information and guidance can be accessed through the following sites:

<http://www.scotland.gov.uk/Topics/Education>

<http://www.scotland.gov.uk/Topics/Health>

<http://www.scotland.gov.uk/Topics/People/Young-People>

Children (Scotland) Act 1995 – <http://www.legislation.gov.uk/ukpga/1995/36/contents>

Standards in Scotland's Schools (Scotland) Act 2000 – <http://www.legislation.gov.uk/asp/2000/6/contents>