Duncanrig Secondary School
School Handbook
2019
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If you need this information in another language or format, please contact us to discuss how we can best meet your needs.

Phone: 0303 123 1023   Email: education@southlanarkshire.gov.uk.
1) Introduction by the Head Teacher

It is my pleasure to present the School Handbook for Duncanrig Secondary School for session 2019 -20. I hope you will find our handbook a helpful introduction to our school, particularly if this is your first involvement with us. It has been prepared to give you an insight into what life is like in Duncanrig Secondary School and how we will support your child to achieve their potential during their time with us.

We have high expectations of all our young people and strive to provide an inclusive learning environment that supports attainment and achievement for all. As a school community we work hard to ensure all our young people are supported to attain and achieve and leave Duncanrig ready to take their place in the world.

While I hope the information contained in this handbook answers your questions, please do not hesitate to contact the school should you require further information. Alternatively, you can visit the school web site. If you would like to visit the school, please contact the school office and we will arrange this.

Lyndsay McRoberts
Head Teacher
2) About our school

Our school is a six-year, non-denominational, comprehensive school. It provides a wide range of secondary education for both boys and girls. We are part of the Duncannig Learning Community, which comprises Duncannig Secondary School, our associated Primary schools, early years partners and bases that provide specialist additional services.

The Learning Community develops ways of working between establishments and with other agencies and organisations to ensure services are responsive, accessible and are delivered as effectively as possible. All the establishments and services in our Learning Community share priorities for improvement and are involved in the deployment of additional support to meet the needs of the child and family.

The current school roll is just over 1,600 pupils. Our school houses a Communications Support Base (CSB) for children with Autistic Spectrum Disorders. The base is a council-wide resource and pupils are accepted into the unit through council referral systems.

School Details:
Duncanrig Secondary School
Winnipeg Drive
East Kilbride
G75 8ZT
Phone No. 01355 588800
Fax No. 01355 588801
Email Address office@duncanrig.s-lanark.sch.uk
Website www.duncanrig.s-lanark.sch.uk
Parent Council duncanrigparentscouncil@hotmail.com

School Facilities:

The school building occupies part of the campus of the former Duncanrig Secondary School which was opened in August 1956 as the first new school in the, then New Town, East Kilbride. As part of South Lanarkshire Council’s investment in improving school buildings, our new school was built, and opened in August 2007. The school has extensive ICT provision with all staff and pupils having access to e-mail, intranet and internet. Our school includes a state-of-the-art Sports Centre: we have exclusive use throughout the school day and preferential access at certain times. At all other times, the centre is open to the public.

Our school facilities remain as good as they were when the new school was built. This is a result of the excellent relationship we have with our partners InspirEd and SPIE, our colleagues in the facilities management team who maintain the building, and is also an indicator of the respect with which our pupils treat their school. The facilities support us in the delivery of excellent, innovative learning and teaching as we embrace Curriculum for Excellence.
## Staff

### School Leadership Team (Senior Management Team)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs L McRoberts</td>
<td>Head Teacher</td>
</tr>
<tr>
<td>Mrs A Widdowson</td>
<td>Depute Head Teacher (S1 Head of Year)</td>
</tr>
<tr>
<td>Mrs A Alexander</td>
<td>Depute Head Teacher (S2 Head of Year)</td>
</tr>
<tr>
<td>Mr M McCabe</td>
<td>Depute Head Teacher (S3 Head of Year and Pupil Support)</td>
</tr>
<tr>
<td>Mr C Collins</td>
<td>Depute Head Teacher (S4 Head of Year)</td>
</tr>
<tr>
<td>Mrs I Boyd</td>
<td>Depute Head Teacher (S5 Head of Year)</td>
</tr>
<tr>
<td>Mrs M Reid</td>
<td>Depute Head Teacher (S6 Head of Year)</td>
</tr>
<tr>
<td>Mrs T McDermott</td>
<td>Depute Head Teacher (S6 Head of Year)</td>
</tr>
<tr>
<td>Mr L Obre</td>
<td>Depute Head Teacher (Head of CSB)</td>
</tr>
</tbody>
</table>

### Principal Teachers

<table>
<thead>
<tr>
<th>Subject</th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art and Design</td>
<td>Mr A Martin</td>
</tr>
<tr>
<td>Biology/Science</td>
<td>Mrs J Meldrum</td>
</tr>
<tr>
<td>Business Ed</td>
<td>Mrs C A Taylor</td>
</tr>
<tr>
<td>Chemistry/Physics</td>
<td>Mr H Clements</td>
</tr>
<tr>
<td>Computing</td>
<td>Mrs L Marshall</td>
</tr>
<tr>
<td>English</td>
<td>Miss J Whiteford</td>
</tr>
<tr>
<td>Geog/Mod Studies</td>
<td>Mrs L Young</td>
</tr>
<tr>
<td>History/RMPS</td>
<td>Mr J McSherry</td>
</tr>
<tr>
<td>Home Economics</td>
<td>Mrs L McCabe</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Mr D Callaghan</td>
</tr>
<tr>
<td>Modern Languages</td>
<td>Mrs S Hashagen</td>
</tr>
<tr>
<td>Music/Drama</td>
<td>Mrs J Ramsay</td>
</tr>
<tr>
<td>PE/Health</td>
<td>Mr G Wilson</td>
</tr>
<tr>
<td>Tech Ed</td>
<td>Mr S Atkins</td>
</tr>
<tr>
<td>Support for Learning</td>
<td>Mr D McGown</td>
</tr>
<tr>
<td>Communication Support Base</td>
<td>Mrs J Gormanley</td>
</tr>
</tbody>
</table>

### Pupil Support

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs A Reid</td>
<td>(Avondale)</td>
</tr>
<tr>
<td>Mrs C Matthews</td>
<td>(Avondale)</td>
</tr>
<tr>
<td>Mrs J Finnigan</td>
<td>(Blantyre)</td>
</tr>
<tr>
<td>Miss N Higney</td>
<td>(Blantyre)</td>
</tr>
<tr>
<td>Ms Z Seivwright</td>
<td>(Cathkin)</td>
</tr>
<tr>
<td>Mrs J Brown</td>
<td>(Cathkin)</td>
</tr>
<tr>
<td>Mr G Brown</td>
<td>(Drumclog)</td>
</tr>
<tr>
<td>Mrs H Patterson/Miss Deakin</td>
<td>(Drumclog)</td>
</tr>
</tbody>
</table>
Our School Week

Attendance at School

At Duncanrig Secondary School we strive for excellent levels of attendance for all of our young people. Maximising attendance and timekeeping increases life choices and chances. If your child is absent from school for any reason you must call the school office on the morning of their absence to let us know. If your child is not in school and we have not received a phone call, a text message will be sent asking you to contact the school. All absences from school are required by law to be recorded. If your child’s attendance is giving cause for concern then their Pupil Support teacher may call you, send a letter home or ask you to come to the school to meet with them and the Year Head to discuss your child’s absence. At Duncanrig we value our positive relationships with our parents and carers and we will work with you to support your child’s positive attendance in school.

Complaints Procedure

If you wish to lodge a complaint this can be done in the following ways:

- In person – please phone to make an appointment with either your child’s Pupil Support teacher or an appropriate member of the Senior Leadership Team.
- By telephone – please ask for your child’s Guidance teacher or an appropriate member of the Senior Leadership Team.
- By letter – to the Head Teacher.
- By e-mail – to office@duncanrig.s-lanark.sch.uk

We will endeavour to resolve any complaints or issues as quickly as possible.

Visits to our School

We operate an open door policy within Duncanrig and parents are welcome to visit our school at any time. However, to avoid any unnecessary waiting, it is best to phone ahead and make an appointment. New pupils and their parents are encouraged to arrange a visit and have a guided tour of the school before enrolment.
Our Catering Services

In our school we have a cafeteria run by Community Resources and special diets are catered for on request; packed lunches can be eaten in our dining area. We encourage all pupils to remain on campus and use our cafeteria. The service is available at the following times:

Before School: From 8.30 am, a selection of snacks and hot and cold drinks are served for children arriving early.

Morning Interval: A selection of snacks and drinks are available.

Lunchtime: A varied menu of hot and cold meals sandwiches and hot and cold drinks are available.

Parental Involvement

South Lanarkshire Council recognises the importance of parents as partners in the education of their child and has published a strategy entitled, 'Making a Difference – Working Together to Support Children’s Learning'. This is available from the Council’s website:

www.southlanarkshire.gov.uk

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 and research shows that when parents are involved in their child’s learning, children do better at school and throughout life. Parental involvement can take different forms but we hope you share the same aims and agree that by working together we can be partners in supporting children’s learning.

As a parents/carers we want you to be:

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

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

Some useful information contacts for parents to find out more on education are as follows:-

• Parentzone – www.parentzonescotland.gov.uk
• Engage Parent Forum – www.engageforeducation.org
• National Parent Forum for Scotland – www.educationscotland.gov.uk/parentzone
• South Lanarkshire Council – www.southlanarkshire.gov.uk

All parents/carers of children at Duncanrig Secondary School are automatically members of our Parent Forum and are entitled to have a say in what happens at the school. Parents can also decide to form a Parent Council: our school has a Parent Council and its constitution is available on our school website.
What does our Parent Council do?

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 the Parent Council will be set up;
- What it should be called (Parent Council or another name);
- What size it should be;
- Who should be a member of the Parent Council;
- How parents can join and support the school;
- How they can work together with the school and pupils to support children’s learning;
- When the most convenient time is to hold meetings;
- What will be discussed at the meetings;
- How parents can play an active part in helping the school to take forward new initiatives e.g. Curriculum for Excellence.

However, it should be noted that a Parent Council cannot discuss issues relating to individual pupils.

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.

Schools and establishments should be the first point of contact for parents who wish to discuss issues about their children and the Council’s aim is to resolve issues at a local level. Education Resources wishes to promote liaison among schools, members of Parent Councils, parents, carers and with other services. They will provide advice and support to Parent Councils, parents and carers.

All enquiries and concerns received from parents are taken seriously; in order to ensure that enquiries are dealt with effectively, contact should be made with the school in the first instance.

Your Commitment

We ask that you:

- Support and encourage your child’s learning;
- Respect and adhere to the schools policies and guidance;
- Let the school know if you change your mobile/telephone number and/or address;
- Enjoy and take part in school activities;
- Accept your responsibility to respect staff who work in the school and for the school to be proactive in taking forward its commitment to care for and educate your child.
Keeping Parents Informed

As a school we welcome and encourage regular contact with all parents. At Duncanrig we firmly believe that young people will have the best opportunity of developing their knowledge, skills and talents if school and home work in genuine partnership. At the heart of this is the flow of regular and informative communication to parents.

It is essential that, in all our work with pupils, we keep our parents involved and aware. Parents should always feel welcome to contact and visit the school on any matter. For routine communications, the Register Teacher is the usual first point of contact. For any concerns, Pastoral Care staff are available.

Likewise, we welcome and encourage parents to contact us with any comments or suggestions they may have about any aspect of school life. To ensure good communication takes place regularly throughout the school year, the following structures are currently in place:

- School and departmental/faculty letters;
- Regular Parents Evenings to review pupil progress;
- Monitoring and tracking reports;
- Course choice and other Information Evenings;
- Parents as Partners Information Evenings;
- Newsletters;
- News and information updates on school website and app;
- Text messaging, e-mail and social media;
- Monthly Parent Council Minutes;
- School participation in community initiatives.

Parents are also invited to participate in our annual stakeholder survey.

Show My Homework

Duncanrig Secondary School now uses the app and website “Show My Homework”. This is an online tool to help parents keep track of their child’s homework. Show My Homework will allow parents to see the details of the tasks their child has been set, all their deadlines and their submission status and grades. This system will improve the way we communicate with parents and give you them information about the homework we set.

Parents have been provided with login details to their personal account which is linked to their child’s homework calendar; this where they will be able to see their child’s To-do List and any homework that is overdue. To view all homework set please visit http://www.duncanrig.s-lanark.sch.uk/ the link for Show My Homework is on the menu bar. Parents will need to use the filter options at the top of the page to find your child’s homework.
Helping Your Child to Achieve

➢ Keeping one-step ahead
  • Encourage them to use their homework diary;
  • Homework – help them to plan, don’t let it pile up;
  • Help them to be organised;
  • Having difficulties – seek help early.

➢ Keep an eye on things
  • Ask about homework;
  • Discuss problems as they arise;
  • Give quality time – take an interest;
  • Be a stress-watcher.

➢ Generate the feel good factor
  • Be positive and give plenty of praise;
  • Let them know they are special;
  • Encourage them to do the best they can;
  • Encourage them to be as proud of themselves as you are of them.

Parental Concerns

All enquiries and concerns received from parents are taken seriously. In order to ensure that enquiries are dealt with effectively, contact should be made in the first instance with your child’s Guidance teacher and / or Head of Year.

Complaints Procedure

If you wish to lodge a complaint this can be done in the following ways:

• In person – please phone to make an appointment with either your child’s Pupil Support teacher or an appropriate member of the Senior Leadership Team.
• By telephone – please ask for your child’s Pastoral Support teacher or an appropriate member of the Senior Leadership Team.
• By letter – to the Head Teacher.
• By e-mail – to office@duncanrig.s-lanark.sch.uk

We will endeavour to resolve any complaints or issues as quickly as possible.
Vision and Values

Duncanrig Secondary is a school where everyone is provided with opportunities to achieve their full potential. It is a school in which there is openness, equality, fairness, trust and mutual respect; a school in which there is participation and involvement, where there is a sense of belonging and ownership, and recognition for effort and contribution. We are proud of our efforts to celebrate both achievement and success.

Our curriculum provides active and inspiring learning experiences, both within and beyond the classroom: we learn with partners in the real world. We work to inspire confidence, achievement and ambition, and to develop creative and innovative thinkers. Our collective activities ensure the highest standards of attainment and personal achievement for our young people. Our curriculum develops the whole child including their health, well-being, confidence, character, interests, talents and aspirations.
Extra-curricular Activities

We are fortunate in that we offer a wide and varied range of extra-curricular activities. We hope that all parents will encourage their children to participate and develop new interests and skills in their lives. These activities are also important in developing our school's sense of community, building positive relationships between staff and pupils, and providing an opportunity for success for young people who may not “stand out” in the classroom. They also provide an opportunity for many young people to take and gain experience of responsibility and leadership. Our activities beyond the classroom include:

- Badminton
- Table Tennis
- Gymnastics
- Band/Orchestra
- Music
- Choir
- Football
- Rugby
- Handball
- Cookery Club
- Young Engineers
- Jewellery Club
- Debating Club
- Drama Club
- Athletics
- Charity Fund Raising
- Day Trips and Visits
- School Holidays
Study Support

In addition to the supported study opportunities provided at lunch time and after school by subject departments, our Helping Hands Club is organised and staffed by Sixth Year pupils who provide help and assistance in our school library at the end of the school day: this is for an hour from Monday to Thursday. This takes the form of help with homework, general help, and advice and support in the run up to prelim and SQA examinations.

Promoting an Ethos of Achievement – Homework

Throughout our school, all staff promote a “can do” and an “it's cool to succeed” attitude and will encourage everyone to give of their best. Our school motto is “Give All You Can Give!” Developing a healthy work ethic is a key factor in enabling pupils to achieve their full potential and an integral part of this work ethic is homework.

The value of homework and the completion of homework on a regular basis cannot be underestimated. It is set to allow pupils to consolidate work already completed in class or to apply themselves individually to problems and assignments. Pupils should see homework as an integral part of their course and not merely an extension to it.

All pupils are expected to purchase the Show My Homework app. Parents can download the app and see what homework has been set for their child. This will give parents the relevant information to encourage pupils to complete their assignments in good time. In this context, homework is seen as ongoing dialogue between home and school.

Our Homework Club runs immediately after school Monday to Thursday to allow pupils the opportunity to complete homework. Special, focussed supported study sessions operate in the periods before major examinations.

In general terms:
- Lower School pupils (S1) will have some 3 to 4 hours homework per week;
- Middle School pupils (S2/3) may require 6 to 8 hours per week;
- Upper School pupils (S4/5/6) from 9 to 10 hours per week.

This is only a rough guide because of the considerable variety of courses on offer.

Some homework is prescribed and some is recommended by teachers. The latter is increasingly the case as pupils advance through school. It is expected that our senior pupils will develop self-discipline in their studies and accept greater responsibility for organising their own work. Pupils are encouraged to develop their own programme of study, including revision, in accordance with their individual needs and to seek help and advice from staff in doing so.

It is also very important that pupils come well-equipped to school and bring the correct books and jotters to school every day.
5) The Curriculum

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

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

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

- Expressive Arts
- Languages and Literacy
- Health and Well-being
- Mathematics and Numeracy
- Religious and Moral Education
- Science
- Social Subjects
- Technologies

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

Our learning and teaching activities are based on the Outcomes and Experiences, and Benchmarks in the guidelines that all schools have for Curriculum for Excellence.

<table>
<thead>
<tr>
<th>Level</th>
<th>Stage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early</td>
<td>The pre-school years and Primary 1 or later for some.</td>
</tr>
<tr>
<td>First</td>
<td>To the end of Primary 4, but earlier or later for some.</td>
</tr>
<tr>
<td>Second</td>
<td>To the end of Primary 7, but earlier or later for some.</td>
</tr>
<tr>
<td>Third and Fourth</td>
<td>S1 to S3, but earlier or later for some. The Fourth Level broadly equates to Scottish Credit and Qualifications Framework level 4. The Fourth Level Experiences and Outcomes are intended to provide possibilities for choice and young people's programmes will not necessarily include all of the Fourth Level Outcomes.</td>
</tr>
</tbody>
</table>
| Senior Phase     | Secondary 4-6 and college or other means of study. }
The Broad General Education – S1 to S3

The Broad General Education is the stage of education from age 3 to the end of S3 (age 3 to 15), covering a wide range of knowledge, skills and experiences that young people can draw on across their learning and lives. At Duncanrig Secondary School, learning is delivered through curriculum areas with specialist teachers for different subjects. This provides a strong foundation for choosing and specialising in subjects for National Qualifications in the Senior Phase.

In S3, our young people have the opportunity to experience more depth in their learning by specialising in English, Mathematics and seven other subjects of their choice. They continue with the Broad General Education by studying one subject from each curricular area but they can also make two other choices. This opportunity to specialise in fewer subjects provides more depth in their learning and prepares pupils for subjects that they may choose to take in S4 for SQA courses.

Senior Phase

Pupils began to narrow their curriculum in S3 but it is in the Senior Phase that they will specialise in subjects that they take on to formal qualifications. At Duncanrig, we plan what a young person will achieve over the 3 years and are aspirational about what the qualifications with which they leave although the Senior Phase is not just about qualifications. Today, competition for courses and jobs is tough and our aim is to ensure that young people leave our school with a portfolio of qualifications and awards (such as SQA Higher Leadership, the Duke of Edinburgh’s Award or the Saltire award). They will also develop important skills and qualities through work experience, volunteering, and acting as captains, sports leaders and members of school committees, groups or clubs.

S4
The level of National Qualification your child will study in S4 will depend on their prior attainment and achievement the year before. The following table shows the possible pathways from S4 through to S5 and S6.

<table>
<thead>
<tr>
<th>S4</th>
<th>S5</th>
<th>S6</th>
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</thead>
<tbody>
<tr>
<td>National 4</td>
<td>National 5</td>
<td>National 6 (Higher)</td>
</tr>
<tr>
<td>National 5</td>
<td>National 6 (Higher)</td>
<td>National 7 (Advanced Higher)</td>
</tr>
</tbody>
</table>

It is likely that some young people will progress in different ways in different subjects depending on their interest and motivation. More information about SQA National Qualifications can be found here:


Our young people are well supported into pathways beyond school. Our Pupil Support team work closely with Skills Development Scotland and our Careers Advisor, Gail Borland, to plan next steps with our young people and their families. We offer support to apply to university through the national UCAS system. For those applying to college, appropriate college courses are identified and applications completed with the support of staff. We also regularly alert pupils and parents to apprenticeship and employment opportunities. There is a focus on employability skills and career options in our personal and social education course (PSE). This begins in S1 so that young people are fully informed about the opportunities which are open to them.

**Foundation Apprenticeships**

Each local authority is working with Skills Development Scotland to support the introduction of Foundation Apprenticeships for Senior Phase pupils. A Foundation Apprenticeship is a new nationally recognised qualification which has been designed to provide learners with knowledge and skills relevant to occupations in thriving industry sectors. For example, in engineering/civil engineering, social and health care, creative design and media, finance/ accountancy/ business, scientific technologies, ICT hardware/ software and food and drink technologies. The SCQF Level 6 courses combine classroom and work- based learning delivered in partnership with employers and specialist learning providers or colleges. Foundation Apprenticeships are the same level as Higher qualifications and can be used as entry requirements for Modern and Graduate Apprenticeships, college and university courses. Pupils gain a valuable insight into the workplace by attending work placements during the Foundation Apprenticeship.

Senior Phase pupils can participate in Foundation Apprenticeships as part of their S4-S6 curriculum over one or two years. Available options have been agreed on a local basis.

More details can be found at https://www.apprenticeships.scot/become-an-apprentice/foundation-apprenticeships/
**Spiritual, social, moral and cultural values (religious observance)**

Our school is a place where mutual respect, co-operation, self-esteem, striving for excellence, happiness, friendship, honesty and trust are an important part of all policies and procedures. We provide spiritual and moral support for those of all faiths and none.

One period of Religious and Moral Education per week is included in the timetable of each pupil in First to Fourth Years. The study of Religious Education enables pupils to explore fundamental questions about life and its meaning.

Our Chaplaincy Team are regular visitors to the school and conduct some of our assemblies. School Services are also held at Christmas, Easter and at the end of the summer term. Members of the chaplaincy team can also contribute to a variety of school activities.

It is recognised that the Education Act allows parents to withdraw their children from any instruction in religious subjects and from any religious observance, and any such pupil will not be placed at any disadvantage with respect to secular instruction. Any parent who has a conscientious objection to Religious Education and/or observance should write to the Head Teacher to have his/her son or daughter withdrawn from it.

More information on religious education can be found in the Scottish Government Circular dated 21 February 2011, ‘Curriculum for Excellence – Provision of Religious Observance in Schools’.


Guidance on the statutory basis for local authorities to provide religious education and religious observance in Scottish schools can be found here:

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

Pupil Assessment

Our school policy is to use methods of assessment that are appropriate to the subject, the stage and the pupil. Assessment is seen as being an integral part of learning and staff utilise a wide variety of assessment tools including many Assessment is for Learning (AifL) techniques.

The methods used by subject departments particularly in relation to Curriculum for Excellence include peer and self-assessment, class tests, projects, presentations, folios of work, oral and practical tasks, performance tests and formal examinations. Assessment is diagnostic and formative, informing staff of individual pupil learning needs and redirecting the pupil’s efforts.

First to Third Year (Broad General Education)
Peer and self-assessment
Continuous assessment
Class tests/homework assignments/research projects/presentations

Fourth to Sixth Year (Senior Phase)
Peer and self-assessment
Continuous assessment
Class tests and homework assignments
Folio work
Performance tests
End of unit tests
Formal diet of examinations in January (S4 Prelims)
Formal diet of examinations in February (S5/6 Prelims)
SQA Examinations in May/June

At all stages, teaching staff keep records of pupil assessment in order to monitor their progress and to compile reports for parents. Early warning letters are issued where progress is perceived to be at risk. A number of trawls of pupil performance are undertaken throughout the session to identify any pupils who are under-performing.
Reporting

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 meetings with parents which offer you the opportunity to discuss how your child is 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. The school currently uses an electronic booking system for Parents Evenings and details are sent for each year group at the appropriate times.

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.
Transitions

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 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 catchment school until the Council have made a decision on the placing request. Please note if your placing request application is unsuccessful and all places at your catchment school are filled you will be offered a place at the next nearest appropriate South Lanarkshire School.

Please note that if an application for a ‘placing request’ is successful then school transport is not provided.

If you move outwith your catchment primary school a ‘request to remain form’ must be completed. If you move outwith your catchment primary, this may affect your right to transfer to the associated Secondary School. Please note the secondary school is determined by the pupil’s permanent home address and chosen denomination. If you require further information, please contact Education Support Services on 0303 123 1023.

Duncanrig Transition Programme

We maintain close links with our associated schools. Our primary partners have access to the school facilities and our staff are involved with P6/P7 staff in a range of subjects. As part of our P7/S1 transition programme, a number of events and activities are held throughout the year to introduce both pupils and parents to Duncanrig Secondary School. A two day visit is arranged in May when pupils will attend Duncanrig in their new timetabled S1 classes. A sample of our transition programme is below

<table>
<thead>
<tr>
<th>Curricular area &amp; Theme</th>
<th>Dates</th>
<th>Primary Stage</th>
<th>Primary School</th>
<th>Location</th>
<th>MPU Opportunity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pupil Support P7 visits</td>
<td>October</td>
<td>P7</td>
<td>All</td>
<td>Duncanrig</td>
<td>October 2019</td>
</tr>
<tr>
<td>PE, Sportshall, Athletics</td>
<td>21st or 29th November</td>
<td>P7</td>
<td>All</td>
<td>Duncanrig</td>
<td></td>
</tr>
<tr>
<td>Open Evening</td>
<td>28th November</td>
<td>P7</td>
<td>All</td>
<td>Duncanrig</td>
<td></td>
</tr>
<tr>
<td>Level 4 &amp; 5 Science</td>
<td>Initial meeting during Sportshall Athletics</td>
<td>P7 Teachers</td>
<td>All</td>
<td>Duncanrig (initial meeting specific primary schools as requested)</td>
<td></td>
</tr>
<tr>
<td>Science</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sharing of good practice</td>
</tr>
<tr>
<td>Physics</td>
<td>January (TBC)</td>
<td>P7</td>
<td>All</td>
<td>Duncanrig</td>
<td>Observation</td>
</tr>
<tr>
<td>PE</td>
<td>24th or 31st Jan</td>
<td>P7</td>
<td>All</td>
<td>Duncanrig</td>
<td>Observation</td>
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<tr>
<td>Physical Education</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sharing of good practice</td>
</tr>
<tr>
<td>Science &amp; Technology</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Technology</td>
<td></td>
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</tr>
<tr>
<td>Pupil Support P7 visits</td>
<td>February</td>
<td>P7 &amp; Teachers</td>
<td>All</td>
<td>Duncanrig</td>
<td>Observation</td>
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<td></td>
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</tbody>
</table>
## Partner Primary Schools

<table>
<thead>
<tr>
<th>School Name</th>
<th>Address</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auldhouse Primary</td>
<td>Auldhouse, East Kilbride G75 9DT</td>
<td>Mrs E Alexander</td>
</tr>
<tr>
<td>Canberra Primary</td>
<td>Belmont Drive, Westwood East Kilbride G75 8HD</td>
<td>Mrs A Heasman</td>
</tr>
<tr>
<td>Castlefield Primary</td>
<td>Lickprivick Road, Greenhills East Kilbride G75 9DH</td>
<td>Mrs P McLaughlin</td>
</tr>
<tr>
<td>Crosshouse Primary</td>
<td>Curlew Drive, Greenhills East Kilbride G75 8ZH</td>
<td>Mrs I Murray</td>
</tr>
<tr>
<td>East Milton Primary</td>
<td>Vancouver Drive, Westwood East Kilbride G75 8LG</td>
<td>Mrs L Callaghan</td>
</tr>
<tr>
<td>Greenhills Primary</td>
<td>Cedar Drive, Greenhills East Kilbride G75 9JD</td>
<td>Mrs E Johnston</td>
</tr>
<tr>
<td>Kirktonholme Primary</td>
<td>Dornoch Place East Kilbride G74 1DJ</td>
<td>Mrs L Wright</td>
</tr>
<tr>
<td>Mossneuk Primary</td>
<td>Mossneuk Drive East Kilbride G75 8QX</td>
<td>Mr C Connon</td>
</tr>
<tr>
<td>South Park Primary</td>
<td>Netherton Road East Kilbride G75 9DU</td>
<td>Mrs K McNeil</td>
</tr>
</tbody>
</table>
Support for Pupils

Getting It Right for Every Child.

Getting It Right for Every Child is a partnership commitment to ensure that your child has the best possible start in life, based on a shared understanding of their wellbeing. Most of the time, most children get all of the support they need from their families, with help from universal education and health services. When needed, education can offer help and support to children and families to make sure that the child’s wellbeing is developing and that any issues are being addressed.

If you have any concerns about your child’s wellbeing, you can speak to someone who will work with you to ensure that your child gets the right help from the right person at the right time. Your school will let you know who this is. It is likely to be the Head Teacher in a primary school and a principal teacher of Pastoral Support in a Secondary school. More information can be found on: www.girfecinlanarkshire.co.uk and www.scotland.gov.uk/gettingitright

Support for All (Additional Support Needs)

Pupil Support
One of the main functions of our Pupil Support Team is to help your child settle into secondary school life and they are here to try to resolve any problems which arise during your child’s time at school. New pupils are normally placed in the same House as older brothers or sisters. Each House is organised so that the pastoral care teacher follows the class or classes assigned to him/her in S1 right through school until the completion of S5; our S6 students remain attached to their House group.

Our Register, and Principal Teachers of Pastoral Support are the main link between home and school. Daily contact exists with the Register Teacher who will deal with routine communications. Should a problem arise, pupils and parents are encouraged to contact the appropriate Principal Teacher of Pastoral Support. These teachers are happy to meet parents and discuss any area of anxiety. Contact can be made either by e-mail, letter, phone or a visit – please arrange a time as all teaching staff do have class commitments.

Pupils have at least one routine interview with their Pupil Support teacher per year. Other interviews take place when required. Pupil Support PTs also contact parents whenever appropriate. The Head Teacher and senior staff are also available to help parents.

Interviews

It is important to remember that all teaching staff have a class commitment during school hours and, except in a real emergency, parents are asked to make an appointment before coming in to school. Every effort will be made to arrange a suitable time. The Head Teacher and staff are happy to give parents whatever help and advice they can. Senior staff will arrange early evening appointments if required.
Support for Learning and Additional Support Needs

It is recognised that some pupils will, at various times in their school life, experience some difficulty with learning and will require support. Some will require consistent support across the curriculum while others will under-achieve unless they are being stretched and challenged. This continuum of ability and achievement obviously requires a spectrum of quality responses.

When pupils feel they are having difficulty with their work, they should consult their class teacher. A pupil who has been absent should seek the teacher’s advice about catching up with work missed. For longer absences, teachers will send work home, as appropriate. Parents should consult the Pupil Support Teacher on this matter. If an absence is going to be extended, it is important that parents keep in touch, in order that special arrangements can be made.

When teachers identify learning difficulties in pupils, they use their department’s resources to improve pupils’ understanding. The class teacher may have a Support for Learning specialist present in the class to assist pupils. When more severe problems in basic skills arise, these are tackled by the Support for Learning Team. The team is also available to give advice and practical help to all subject departments. Our Support for Learning Department has a wide range of suitable resources, including books, computer software and appropriate worksheets. We also have access to other specialised services if required. Mr McGown, Principal Teacher of Support for Learning, will be glad to discuss any difficulties pupils may have in their learning.

Joint Support Team (JST)

The JST has operated for many years and this supports pupils who are experiencing complex difficulties in coping with secondary education. The group provides a multi-disciplinary approach to pupil support and as a consequence has a flexible membership. The core team is led by our Mr McCabe and includes our Educational Psychologist. The Principal Teacher of Support for Learning and PT Pupil Support attend meetings as and when appropriate. Other teaching staff and pastoral care staff are linked with the core team to meet the needs of particular youngsters. Contacts are maintained with other outside agencies and they are directly involved as necessary. Referrals to the team are usually made by the Senior Management Team or Pupil Support Staff but can be made by any member of staff.

For all children with a Co-ordinated Support Plan, an appropriate programme with regular review is co-ordinated by the JAT. Our contact person for the JAT is Mr McCabe, Depute Head Teacher.

Attachment – what we do to support children and young people

South Lanarkshire Council Education Resources is committed to improving outcomes for children and young people by creating emotionally supportive learning experiences in our nurseries and schools. The Education Resources Attachment Strategy was launched in March 2019 and supports the action in the Getting It Right for Every Child in South Lanarkshire’s Children Services Plan to develop an attachment strategy and to inform training for staff working with early years to secondary aged children and young people on attachment-informed practice.

What does it set out to do?

The aim of the strategy is to promote better experiences of attachment for South Lanarkshire’s children and young people and to ensure that all education practitioners understand the importance of attachment and how positive relationships can make a difference to outcomes.

How can I find out more?

South Lanarkshire Council Education Resources have published a series of leaflets and posters for parents/carers which aim to share information on attachment theory and on how this can inform the ways in which we support children and young people. These are available from schools and we have plans to make them available on-line.
Duncanrig Secondary CSB was established in 2006 to support pupils with Autistic Spectrum Disorders (ASD) access the academic and social life of a mainstream secondary school. The CSB services all of South Lanarkshire Council and currently supports 52 full time pupils.

Although pupils in the CSB experience challenges related to their ASD, they are capable of accessing a number of mainstream subjects. The staff in the base are therefore involved in supporting pupils in making academic progress through the school system, as well as promoting the acquisition of social, organisational and independent living skills.

The CSB provides a supportive, structured learning environment giving access to a broad and progressive curriculum, but with emphasis on addressing the particular educational and social implications of each child’s autism. The CSB also offers classes within the base for CSB pupils who find accessing all subjects in mainstream too difficult and too challenging. All CSB staff are flexible and support pupils in a range of areas.

Some pupils will, with appropriate support, access parts of the mainstream curriculum, while others may spend more time being taught in the base. The children benefit from social integration and inclusion in the community life that mainstream school offers. Pupils are referred to the CSB by their primary school through the process of a Single Agency Assessment.

Aims

At Duncanrig, the Communication Support Base Team strives to foster and build an environment that supports and encourages pupils to achieve their full potential and make the most of their school experience. The team aims to achieve this by:

- Working with pupils to get to know their strengths, talents, triggers and difficulties;
- Working closely, and establishing positive links with families;
- Delivering a differentiated curriculum in the CSB;
- Delivering a PSD curriculum in the CSB which reflects the needs of the individuals;
- Giving the pupils varying degrees of support in mainstream classes;
- Encouraging pupils to achieve their full potential by having ongoing target setting, monitoring and evaluation;
- Encouraging a caring and inclusive approach in the whole school by supporting mainstream staff and pupils understanding of ASDs;
- Communicating effectively with all the relevant professionals involved in the interests of the pupils;
- Providing support with homework and independent study;
- Preparing pupils for, and supporting them through, SQA exams;
- Providing pupils with advice and support on career choices and further education.

Objectives

We hope that all pupils will:

- Experience all aspects of school life;
- Reach their academic potential;
- Be confident tackling new challenges;
- Know how and when to ask for help;
- Make a real choice about their future;
- Be proud of who they are.
South Lanarkshire Council

South Lanarkshire Education Resources have published a series of leaflets which cover information for parents and carers about the Additional Support for Learning Acts.

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

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

Phone Helpline: 0845 123 2303

Email Enquiry service: info@enquire.org.uk

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

Address: Enquire
Children in Scotland
Rosebery House
9 Haymarket Terrace
Edinburgh
EH12 5EZ

Enquire provides a range of clear and easy-to-read guides and fact sheets including “The Parents Guide to Additional Support for Learning”.

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

The annual Standards and Quality Report, latest version produced in June 2019, can be accessed on the school website.

This report evaluates the work of Duncanrig Secondary School for session 2018-19. It highlights the achievements of the school, details the progress the school has made towards its improvement targets and also summarises our priorities for continued improvement. Copies of our school improvement plan are available on our website.

Duncanrig Secondary School - Attainment

The attainment of our young people is good. We work hard to ensure that our pupils leave with the highest possible levels of attainment.

In Literacy and Numeracy in S1 to S3, young people make very good progress from prior levels of attainment. Almost all young people leave school with qualifications in both Literacy and Numeracy at SCQF level 4 or above.

By the end of S3, almost all young people achieve the Third Curriculum for Excellence Level and most are working well at the Fourth Level in the subjects they are studying. Attainment in the Senior Phase continues to be strong.

Attainment of School Leavers

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
<th>2019 *</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 level 4</td>
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<td>92</td>
<td>92</td>
<td>91</td>
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<td>5 level 5</td>
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<td>3 level 6</td>
<td>48</td>
<td>57</td>
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<td>53</td>
</tr>
<tr>
<td>5 level 6</td>
<td>32</td>
<td>39</td>
<td>38</td>
<td>41</td>
</tr>
</tbody>
</table>

* 

Key Priorities

Our key priorities for session 2019-20 are as follows

- Improve the quality of learning, teaching and assessment across the school
- To ensure our curriculum meets the needs of all learners in Duncanrig Secondary School
- To improve our approaches to wellbeing, equality and inclusion of young people within the Duncanrig Learning Community.

Further details including plans can be viewed on our school website.
School Policies and Practical Information

School Meals

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

The secondary school menu includes a range of options available from breakfast, mid-morning and lunchtime.

- A range of Meal Deals for only £1.70 consisting of a selection of hot meals served with soup or a fruit pot or yoghurt or water;
- A selection of snacks that are individually priced including panini, pizzini and freshly prepared baguettes and sandwiches with a selection of fillings;
- “Beat the Queue” pre-order service where children can choose their meal and pay for it in the morning for convenience and pick it up during lunch break avoiding queuing.

Free School Meals

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

- Income Support, Universal Credit (where your take home pay is less than £610 per month), Job Seeker’s Allowance (income based), Employment and Support Allowance (income related), Working Tax Credit and Child Tax Credit (where your gross annual income does not exceed £6,900 as assessed by the HM Revenues and Customs), Child Tax Credit Only (where your gross annual income does not exceed £16,105 as assessed by the HM Revenues and Customs) or receive support under Part VI of the Immigration and Asylum Act 1999. (Please check current criteria with SLC website – there is an auto enrolment scheme in operation.)

If you are in receipt of Housing Benefit and/or Council Tax Reduction from South Lanarkshire Council then there is no need for you to apply online as they will use the information they hold to automatically award free school meals (P4 to S6) and/or school clothing grants (P1 to S6) to eligible families.

We would encourage parents of pupils who are in receipt of any of the above benefits to take up the opportunity of having a meal provided for their child when they are at school. All secondary schools operate a cashless school meals system which protects the anonymity of pupils entitled to a free school meal.

We also encourage all pupils to remain in school at lunch times.

Education Maintenance Allowance

Forms are available from South Lanarkshire Council website www.southlanarkshire.gov.uk
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 be deemed to damage flooring.

Duncanrig’s Uniform Code is:

Black blazer
Plain white school shirt
School tie worn appropriately
Plain black school trousers or plain black skirt (of knee length)
Plain black v-neck jumper or cardigan that allows school ties to be seen
Black school shoes

PE Kit:

Plain white or plain black t-shirt (no logos)
Plain black shorts (indoors)
Plain black tracksuit or plain black jogging trousers (outdoors)
Non-marking-sole trainers
Allergies

A significant number of children and young people in our schools will have allergies and it is important that parents keep the school fully informed on these matters. Allergies can present in a variety of ways and can occur at any point in a person’s life. Symptoms range from mild to severe. Children and young people known to have an allergy with moderate to severe symptoms will likely have a Health Care Plan drawn up by the NHS. This will detail symptoms and appropriate interventions. It is vital that parents share this information with the school and continue to provide any updated information.

Where symptoms are mild and a Health Care Plan is not in place, parents should still continue to liaise regularly with the school on any new triggers, medications and actions required. In all cases, our employees need to know your child’s symptoms, treatments and any actions required to help prevent exposure to the allergen and minimise the risk of allergic reactions.

Employees in schools will receive training on allergies and will liaise with parents and NHS on any additional specialist training required. In supporting children and young people with allergies, school employees will operate in accordance with South Lanarkshire Council’s Safe Systems of Work / risk assessment and national guidance on the administration of medicines.

Music Tuition

Instrumental music lessons are offered to children in all secondary schools across South Lanarkshire through our Instrumental Music Service (IMS). Tuition is offered (based on capacity) on a variety of instruments: brass, woodwind, strings, guitar, percussion and voice. Parents/Carers who wish their child to receive instrumental tuition are required to make an annual contribution, currently £180, based on a minimum of 30 lessons per academic year. S4-S6 pupils undertaking full SQA Music courses delivered by our Department of Music are exempt from paying the annual contribution on one instrument of study.

Pupil Transfer and Enrolment

Children and young people may transfer school for a number of reasons such as families moving house, or parental choice. If you move house you can transfer your child at any time of the year to the catchment area school for your new address or your child can stay at the school that he/she has been attending. However, if you choose this option the Council will not provide free school transport. Contact the school or call 0303 123 1023 for further information. 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.

To enrol a child at Duncanrig, parents/carers should contact the school in the first instance and make an appointment to see the appropriate Depute Head Teacher (Head of Year). The child’s Birth Certificate and a proof of residence (Utility Bill) have to be submitted. If you live outwith the school's catchment area a placing request will also have to be submitted.

School Transport

South Lanarkshire Council has a policy of providing school transport to Secondary pupils who reside more than two miles by the recognised shortest safest walking route from their catchment school: this policy is more generous than the law requires. This means that the provision of transport could be reviewed at any time. Parents who consider they are eligible should obtain an application form from the school or Education Resources, Hamilton, phone 0303 123 1023 or web www.southlanarkshire.gov.uk. These forms should be completed and returned before the end of March for those pupils starting the school in August to enable the appropriate arrangements to be made. Applications may be submitted at any time throughout the year and will be considered by Education Resources.
A paid, privilege transport scheme is operated for mainstream school contracts where a pupil is not entitled to free school transport. Privilege transport will only be granted providing there is spare capacity on an existing school contract and will be from and to designated pick up and drop off points. Privilege transport will not be provided where a service bus is used on the school run. Any spare capacity will be allocated using agreed priorities. For more information on school transport please contact Education Resources on 0303 123 1023.

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.

Insurance for Schools – pupils’ personal effects (to be included in handbooks)

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

(i) Theft/loss of personal effects

The Council is not liable for the loss or theft of pupils’ clothing or personal effects. For example: mobile phones, tablets and so on. 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

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.

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. 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. Duncanrig Secondary School has recently updated and re-issued our Anti-bullying Policy, a copy of which can be found on our website.

In addition, a guideline (Promoting Positive Relationships and Behaviour) has been produced to support all teaching and support staff and inform them of their roles and responsibilities in respect of dealing with the small number of children and young people who display challenging behaviour. We are aware that 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 members of staff in educational establishments in South Lanarkshire Council are required to receive an annual update and follow the advice and guidance contained within the Education Operating Procedures. All staff must also complete a Learn on Line Course “Child Protection in Education”.

The vision for children and their families in South Lanarkshire is to ensure that they live in a community where they are safe, healthy, active, achieving, respected, responsible and included. They should be part of a society where they have the opportunity to maximise their full potential and have access to good health care, education and leisure services. In order to achieve, South Lanarkshire’s Children’s Services and its partners will work jointly to support children, young people and their families and are committed to continuously improve our services to ensure children, young people and their families get the support that is appropriate for them.

The Chief Officers and Child Protection Committee 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 any suspicions that a child has been abused or is at risk of harm, abuse or neglect. 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 Child Protection Committee’s website has a range of information for parents/carers on how to help ensure their child is safe. The website is: [www.childprotectionsouthlanarkshire.org.uk](http://www.childprotectionsouthlanarkshire.org.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 by any other circumstances that may impact on the school day. In such cases we shall do all we can to let you know if this happens. We shall keep you in touch by telephone, text, where appropriate, letters, web news and through local radio stations particularly if there are prolonged periods of severe weather. The Council’s website [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk) will be used to let you know if the school is closed and when it will re-open.

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

If for any reason, you are unsure if the school is open visit the website [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk) or email us at: [education@southlanarkshire.gov.uk](mailto:education@southlanarkshire.gov.uk)
General Data Protection Regulation (GDPR)

Information on pupils, parents and carers 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.

Privacy Notice

Introduction

We have produced this privacy notice to inform you how we deal with personal information as part of our statutory function as an education authority. The Council has a legal obligation to deliver effective education services to children, young people and adult learners in South Lanarkshire. In order to do this we need to collect personal information about children, young people and their families so that we can help them to learn and keep them safe.

Using Your Personal Information

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

Information we collect from you about you and your child at enrolment

When you enrol for a nursery or school, we ask for the following information:

- Parent/carer contact details (name, address, phone, email);
- The child’s name, date of birth, gender and address;
- Information about medical conditions, additional support needs, religion and ethnicity;
- Any information you may wish to provide about family circumstances.

Information we collect at other times

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

- When you apply for an education service or benefit, such as school transport, free school meals, clothing grant, placing request or EMA, we will also ask for personal information as set out above. We will also ask for information about your income for education benefits applications.
- If you make a request for additional support such as an educational psychologist or other support for learning we will ask for more detailed information to allow us to provide the most appropriate support for your family. This may include information about family circumstances or medical conditions.
- If you wish to participate in activities or support for young people through our youth centres, or through adult learning programmes within the community, we will also ask for your personal information to support your application. This may include information about family circumstances or medical conditions.
- We require this information to ensure that children and young people are educated appropriately, supported, and that we take account of their health and wellbeing. We will also ask you to update this information annually and to tell us when there are changes to your details.
Information that we collect from other sources

As an education authority and as part of our statutory function in accordance with our legal obligations, we receive information from other sources such as the SQA, the NHS or Social Work about you or your child, this includes:

- Exam results and assessment information;
- Information about health, wellbeing or child protection.

Why do we need this information?

We need this information so the Council can ensure it is delivering education services appropriately to all learners:

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

We will share your information with:

As an education authority and as part of our statutory function in accordance with our legal obligations we will share information with other bodies or parts of the Council, including:

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

You have the right to access your personal information as well as the rights of rectification, erasure, restriction and the right to object. For information on these rights and how to exercise them or for information about how we manage your personal information, you can get a copy of our full privacy notice from our website:

(https://www.southlanarkshire.gov.uk/info/200235/meta/1730/general_privacy).

Our full privacy notice will also provide information on how to make a complaint or to request a paper copy of the privacy notice from the Data Protection Officer.
## School holiday Dates Session 2019/2020

<table>
<thead>
<tr>
<th>Break</th>
<th>Holiday dates</th>
<th>First Term</th>
<th>Teachers In-service</th>
<th>Tuesday</th>
<th>13 August 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Term</td>
<td>In-service day</td>
<td>Pupils return</td>
<td>Teachers In-service</td>
<td>Wednesday</td>
<td>14 August 2019</td>
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<td>Thursday</td>
<td>15 August 2019</td>
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<tr>
<td>September Weekend</td>
<td>Close on Re-open</td>
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<td>Thursday</td>
<td>26 September 2019</td>
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<td>Tuesday</td>
<td>1 October 2019</td>
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<td>October Break</td>
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<td>Monday</td>
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<td>In-service day</td>
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<td>18 November 2019</td>
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<td>Tuesday</td>
<td>19 November 2019</td>
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<td>Christmas</td>
<td>Close on Re-open</td>
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<td>Friday</td>
<td>20 December 2019</td>
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<td>Monday</td>
<td>6 January 2020</td>
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<tr>
<td>Second Term</td>
<td>In-Services day</td>
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<td></td>
<td>Friday</td>
<td>7 February 2020</td>
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<td>Monday and Tuesday</td>
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<td>In-service day</td>
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<td>Friday</td>
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<td>Monday</td>
<td>20 April 2020</td>
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<tr>
<td>Third Term</td>
<td>In-service day</td>
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<td>Thursday</td>
<td>7 May 2020</td>
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<td>8 May 2020</td>
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<tr>
<td>Local Holiday</td>
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<td>Friday</td>
<td>21 May 2020</td>
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<td>Saturday</td>
<td>26 May 2020</td>
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<tr>
<td>Summer break</td>
<td>Close on Re-open</td>
<td></td>
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<td>Wednesday</td>
<td>24 June 2020</td>
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<tr>
<td>Proposed in-service days</td>
<td>Tuesday 11 August 2020 and Wednesday 12 August 2020</td>
<td>Pupils return Thursday 13 August 2020</td>
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### Notes
- Good Friday falls on Friday, 10 April 2020
- Lanark schools will close Thursday, 11 June 2020 and Friday, 12 June 2020
- Schools will close at 2.30pm on the last day of terms 1 and 2 (Friday, 20 December 2019 and Friday, 3 April 2020)
- Schools will close at 1pm on the last day of term 3 Wednesday, 24 June 2020
## School holiday Dates Session 2020/2021

<table>
<thead>
<tr>
<th>Break</th>
<th>Holiday dates</th>
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<tbody>
<tr>
<td><strong>First Term</strong></td>
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<td><strong>Teachers In-service</strong></td>
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<td><strong>In-service day</strong></td>
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<td>Teachers In-service</td>
<td>Tuesday</td>
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<td>In-service day</td>
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<td>Pupils return</td>
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<td><strong>September Weekend</strong></td>
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<td>Close on Re-open</td>
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<td>29 September 2020</td>
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<td><strong>October Break</strong></td>
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<td>Close on Re-open</td>
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<td>Re-open</td>
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<td>19 October 2020</td>
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<td><strong>In-service day</strong></td>
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<td>16 November 2020</td>
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<td><strong>Christmas</strong></td>
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<td>Close on Re-open</td>
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<td>Re-open</td>
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<td><strong>Second Term</strong></td>
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<td><strong>February break</strong></td>
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<td>Close on Re-open</td>
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<td>Monday and Tuesday</td>
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<td>5 February 2021</td>
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<td><strong>In-service day</strong></td>
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<td>10 February 2021</td>
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<td><strong>Spring break/Easter</strong></td>
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<td>Close on Re-open</td>
<td>Thursday</td>
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<td><strong>Third Term</strong></td>
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<td><strong>Local Holiday</strong></td>
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<td>Closed</td>
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<td>3 May 2021</td>
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<td><strong>Summer break</strong></td>
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<td>24 June 2021</td>
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<tr>
<td><strong>Proposed in-service days</strong></td>
<td>Tuesday 10 and Wednesday 11 August 2021</td>
</tr>
<tr>
<td></td>
<td>Pupils return Thursday 12 August 2021</td>
</tr>
</tbody>
</table>

**Notes**
- Good Friday falls on Friday, 2 April 2021
- *Lanark schools will close Thursday, 10 June 2021 and Friday, 11 June 2021*
- Schools will close at 2.30pm on the last day of terms 1 and 2 (Tuesday, 22 December 2020 and Thursday, 1 April 2021)
- Schools will close at 1pm on the last day of term 3 Thursday, 24 June 2021.
Appendix

This annex gives a list of useful information and the links to the content is now available from the Council’s website by accessing the following link:

http://www.southlanarkshire.gov.uk/info/200188/secondary_school_information/1264/curriculum_for_excellence/2

The list is not intended to be exhaustive and authors 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.

The Scottish Government guide Principles of Inclusive Communications provides information on communications and a self-assessment tool for public authorities.

Choosing a School: A Guide for Parents - information on choosing a school and the placing request system.

A guide for parents about school attendance explains parental responsibilities with regard to children’s attendance at school.

Parental Involvement

Guidance on the Scottish Schools (Parental Involvement) Act 2006 provides guidance on the act for education authorities, Parent Councils and others.

Parentzone provide information and resource for parents and Parent Councils.

School Ethos

Supporting Learners - guidance on the identification, planning and provision of support.

Journey to Excellence - provides guidance and advice about culture and ethos.

Health and wellbeing guidance on healthy living for local authorities and schools.

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.

Scottish Catholic Education Service’s resource ‘This is Our Faith’ which supports the teaching and learning of Catholic religious education.
**Curriculum**

Information about how the curriculum is structured and curriculum planning.

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

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

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

Information on the Senior Phase.

Information on Skills for learning, life and work.

Information around the Scottish Government’s ‘Opportunities for All’ programme.

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

The Skills Development Scotland website ‘My World of Work’ offers a number of tools to support career planning.

**Assessment and Reporting**

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

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

**Curriculum for Excellence factfile - Assessment and qualifications.**

Information on recognising achievement, reporting and profiling.

The Scottish National Standardised Assessment in Scotland, pupils in P1, P4, P7 and S3 complete online standardised assessments in literacy and numeracy as part of their everyday learning and teaching.

**Transitions**

Curriculum for Excellence factfile - 3-18 Transitions - provides information on the transitions children and young people will face throughout their education and beyond.

Career Information, Advice and Guidance in Scotland - A Framework for Service Redesign and Improvement provides guidance on career information, advice and guidance strategy.

Choices and changes provides information about choices made at various stages of learning.

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.

Supporting Children’s Learning Code of Practice includes specific requirements on education authorities and others under the new legislation in relation to transition.

Enquire is the Scottish advice service for additional support for learning.

Parenting Across Scotland offers support to children and families in Scotland.
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.

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


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.

School Improvement

Scottish Schools Online - provides a range of school information, including contact details, school roll, facilities, website, inspection reports.

Education Scotland’s Inspection and review page provides information on the inspection process.

Scottish Credit and Qualifications Framework (SCQF).

Scottish Qualifications Authority provides information for teachers, parents, employers and young people on qualifications.

Amazing Things - information about youth awards in Scotland.

Information on how to access statistics relating to School Education.

School Policies and Practical Information

Schools and local authorities should consider the most relevant school, local and national policies and include details or links for parents to sources of further information.

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

Education

Health

Young People

Children (Scotland) Act 1995

Standards in Scotland's Schools (Scotland) Act 2000