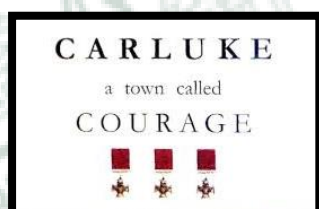




# Kirkton Primary School



## Handbook



- Care
- Creativity
- Innovation
- Honesty
- Kindness
- Resilience
- Respect
- Trust

# Contents

1. Introduction by the Head Teacher

2. About our school

3. School Ethos

4. Staff List

5. Attendance

6. Parental Involvement & Parent Partnership

7. The Curriculum

8. Assessment and Tracking

9. Reporting

10. Enrolment and Transitions

11. Support for Pupils

12. School Improvement

13. School Policies and Practical Information

14. General Data Protection Regulation as supplemented by the Data Protection Act 2018 (GDPR)



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](mailto:education@southlanarkshire.gov.uk)



## 1. Introduction by the Headteacher

Welcome to Kirkton Primary School. We are located in the historic town of Carluke in South Lanarkshire, Scotland. At Kirkton Primary School, we strive to provide a safe, successful and happy environment built on an ethos of mutual trust, respect and high expectations for all. Our school values of Care, Respect, Trust, Honesty, Creativity, Innovation and Resilience underpin everything we do, and we aim to exhibit and recognise these in ourselves and others. We are committed to supporting learners to recognise their rights, talents and skills and pursue their goals with resilience. Our relentless pursuit of meaningful pupil voice and relevant and engaging learning and teaching that embeds skills and enquiry, ensures our learners achieve their full potential to become Successful Learners, Confident Individuals, Effective Contributors and Responsible Citizens, now and in the future.



Care

Creativity

Innovation

Honesty

Kindness

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Respect

Trust

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 lives and prospects for everyone in South Lanarkshire".



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

Whether you are a part of the Kirkton community already or you are considering joining us, we aim to provide relevant and useful information that can support you and your child on their educational journey. Please get in touch if you have any questions, would like to organise a tour or require further information.

**Mr Michael Owens**  
**Acting Head Teacher**



## 2. About Our School

Kirkton Primary School,  
Kirkton Avenue,  
Carluke,  
South Lanarkshire,  
ML8 5AB.

Phone: 01555 772466

Email: [gw14kirktonpsoffice@glow.sch.uk](mailto:gw14kirktonpsoffice@glow.sch.uk)

Website: <http://www.kirkton-pri.s-lanark.sch.uk>



**Roll:** 153  
**Stages:** P1-P7  
**Sector:** Non-denominational  
**Gaelic:** No

**Absence:** Call the number above and follow the instructions to leave a message.  
**Information:** If you require anything further or would like to request a tour, email or call.  
**Complaints:** Please call or email with 'FAO Mr Owens'.  
**Response Time:** We aim to respond within corporate guidelines of 5 working days.  
**SLC Complaints:** Have Your Say  
**Emergency:** **Call** if your query is urgent. In the event of a school emergency, we will call you.

## 3. School Ethos

At Kirkton Primary School, we strive to work in meaningful and ongoing partnership with pupils, staff and parents/carers to achieve our school aims of:

- *Ensuring our positive, inclusive and nurturing ethos is central to everything we do.*
- *Ensuring all children are safe, nurtured, happy and successful.*
- *Embedding our values in daily interactions with each other.*
- *Working in partnership to set and achieve the high expectations we all share.*
- *Encouraging our learners to believe in themselves and celebrate their successes.*
- *Providing opportunities for learners to be role models and ambassadors.*
- *Recognising when our young people are Successful Learners, Effective Contributors, Responsible Citizens and Confident Individuals.*
- *Promoting a growth mindset and encouraging a 'can do' approach.*





## 4. Staff List

### Senior Leadership Team

#### Acting Head Teacher

Mr Michael Owens

#### Principal Teacher

Mrs S Morrison (M, T, W)

#### Principal Teacher

Mrs C Smith (T, F)

Mrs J Bell

Mrs L Ower

Miss F Murdoch

#### Class Teachers

Mrs F Taylor

Mrs N Cassidy

Mrs K Thomas

Mrs M Johnson

Miss C Taylor

Mrs R Milne

#### Support Staff

Mrs F Russell (TL)

Mr G Nellies

Miss A Smith

Mrs H Dickson

Mrs R Messur

Mrs J Dickson

#### Facilities

Mrs M Millar - Janitor

Mrs G Gilmour – Kitchen

Mrs Clark - Kitchen

Mrs Smith - Cleaning

Miss MacLellan - Cleaning

Mrs O'Neil – Kitchen

Ms Watson - Cleaning

## 5. Attendance

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

**On the first day of absence, please call or email before 9am. If we have not heard from you, we will text, email and/or call you to confirm. Please respond promptly.**

If you know they have a hospital/dental appointment, please let us know in advance via email. Requests for your child to be absent from school to make an extended visit to relatives either in the UK or overseas must be made in writing to the head teacher, detailing the reason, destination and duration of absence and arrangements for their continuing education. On these occasions the pupil will be marked as an unauthorised absence. 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.

**Emergency Information** - We strive to keep the school open during term-time. However, there may be instances such as severe weather or power failures that could affect the school day. In such cases, we will inform you as soon as possible through text or Parent Portal and our social media channels.

**Severe Weather Protocol** - In the event of severe weather like snow or heavy frost, if the school cannot open at the usual time, we will delay the start until 10 am. Notifications will be posted on social media and the council's website.

**Communication** - The Council's website, [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk), will provide updates on school closures or delays including further information about the next school day.

**Parental Responsibilities** - Amend changes to your contact details through Parent Portal. If unsure about the school's status, visit the website [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk) or email [education@southlanarkshire.gov.uk](mailto:education@southlanarkshire.gov.uk).



**Your Commitments** - We ask that you:

- Support and encourage your child's learning.
- Respect and adhere to the school's policies.
- Respect school staff and support the school's commitment to your child's education.

**Family Holidays During Term Time** - Please ensure your child attends school during term time and avoid holidays during this period as it disrupts education and reduces learning time. If a holiday during term time is unavoidable, inform the school in advance by letter/email.

Holidays during term time will be marked as unauthorised absences, except in exceptional circumstances where parents can demonstrate the inability to obtain leave during school holidays. Unexplained absences will be recorded as unauthorised.

**Encouraging School Attendance** - We believe that regular school attendance is key to raising attainment and achievement. It's a shared responsibility among parents/carers and the school to emphasise the importance of attending school.



**School Holidays** - For your convenience, school holiday dates and in-service dates can be found on the council's website: [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk).

## **6. Parental Involvement & Parent Partnership**

**Parental Involvement** - The Scottish Schools (Parental Involvement) Act 2006 offers guidance for education authorities, Parent Councils, and others. Parent Zone [Parentzone Scotland | Education Scotland](http://Parentzone Scotland | Education Scotland) provides resources for parents and Parent Councils, and the National Parent Forum for Scotland offers additional information at [www.npfs.org.uk](http://www.npfs.org.uk).

**Parental Involvement/Parent Council** - South Lanarkshire Council values parents as partners in their child's education and has published a strategy called 'Making a difference – working together to support children's learning', available on the Council's website: [www.southlanarkshire.gov.uk/downloads/file/13457/parents\\_as\\_partners - strategy 2019](http://www.southlanarkshire.gov.uk/downloads/file/13457/parents_as_partners_-_strategy_2019)

**The Importance of Parental Involvement** - Parents, carers, and family members are the most significant influences on children's lives. Children spend only 15% of their time in school between the ages of 5 and 16. Research shows that parental involvement in learning leads to better outcomes at school and in life.

### **Our Aims for Parents/Carers**

- To be welcomed and involved in the life of the school.
- To be fully informed about their child's learning.
- To be encouraged to contribute actively to their child's learning.
- To be able to support learning at home.
- To be encouraged to express views and participate in discussions on education-related issues.

**Parent Forum and Parent Council** - Every parent with a child at school is automatically a member of the parent forum. The Parent Council is a formal group with a constitution that acts as the Parent Voice of the school. **At Kirkton Primary School, this group is known as the Parent Partnership.** A guide on the role of a Parent Council, created by parents for parents, is available [here](#).

**Getting Involved** - To learn more about becoming a parent helper or joining the Parent Partnership, contact the school, visit our website or email [friendsofkirkton@glow.sch.uk](mailto:friendsofkirkton@glow.sch.uk)

**Parent Zone Scotland** - A unique website for parents and carers in Scotland, offering information from early years to beyond school. It provides up-to-date information about learning in Scotland and practical advice to support children's learning at home. It offers more detailed information on additional support needs. It explains how parents can get involved in their child's school and education. It includes details about schools, performance data for school leavers from S4-S6, and links to national, local authority, and school-level data on the achievement of Curriculum for Excellence levels.

## 7. 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 forward looking, coherent, flexible and an enriched curriculum that provides young people with opportunities to engage with the knowledge, skills and attributes they will need to flourish in life, learning and work.

The curriculum places learners at the heart of education and at its centre are four fundamental capacities; successful learners, confident individuals, responsible citizens, and effective contributors. It includes all 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.

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 curricular areas are as follows:

<b>Expressive Arts</b>	<b>Languages &amp; Literacy</b>	<b>Health &amp; Wellbeing</b>	<b>Numeracy &amp; Maths</b>
<b>Religious &amp; Moral</b>	<b>Science</b>	<b>Social Studies</b>	<b>Technologies</b>

If you want to know more about Curriculum for Excellence, please visit Scotland's Curriculum for Excellence ([www.scotlandscurriculum.scot](http://www.scotlandscurriculum.scot)). Our learning and teaching activities are based on the outcomes and experiences in the guidelines that all schools have for Curriculum for Excellence.

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

### **Spiritual, Social, Moral, and Cultural Values (Religious Observance)**

At Kirkton Primary our religious observance is planned in line with the National Guidance issued by the Scottish Government on 21<sup>st</sup> February 2011 and the Education (Scotland) Act 1980. Parents have the right to withdraw their child from religious education activities. We closely link with Kirkton Parish Church. Please contact the school to request this.

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.



## 8. Assessment and Tracking Progress

We want to share with you on how your child's learning is progressing. **At Kirkton Primary School**, we do this through ongoing formative and summative assessments, which are planned by SLT and Class Teachers as part of the Learning and Teaching Process. Learning Intentions and Success Criteria are identified, and assessment activities take account of what children can say, write, do and make.

Information is gathered through observation, conversation and participation in assessments, as well as children identifying and evaluating their own learning. Pupils' views about the curriculum are gathered through learning conversation at class and whole school levels.

Your child's progress will be reported to you so that you know how well your child is doing, and we aim to convey progress, next steps and how you can help at home.

## 9. Reporting

We will report **formally** through one end of year report in June and two parents' nights in October and April, though more informal reporting through calls, conversations and/or notes will happen as and when required.

Our 'learner 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. If you require information at any point, please get in touch via email and we will get back to you.

## 10. Enrolment & Transitions

**Enrolment** - To register your child for school you should complete our online registration form. This can be done using the South Lanarkshire website.

[www.southlanarkshire.gov.uk/info/200186/primary\\_school\\_information/392/enrolling\\_your\\_child\\_for\\_school](http://www.southlanarkshire.gov.uk/info/200186/primary_school_information/392/enrolling_your_child_for_school)

If you have any difficulty in identifying your catchment school, please email

[Edsuppserv.help@southlanarkshire.gov.uk](mailto:Edsuppserv.help@southlanarkshire.gov.uk)

The online registration form will ask you to provide each child's full birth certificate and two pieces of recent official documentation both containing your permanent home address for example a utility bill, council tax statement, housing rent card, child benefit documentation. Proof of where the child lives may also be needed.

**If your child is due to start school in August 2025, you can enrol online from Monday 6 January 2025. Your catchment school will contact you between Monday 13 to Friday 17 January 2025 to confirm your enrolment.**

If your child attends the nursery of your catchment school, please do not assume that they will automatically be transferred. **You must register them as normal** at the school that is in the catchment area for your home address

If parents want their child to go to another school, they must enrol in the first instance with their catchment school and intimate that they wish to make a placing request. An online placing request form is available from the SLC website [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk) or by contacting:

Email: [edsupportserv.help@southlanarkshire.gov.uk](mailto:edsupportserv.help@southlanarkshire.gov.uk)

Phone: **0303 123 1023**

**Change of School/Placing Request** - 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 [edsupportserv.help@southlanarkshire.gov.uk](mailto:edsupportserv.help@southlanarkshire.gov.uk) or **0303 123 1023**.

**Transition from Primary to Secondary School** - 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 on events designed to support P7 children before they move on to secondary school.

## ***11. Support for Pupils***

**Getting It Right For Every Child (GIRFEC)** supports families by making sure children and young people can receive the right help, at the right time, from the right people. The aim is to help them to grow up feeling loved, safe, and respected so that they can realise their full potential. Most children and young people get all the help and support they need from their parent(s), wider family, and community but sometimes, perhaps unexpectedly, they may need a bit of extra help. GIRFEC is a way for families to work in partnership with people who can support them, such as teachers.

If you have any concerns about your child's wellbeing, you can speak to the named person who will work with you to provide support and decide how to move forward. 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 (pupil support) in Secondary. More information can be found on: [www.scotland.gov.uk/gettingitright](http://www.scotland.gov.uk/gettingitright)

**Support for All (Additional Support Needs)** - Kirkton Primary School utilises and promotes GIRFEC, and we strive to support and challenge all learners appropriately. We utilise the Staged



Intervention Process effectively to ensure support is provided if required, whether that is in class from their teacher, access to small additional groups or advice sought from other professionals and/or agencies. For a few learners, this may be recorded in the forms of Additional or Coordinated Support Plans or involve input from our Specialist Support Teacher (SST) or Educational Psychologist (EP). On other occasions, we may seek support or advice from external agencies, such as Occupational Therapy, Speech & Language, Child and Family Clinic, NHS and/or Social Work. Parents/Carers will always be involved in discussions related to the staged intervention process or application to the aforementioned agencies.

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.

**Enquire** (Scottish Advice Service for ASN) - 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:

Enquire,  
Children in Scotland,  
Rosebery House,  
9 Haymarket Terrace,  
Edinburgh,  
EH12 5EZ.

**Email:** [info@enquire.org.uk](mailto:info@enquire.org.uk)

**Phone:** 0345 123 2303

**Website:** [www.enquire.org.uk](http://www.enquire.org.uk)

Enquire provides a range of clear and easy-to-read guides and fact sheets including the parents' guide to additional support for learning. If you would like to order our leaflets, postcards or guides to share with parents and carers of pupils in your school, please contact us on [info@enquire.org.uk](mailto:info@enquire.org.uk)

## **Attachment Strategy for Education Resources**

***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 supports the action in the 'Getting it Right for Every Child in South Lanarkshire's Children Services Plan 2021-23', following the launch of the Attachment Strategy in 2020, to provide staff training in Attachment and Trauma based 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 theory and its application 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 establishments and for parents/carers which aim to share information on attachment theory and on how this informs the ways in which we support children and young people. These are available in schools and on the SLC Staff Learning Centre for teachers and staff.

## 12. School Improvement

As a school community, we consider views from all stakeholders, as well as school, local and national priorities. We then work in partnership to review, consult and agree our school improvement priorities for the coming session. Below you can see our priorities for last session and this session. [Follow this link for a more detailed evaluation of 23/24 and rationale for 24/25.](#)

2023/24

Priorities

*"To further develop a more robust programme of literacy skills development in particular to writing and reading"*

*"To further increase pupil engagement through a balanced relevant skills-based curriculum which challenges the learner through Play and Pebl"*

*"To increase knowledge and skills in sustainability and global goals."*

*"To fully embed our new skills-based approach, pedagogy and resources within writing, with links to reading to be initiated"*

*"To improve challenge, choice and personalisation through full implementation of a skills-based curriculum, through effective deployment of Play in P1-3 and PEBl in P4-7"*

*"To raise awareness among all stakeholders of UNCRC, Skills in Sustainability and Global Goals through effective Pupil Voice and links across skills and curriculum."*

2024/25

Priorities

**Pupil Equity Fund (PEF) & Participatory Budget (PB)** - At Kirkton Primary School we are continually striving to ensure our PEF is utilised to make improvements to our provision and learning environment. This year, we will use our PEF to support the priorities listed above, with new areas for play, inquiry and outdoor learning created and resourced. We will also support learning, teaching and assessment through the purchase of writing resources, training and access to assessments, which will be utilised to identify strengths and areas of focus for our learners. After a consultation period, our PB Group opted to spend this portion of our PEF on outdoor play equipment to enhance and engage our play environment for all learners.



### 13. School Policies & Practical Information

Healthy eating is something that the school supports, and a range of meals are available at lunchtime that meet the Nutritional Requirements for Food and Drink in Schools (Scotland) Regulations 2020

**All primary schools run a Breakfast service from 8.15am to 8.45am with pupils being offered a selection of toast, cereal or fruit along with a cup of milk.**

For their lunch each day pupils have the option to choose from four meal options everyday. These are all served with vegetables or side salad. All meals also come with fresh chilled drinking water, salad selection, seasonal fruit and depending on the day - soup or a dessert. Milk will be available for those pupils entitled to free school meals through the free school meal eligibility scheme at morning break or lunchtime.

Primary 1 to 5	Primary 6 & 7
Free School Lunch	£2.17

School lunches and milk can be paid for through your Parent Pay account. Please note: School Meal prices are reviewed annually and may be subject to change

**Adapted Diets** - If your child within Nursery, Primary or Secondary requires an adapted diet for medical reasons please speak to the school/nursery office who will provide the request form for you to complete. In addition, if you have a halal or vegan diet request for your child, please speak to the school office who will provide you with a request form.

**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 £796 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 £9,552 as assessed by the HM Revenues and Customs), Child Tax Credit Only (where your gross annual income does not exceed £19,995 as assessed by the HM Revenues and Customs) or receive support under Part VI of the Immigration and Asylum Act 1999.

If you are in receipt of Housing Benefit and/or Council Tax Reduction from us there is no need for you to apply online, we will use the information we hold to automatically award free school meals (P6 to S6) and/or school clothing grants (P1 to S6) to eligible families.

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 to ensure anonymity is protected of children who receive free meals, and we encourage all children to remain in school at lunch time.

**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.

**Allergies** - Many children in our schools have allergies, and it is crucial for parents to keep the school informed about these conditions.

**Health Care Plans** - Allergies can manifest at any time with symptoms ranging from mild to severe. Children with moderate to severe allergies often have a Health Care Plan from the NHS, detailing symptoms and interventions. Parents **must share this plan with the school** and provide updates as necessary.

**Mild Symptoms** - Even without a Health Care Plan, parents should regularly update the school on any new triggers, medications, or actions required.

**Employee Training** - School staff need to know your child's symptoms, treatments, and actions required to prevent exposure and minimise the risk of reactions. Employees receive training on allergies and will consult with parents and the NHS for any additional specialist training needed.

**Policy Adherence** - In supporting children and young people with allergies, school staff will follow South Lanarkshire Council's Safe Systems of Work, risk assessment process, and national guidance on the administration of medicines.

## **Support for Parent/Carers**

**Clothing Grant** - In certain circumstances the Council provides support to parents/carers for the purchase of school wear. This also now includes nursery children aged 3 and 4 years old. Applications can be made online at [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk). If you are required to submit evidence of your Tax Credit income or your Universal Credit Statement, it is important that all pages of this evidence is submitted with your online application. Should you require further information, or you are unable to submit an application online then please contact the helpline number **0303 123 1011** (option 5).

**School hours/holiday dates** – School starts at 9am and concludes at 3pm every day. Please note children can be dropped off from 8.45am when supervision begins. Children should not be dropped before this time unless attending breakfast club. Interval is at 10.30am (15 mins) and lunch is at 12.15pm (45 mins). School holidays and in-service day dates can be [found here](#).



**School Transport** - South Lanarkshire Council's mainstream school transport policy provides transport for primary school pupils who live one mile or more from their catchment primary school by the shortest safe walking route.

The calculation on the measurement of distance from home to school is measured using a Geographical Information System (GIS), which is used for all measurements to ensure that Council Policy is consistently applied across the Authority.

More details on school transport can be found at the following link including the online application form: [https://www.southlanarkshire.gov.uk/info/200186/primary\\_school\\_information/545/school\\_transport](https://www.southlanarkshire.gov.uk/info/200186/primary_school_information/545/school_transport)

If you consider your child to be eligible you should complete the online application form. Forms should be submitted before the end of March for those pupils starting school in August to enable the appropriate arrangements to be made.

A privilege transport scheme is operated on mainstream school contracts where a pupil is not entitled to free school transport. Privilege Transport will only be provided where there is a space on an existing school contract and will be from and to designated pick-up and drop-off points. It will not be provided where a service bus is used on the school run. Any spare capacity will be allocated using agreed priorities. A new application must be made each year. More details on Privilege School Transport may be found here:

[https://www.southlanarkshire.gov.uk/info/200186/primary\\_school\\_information/784/privilege\\_transport\\_to\\_school](https://www.southlanarkshire.gov.uk/info/200186/primary_school_information/784/privilege_transport_to_school)

**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.**

#### **Mainstream School Transport Contact Details:**

**Email:** [school\\_transport@southlanarkshire.gov.uk](mailto:school_transport@southlanarkshire.gov.uk)

**Phone:** 0303 123 1023

**Insurance for Pupils' Personal Effects** - South Lanarkshire Council has noted an increase in claims for loss or damage to pupils' clothing and personal effects. Please be aware of the Council's insurance policy regarding pupils' personal items:

**Theft/Loss of Personal Effects** - The Council is not responsible for the loss or theft of pupils' personal items, such as mobile phones or tablets. These items are brought to school at the pupil's and parents' own risk. To prevent loss, please avoid bringing valuable or unnecessarily expensive items to school. Staff members are instructed not to take custody of any personal items. This policy also applies to musical instruments and other equipment used for school activities. If such items are left at school, it is at the pupil's and parents' own risk. For valuable items like musical instruments, parents should ensure they are covered by their own household insurance.

**Damage to Clothing** - The Council is only liable for damage to pupils' clothing if it is caused by the negligence of the Council or its employees. Claims for other reasons will not be accepted by the Council's insurers.

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

**Child Protection** - All staff in educational establishments in South Lanarkshire Council receive an annual Child Protection update and are required to follow the advice and guidance contained within relevant Education Operating Procedures. They must also complete a mandatory Learn on Line Course "Child Protection in Education".

South Lanarkshire's children's services partnership works together to support children, young people, and their families so that children grow up in communities where they are safe, healthy, active, achieving, respected, responsible and included, and have the opportunity to achieve their full potential. They are committed to continuously improve our services to ensure children, young people and their families get the right support at the right time.

Sometimes children and young people need additional help to make sure that they are "*cared for and protected from abuse and harm in a safe environment in which their rights are respected*" (CPC South Lanarkshire Child Protection shared vision). The Child Protection Committee has the overarching responsibility to ensure that agencies individually and collectively work to protect children and young people as effectively as possible.

All staff have a responsibility to report any suspicions that a child has been abused or is at risk of harm, abuse, or neglect. Robust procedures and guidance are in place to support education staff to **be alert to signs that a child may be experiencing risks to their wellbeing, report concerns to the head of establishment or the child protection coordinator without delay and be actively engaged in support and protection and development of wellbeing.**

If you would like more information, or 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 useful information for parents/carers to help them keep their children safe. [www.childprotectionsouthlanarkshire.org.uk](http://www.childprotectionsouthlanarkshire.org.uk)



## 14. *General Data Protection Regulation as supplemented by the Data Protection Act 2018 (GDPR)*

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

Education Resources has also prepared a privacy notice (below) which sets out how we will deal with personal information as part of our statutory function as an education authority. For more information, please contact the school.

**Privacy Notice Introduction** - In line with the General Data Protection Regulation (GDPR) 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.

If 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 there are concerns about your child's wellbeing and/or your child has needs that may require additional support, we will wish to work with you to collect and consider information to enable us to help you get the right support at the right time in line with the Getting It Right For Every Child (GIRFEC) approach.

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.
- The NHS, to support health initiatives in accordance with the legal obligation on the Council in terms of section 39(3) of the National Health Service (Scotland) Act 1978.
- 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](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.**

**The Freedom of Information (Scotland) Act 2002** - The Freedom of Information (Scotland) Act 2002 came into force on 1 January 2005 and gives a person the right to request information held by Scottish public authorities. The act refers to information held in a 'recordable' format and relates to information held within documents, not the documents themselves. Parents wishing to make a request for information under the terms of the Freedom of Information (Scotland) Act 2002 should submit their request in writing to:

Freedom of Information Officer  
Education Resources  
South Lanarkshire Council  
Council Offices, Almada Street,  
Hamilton, ML3 0AA  
Email: [foi.request@southlanarkshire.gov.uk](mailto:foi.request@southlanarkshire.gov.uk)

Requests for information can also be submitted using the online form available from the South Lanarkshire Council website (Request It section) ([www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk)).



# Appendix A

For a comprehensive list of useful information, please visit the Council's website:

[http://www.southlanarkshire.gov.uk/info/200186/primary\\_school\\_information/1264/curriculum\\_for\\_excellence/3](http://www.southlanarkshire.gov.uk/info/200186/primary_school_information/1264/curriculum_for_excellence/3)

## Additional Information

- Education Scotland's Communication Toolkit: A resource for engaging with parents.
- The Scottish Government Guide Principles of Inclusive Communications: Offers information on communications and a self-assessment tool for public authorities.
- Choosing a School: A Guide for Parents: Provides information on choosing a school and the placing request system.
- A Guide for Parents About School Attendance: Explains parental responsibilities regarding 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
- National Parent Forum for Scotland; [www.npfs.org.uk](http://www.npfs.org.uk)

## 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.
- 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.
- 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 from the Scottish Government website on [www.gov.scot](http://www.gov.scot) with an update on school inspection outcomes being available via the Education Scotland website.

