



Education Resources

Saint Leonard's Primary School East Kilbride



School Handbook 2025/26

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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.

Scottish Catholic Education Service



A Charter for Catholic Schools in Scotland

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

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

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

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





Welcome from the Head Teacher



Welcome to Saint Leonard's Primary School. I hope you have a long and happy time with us and we very much look forward to you being part of our school community.

The aim of this handbook is to provide you with lots of relevant information about the life and work of our school. We strive to achieve excellence for our learners, and it is important to us to do this with you, side by side. As the first teachers of your child, you know their skills and abilities well and have watched them develop into the unique individual they are today. We will continue to build on this through the skills, attitudes and approaches we hope to develop further in them.

In Saint Leonard's, we aim to build on and develop the confidence and success of our children within a caring, loving, nurturing Christian environment. We strive to promote and embed the Catholic values of love, integrity, justice and respect in all that we do.

Our school motto is 'Learn Care Pray – Making the Most of Every Day'

My staff and I look forward to building a strong relationship with you and to seeing your child blossom in our care.

The mission of the Catholic school is to develop as a community of faith and learning, providing the highest quality of education, and offering formation through the promotion of Gospel values, through celebration and worship and through service to the common good. We aim to develop confident individuals who are able to work and play with one another; responsible citizens who care for and take responsibility for themselves, others and their environment; effective contributors who can share their views and suggestions well and recognise the ways they can contribute to our school society as well as their community; successful learners who are able to achieve well in literacy and numeracy as well as other curricular and extra-curricular areas; faithful disciples who are part of a community of faith.

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

The Council's Plan Connect sets out the Council's vision which is, "to improve the quality of life for all within South Lanarkshire".

For Education Resources this means delivering services of the highest quality as well as striving to narrow the gap. It is about continually improving the services for everyone at the same time as giving priority to children, young people, families and communities in most need. The priorities for schools and services are set out in the Education Resources Plan which confirms the commitment to provide better learning opportunities and outcomes for children and young people. This is available at [Education Resources Plan 2025/26 Education and learning - South Lanarkshire Council](#)



We are often asked about the symbolism of our **School Badge**.

The background is green representing the setting of our school, surrounded as it is with grassy banks and trees.

The red cross represents the hospice set up by the followers of Saint Leonard in this area, and the fleur de lis in the centre reminds us that Saint Leonard came from France.

The golden cross keys represent the Papal Keys, signifying that Saint Leonard's Primary is a Catholic School.

Welcome again to our school, I hope you find this handbook useful to you. If there is anything you would like to know about our school that is not in this book, please feel free to contact our school on 01355 224800 or email enquiries to gw14stleonardsoffice@glow.sch.uk

Mrs Lorraine Leonard
Head Teacher

2) About our school

Saint Leonard's Primary School and Nursery Class
Brancumhall Road
East Kilbride
G74 3YA

Phone: 01355 224800

email: gw14stleonardsoffice@glow.sch.uk

Website: <https://blogs.glowscotland.org.uk/glowblogs/stleonards/>

Saint Leonard's is a Roman Catholic co-educational primary school covering the seven years of primary education, after which the children are transferred to Saint Andrew's and Saint Bride's High School in East Kilbride. The school roll is currently 257 with an additional 56 pupils attending our Nursery Class. Parents should note that the working capacity of the school may vary dependent upon the number of pupils at each stage and the way in which classes are organised.

Our current roll is: 262 pupils (school)

Our current classes are: P1, P1/2, P2, P3, P3/4, P4, P5, P5/6, P6 and P7

Have a Concern?



If you have a concern regarding your child's progress, behaviour or another school matter you should initially speak to their class teacher. This can usually be done by speaking to the teacher at the end of the day or by making an appointment through the School Office.

For matters of a more urgent, confidential or sensitive nature, you should arrange to speak to the Head Teacher, through the School Office.

Formal parent/teacher evenings are arranged twice a year. Throughout the session parents are most welcome to arrange an appointment to have their child's programme of work explained to them or have informal discussions regarding their progress. This can be organised by contacting the School Office.

Regular updates and letters provide information for parents on a wide range of school matters. These are posted to our Blog/Website. Letters are issued via ParentsPortal.

Complaints Procedure

The quickest, easiest and often the most effective way to complain is to contact the School Office directly and speak to the Head Teacher or Depute Head Teacher, let them know what the problem is and what would put things right.

You can make a formal complaint:

- In person:** By making an appointment and calling into the school
- By phone:** Call and speak to a member of the management team detailing what your concern is
- In writing:** Write to the head teacher detailing the nature of your concern

When making a complaint you should let us know:

- Your name
- Your address
- Your phone number
- What you are complaining about
- What we can do to put things right

Our Response:

A member of the Senior Management Team will investigate your complaint and usually respond within a few days but certainly within 5 working days. Sometimes, if an issue is complicated, we may take longer than this to respond and if this is the case we will call you and let you know.

If you are unsatisfied with the response, we have made to your complaint you can ask the Head Teacher, *in writing*, to review the issue. Requests for reviews will be acknowledged within two working days and a response will be sent to you usually within 10 working days. In our experience, most complaints can be resolved quickly and amicably with an informal chat between a member of the management team and the parents.

3) School Ethos



Our whole school vision and ethos is underpinned by gospel values and is focused on developing the whole child, and as such fully encompasses the GIRFEC agenda. The school and nursery have a strong ethos of inclusion and there is very good partnership working between teaching and specialist staff in planning for and meeting the individual needs of pupils e.g. specialist support, educational psychologist, speech and language team, social work services, and health professionals.



The strong Christian ethos encourages staff, parents, and pupils to work in a collegiate way to ensure improved learning and outcomes for our pupils. Links between the home, school and parish are a major strength. A strong Christian ethos emphasises the value of each person in our school community.

The staff of Saint Leonard's Primary School are highly motivated and play a full part in the continuous improvement of the school. They work very well as a team to achieve the best possible outcomes for all our pupils. We have worked hard to establish our positive ethos at Saint Leonard's Primary, providing a broad, balanced and relevant curriculum which is active, and child centred to ensure we meet the needs of all our pupils. Our families, external partner agencies and wider community share our school aims and values and have an important role to play in helping us to shape our policies and plan for continuous improvement.

Pupils respond to the high expectations of teachers and in all classes, pupils are treated with equality, fairness and respect and encouraged to contribute actively to the life of the school and the wider community.

Children are encouraged to share their achievements with the whole school and the wider achievements of the children, in and out of school are celebrated through weekly assemblies.

We also have a house system in Saint Leonard's. These are:



St. John Bosco, St John Ogilvie, St. Joseph and St. Bernadette



Our pupils are encouraged to live healthy and active lives and therefore benefit from many and varied after school clubs e.g. athletics, football and boxing.



4) Staff List

Head Teacher:	Mrs Lorraine Leonard	
Depute Head Teacher:	Mrs Colette Dorman	
Principal Teachers:	Mrs Victoria Tyler	Mrs Claire Toner
Teaching Staff:	Mrs Teresa Fairgrieve	Mrs Claire Ballentine
	Mrs Irene Melrose	Mrs Leeanne Masson
	Mr Brian Finnigan	Mrs Louisa Russell (mat leave)
	Mrs Rosalind Rigg (mat leave)	Mrs Kareen Lennon
	Mrs Antoinette Brown	Mrs Margaret Gillen
	Mrs Lisa Parrett	Miss Emma Phimister
	Miss Katie Clark (mat leave cover)	Miss Caitlin Phillips
	Miss Courtney Devlin (mat leave cover)	
Nursery Team Leader:	Mrs Alison Blake	
Early Years Staff:	Mrs Elaine Kelly	Miss Gemma Linn
	Mrs Denise Shepherd	Miss Lesley-Anne Little
	Mrs Laura Fleming	Miss Emily Raymond
	Miss Ellie Brown (support staff)	
School Support Staff:	Ms Annette Steel (Team Leader)	
	Mrs Katrina Davidson	Mrs Lorna McBride
	Mrs Helen Marshall	Mrs Sandi Allen
	Mrs Susan Cusick	Mrs Ruth Purdie
Janitor:	Mr Joe Quinn	
Cleaning Supervisor:	Mrs Elaine Kerr	
Catering Supervisor:	Mrs Claire Harris	

Our priest (school chaplain) is Father Dominic Quinn who is based in Saint Leonard's Parish Church.

Our school is supported by: Mrs Kerrie Campbell (Educational Psychologist), Mrs Jen Wheelins (Specialist Support Teacher).

5) Attendance

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.

For your convenience, school holiday dates and in-service dates can be found on the council's website: www.southlanarkshire.gov.uk.

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:



- if you know in advance of any reason why your child is likely to be absent from school, please tell someone at the school, telephone us or let us know in writing. Please also give your child a note on his/her return to school, telling of the reason for absence.
- notify the school first thing in the morning (before 9.30am) when your child is going to be absent. Let the school know the likely date of return and keep them informed if the date changes.
- inform the school of any change to your home telephone number, your mobile number and / or your emergency contact details. These can be updated by you via ParentsPortal.

Parents may request that their children be permitted to be absent 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. (See section 7)

Family Holidays During Term Time

Family holidays taken during school term time will be recorded as unauthorised absences in line with Scottish Government and South Lanarkshire Council policy. The school is not required to provide work during this period, and parents are asked to avoid arranging holidays that disrupt their child's learning.

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 ParentPortal messages.

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, will provide updates on school closures or delays including further information about the next school day.

Things we need you to do:

- It is important for parents/carers to let the school know of any change to your mobile/home phone number and change of address.
- If for any reason, you are unsure if the school is open visit the website at www.southlanarkshire.gov.uk or email: education@southlanarkshire.gov.uk

6. Parental Involvement and Parent Councils

Parents and carers play a vital role in their child's learning. Research shows that when families are involved, children do better at school and beyond. South Lanarkshire Council values parents as partners and works closely with schools to make this happen.

Why Parental Involvement Matters

- Strong partnerships help schools understand children's needs and help parents feel informed and supported.
- Parents can reinforce learning at home, making schoolwork more meaningful and connected to everyday life
- Parental involvement can help children develop a love of learning and resilience when facing challenges
- When parents work with school and take an interest in learning, children often achieve more academically and feel more confident.

Our Commitment

We want parents and carers to:

- Feel welcome and involved in school life.
- Be well informed about their child's learning.
- Have opportunities to support learning at home.
- Share views and take part in discussions about education.

Parent Forum and Parent Council

- Every parent with a child at school is part of the Parent Forum.
- Each school has a Parent Council, a formal group that represents parents' views and works with the school to improve learning and experiences.

Connect – Supporting Parent Councils

All Parent Councils in South Lanarkshire are members of Connect, Scotland's national organisation for parent groups. Connect offers:

- Free training and advice for Parent Councils.
- Resources and guides to help parents support learning.
- Insurance cover for Parent Council activities. Find out more at <https://www.connect.scot>.

Other Helpful Resources

- Parentzone Scotland – Practical advice and information about learning, additional support needs, and how to get involved: [Parentzone Scotland | Education Scotland](#)
- National Parent Forum of Scotland – Guidance and updates for parents: <https://www.npfs.org.uk>.

Getting Involved

Interested in joining the Parent Council or helping in school? Contact the school office or visit the Council website for details.

Parent Partners



It is in the best interests of all our pupils that there are close links between the home and school. In addition to Parent Evenings and Social Events, we encourage and welcome parents who wish to become more involved in the everyday life of the school. Parent Helpers work alongside staff, using their talents to enrich the education of our children, e.g. School Library, Sport and Recreational Activities and School Outings.

A particular strength of Saint Leonard's Primary School is the high level of parental involvement in the life of the school, with an active, enthusiastic Parent Council and PTA. Both bodies provide invaluable support and service to the school and are prominent features in our general ethos.



Saint Leonard's Primary Parent Council
was established in October 2007.

The Head Teacher acts as Professional Adviser to the Parent Council but has no voting rights.

Local Councillors may also attend Parent Council Meetings but have no voting rights.

Parent Councils are involved in decision such as:

- how their Parent Council will be set up
- what it should be called (Parent Council or other name)
- what size it should be – e.g. in a very small primary school, all parents could be involved
- who should be a member of the Parent Council
- how they should be appointed
- when the most convenient time is to hold meetings
- what will be discussed at meetings – these might be topics such as school uniform, parking near the school, the school's anti-bullying policy, etc.

Our Parent Council email address is: st.leonards-parentcouncil@outlook.com

Parent Teacher Association / Parental Involvement



Saint Leonard's PTA
Parents & Teachers Working Together

Saint Leonard's Primary School has a very active PTA whose members play a key role in promoting the Social Life of the school, while at the same time playing a supportive role in raising funds to help enhance the education of all our pupils. For further information on how you can support the PTA or become a member please contact any member of the PTA or Head Teacher. The PTA email is: st.leonardspta@yahoo.co.uk

7) The Curriculum

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

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

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



If you want to know more about Curriculum for Excellence, please visit website visit [Scotland's Curriculum for Excellence \(scotlandscurriculum.scot\)](http://Scotland's Curriculum for Excellence (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. The Curriculum for Excellence Levels are:

EARLY	The pre-school years and Primary 1 or later for some.
FIRST	To the end of Primary 4, but earlier or later for some.
SECOND	To the end of Primary 7, but earlier or later for some.

Religious and Moral Education

As a Roman Catholic school, Religious and Moral Education and Religious Observance play an essential part in the education of our children. We strive to ensure that we have an inclusive and welcoming ethos built on Gospel values. We promote and encourage tolerance, care, concern and respect for ourselves and others.

This Is Our Faith, the syllabus for Catholic religious education in Scotland, governs the teaching of religious education in Scotland's Catholic schools. This is the first religious education syllabus to be originated wholly in Scotland and designed to meet the needs of young people in Scotland.



We use ***This Is Our Faith*** as the main resource for our teaching of RE, although staff are encouraged to use a variety of different resources to enhance the RME Curriculum. Through this work we seek to develop an understanding and love of our own faith, knowledge of Christianity and other World Faiths and a better understanding and tolerance of ourselves and others. The curriculum in Roman Catholic schools builds on the openness of Catholic schools to other young people regardless of denominations and faiths.

This Is Our Faith will help parents, teachers, catechists and clergy to ensure that young people can:

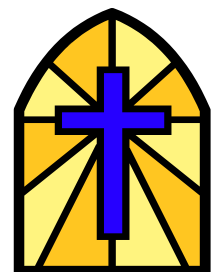
- develop their knowledge and understanding of Catholic faith
- nurture respect for other Christian traditions and world faiths
- experience opportunities for spiritual growth
- acquire the skills of reflection, discernment and moral decision-making
- commit to beliefs, values and actions in a positive response to God's invitation to faith.

Saint Leonard's Primary uses the **God's Loving Plan** resource in response to the Scottish Government's Guidelines for Sex Education in Scottish Primary Schools. The programme is structured to work alongside ***This Is Our Faith***.

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.

Religious Observance in The Catholic School

The Education (Scotland) Act 1980 imposes a statutory duty on local authorities to provide "Religious Observance" in Scottish schools. This is defined in a national R.O. Review Group report published in 2004 as comprising: *"community acts which aim to promote the spiritual development of all members of the school's community and express and celebrate the shared values of the school community"*.



In a letter of guidance issued by the Scottish Government in February 2011, it is acknowledged that Catholic schools take a distinctive approach to the provision of Religious Observance:

Scottish Government Ministers welcome the tradition that, in Roman Catholic denominational schools, Catholic Liturgy will largely shape the nature and frequency of religious observance activities in the classroom and in the wider school community. So,

at times, children and young people will be invited to participate in, and sometimes to lead, prayer and reflection in classrooms and at assemblies. At other times, to honour particular occasions or feasts, chaplains will lead school communities in the celebration of Mass and other forms of liturgical celebration.¹

Catholic schools follow the customs and practices of the Church in order to nourish the spirituality and faith of pupils and staff. Our Catholic tradition is enriched by ancient rites, prayers and devotions which help young people to become aware of, and show reverence to, the sacred presence of the living God, Father, Son and Holy Spirit. Guided by this tradition, we celebrate various seasons and special feast days to honour God, Mary his Mother and the Saints.

Pupils are invited to pray with their teachers at times in classrooms and assemblies, as well as in liturgical services. Usually, a classroom will display a Crucifix on the wall; in some classrooms and other areas of the school, a sacred space will feature a copy of the Bible and will be decorated with signs and symbols that reflect the changing seasons of the Church Calendar Year i.e., Advent, Christmas, Lent, Easter and Pentecost.

This regular practice of Prayer is complemented by religious services conducted, sometimes as part of an Assembly, to mark special occasions - e.g., the distribution of Ashes on Ash Wednesday, the seasons of Advent or Lent. To mark special Feast Days and Holy Days of Obligation, Holy Mass will be celebrated by the school chaplain, with the school community, in school buildings or in local parishes. Some pupils, at certain stages, may be able to participate in retreats and pilgrimages to places of special significance within the Catholic tradition.

While Religious Education is governed by separate Church guidance, it is complemented by Religious Observance practices and, together, these experiences help pupils to develop their understanding of the Catholic faith, to experience opportunities for spiritual growth and to commit to beliefs, values and actions in a positive response to God's invitation to faith.

Where a parent chooses a denominational school for their child's education, they choose to opt in to the school's ethos and practice which is imbued with religious faith and religious observance. In denominational schools, it is therefore more difficult to extricate a pupil from all experiences which are influenced by the school's faith character.

8) Assessment and tracking progress

In Saint Leonard's Primary, teachers use a range of approaches to assess pupil progress on an ongoing basis and through end of unit assessments. Progress is recorded and discussed on a termly basis with the Head Teacher. Early concerns about progress are raised very promptly with the Head Teacher or DHT. Similarly, staff would highlight pupils who are performing very highly.

The Head Teacher holds regular tracking meetings with staff to ensure that pupils are progressing at appropriate levels. Evidence of children's achievement in and out of school is regularly gathered and celebrated.

In line with our assessment policy, staff approach assessment both formatively (eg, Reading Records and Dialogue/Learning Conversations) and summatively (eg Progress Assessments, Spelling and Dictation, End of Unit Maths Assessments).

Our methods of assessment:



- are informed by current teaching approaches
- are an on-going continuous process by the classroom teacher, providing the pupil oral and written feedback on their progress
- are linked to forward planning
- include Standardised Tests in Reading and Spelling
- are used to provide guidance for the next steps in the learning process.

9) Reporting

In Saint Leonard's primary we recognise that good teamwork among parents, children and schools is the key to a successful education for your child.

Reporting is ongoing and comprises of a range of activities which can include children presenting their learning, newsletters, and ongoing oral discussions. Parents have opportunities to take part in discussions about the curriculum and attend parental engagement sessions. Children have opportunities to present on new school initiatives at Parent Council meetings.

In addition to formal Parent Evenings, we provide parents with a written 'learner report' which helps you to get to know more about the curriculum which your child follows and will describe 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.

10) Enrolment and Transitions

Enrolment – how to register your child for school.

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

If you have any difficulty in identifying your catchment school, please email 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 2026, you can enrol online from Monday 5 January 2026. Your catchment school will contact you between Monday 12 and Friday 16 January 2026 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 should then be completed. This is available from the SLC website – www.southlanarkshire.gov.uk or by contacting edsuppserv.help@southlanarkshire.gov.uk or 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 edsuppserv.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.



Pupils from Saint Leonard's Primary School usually transfer to Saint Andrew's and Saint Bride's High School.

11) Support for Pupils

Getting it right for every child

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

Support for All (Additional Support Needs)

A statement of the school policy in relation to pupils with additional support needs, including the assistance given to pupils experiencing learning difficulties who do not have a co-ordinated support plan should be given.

The range of additional support for learning catered for, and the specialist services provided along with details on unit(s) and/or class(es) that the school offers.

The number of pupils who have a co-ordinated support plan should be shown. (Where the number of pupils who have a co-ordinated support plan is between 1-4 inclusive, it should not be published in the school handbook).

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.

In keeping with duties set out in the Education (Additional Support for Learning) (Scotland) Act 2004 (as amended) the guidance states that handbooks should specifically mention Enquire, the Scottish advice service for additional support for learning.

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

Enquire – the Scottish advice service for additional support for learning

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

Phone Helpline: 0345 123 2303

Address: Enquire

Children in Scotland

Rosebery House

9 Haymarket Terrace

Edinburgh

EH12 5EZ

Email Enquiry service: info@enquire.org.uk

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

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

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

Attachment Strategy for Education Resources

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 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 Sway accessible by teachers and staff.

In Saint Leonard's Primary our whole school vision and ethos is underpinned by gospel values and is focused on developing the whole child, and as such fully encompasses the GIRFEC agenda.

Pastoral Care in the school is very good. We take positive and proactive steps to ensure that learning needs, family circumstances, health needs/disability, social/emotional factors are promptly identified and addressed effectively through regular communication with parents and a welcoming, open-door policy.

Our school and nursery has a strong ethos of inclusion and there is very good partnership working between teaching and specialist staff in planning for and meeting the individual needs of pupils e.g. specialist support, educational psychologist, speech and language team, social work services, and health professionals.

All staff fully support the principles of GIRFEC and work well with partners to support families. Our work with families and our interagency working is a key strength of the school.

Promoting Positive Relationships and Understanding Distressed Behaviour (PPRUDB)

PPRUDB is South Lanarkshire's framework for understanding and managing behaviour in schools. It emphasises that all behaviour is a form of communication, often indicating unmet needs, and stresses the importance of building positive relationships as a fundamental skill for teachers and a preventive approach to distressed behaviour. The guidance aligns with key Scottish Government policies and legislation and supports the development of safe, inclusive, and nurturing school environments.

Children and young people who feel safe, healthy, respected, and included are more likely to develop self-confidence and resilience. South Lanarkshire Council's attachment-informed, trauma-sensitive approach, aims to create a secure base and safe haven to reduce the impact of adverse childhood experiences. School staff recognise that distressed behaviour can stem from disrupted attachment, anxiety, and other complex needs, including neurodevelopmental conditions and limited communication skills.

When incidents of distressed behaviour arise in schools, staff will use a range of strategies to de-escalate situations and prevent re-occurrence. Strategies include structuring the environment with consistent routines and quiet areas, adapting communication to accommodate speech and sensory needs, and building positive relationships based on shared values. Setting clear limits with dignity, active listening, and inclusive teaching practices support behaviour management. Planning for transitions and using support plans like Additional Support Plans (ASPs) and Behaviour Assessment and Support Plans (BASPs) assist in addressing individual needs.

Each educational establishment should use the PPRUDB framework to develop and implement a relationships and behaviour policy through consultation with staff, pupils, and parents, reviewing it every three years.

Further information is available from the Headteacher of the establishment your child attends.

12) School Improvement



In Saint Leonard's Primary we promote positive relationships within the school and foster an ethos which encourages all pupils to respect themselves and others. It is our aim to give each pupil ample opportunity to develop to his/her full capacity, intellectually, physically, spiritually, aesthetically and emotionally according to his/her age, ability and aptitude. To ensure that we continue to achieve this aim year on year we have well-developed approaches to ongoing improvement.

The management team regularly involve staff, parents and pupils in reviewing the work of the school and identifying priorities for development and the school Improvement Plan priorities take full account of our self-evaluation.

We aim to ensure continuous improvement to learning and teaching by ongoing reflection on our practice, keeping up-to-date with educational publications and websites and through focused visits to other establishments. Our School Improvement programme is supported through:

- Our staff being involved in working collaboratively with other schools within the Learning Community
- Staff have leadership roles in key aspects of school improvement and curriculum. They

- provide advice and guidance to other members of staff.
- Our strong relationships with parents whose views are regularly sought using questionnaires/consultation forms, PTA, Parent Council and focus groups.
- Staff taking part in moderation activities with stage partners and across the Learning Community to help develop a shared understanding of standards in assessing children's learning and progress.
- The SLT carry out focussed class visits as part of quality assurance approaches as well as focusing on aspects of effective teaching and learning to identify best practice and the impact of new developments.
- Classroom teachers' and Early Years workers' involvement in peer/mentoring visits to share good practice and help develop and improve classroom practice.

Improvement Priorities for the current school session of 2025-26 are:

- Digital Learning
- Attachment Informed Schools – Phase 1 and 2
- Developing in Faith – Honouring Jesus Christ as the Way, the Truth and the Life
-

Our main achievements from session 2024-25 can be found in our Standards and Quality Report.

13) School policies and practical information

School/Nursery Meals

Nursery class

All children (over two years old) attending a local authority nursery will be provided with a free lunch. In addition, if your child attends long mornings or afternoons e.g., over 4 hours 30 minutes they will be provided with a 'brunch' or 'afternoon tea'.

Nursery lunches and snacks are based on nutritional requirements from the NHS "Setting the Table" guidance.

Nursery age children will also receive milk and a healthy snack free of charge under the Milk and Healthy Snack scheme 2021. This will be provided by the establishment.

Primary pupils

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 pupils have the option to choose from two hot meal options (one being vegetarian option) plus a sandwich selection every day. All meals also come with fresh chilled drinking water, vegetable choice, 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.

Pupils in:

Primary 1 - 5 receive a free school lunch.

Primary 6 - 7 meal cost is £2.62

School lunches and milk can be paid for through your Parentpay account or Paypoint facilities in local shops.

NB 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
- Income-based Job Seeker's Allowance
- Income-based Employment and Support Allowance
- Scottish Child Payment (P6 and P7 pupils)
- Support under Part VI of the Immigration and Asylum Act 1999
- Universal Credit (and your earned income is less than £850 as assessed by the Department for Work and Pensions in the assessment period immediately preceding the application for free school meals)

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.

Further information can be found at [Free school meals - South Lanarkshire Council](#) or by accessing the QR below -



School uniform

Saint Leonard's Primary School Uniform

Blazer: Bottle Green

Trousers: Grey

Skirt/Pinafore: Grey or Bottle Green

Shirt/Blouse: White

Pullover/Cardigan/Sweatshirt: Bottle Green

Ties/Badges are available from the School Office.

P.E. Kit: Bottle Green Shorts, Gold Polo Shirt, White Socks and Black Plimsoles

Our pupils are encouraged to be neat, clean and suitably dressed for school. Parents are asked to put their child's name on all footwear and items of clothing. Soft soled indoor shoes must be worn.

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.

Mobile Device Policy

Our school follows South Lanarkshire Council guidance on mobile device use, which is rooted in Scottish Government policy. Mobile technology can support learning and communication, but it can also disrupt lessons and affect wellbeing if misused. To maintain a safe, respectful, and inclusive learning environment, pupils are expected to use mobile devices responsibly and in line with school rules.

Devices should not be used during class unless specifically permitted for learning purposes.

The policy has been developed in consultation with pupils, parents, and staff to balance the benefits of technology with the need to minimise distractions and protect privacy. We ask parents to support this approach by reinforcing responsible use at home and ensuring that devices are used appropriately.

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.

Eligibility criteria and online applications can be found at www.southlanarkshire.gov.uk.

Or via this link [Clothing grants - South Lanarkshire Council](#)

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 HOURS

Breakfast Club:	8.15am – 8.45am
Morning Session:	9.00 am - 12.30 pm
Morning Interval:	10.45 am - 11.00 am
Lunch Break:	12.30 pm - 1.15 pm
Afternoon Session:	1.15 pm - 3.00 pm

Parents are encouraged to ensure that their children are punctual for school. Pupils who are late occasionally may give verbal reason to the class teacher but if late coming is persistent, investigation would be necessary, and remedy sought. Parents are reminded that no patrol wardens are on duty after the start of morning and afternoon sessions. Parents are responsible under these circumstances for the safety of their children.

School holiday dates and in-service dates are available from the website

www.southlanarkshire.gov.uk

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.

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

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 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

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: e-mail:

school_transport@southlanarkshire.gov.uk

tel: 0303 123 1023

Safe School Parking / Bring Children To and From School

1. Parents should use the Parent Parking Area, where there is ample parking and space for dropping children off and collecting them from school. Children enter from the gate at the rear of the Parent Parking Area.
2. Pedestrian Access is available from St. Leonard's Road. Pupils come down the stairs and enter the playground via the gates to the side of the nursery.
3. Parents bringing children to the Nursery should park in the Parent Parking Area and enter via the Top Gate walking along the front of the school to the Nursery Entrance
4. To make it easier to identify and challenge adult strangers within the playground we ask that parents do not enter the playground area at the start of the school day.
Understandably, Primary 1 parents might be a little bit anxious about this and so for the first few weeks we make an exception to the rule for Primary 1 until the children are settled and parents more confident and relaxed about procedures. Parents enter the playground at the end of the school day to collect their children.

Please advise relatives and friends bringing your child to school of these Safe Parking Arrangements.

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:

Insurance for Pupils' Personal Belongings

Personal Items

- The Council cannot accept responsibility for the loss or theft of personal belongings, including mobile phones, tablets, or other valuables. These are brought to school at the pupil's and parents' own risk.
- To reduce the chance of loss, please avoid sending expensive or unnecessary items to school.
- School staff are not permitted to look after pupils' personal belongings.
- This policy also applies to musical instruments and equipment used for school activities. If these items are left at school, it is at the pupil's and parents' own risk.
- For valuable items such as musical instruments, parents should make sure they are covered by their own household insurance.

Clothing

- The Council will only consider claims for damage to pupils' clothing if the damage was caused by negligence on the part of the Council or its employees.
- Claims for any other reason cannot 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.
- 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

Our Commitment to Children's Rights

In line with the United Nations Convention on the Rights of the Child (UNCRC), our school is committed to respecting and promoting every child's rights. We believe that children have the right to express their views on matters that affect them, and we will actively listen and take these views into account when making decisions.

To achieve this, we will:

- Create opportunities for pupils to share their opinions through class discussions, pupil councils, and consultation activities.
- Ensure that decisions about school policies and practices consider the voice of the child.
- Promote an inclusive, rights-respecting environment where every child feels valued and heard.

This approach supports our aim to empower learners, strengthen partnerships with families, and uphold equality and participation for all.

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 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).

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

Or email: 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)

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

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

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 literacy, 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 with an update on school inspection outcomes being available via the Education Scotland website.**