



Education Resources

Biggar Primary School Handbook 2025



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

Phone: 0303 123 1023 Email: education@southlanarkshire.gov.uk

1. Introduction by the Head Teacher

Dear Parents/Guardians,

Welcome to Biggar Primary and Nursery Class.

I hope that you find our school handbook both useful and informative. The handbook has been designed to provide an insight into the experiences on offer at Biggar Primary and to hopefully answer many of the questions you may have about how your child will be educated and looked after.

We make every effort to provide the highest standard of education in a safe, caring and stimulating environment. Through a well balanced curriculum and development of knowledge, skills and experiences we provide opportunities to allow each child to achieve their full potential.

Should you wish any further information please do not hesitate to contact me personally.

Yours faithfully,

Heather Graham

Biggar Primary School Vision Statement

This is Biggar Primary School!

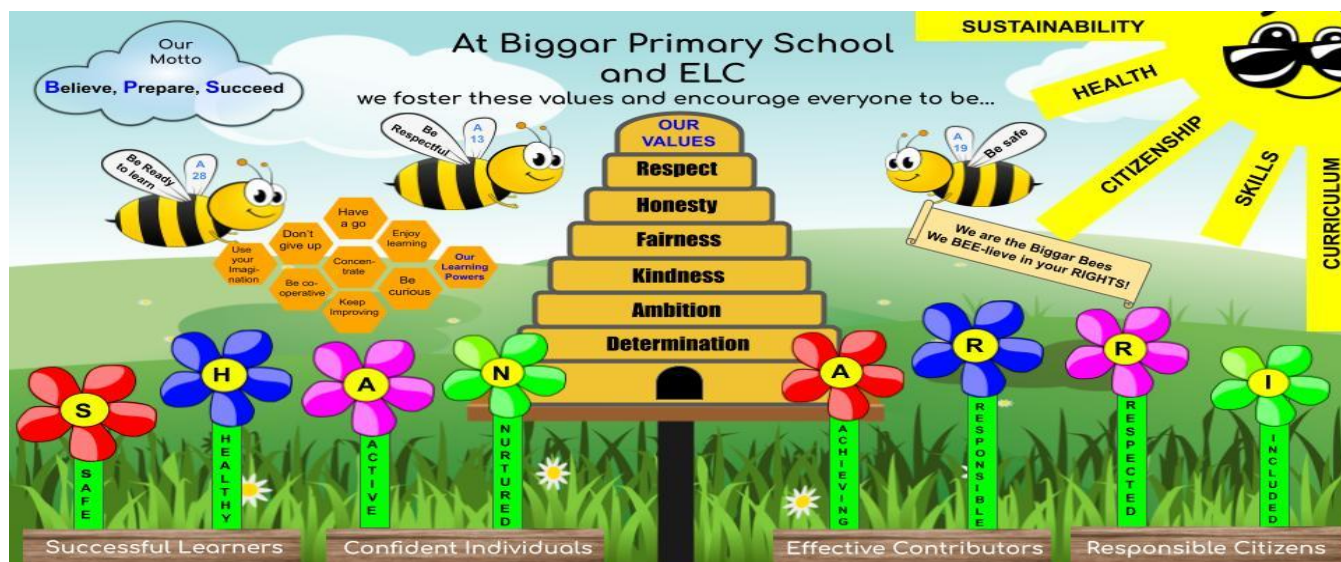
We are confident individuals and successful learners who take pride in, and contribute positively to, both the local and global community. We celebrate the individuality, skills and talents of ourselves and others.

Biggar Primary School Motto (BPS)

Believe **P**repare **S**ucceed

Biggar Primary Values

Our values are **Respect, Honesty, Fairness, Kindness, Ambition and Determination**



Our aims and objectives

1. Key performance outcomes

At Biggar Primary and Nursery Class we aim to

- Develop the 7 principles of Curriculum for Excellence to enable all learners to become successful learners, confident individuals, responsible citizens and effective contributors in the school and wider community
- Maintain high levels of attainment and high expectations of achievement

2. Impact on staff and learners

At Biggar Primary and Nursery Class we aim to

- Ensure that all learners are motivated, eager participants who are actively involved in their own learning
- Promote equality, equity, fairness and respect
- Work in close partnership with parents, carers and families to ensure that they are actively involved in the life of the school

3. Impact on the community

At Biggar Primary and Nursery Class we aim to

- Maintain our historical positive and active relationship within the local community and with all stakeholders
- Proactively seek opportunities to embrace global citizenship

4. Delivery of education/Provision of early education

At Biggar Primary and Nursery Class we aim to

- Promote our clear and shared understanding of what is involved in providing a high-quality education for learners
- Value, support, motivate and consult with our staff to improve the quality of the education provision
- Routinely engage in self-evaluation and use the results to improve the quality of learning and teaching

5. Policy development and planning

At Biggar Primary and Nursery Class we aim to

- Commit to improvement planning on an annual basis
- Consult with all stakeholders in the formation of policy development and improvement planning to reflect local and national priorities

6. Management and support of staff

At Biggar Primary and Nursery we aim to

- Ensure that all teachers continue to meet the standard for registration (GTC) and actively engage in Career Long Professional Learning involving annual staff development and review meetings to evaluate impact on improving outcomes for learners.
- Provide clear remits of roles and responsibilities with the SMT

7. Partnership and resources/Resources

At Biggar Primary and Nursery Class we aim to

- Support learners' needs through effective partnership working with external agencies
- Provide a safe, stimulating working environment which encourages all learners' to achieve
- Manage our financial resources to maximise the use of resources and ensure best value at all times

8. Leadership

At Biggar Primary and Nursery Class we aim to create a culture of achievement which develops the capacity of leadership across the school community

2. About our School

Biggar Primary School and Nursery Class is one of 124 primary schools throughout South Lanarkshire Council.

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

The Council's Plan Connect sets out the Council's vision 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.





Our new school and nursery opened in August 2015 and serves the rural market town of Biggar and surrounding areas.

The school is non-denominational and co-educational and caters for children between the ages of three and twelve and half years of age. i.e. Nursery - P7. At present we have a roll of 210 pupils but have a planning capacity of 344 pupils. Parents should note that the working capacity of the school may vary dependent upon the number of pupils at each stage and the way in which the classes are organised.

The school also contains a nursery class which has been participating in the delivery of the 1140 hours initiative since August 2017.

Our school does not provide teaching by means of the Gaelic language (as spoken in Scotland)

Our new school building is over three floors and is very spacious and airy with fantastic views.

We have 11 classrooms, a dining hall, a library area, an ICT suite and a large gym hall with staging.

Our playground consists of a generous tarmacadum area, a muga pitch, a trim trail, raised beds and seating areas.

Address;
Biggar Primary School
Johns Loan
Biggar
ML12 6ZJ

Phone: 01899 221177

gw14biggarpsht@glow.sch.uk

gw14biggarpsoffice@glow.sch.uk

www.biggarprimary.co.uk



Additional Images of our school

Roof Terrace and view



Inside a classroom

Gym hall



Complaints procedure

We are committed to providing a quality service but if you have any concerns regarding your child's learning, behaviour or care and welfare then it is important that we are solution focussed.

Schools and establishments should be the first point of contact for parents/carers who wish to discuss issues about their child.

You can:

Contact the Head Teacher, Depute or any member of staff.

We can be contacted on 01899 221177 or at gw14biggarpsoffice@glow.sch.uk

If a parental concern cannot be resolved at school level and becomes a complaint we would follow the complaints procedure of South Lanarkshire Council.

You can either :

- Complete an online form- [Comments, complaints and consultations - South Lanarkshire Council](#) or

Alternatively, if online access is not an option,

- Contact Education Resources, Council Offices, Almada Street, Hamillton, ML3 0AE
- Phone: 0303 123 1023

Guidelines are available on the council website www.southlanarkshire.gov.uk



3 School Ethos

The values and principles of being a Rights Respecting School are embedded across our school/nursery and both children and adults work together collaboratively to maintain a rights-respecting school community, based on the UNCRC, in all areas and in all aspects of school life.

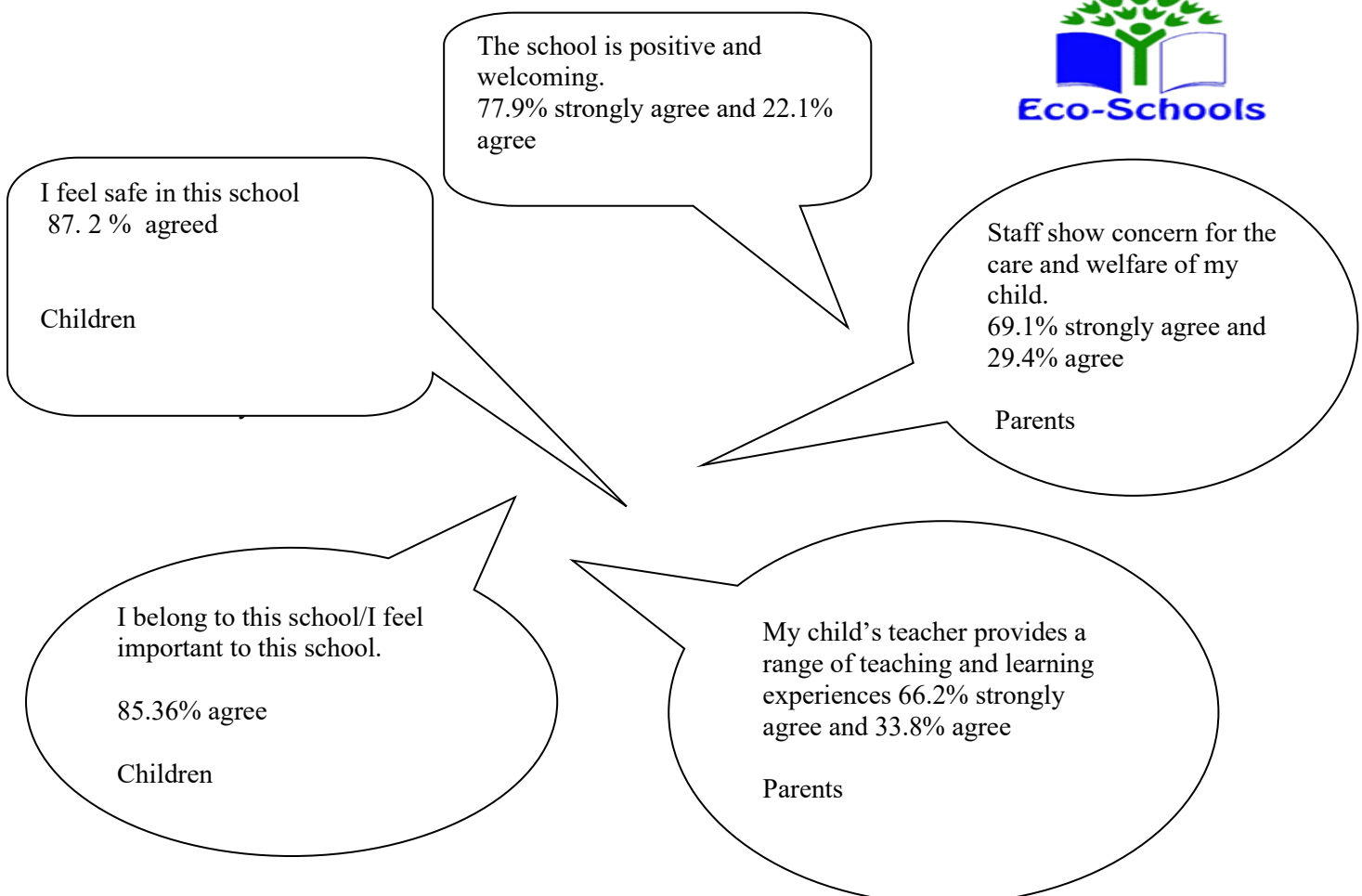
Our learners are provided with the opportunity to participate in a wide range of curricular and extra-curricular activities to work towards the four capacities of being a successful learner, a confident individual, an effective contributor and a responsible citizen.

Achievement and attainment are celebrated across the school and wider community in a variety of ways e.g. at assembly, on social media and in local media.



All pupils in P2-7 are representatives on one of a range of school councils at 'Swarm Time' including Digital Wizards, Citizenship, Eco, Fairtrade, Health, Rotakids, BPS taskforce and Biggar & Better. Pupil voice is actively encouraged to contribute to school improvement. Most of our committees have parent or community representation.

The school has well established positive links in the local community. These include partnership working with organisations such as Biggar Little Festival, Biggar Rugby Club, Biggar Kirk and Biggar Rotary.



Results from annual surveys May 24 and GMPT Oct 24

4 Staff List

The school is staffed to the level advocated by national standards and the decisions of South Lanarkshire Council. There are 8 class teachers in addition to the Senior Management Team.

Mrs Heather Graham is the Head Teacher. Mr Graeme Scott is the Depute Head Teacher. Mrs Claire Cutler is the Principal Teacher (0.6) and Mrs Speirs is the Principal teacher (0.4).

Class Teachers

Mrs McTaggart
Miss MacIntyre
Mr Howley Milne
Mrs Ellwood
Mrs Boyd
Miss Wilson/ Mr Scott
Miss Waddell
Miss Fraser

Class Reduction Teacher- Mrs McCaffery 0.6
Excellence & Equity- Mrs Speirs (0.4) and Mrs Barr (0.6)

Nursery Staff

Mrs Forrest- Team Leader
Miss Goldie (0.8) 7 Mrs Bryson (0.2)
Miss Hicks(0.8) & Mrs Bryson (0.2)
Mrs Hutchings
Miss Robb
Mrs Sedgeworth
Ms Shillan
Mrs McCallum

School Support Assistants

Mrs Collins, Team Leader
Mrs Newbold
Mrs Duncan
Mrs Plenderleith
Mrs Pjiper
Mrs Davies

Clerical Assistants Mrs Collins & Mrs Newbold

Janitor Ms Rout



5. Attendance

Attendance at school

Every effort should be made to ensure that your child attends school during term time. Please contact the school as soon as possible if your child is unable to attend school. 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:

- 1) Please phone before 9.15am on the first day of absence to talk to a member of staff or leave a message on the answer machine
- 2) Please indicate your child's name, class, why they are absent and anticipated length of absence
- 3) Please provide the school with updates if the absence continues and where possible the school will organise continuity of education.

Please let of know of any appointments in advance e.g. dental

The school will follow up all unexplained absences as a matter of urgency on the day.

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 the absence and arrangements for their continuing education. On these occasions the pupil will be marked as an unauthorised absence.

Parents may request that their child 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 child noted as an authorised absentee in the register.

Information on emergencies

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

Parental Responsibilities

- Inform the school of any changes to your contact details.
- If unsure about the school's status, visit the website www.southlanarkshire.gov.uk or email 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.

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.

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

6. Parental Involvement/ Parent Council

Parental Involvement

The Scottish Schools (Parental Involvement) Act 2006 offers guidance for education authorities, Parent Councils, and others.

Parentzone [Parentzone Scotland | Education Scotland](http://www.parentzone.scot.nps.org.uk) provides resources for parents and Parent Councils, and the National Parent Forum for Scotland offers additional information at 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

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.

Getting Involved

- To learn more about becoming a parent helper or joining the Parent Council and/or Parent Teacher Association, contact the school or visit our website.

A guide on the role of a Parent Council, created by parents for parents, is available via this link [Parent Councils](#)

Parentzone Scotland

- A unique website for parents and carers in Scotland, offering information from early years to beyond school.
- Provides up-to-date information about learning in Scotland and practical advice to support children's learning at home.
- Offers more detailed information on additional support needs
- Explains how parents can get involved in their child's school and education.
- 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.

Parent Council can be contacted through the following address;

biggarprimaryparentcouncil@gmail.com



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 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.

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 of the experiences that are planned for children and young people to support the development of their skills, wherever they are being educated, for example in the family and community, pre-school centre, nursery and school.

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:

- 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 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.

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

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

There is a programme of Religious and moral education taught throughout the school in line with Curriculum for Excellence and Council policy on religious education and religious observance.

In addition to the study of Christianity, our school programme includes an insight into Judaism and Islam.

We have a good partnership with Rev. Mike Fucella who visits the school and works with pupils and staff to support Religious Education topics when appropriate. On occasion Rev Fucella is involved in assemblies on specific themes.

Rights of Parents/Carers

Scottish Government Ministers consider that religious observance complements religious education and is an important contribution to pupils' development. It should also have a role in promoting the ethos of a school by bringing pupils together and creating a sense of community.

There is a statutory provision for parents to withdraw children from participation in religious observance. This right of parents' wishes will be respected.

Where a child is withdrawn from religious observance, schools will make suitable arrangements for the child to participate in a worthwhile alternative activity.

Equalities

Integral to this guidance is the principle of mutual respect. The diversity of belief and tradition provides an ideal context in which pupils can learn about, and so learn from, what is important in the lives of themselves and others. South Lanarkshire's guidance recognises and welcomes diversity and promotes respectful understanding.

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

At Biggar Primary we strive to meet the needs of all pupils. Assessment is an integral part of the learning and teaching process. It is the means of obtaining information, which allows teachers, pupils and parents to make judgements about and targets to develop pupil progress. Assessment must measure the success of learning, teaching and achievement as well as guide the next steps to be achieved.

Teachers make on-going and informal assessments about their pupils every day and notes may be made on daily or weekly plans or in forward planners.

Assessment information may also be gained through:

- Formative strategies to indicate the effectiveness of teaching and learning.
- Summative for recording and reporting processes.
- Diagnostic to indicate strengths and specific difficulties.

Formative Strategies

At Biggar Primary we actively support 'Assessment is for Learning'.

Staff have, and will continue to develop, knowledge of a wide range of strategies to promote and implement formative assessment into the learning and teaching process. Strategies include:

- Sharing learning intentions and success criteria
- Questioning
- Feedback
- Self and peer assessment

Summative Assessment

In Biggar Primary we acknowledge that there is still a place for summative assessment.

These provide valuable information to teachers, pupils and parents on what knowledge and skills have been attained.

The strategies adopted may include:

- End of unit assessment
- Pre and post learning tests
- Standardised Tests

Diagnostic Assessment

This type of assessment is used to gain evidence of specific strengths or specific needs of pupils.

A pupil may also undergo an assessment because the teacher or parent has a concern about a particular area not progressing as expected. The results of any such intervention will be used to devise a specific learning plan for that child where necessary.

Monitoring

The Senior Management Team will monitor the effectiveness of learning and teaching. This will be carried out in a variety of ways which include;

- Classroom visits, both formal and informal
- Discussing with pupils what they are doing and why they are doing it
- Reviewing specific learning and teaching approaches
- Monitoring and commenting on plans submitted on a termly basis
- Consultation meetings with individual teachers
- Pupil tracking of achievement and attainment

9. Reporting

Reporting will be ongoing and comprise of a range of activities which can include children presenting their learning, newsletters, posts on social media and ongoing verbal discussions.

We will provide parents with an annual progress and achievement report.

In addition, parent consultations are held twice a year in order to offer the opportunity to discuss how your child is progressing.

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.

10. Enrolment and Transitions

Enrolment – how to register your child for school

To register your child for school you should complete the online registration form. This can be done using the South Lanarkshire Council 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 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 or by contacting edsuppserv.help@southlanarkshire.gov.uk or phone 0303 123 1023.

Flying Start Date- P1 children will attend for a full day from Thursday 14th August 2025.

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.helpline@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.

Moving into the area

Parents moving into the Biggar area are invited to telephone the school or write to the Head Teacher and are most welcome to come along for a visit and a tour of Biggar Primary and Nursery Class.

11. Support for Pupils

Getting it right for every child, (GIRFEC)

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.

The named person at Biggar Primary is Heather Graham, Head teacher.

More information can be found on: www.scotland.gov.uk/gettingitright

Support for All (Additional Support Needs)

All children and young people need support to help them learn. Some may need additional support and needs can arise for a range of reasons. A child will be considered to have additional support needs in education where, for whatever reason, there is a barrier to learning from the school education provided. Mrs Graham, Head Teacher has responsibility for Additional Support Needs.

A staged intervention procedure for identifying, assessing, planning and monitoring in respect of additional support is an integral part of teaching and learning within the school. The planning process is also consistent with the principles of Getting It Right For Every Child

- Stage 1 – Additional needs met with support available within the classroom
- Stage 2 – Additional needs met with support available within the establishment (e.g. Specific Intervention programmes such as Catch Up Maths/Literacy)
- Stage 3 – Additional needs met with support available within the education authority (e.g. Extended Community Team Teacher, Educational Psychologist)
- Stage 4 – Additional needs met with support available to the education authority from other 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. These are available through the school or on the South Lanarkshire Council website www.southlanarkshire.gov.uk.

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

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 provides a range of clear and easy-to-read guides and fact sheets including the parents' guide to 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

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 can inform 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.

12. School Improvement

We are required to demonstrate our accountability through a number of formal processes. These include internal processes of self-evaluation, audit and improvement planning and external processes such as support and challenge by the quality improvement team of South Lanarkshire Council, and inspection by Her Majesty's Inspectorate of Education (HMIE).

Our summary standards and quality report for session 23/24 is available on the school website or a copy can be obtained from the school office.

The report identifies

- Strengths and areas for improvement relating to key quality indicators from 'How Good is our School 4' and 'How Good is our Early learning and Childcare'.
- Progress made on priorities and impact for learners relating to the improvement priorities for session 23/24.

Biggar Primary School and Nursery Class was inspected by Her Majesty's Inspectorate of Education in May '12 and the report can be accessed at www.educationscotland.gov.uk.

We accept that school improvement is the responsibility of all and have an established systematic approach to consultation across the school community to involve pupils, parents, staff and other partners.

Annual questionnaires are distributed prior to the formation of the improvement plan for the next session in order to take account of views from various stakeholders and to inform priorities for the forthcoming session and the next few years.

Literacy, numeracy and health and well being are the responsibility for all and continue to be a focus on our improvement plan or maintenance agenda.

Priorities for Biggar Primary for the current session (24-25) will focus on;

- Literacy- to continue to implement a new writing pedagogy, year 2, across the school focussing on 'Explicitly Teaching Writing.'
- Improving our classrooms/Improving our school-To promote collective responsibility in the use of data to inform targeted interventions to raise attainment and achievement.
- Attachment- To upskill all staff using the CIRCLE Framework of Inclusion and Emotion Coaching.
- Building Racial literacy-Raise awareness of racial literacy of staff.
- Excellence and equity- continue to implement interventions with targeted groups of children and individuals to close the poverty related attainment gap.

Maintenance Agenda

Reading Schools- Gold Award- Continue working towards this award
Young Leaders of Learning- Continue with development across learning community
Skills framework- continue to embed
Profiling- start new profiling system
Children's rights- Make links to SDG's and raise awareness
Maths recovery- 2 more teachers trained

Some examples of Curriculum for Excellence at Biggar Primary



Food Technology



Outdoor Education
Forest schools



Languages 1+2
French showcase



Burns Poetry Competition



Football Festival



P7 Residential



Class Assemblies



Global Citizenship-Rotakids
Christmas Boxes for Ukraine



Biggar Little Festival

13. School Policies and Practical Information

School/Nursery Meals

Nursery class

All children 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 -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.

Pupils in:

- Primary 1-5 receive a free school lunch
- Primary 6-7 meal cost is £2.17

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 a special diet for medical reasons please speak to the nursery/school 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 nursery/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 & Customs), Child Tax Credit only (where your gross annual income does not exceed £19,995 as assessed by the HM Revenues & 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. 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

Normal school hours would be

Start	9.00am
Interval	10.30am - 10.45am
Lunch	12.15pm – 1.00pm
Close	3.00pm



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

Transport

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

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

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.

Our janitor escorts children to and from the bus bay at Biggar High for transport.

Mainstream School Transport contact details:

e-mail: school_transport@southlanarkshire.gov.uk

tel: 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
- 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

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)

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

National policies, information and guidance can be accessed from the Scottish Government website on www.gov.scot

2025/26 School Holidays (Approved)

August 2025

- Tuesday 12 August - teachers return
- Tuesday 12 and Wednesday 13 August - in-service days (all schools)
- Thursday 14 August - pupils return to school

September 2025

- Friday 26 September and Monday 29 September (September weekend holiday)

October 2025

- Monday 13 to Friday 17 October (October break)

November 2025

- Monday 10 November (in-service day)

December 2025 and January 2026

- Friday 19 December (schools close at 2.30pm)
- Monday 22 December to Friday 2 January 2026 (Christmas/New Year break)
- Monday 5 January 2026 - pupils return to school

February 2026

- Monday 16 and Tuesday 17 February (February break)
- Wednesday 18 February (in-service day)

April 2026

- Thursday 2 April* (schools close at 2.30pm)
- Friday 3 April to Friday 17 April (Easter/Spring break)
- Monday 20 April - pupils return to school

May 2026

- Monday 4 May (May day)
- Thursday 7 May** (in-service day - all schools)
- Friday 22 May and Monday 25 May*** (Local holiday)

June 2026

- Thursday 25 June (schools close at 1pm for summer break)

*Good Friday falls on Friday 3 April 2026

**In-service day proposed to coincide with Scottish Parliamentary Election. Subject to change.

**Lanark schools will close on Thursday 11 and Friday 12 June 2026

Pupils attend school for 190 days and teachers attend for 195 days

