



**Education Resources**

## Crawford Primary School



**School Handbook**

**January 2026**

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

## 1) Introduction by the Head Teacher

Dear Parent/Carer,

A warm welcome to you and your child. Crawford Primary is a small village school with a strong focus on creating a happy, productive learning environment for our learners. My hope is that your child will enjoy their time with us at Crawford.

Our school handbook is designed to inform you about how your child will be educated and cared for at Crawford. I trust you find the information within useful, and it helps answer any questions you may have about our school. Please do not hesitate to contact the school if you wish to clarify any information.

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. commitment to provide better learning opportunities and outcomes for children and young people. This is available [Education Resources Plan 2025/26 Education and learning - South Lanarkshire Council](#)

At Crawford Primary we are committed to providing a happy, nurturing space for all our learners, offering encouragement to be the best they can be. Our staff provides rich and dynamic learning experiences to help develop skills and qualities to become: Confident Individuals, Successful Learners, Responsible Citizens, and Effective Contributors.

For our children to achieve the best possible education, we believe a partnership between home and school is essential. Our commitment to support that partnership ensures your child the best possible experience at Crawford Primary School.

As parents of our children, you will always be made welcome at the school.

Yours sincerely,

*Kay Macpherson*

Head Teacher



## 2) About our school

**Crawford Primary,  
93 Carlisle Road,  
Crawford,  
Biggar  
ML12 6TP**

**Phone:** 01864 502 686

**Email:** gw14crawfordps@glow.sch.uk  
**Web site:** [www.crawford-pri.s-lanark.sch.uk](http://www.crawford-pri.s-lanark.sch.uk)



Associated Church:

Upper Clyde Church, Abington (Rev Nikki Macdonald)

Crawford Primary is a non-denominational school which caters for children from primary 1 to primary 7 within one multi-composite class. Our present school roll is 9 Located in the village of Crawford and is a modern new build. Biggar High School is our associated secondary school. Mrs Kay Macpherson is the head teacher of both Crawford and Abington Primary schools.

We aim to achieve the best possible education for your child. This is best done in partnership with you, and we hope you will keep in close contact with us. All parents' visits are welcome within regular school hours, when we are happy to discuss matters of mutual concern related to your child' progress and welfare. Arrangements for a visit or a chat can be made by contacting the school office by phone or email.

### **Crawford Primary School Parent Council**

Crawford Primary School has an active Parent Council with members taken from the Parent Forum, to which all parents/carers automatically belong. They have regular meetings throughout the school year and are always ready to welcome any new members who wish to join.

Crawford Parent Council email address is – [crawfordprimarypc@gmail.com](mailto:crawfordprimarypc@gmail.com)

*We are a small but  
mighty team who  
support our school*

## Emergency Arrangements

Please keep the school informed of any changes to the following:

- Home telephone number
- Mobile number
- Work number
- Emergency contact details



## Pupil Absence or Sickness

At Crawford Primary School, we work closely with parents to encourage regular attendance, as it plays a vital role in raising achievement. Consistent attendance is something we continuously strive to promote. By law, all school absences must be recorded and are categorised as either authorised or unauthorised.

If your child is unable to attend school, we kindly ask parents to:

- Inform the school office by phone or email if you are aware in advance of any reason for your child's absence.
- Notify us ahead of time about any scheduled hospital or dental appointments.
- Contact the school as early as possible on the morning of your child's absence.
- Provide the expected return date and keep the school updated if this changes.

## Absence Routine at Crawford Primary School

- Call the school by 9:15 am on the first day of absence.
- Indicate the anticipated duration of your child's absence.
- Inform the school if there are any changes to the expected return date.

The school will promptly follow up on any unexplained absences as a priority on the day.

*I love coming in and  
working with the  
children*

**Fiona Foley**

## Our Vision, Values and Aims

At Crawford Primary we aim to prepare our children for the future by promoting a positive attitude and encourage a willingness to help others. We provide an education focused on children as individuals, allowing each one to maximise their learning potential.

Our **Vision** for Crawford Primary School is for our learners to be:

- **Caring**
- **Conscientious**
- **Creative**

Crawford Primary School's **Values** are to:

- **Respect Ourselves**
- **Respect Others**
- **Respect the Environment**



Our **Aims** are to:

- provide a safe inclusive learning environment where our children feel nurtured valued and protected from harm;
- encourage parents/carers to be involved with children's learning; to maximise attainment and achievement across the curriculum in particular literacy and numeracy;
- encourage and empower our children to make good decisions and sensible choices to become responsible citizens within the local community and beyond;
- encourage children to have a voice in decision-making about their school, their community, and education to foster communication skills to make children effective contributors and responsible citizens;
- encourage links with the local community and neighbouring schools;
- assessment will be used to identify gaps, specific learning targets and next steps to boost attainment;
- inspire and support all our pupils to achieve their full potential, by building a rich learning environment; using the outdoors, digital learning, active learning and a wide variety of approaches to learning and teaching;
- provide a child centred, innovative curriculum that develops the four capacities;
- enable children to become confident in their own ability, take responsibility for their own learning, challenge themselves in their learning and collaborate with others to be the best they can be;
- foster a climate of mutual care and respect;
- provide opportunities for all pupils to be enterprising and develop skills for learning, life and work.

### 3) School Ethos



Crawford Primary School is a happy and friendly place where our pupils and staff endeavour to make everyone feel welcome. Pupils regularly talk about being part of one big family. The values and principles of rights-based learning are evident across our school. Our children are encouraged to be supportive of one another and foster an ethos of mutual respect. We offer a stimulating learning environment where our pupils are encouraged to develop as confident individuals, successful learners, effective contributors, and responsible citizens. Our agreed vision statement for the school is:

***'Caring, Conscientious, Creative. To be the best that we can be.'***

Our pupils are supported and encouraged to have a voice in the school and all pupils are part of the whole school forum. The children's views are sought regularly about decisions within the life of the school.



Our pupils are rightly proud of their school and are eager to share their achievements and successes. We regularly celebrate our learner's achievements both within and beyond the school in a variety of ways; at our weekly assemblies, daily in our classrooms, in our newsletters, on our school displays and in our local media.

As a school, we are delighted to have Silver Reading School Award status and have an action plan in place to maintain this.



### Local Church

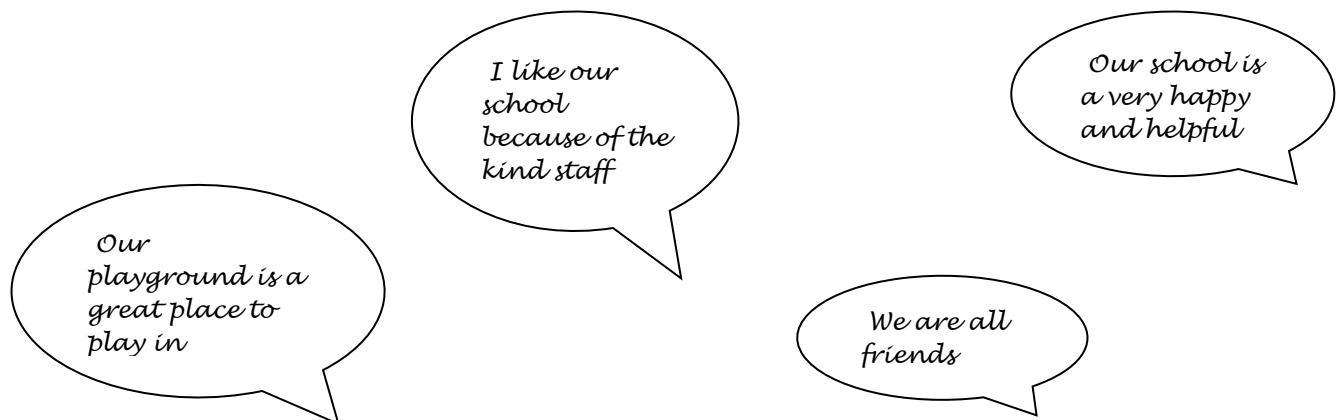
Our school has a good working relationship with our chaplain, Rev Nikki Macdonald, minister of Upper Clyde Parish Church. She visits the school regularly to help us with some of our events both as a historian and a minister. We make good use of the church for some of our services and for teaching about religious buildings and artefacts. Rev Macdonald is a great supporter of our community events.

### Community

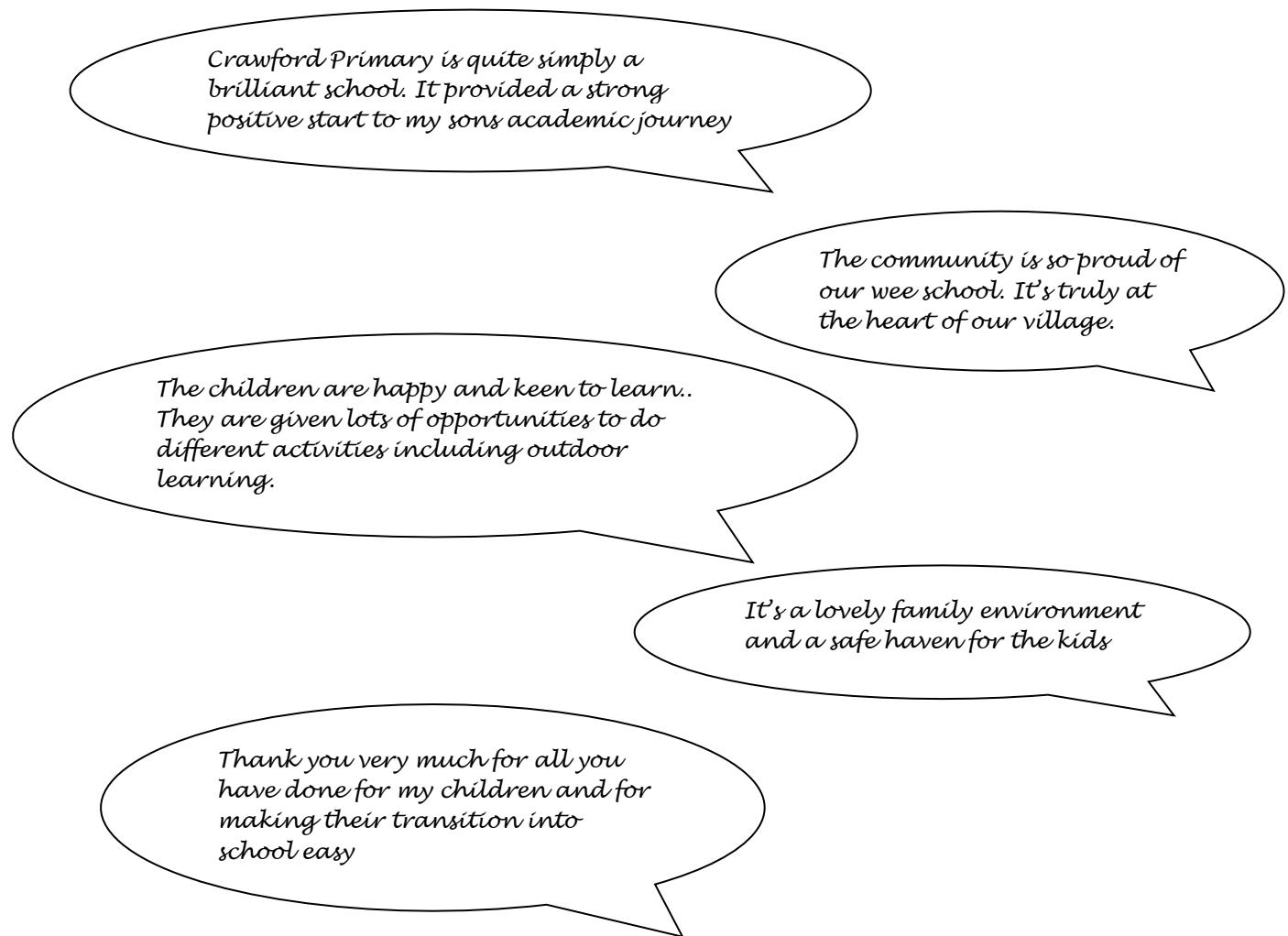


We work closely with our local community and invite members of the community into the school as often as possible through open afternoons, and school events. We value and welcome the expertise parental volunteers can bring to our school and the benefits our children experience through their help. Crawford Primary has worked with a variety of different organisations and people in people in our wider community who help us run a variety of afterschool and lunchtime clubs for our children. Abbie Nelson, our active schools' coordinator, has been working closely with staff to ensure other children have a range of physical activity and sporting experiences throughout our school year.

## What pupils have said



## What parents and visitors have said



## 4 ) Meet Our Staff

## Teaching Staff

Head Teacher	Mrs Macpherson
Principal Teacher	Mrs McKenna
Class Teacher( Thurs, Fri)	Mrs Bell

Throughout the week teachers have non-class contact time where they are involved in planning development work.

## Support Staff

Support Staff Team Leader	Mrs Nunes
Support Assistant (Mon)	Ms Cassels
Support Assistant (Thursday)	Mrs McClelland

## Facilities Staff

Catering Manager Ms Jones  
Caretaker/Cleaner Mrs Abernethy

<b>Specialist Support Teacher:</b>	Mrs Leggate
<b>Educational Psychologist:</b>	Claire McCaughey
<b>Active Schools Co-ordinator:</b>	Abbie Nelson
<b>Visiting Music Teacher (YMI):</b>	Mr Steven Johnstone
<b>Associated Church:</b>	Upper Clyde Church, Crawford (Rev Nikki Macdonald)

## 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](http://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:

- Please phone before 9.15 am on the first day of absence
- Please indicate the anticipated length of absence
- Please phone again if this changes

The school will follow up on 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 absence and arrangements for their continuing education. On these occasions the pupil will be marked as an unauthorised absence

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

### 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](http://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](http://www.southlanarkshire.gov.uk) or email: [education@southlanarkshire.gov.uk](mailto:education@southlanarkshire.gov.uk)

## **Visiting the school**

We welcome all parents' visits and are happy to discuss matters of mutual concern related to your child's progress and welfare. You can easily arrange a visit or speak with us by contacting the school office by telephone or email.

## **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](https://parentzone.scot)
- 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 your school office or visit the Council website for details.

## 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, flexible and an enriched curriculum that provides young people with opportunities to engage with the knowledge, skills and attributes they will need to flourish in life, learning and work, 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 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 \(scotlandscurriculum.scot\)](http://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.



## Expressive Arts

Music is an important part of social culture. Within the curriculum music is for enjoyment and the enrichment of pupils' lives. All pupils have opportunities to take part in music making, to invent music and to listen to and respond to a wide range of music.

Pupils in our school benefit from the Youth Music Initiative which is funded by the Scottish Executive. This initiative allows these pupils to have additional music teaching provided by a music tutor, Mr Steven Johnstone. The programme is delivered from August to January. Each session lasts 40 minutes and involves movement to music, singing and percussion

Through Art and Design pupils will develop their capacity to invent, create, and interpret images and objects, design, make and evaluate. The children are provided with opportunities to draw, paint, work with collage, model and design, using a range of materials and media. Many of our art activities are also linked to social studies topics and other areas of the curriculum.

The aims of Drama are to develop imagination, expression and understanding. This is carried out through group activities, role-play, mime and improvisation using various drama resources. During each school year the pupils are involved in a school production.



## Languages & Literacy

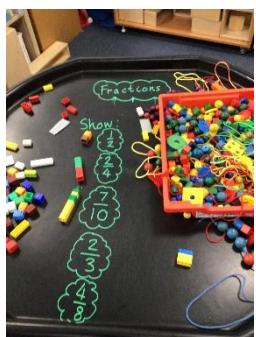
The main aim of the Language Programme in Crawford Primary is to develop Listening, Talking, Reading and Writing skills in order that each child may be given the opportunity to become an effective, fluent and confident communicator.

At Crawford Primary an Active literacy approach is implemented across the school to ensure continuity and progression. Learners at all stages of the school will be engaged in active, challenging tasks linked to Reading, Writing, and Talking and Listening.

Our pupils learn French from primary 1 through to primary 7 as part of the curriculum and will be exposed to a variety of languages throughout their schooling through language topics.



## Mathematics and Numeracy



Mathematics is important in everyday life, allowing us to make sense of the world around us. At Crawford we aim to provide rich numeracy experiences for our learners on a daily basis. Our maths planned pathways ensure that our curriculum is both progressive and provides opportunities for children to build upon their numeracy skills in line with the curriculum for excellence.

Crawford Primary has a wide range of resources that are used during learning and teaching to help our learners make sense of mathematical concepts. This hands-on approach helps learners make their own connections and build their understanding. We encourage our learners to explore number strategies and verbalise their thinking.

## Health and Wellbeing



Our curriculum for health & wellbeing encourages and supports children to learn about keeping themselves safe, healthy and active. We aim to give them an understanding and appropriate knowledge of a range of health issues appropriate to their age and maturity. We encourage pupils to be confident, to feel welcome and included and to treat others with respect.

Physical activity is essential to the growth and development of children.

In school, PE offers opportunities for the development of physical competences, social skills, fitness and a healthy lifestyle. Throughout the year, the pupils have two hour long sessions of PE lessons covering all aspects of physical education. Most days children take part in the 'daily mile' where pupils walk/ run/ jog around the school for fifteen minutes at some point in the day. This is very popular with the children and has greatly improved the general fitness levels of all our pupils. Our children also have swimming lessons.

Our Active Sports Coordinator is closely involved in this aspect of the curriculum. At various times throughout the year children take part in cross-country, track and field and skipping events as well as rugby and netball tournaments and we enjoy our own sports day in the summer months. [https://lh3.google.com/u/0/d/1QjbJTxrRLUi5lbKjRXTcpw7\\_g5yxBjG=s320-w320-h200-k-p-nu?auditContext=thumbnail](https://lh3.google.com/u/0/d/1QjbJTxrRLUi5lbKjRXTcpw7_g5yxBjG=s320-w320-h200-k-p-nu?auditContext=thumbnail)

## Spiritual, Social, Moral and Cultural Values

Spiritual, social, moral and cultural values are expressed through the ethos of the school, through Religious Education and through the curriculum in general.



Our Religious and Moral Education Programme support pupils to develop a consistent set of beliefs, values, attitudes and practices. Pupils learn about Christianity and other world religions to encourage understanding and celebrate diversity.

In Religious Observance the children celebrate important occasions such as Christmas, Easter and Harvest while respecting the different beliefs of pupils, parents and staff.

Regular assemblies are held, some of which are led by the children and some by the Head Teacher. Our Chaplain, Rev Nikki Macdonald, makes a valuable contribution throughout the course of the session. She visits the children in their classroom and leads joint services at various times in the local church in Crawford.

Parents have the right to withdraw their child from religious education and requests should be made in writing to the head teacher. Pupils who have been withdrawn will be given other learning tasks in school during religious studies or religious observance activities.

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.

## Sciences

At Crawford Primary we aim to encourage our children's natural curiosity to motivate them to develop problem solving and investigation skills through science.

The key concepts to be considered by children are:

- Planet Earth
- Forces, Electricity and Waves
- Biological Systems
- Materials
- Topical Science



The experiences and outcomes tap into children's natural curiosity and their desire to create and work in practical ways. They provide opportunities for children to develop and practise a range of enquiry and investigative skills.

## Social Subjects



Through social subjects, children develop their understanding of the world by learning about other people and their values, in different times, places and circumstances. They also develop their understanding of their environment and how it has been shaped.

The selection of topics will take account of children's prior learning and their current interests and needs. Work is also normally linked to other areas of the curriculum, for example, expressive arts and language.

Outings are often arranged as part of a study and visitors and specialists are often invited to talk to children.

## Technologies

Our technologies curriculum enables children to be informed, skilled, thoughtful, adaptable and enterprising. The technologies offer opportunities for personalisation and choice using diverse contexts for learning: The school has invested in chrome books and iPads to support pupils.

- Technological Developments in Society
- ICT to Enhance Learning
- Business
- Computing Science
- Food and Textiles
- Craft, Design, Engineering and Graphics

Teachers will ensure that children develop their understanding of important themes such as the impact of technology, informed attitudes to technology, sustainability and social, economic and ethical issues.

## **8) Assessment and tracking progress**

We want to share with you on how your child's learning is progressing. We do this continually by monitoring and assessing the quality of their work against the Benchmarks produced by Education Scotland.

Assessment is a daily part of the life in the school. It is not only used to measure the success of learning and teaching, but it helps to inform the next steps for our learners. This allows us to ensure appropriate pace and challenge for each learner, likewise we can provide additional support as required.

Assessment is tracked for learners through their time in Crawford Primary which enables us to build a clear and coherent picture of their individual learning journey. Children's progress is tracked and monitored throughout their school life so that gaps in individual pupil learning are identified and addressed.

A copy of our Assessment Policy is available from the school. Please contact us if you wish to receive either a paper or an electronic version.

## **9) Reporting**

A written report will be issued in term 4 so that you can see what your child has been learning and how well they are progressing. In the report, the teacher will describe your child's strengths, achievements, and areas for development, so that you will know what encouragement and support to offer.

In addition, there will be two opportunities to meet with your child's class teacher at parents' meetings where you will have the opportunity to discuss how your child is progressing. Parents may contact the school at any time if they wish to discuss their child's progress.

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](http://www.southlanarkshire.gov.uk/info/200186/primary_school_information/392/enrolling_your_child_for_school)

If you have any difficulty in identifying your catchment school, please email  
[Edsupperv.helpline@southlanarkshire.gov.uk](mailto:Edsupperv.helpline@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](http://www.southlanarkshire.gov.uk) or by contacting [edsuppserv.helpline@southlanarkshire.gov.uk](mailto:edsuppserv.helpline@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.helpline@southlanarkshire.gov.uk](mailto: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 and on events designed to support P7 children before they move on to secondary school.

Biggar learning Community has a robust transition programme which allows pupils to meet up and work together throughout their P6 and P7 years. P7 pupils usually have 3 days at Biggar High school towards the end of P7 to familiarise themselves with the building as well as meet staff and their future peers. Our aim is to make the transition as seamless as possible.

## 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](http://www.scotland.gov.uk/gettingitright)

### Support for All (Additional Support Needs)

In Crawford Primary, pupils work mainly within small groups appropriate to their ability. Teachers and pupils make use of learning intentions, success criteria and self and peer assessment to reflect on the learning and decide on appropriate next steps. Support assistants also work in classes to support children with their learning.

Children who experience difficulties are identified at an early stage and teachers follow the stages in the Support for Learning Policy. The first stage involves identifying barriers to learning then planning and implementing strategies and supports to help with a child's learning.

If a child requires more help we seek support from specialist staff and formulate an Additional Support Plan (ASP) which identifies and records specific targets for teacher, parent and pupil to work towards within a period of time.

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

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](mailto:info@enquire.org.uk)

Advice and information is also available at [www.enquire.org.uk](http://www.enquire.org.uk)

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

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

## **Attachment Strategy for Education Resources**

### **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.

## **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

The School Improvement Plan (SIP) supports head teachers and staff to undertake a robust self-evaluation process in order to identify priorities for improvement. Progress is monitored through the SIP, providing a clear picture of where the school is currently and where it aims to be.

Over the past year, Crawford Primary School has continued to strengthen outcomes for learners through a sustained focus on literacy, numeracy and health and wellbeing. Key achievements include improvements in learner engagement, the continued development of inclusive and nurturing practices, and the successful consolidation of recent initiatives designed to enhance the quality of learning and teaching. Further details of these achievements can be found within the school's Standards and Quality Report.

Crawford Primary's School Improvement Plan enables the school to plan strategically for both the introduction of new initiatives and the consolidation of recent developments over a three-year improvement cycle. Literacy, numeracy and health and wellbeing will remain central to our work, alongside a growing focus on digital learning and learner voice.

The priorities within our 2025–26 School Improvement Plan are to:

- Embed digital literacy at all levels across the school
- Develop inquiry-based learning, with children actively involved in forming 'Big Questions'
- Support smooth transitions from Primary 7 to S1, with a strong focus on wellbeing and positive relationships

Parents and carers will play an active role in future improvement through regular consultation, engagement events and opportunities to contribute to decision-making, including approaches such as Participatory Budgeting, which enables families to share their views on school spending priorities.

Funding to support pupil equity will continue to be used strategically to reduce barriers to learning and close the attainment gap. This includes targeted interventions, enhanced wellbeing support, and ensuring equitable access to learning resources and experiences for all children.

Crawford School Improvement plan can be viewed on our school website.

## 13) School policies and practical information

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

All primary schools run a Breakfast service from 8.30am to 8.45am with pupils being offered a selection of toast, cereal or fruit along with a cup of milk.

For their lunch each day pupils have the option to choose from 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.

**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 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

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.

## School uniform

Our school uniform consists of black / grey trousers, yellow polo shirt and royal blue sweatshirt. These can be purchased through school trends or ALJ suppliers in Lanark. Also a selection of pre-loved uniforms are available in school.



## 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 in school.

## **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 include nursery children aged 3 and 4 years old

Eligibility criteria and online applications can be found at [www.southlanarkshire.gov.uk](http://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**

The school day is arranged as follows:

Breakfast Club	8.30am-8.50am
Start	9.00am
Interval	10.30 – 10.45am
Lunch	12.15 – 1.00pm
Close	3.00pm

See Appendix B showing school holiday dates. School holiday dates and in-service dates are also available from [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk)

## **Transport**

We currently have a school taxi which transports children from Elvanfoot area to and from the school. Parents must apply to South Lanarkshire Council on-line for their children to travel by school 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.

More details on school transport can be found at the following link including the online application form:

[https://www.southlanarkshire.gov.uk/info/200186/primary\\_school\\_information/545/school\\_transport](https://www.southlanarkshire.gov.uk/info/200186/primary_school_information/545/school_transport)

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

A privilege transport scheme is operated on mainstream school contracts where a pupil is not entitled to school transport. Privilege Transport will only be provided where there is a space on an existing school contract and will be from and to designated pick-up and drop-off points. It will not be provided where a service bus is used on the school run. Any spare capacity will be allocated using agreed priorities.

A new application must be made each year.

More details on Privilege school transport may be found here:

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

## **Pick-up points**

Where school transport is provided it may be necessary for pupils to walk a certain distance to the vehicle pick-up point. Walking distance in total, including the distance from home to the pick-up point and from the drop-off point to the school in any one direction, will not exceed the authority's distance limit for school transport.

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

Parents are asked to note that South Lanarkshire Council does not provide transport for those pupils who attend school via a placing request.

Mainstream School Transport contact details: e-mail: [school\\_transport@southlanarkshire.gov.uk](mailto:school_transport@southlanarkshire.gov.uk)

tel: 0303 123 1023

## **Insurance for schools – 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:

### **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 ~~is~~ safe. [www.childprotectionsouthlanarkshire.org.uk](http://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](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](mailto:foi.request@southlanarkshire.gov.uk)

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

## Appendix A

For a comprehensive list of useful information, please visit the Council's website: [http://www.southlanarkshire.gov.uk/info/200186/primary\\_school\\_information/1264/curriculum\\_for\\_excellence/3](http://www.southlanarkshire.gov.uk/info/200186/primary_school_information/1264/curriculum_for_excellence/3)

### Additional Information

- Education Scotland's Communication Toolkit: A resource for engaging with parents.
- The Scottish Government Guide Principles of Inclusive Communications: Offers information on communications and a self-assessment tool for public authorities.
- Choosing a School: A Guide for Parents: Provides information on choosing a school and the placing request system.
- A Guide for Parents About School Attendance: Explains parental responsibilities regarding children's attendance at school.

### Parental Involvement

- Guidance on the Scottish Schools (Parental Involvement) Act 2006 provides guidance on the act for education authorities, Parent Councils, and others.
- 
- Parentzone provide information and resource for parents and Parent Councils
- National Parent Forum for Scotland; [www.npfs.org.uk](http://www.npfs.org.uk)

### School Ethos

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

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

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

Building Curriculum for Excellence Through Positive Behaviour and Relationships outlines the Scottish Government's priority actions around positive behaviour in schools and is also a source of support.

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

### Curriculum

Information about how the curriculum is structured and curriculum planning.

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

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

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

Information on the Senior Phase

Information on Skills for learning, life, and work

Information around the Scottish Government's 'Opportunities for All' programme

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

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

## **Assessment and Reporting**

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

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

Curriculum for Excellence factfile - Assessment and qualifications.

Information on recognising achievement, reporting, and profiling.

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

## **Transitions**

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

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

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

The Additional support for learning page provides links to relevant legislation and guidance, including the arrangements that should be in place to support pupils with additional support needs.

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

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

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

## **Support for Pupils**

The Additional support for learning page provides links to relevant legislation and guidance, including the arrangements that should be in place to support pupils with additional support needs.

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

Supporting Children's Learning Code of Practice (Revised edition) - provides Statutory guidance relating to the Education (Additional Support for Learning) (Scotland) Act 2004 as amended.

Getting It Right for Every Child and Young Person, is essential reading for anyone involved or working with children and young people, including practitioners working in adult services with parents and carers.

## **School Improvement**

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

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

Scottish Credit and Qualifications Framework (SCQF).

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

Amazing Things - information about youth awards in Scotland.

Information on how to access statistics relating to School Education.

### **School Policies and Practical Information**

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

National policies, information and guidance can be accessed from the Scottish Government website on [www.gov.scot](http://www.gov.scot) with an update on school inspection outcomes being available via the Education Scotland website.

## **Appendix B**

### **School Holiday Dates Session 2025/2026**

#### **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)

#### **Notes**

\*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