



Education Resources



East Milton Primary 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.

1) Introduction by the Head Teacher

Dear Parent/Carer,

I begin this handbook by welcoming you and your child to our school. I hope your child will be happy and enjoy his/her time at East Milton whilst learning skills to equip them for the future.

Opened in August 2014, the new school building allows us to deliver a Curriculum for Excellence in a modern, purpose built, educational environment. The school is a well ordered, pleasant and happy environment in which staff work hard to provide high quality teaching and learning experiences for all our pupils. We believe that in an atmosphere of equal opportunities, positive high expectations and encouragement, pupils will gain self confidence, self respect and will be motivated to achieve their best.

We recognise the importance of working in genuine partnership with parents. You will always be made welcome and it is important that you feel able to come and discuss matters concerning your child/children at any time.

We would also like to take this opportunity to extend an invitation to you to participate in the life and work of the school – as a parent helper, member of the Parent Council or by attending curricular evenings and workshops.

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. [This is available at Education Resources Plan 2025/26 Education and learning - South Lanarkshire Council](#)

I hope you find this handbook both helpful and informative. Please remember that all staff are here for the benefit of your child/children.

The staff and myself look forward to working in partnership with you.

Lesley Callaghan
Head Teacher

2) About our school

East Milton Primary
Vancouver Drive
East Kilbride
G75 8LG

phone number 01355 222346

website <https://blogs.glowscotland.org.uk/sl/eastmilton/>

gw14eastmiltonoffice@glow.sch.uk

East Milton Primary School is an interdenominational and co-educational school which is situated within the area of Westwood in East Kilbride. We provide a quality educational experience for nursery children age 3 and 4 (max 48 children at any one time) and primary aged pupils. We do not provide teaching by means of the Gaelic language (as spoken in Scotland) At present our school role is 211 (including the nursery). Our associated secondary school is Duncanrig Secondary School.

It is our aim to work in partnership to achieve the best possible outcomes for all our children and parents, therefore, **any concerns or complaints** will be dealt with promptly and **should be first raised with the Principal Teacher or the Head Teacher**. This can be done by telephoning 01355 222346 for an appointment or calling in person at our school office to arrange a suitable time to meet. At this time agreement would be reached as to how best to progress and any other relevant personnel would be asked to become involved e.g. class teacher, other South Lanarkshire personnel.

For parents offered or seeking a place in East Milton please make contact in person or telephone our school office on 01355 222346 and we will be happy to meet with you and organise a visit for you and your child.

For children who are beginning Primary 1 in August in East Milton, visits in person will be organised before the summer holidays. This will allow the children to visit our Primary 1 class and gain in confidence, ready for the excitement and challenge of starting school! We also ask the parents of our new Primary 1 children to join us for an informal meeting(s) so that you too are informed and relaxed about your child's new learning journey in East Milton.

East Milton Primary School



The whole school community was delighted when our new school building opened in August 2014.

The school accommodation comprises of:

- 7 Classrooms
- 1140 hours Nursery
- Gym Hall
- Dining Room
- Multi purpose Room
- Nurture Room
- Library
- 3G Sports Pitch



3) School Ethos

We promote an ethos based on inclusion, mutual respect, fairness and equal opportunity. We promote high expectations in all our pupils and endeavour to provide a consistently high quality educational experience for our children, in partnership with all our parents, carers and other partner agencies. The school community identified **our values** as;

Wellbeing
Respect
Teamwork
Achievement
Excellence,
Friendship
Kindness
Courage

all of which are embedded in our school ethos.

We celebrate our children's achievements regularly through a series of class rewards including stickers and house points. At a whole school level we regularly celebrate our children's achievements at assembly. Our Pupil Council, House Captains, Eco Committee, Tech Team, Health and Wellbeing Committee, Young Leaders of Learning, Sports Leaders and Junior Road Safety Officers (JRSO) help promote our children's views in school and take forward initiatives which enhance the learning experience of all our pupils.

We work in partnership with our local community, including our library, local churches (West Kirk and Westwood Parish Church, all schools within the Duncanrig Learning Community, Active Schools Co-ordinator, local nursing home and sheltered housing: all of which motivates our children, promotes positive citizenship and fosters good relationships.

We work with a range of partners in the voluntary section and local businesses such as SSPCA, Barnardo's, Kilbryde Hospice and local authors etc.

4) Staff List

Head Teacher	Mrs Callaghan
Principal Teacher	Mrs Sarti
Class Teachers P1	Miss Hutchison
P2	Mrs Pentleton / Mrs Ross
P3	Miss McKinven/Mrs Ross
P4	Mrs Baxter
P5	Miss Elrick
P6	Mrs McKenna
P7	Mrs Gallagher
Class Contact Cover Teachers	Mrs Davie/ Mrs Ross/Mrs Mathieson
Support for Learning Teacher	Mrs Whalin
Nursery Staff	Mrs Whitters (Team Leader) Miss Clacher (Early Years Worker) Mrs Dunsmore (Early Years Worker) Miss Simpson (Early Years Worker) Miss Stamper (Early Years Worker) Ms Harvey (Early Years Worker) Miss Wallace (Early Years Worker) Ms Kerr (Early Years Worker) Ms McGuigan (EY Support Worker)
Janitorial	Mr Smith
School Support Staff	Mrs McWilliams (Team Leader) Mrs Scott, Mrs Paterson, Mrs Sutherland, Mrs Whinnery, Mrs Faith, Ms Turner, Mrs Wilson, Miss Hannah (School Support Assistants)
Active Schools' Coordinator	Ms Keith
Cleaning Staff	Ms McLaren (Supervisor) Mrs Barrett Mrs Shergill
Kitchen Staff	Ms Divers (Supervisor) Mrs Jamieson Mrs Donaghy Mrs Douglas

5) Attendance at school

Encouraging School Attendance

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

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

Every effort should be made to ensure that your child attends school during term time. Please contact the school as soon as possible if your child is unable to attend school. It is important for the school to work with parents/carers in encouraging children to attend school. All absences are required by law to be recorded. Absences will normally fall under two categories – authorised or unauthorised absence. In cases where your child is unable to attend school parents are asked to:

It is very important for us to work with parents in promoting excellent attendance at school for all children. 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. All absences from school 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 follow the guidelines below.

- If you know in advance of any reason why your child is likely to be absent from school, please **tell our school office staff, telephone us or let us know in writing**. Please also **give your child a note on his/her return to school, giving the reason for absence**.
- **Telephone the school first thing in the morning when your child is going to be absent.** The telephone answering system allows parents/carers to leave a message with regard to their child's absence. **Let the school know the likely date of return and keep them informed if the date changes.**
- 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.

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.

Encouraging School Attendance

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

- 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).
- **If your child takes ill at school, you or your emergency contact will be informed as soon as possible.** Should there be a serious accident to a child, the child will be taken to hospital by ambulance and the parents informed immediately.
- Our Parent Council can be contacted by email (marked for the attention of the Chair of the Parent Council) via our school office by using the following email address gw14eastmiltonoffice@glow.sch.uk

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 Parents Portal.

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 Parents Portal and the council's website.

Communication

The Council's website, www.southlanarkshire.gov.uk, will provide updates on school closures or delays including further information about the next school day.

Things we need you to do:

- It is important for parents/carers to let the school know of any change to your mobile/home phone number and change of address.
- If for any reason, you are unsure if the school is open visit the website at www.southlanarkshire.gov.uk or email: education@southlanarkshire.gov.uk
- **If your child requires to take medicine during the school day, you will be asked to complete a form giving full details, which is then kept with the medicine in the school office.**

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

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

In East Milton Primary School our learning and teaching activities are based on the outcomes and experiences in the guidelines that all schools have for Curriculum for Excellence. We place a strong emphasis on health and wellbeing, language and literacy and mathematics and numeracy.

Our Health and Wellbeing curriculum aims to develop in pupils the knowledge, understanding and skills, capabilities and attributes necessary for mental, emotional, social and physical wellbeing.

Literacy is the key to all learning and staff ensure that it is a central part of our planning across all areas of the curriculum.

Mathematics is important in everyday life. Teachers use a variety of resources to support learning in this area.

Learning for Sustainability is an entitlement for all learners within Scotland's curriculum. It weaves together global citizenship, sustainable development education, and outdoor learning to enable learners, educators, schools and their wider communities to build a socially-just, sustainable and equitable society. It supports the development of knowledge, skills and values at the heart of the curriculum's four capacities, helping to nurture learners as responsible citizens and effective contributors.

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

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.



Curriculum for Excellence in Action in East Milton



At East Milton, children develop their skills, knowledge and understanding in a variety of ways through the experiences and outcomes included in the Curriculum for Excellence. Through a happy and secure learning environment, children are encouraged to work hard and reach their fullest potential.



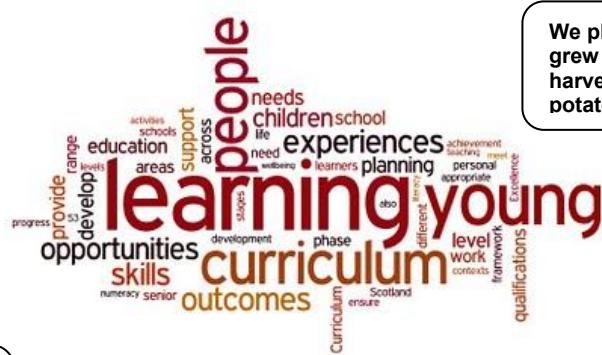
Outdoor learning is fun even when your canoe capsizes!



We love to perform!



We researched the Romans and celebrated the end of our topic with a Roman Feast.



We planted, grew and harvested potatoes.



We used our topic vocabulary to create and design a wordsearch. The next team had to complete the search.



Responsible Citizens



Fundraising for Children in Need

Confident Individuals



Using cooking utensils

Play Based Learning

Within East Milton we are developing a Play Based Learning approach. This is embedded in Primary 1,2 and 3

The rational for the extension of a play-based curriculum is:

- It offers rich opportunities to equip our young learners with the skills, attributes and dispositions necessary for them to thrive in an ever changing world.
- It promotes physical health and mental wellbeing.
- Through play, children learn to answer their own questions, learn new skills and learn to work collaboratively with other children or adults.

Some theorists emphasise that when playing, the child tries out ideas and comes to a better understanding of thoughts and concepts; others see play as a means of the child coping with reality through using their imagination; and, others see play as a means to practise new skills.

According to Education Scotland's Play Pedagogy Toolkit, play supports the four capacities of the curriculum for excellence as follows:

- Successful learners - through the use of imagination and creativity, tackling new experiences and learning from them, and developing important skills including literacy and numeracy through exploring and investigating while following their own interests.
- Responsible Citizens - through encountering different ways of seeing the world, learning to share and give and take, learning to respect themselves and others, and taking part in making decisions.
- Confident Individuals - through succeeding in their activities, having the sense of satisfaction of a task accomplished, learning about bouncing back from setbacks, dealing safely with risks.
- Effective Contributors - through playing together in leading or supporting roles, tackling problems, extending communication skills, taking part in sustained talking and thinking, and respecting the opinions of others



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

We are a non-denominational school which promotes cultural diversity. Our school chaplain, Rev. Masih, leads some school assemblies where the focus is on moral values. Parents and friends are regularly invited to our class assemblies throughout the year.

Pupils are encouraged to link positive moral values to their everyday lives by supporting and caring for others. This is done by voluntary involvement with charities chosen by the Pupil Council and staff.

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. Any parent wishing to withdraw their child from religious observance should put this in writing to the head teacher.

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

Pupil progress is continually assessed by teachers and moderated both internally and within the learning community. It is built into the children's learning experiences and enables us to provide an accurate picture of progress within Curriculum for Excellence Outcomes and Experiences. Outcomes represent what the pupil will achieve and we often explain this, using statements such as 'I will be able to...' or 'I can...' whilst Experiences describe the learning. Teachers use the benchmarks as part of the process.

Evidence of learning will come from children's achievements and through things they write, explain, do and make. For example evidence will come from discussion, practical work, performances and presentations as well as written assessment tasks. We also make regular use of photographs and video clips during learning experiences. Curriculum for Excellence Benchmarks along with Standardised Assessments, Formative Assessment, class work, SNA (at P1, 4 and 7) and teacher observations inform teachers' professional judgement of attainment within and of a level and next steps in learning.

Class teachers meet with the HT for tracking and monitoring meetings three times per year. The HT and Nursery Team Leader meet termly to discuss tracking and monitoring of nursery children's progress.

Pupils also regularly use peer and self assessment where we work with them to assess their work using agreed success criteria. Teachers explain to pupils what they need to do to improve and identify the pupils' next steps in learning. We review learning outcomes regularly to ensure that children have appropriate challenge and support.

Within the school and across the Duncanrig Learning Community teachers are able to moderate progress in learning within a level and achievement of a level. The current focus of moderation work within the learning community has been on moderating writing.

We share progress on how your child's learning is progressing through parent teacher meetings and issuing of an annual report card. Pupils with additional support needs also have Additional Support Plans, Literacy Profiles or Behavioural Additional Support Plans (as appropriate).

9) Reporting

Reporting is ongoing and **comprises of a range of activities** which can include children presenting their learning, newsletters, and ongoing oral discussions.

We will provide parents with **an annual report** so that you can see how your child is progressing. In addition, there will be **parents' meetings** which offer you the opportunity to discuss how your child is progressing. Parents/Carers can contact the school at any time if you wish further information. The school will offer you an appointment time so that you can visit in person to discuss your child's education.

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.

1. 10) Enrolment and Transitions

Enrolment – how to register your child for school.

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

www.southlanarkshire.gov.uk/info/200186/primary_school_information/392/enrolling_your_child_for_school

If you have any difficulty in identifying your catchment school, please email Edsuppserv.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 or by contacting 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 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.

Every year, children experience the transition from one class to the next. This is important at all stages but particularly important for the children starting nursery, moving from Nursery to Primary 1 and Primary 7 to S1.

At East Milton the transition of children from nursery to primary 1 is focussed on the child at the centre and through sharing the experience with their parents and carers. We also have Travelling Tuesdays whereby there is free flow movement between the playrooms and the primary 1 classroom on a Tuesday afternoon.

There is a primary to secondary transition calendar of events to prepare and support our senior pupils in their transition to Duncanrig Secondary school. This involves both visits to the secondary school departments, visits from secondary school staff and pupils to our school and online events. The Duncanrig Learning Community has developed our Extraordinary Transitions Programme for Primary 7 and in session 2025-2026 this is being extended to include Primary 6. Parents/Carers and children are also provided with opportunities to visit the secondary school.



During transition visits, we share with parents information about uniforms, lunch and snack procedures, gym uniform and daily class routines.

Travelling Tuesdays free flow movement between Primary 1 and playrooms..

Meet the Teacher parents' evening takes place early in the new term. This allows for the continuation of good communication between parents and teacher.

Hints and Tips for preparing your child for school: read with your child, look for simple sounds and words, count with your child and talk about school.

We are keen gardeners and grow our own food.

Active Learning is an integral part of your child's daily learning both within and outwith the nursery and is continued into their primary education.



We loved making apple crumble.



'Physics Fights Crime' is a popular science event organised for P7 classes.

Team building exercises are an important opportunity for the children to showcase their ideas, enhance problem solving skills and develop creativity. These will all help in the preparation for secondary school.



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 local 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 **03031231023**.

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 provide support and decide how to move forward. Your school will let you know who this is. It is likely to be the Head Teacher in a primary school and a principal teacher (pupil support) in Secondary.

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

Support for All (Additional Support Needs)

We make every effort to identify learning or behavioural challenges to learning from an early stage. A staged intervention process starting at class level is used and may eventually enlist the support of partner agencies. Appropriate strategies are put in place to remove any barriers to learning and support the pupil. This is carefully monitored and reviewed regularly in partnership with the parent or carer. Additional Support Needs can be long or short term. We have a number of school support assistants who are trained in delivering a variety of interventions such as Catch-Up Literacy and %/!0 Minute Box sessions.

Mrs Whalin, our Support for Learning Teacher, works with us to monitor and support our children and when we identify a child with a significant need a programme of support is put in place, again working in partnership with the child and their parent/carer. A small number of children may require an ASP (Additional Support Plan), BASP (Behaviour Additional Support Plan) or a CSP (Coordinated Support Plan).

In addition we have a Nurture Classroom which provides a variety of nurturing experiences for groups of children based on Boxhall Profiling. We also have additional staff trained in Give Us A Break to support pupils experiencing Bereavement and Loss. Pupils age 10 and above can, if appropriate, be referred to counselling.

We work with a further range of support services including, English as an Additional Language Teacher, Hearing Impairment Teacher Psychological Services, Speech and Language Therapy, Occupational Therapy and Theraplay. These supports would only be used after full consultation and agreement with the child's parent/carer.

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

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

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

Enquire – the Scottish advice service for additional support for learning

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

Phone Helpline: 0345 123 2303

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

Email Enquiry service: info@enquire.org.uk

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

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

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

Attachment Strategy for Education Resources

Attachment – what we do to support children and young people

South Lanarkshire Council Education Resources is committed to improving outcomes for children and young people by creating emotionally supportive learning experiences in our nurseries and schools.

The Education Resources Attachment Strategy supports the action in the 'Getting it Right for Every Child in South Lanarkshire's Children Services Plan 2021-23', following the launch of the Attachment Strategy in 2020, to provide staff training in Attachment and Trauma based practice.

What does it set out to do?

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

How can I find out more?

South Lanarkshire Council Education Resources have published a series of leaflets and posters for establishments and for parents/carers which aim to share information on attachment theory and on how this can inform the ways in which we support children and young people.

These are available from schools and on the SLC Staff Learning 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

We use school improvement planning to effect positive change and improvement to our curriculum and other aspects of school life.

Our achievements to date can be found in our Standards and Quality Report and our priorities for the year ahead can be found in our School Improvement Plan, both of which can be accessed on our school website.

Each year priorities are identified for development. Staff, pupils and parents are involved on an ongoing basis throughout the year. The head teacher reports annually to the Parent Council on the progress of these priorities.

As part of Curriculum for Excellence we endeavour to ensure a wide range of experiences for our pupils and we continually review our practice throughout the year as we strive to continually improve attainment and achievement.

For session 2025/2026 our priorities are:

Priority 1

Inquire to Inspire training for staff to allow us to begin to implement a more inquiry based approach to interdisciplinary learning across P1-7.

Priority 2

Staff in P2 and P3 to attend Play Pedagogy Training to allow us to extend and embed Play Pedagogy into P2 and P3.

Nursery Staff to undertake Woodwork Training to facilitate formation and utilisation of woodworking area within the playroom/outdoors.

Cascading of Froebelian practice at Early Level.

Within nursery in the area of numeracy a further audit, training, parent workshops and home-link materials will be rolled out.

Priority 3

Celebrating Success and Progress in the area of Digital Learning and Reading through further submissions to Digital Schools Awards (Digital Wellbeing and ECC) and Reading Schools (Silver Level).

Pupil Equity Funding is money used to help provide the best possible opportunities for children's learning. In particular, it is there to help support children who experience barriers to learning and who might be falling behind or not getting the same chances in their education because their family is experiencing poverty or other financial difficulties. Details of how we use our Pupil Equity Funding is contained within our School Improvement Plan. Account is taken of the Cost of the School Day and this academic year parents and carers have not been asked to pay for any events or activities.

Pupil Equity Funding Initiatives

1. School Support assistant to assist with delivery of Play Pedagogy and Nurture
2. School Support assistant additional hours to implement Catch-Up Literacy
3. School Support Assistant hours to implement 5 Minute and 10 Minute Box
4. Digital Resources eg Accelerated Reading, Sumdog, TJ Boost etc

Participatory Budget

To extend the experiences for pupils who otherwise may not be able to, as part of the Sustainability IDL work an educational excursion to a wildlife/safari park will be funded to provide some first hand experience for pupils.

13) School policies and practical information

School/Nursery Meals

Nursery class

All children (over 2 years old) attending a local authority nursery will be provided with a free lunch. In addition, if your child attends long mornings or afternoons e.g., over 4 hours 30 minutes they will be provided with a 'brunch' or 'afternoon tea'.

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

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

Primary pupils

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

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

For their lunch each day pupils have the option to choose from, two hot meal options (one being vegetarian option) plus a sandwich selection everyday.

All meals also come with fresh chilled drinking water, vegetable choice, salad selection, seasonal fruit and depending on the day - soup or a dessert.

Milk will be available for those pupils entitled to free school meals through the free school meal eligibility scheme at morning break or lunchtime.

Pupils in:

Primary 1 - 5 receive a free school lunch.

Primary 6 - 7 meal cost is £2.62

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

NB School Meal prices are reviewed annually and may be subject to change

Adapted diets

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

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.

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.

East Milton Primary strongly supports the wearing of school uniform by all children.

Our uniform is as follows:

Waterproof red fleece/ black blazer with school badge
Black trousers or black skirt
White shirt and school tie
Red sweatshirt or cardigan with v-neck and school badge
White polo shirt to be worn on days when pupil participates in PE
Red and white checked dress (an alternative for summer weather)
Black shoes

Ties are available for purchase from the school office.

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.

Support for parent/carers

Support for parent/carers

Clothing grant

In certain circumstances the Council provides support to parents/carers for the purchase of school wear. This also now includes nursery children aged 3 and 4 years old.

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

Or via this link [Clothing grants - South Lanarkshire Council](http://www.southlanarkshire.gov.uk)

Should you require further information, or you are unable to submit an application online then please contact the helpline number **0303 123 1011** (option 5).

School hours/holiday dates

School starts at 9am and finishes at 3pm. We have a morning interval between 10.40am and 10.55am and lunch is from 12.30pm until 1.15pm. All children, including Primary 1 pupils attend for a full day from the first day of term

Please see the attached list at the end of the handbook showing holiday dates.

Mobile Device Policy

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

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

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

East Milton Primary School has its own Bring Your Own Device Policy which was devised by the Parent Council, staff and pupils. It can be found on our school website.

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

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

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

A new application must be made each year.

More details on Privilege school transport may be found here:

https://www.southlanarkshire.gov.uk/info/200186/primary_school_information/784/privilege_transport_to_school

Pick-up points

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

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

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

Mainstream School Transport contact details: e-mail:

school_transport@southlanarkshire.gov.uk

tel: 0303 123 1023

Pick-up points

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

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

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

Mainstream School Transport contact details:

e-mail: school_transport@southlanarkshire.gov.uk

tel: 0303 123 1023

Insurance for Pupils' Personal Belongings

Personal Items

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

Clothing

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

Promoting positive behaviour

It is the responsibility of staff within the school to ensure that parent council members, parents and pupils are involved in the creation of a positive school ethos that encourages good behaviour. Equally, the school whilst trying to promote positive behaviour must support young people should incidents of bullying occur. Parents have a significant role to play in working with the school so that teachers, parents, and pupils know what is expected of them in trying to change the behaviour and attitudes that contribute to bullying behaviour.

Our approach is to create an environment where better behaviour will encourage better learning. The school, along with the support of parents, can work together to create a learning environment which young people can enjoy and feel safe.

Incidents of bullying should be reported to the school immediately so that each alleged incident can be looked at. Together we can work towards creating a safer school for children and staff.

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

Child Protection

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

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

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

All staff have a responsibility to report any suspicions that a child has been abused or is at risk of harm, abuse, or neglect. Robust procedures and guidance are in place to support education staff to: -

- be alert to signs that a child may be experiencing risks to their wellbeing,
- report concerns to the head of establishment or the child protection coordinator without delay.
- be actively engaged in support and protection and development of wellbeing.

If you would like more information, or have a concern of a child protection nature, please contact the head of the educational establishment which your child attends.

The Child Protection Committee's website has a range of useful information for parents/carers to help them keep their children safe. www.childprotectionsouthlanarkshire.org.uk

Our Commitment to Children's Rights

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

To achieve this, we will:

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

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

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

Information on pupils, parents and carers is held by the school to enable the teaching, registration, and assessment of pupils as well as associated administrative duties. The information is stored and used as per the requirements of the 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 service or other support. We will provide an additional privacy notice at these times.

If you apply for an education service or benefit, such as school transport, free school meals, clothing grant, placing request or EMA, we will also ask for personal information as set out above. We will also ask for information about your income for education benefits applications.

If you make a request for additional support such as an educational psychologist or other support for learning, we will ask for more detailed information to allow us to provide the most appropriate support for your family. This may include information about family circumstances or medical conditions.

If there are concerns about your child’s wellbeing and/or your child has needs that may require additional support, we will wish to work with you to collect and consider information to enable us to help you get the right support at the right time in line with the Getting it right for every child approach.

We require this information to ensure that children and young people are educated appropriately, supported, and that we take account of their health and wellbeing. We will also

ask you to update this information annually and to tell us when there are changes to your details.

Information that we collect from other sources.

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

Why do we need this information?

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

- for the education of children, young people and adult learners.
- for teaching, enrolment, and assessment purposes and to monitor the educational progress of children, young people and adult learners;
- to keep children and young people safe and provide guidance services in school;
- to identify where additional support is needed to help children, young people and adult learners with their learning;
- to maintain records of attendance, absence and behaviour of children and young people (including exclusions);
- to support children and young people moving on each year from nursery to primary, primary to secondary and when they move or leave school;
- to help us develop and improve education services provided for young people, adult learners, or families

In accordance with our legitimate interests as an education authority we will also use your information to create statistical reports.

We will share your information with:

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

- The Scottish Government and bodies such as Education Scotland, Scottish Qualifications Authority, Skills Development Scotland, and other organisations that support children and young people's learning.
- Other parts of the Council when required for services such as school meals, school transport, education benefits and with Social Work in connection with any child protection concerns we become aware of.
- The NHS, to support health initiatives in accordance with the legal obligation on the Council in terms of section 39(3) of the National Health Service (Scotland) Act 1978.
- South Lanarkshire Leisure and Culture Limited, where children and young people are participating in sports and leisure activities.
- Other schools/local authorities – if a child moves or transfers to another school the Council has an obligation to pass on information with regards to pupil records to the new school/local authority.

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

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

Our full privacy notice will also provide information on how to make a complaint or to request a paper copy of the privacy notice from the Data Protection Officer.

The Freedom of Information (Scotland) Act 2002

The Freedom of Information (Scotland) Act 2002 came into force on 1 January 2005 and gives a person the right to request information held by Scottish public authorities.

The act refers to information held in a 'recordable' format and relates to information held within documents, not the documents themselves.

Parents wishing to make a request for information under the terms of the Freedom of Information (Scotland) Act 2002 should submit their request in writing to:

Freedom of Information Officer
Education Resources
South Lanarkshire Council
Council Offices, Almada Street,
Hamilton, ML3 0AA

Or email: foi.request@southlanarkshire.gov.uk

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

Appendix A

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

http://www.southlanarkshire.gov.uk/info/200186/primary_school_information/1264/curriculum_for_excellence/3

Additional Information

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

Parental Involvement

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

Parentzone provide information and resource for parents and Parent Councils
National Parent Forum for Scotland; www.npfs.org.uk and www.connect.org.uk

School Ethos

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

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

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

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

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

Curriculum

Information about how the curriculum is structured and curriculum planning.

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

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

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

Information on the Senior Phase

Information on Skills for learning, life, and work

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

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

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

Assessment and Reporting

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

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

Curriculum for Excellence factfile - Assessment and qualifications.

Information on recognising achievement, reporting, and profiling.

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

Transitions

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

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

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

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

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

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

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

Support for Pupils

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

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

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

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

School Improvement

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

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

Scottish Credit and Qualifications Framework (SCQF).

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

Amazing Things - information about youth awards in Scotland.

Information on how to access statistics relating to School Education.

School Policies and Practical Information

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

National policies, information and guidance can be accessed **from the Scottish Government website on www.gov.scot with an update on school inspection outcomes being available via the Education Scotland website.**

School Holidays and In-service Days

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)

*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.

2026/27 (approved)

These school holiday and in-service dates were approved by the Education Resources Committee on Tuesday 9 September 2025.

August 2026

- Tuesday 11 August - teachers return
- Tuesday 11 and Wednesday 12 August - in-service days (all schools)
- Thursday 13 August - pupils return to school

September 2026

- Friday 25 September and Monday 28 September (September weekend holiday)

October 2026

- Monday 12 October to Friday 16 October (October break)

November 2026

- Monday 9 November (in-service day)

December 2026 and January 2027

- Tuesday 22 December (schools close at 2.30pm)
- Wednesday 6 January 2027 - pupils return to school

February 2027

- Monday 15 February and Tuesday 16 February (February break)
- Wednesday 17 February (in-service day)

March 2027

- Friday 26 March (Good Friday)
- Monday 29 March (Easter Monday)

April 2027

- Friday 2 April (schools close at 2.30pm)
- Monday 5 April to Friday 16 April (Spring break)
- Monday 19 April - pupils return to school

May 2027

- Monday 3 May (May day)
- Thursday 6 May (in-service day - all schools)
- Friday 28 May and Monday 31 May* (Local holiday)

June 2027

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

*Lanark schools will close on Thursday 10 and Friday 11 June 2027

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

Appendix A

For a comprehensive list of useful information, please visit the Council's website:
http://www.southlanarkshire.gov.uk/info/200186/primary_school_information/1264/curriculum_for_excellence/3

Additional Information

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

Parental Involvement

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

Parentzone provide information and resource for parents and Parent Councils

National Parent Forum for Scotland; www.npfs.org.uk

School Ethos

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

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

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

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

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

Curriculum

Information about how the curriculum is structured and curriculum planning.

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

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

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

Information on the Senior Phase

Information on Skills for learning, life, and work

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

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

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

Assessment and Reporting

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

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

Curriculum for Excellence factfile - Assessment and qualifications.

Information on recognising achievement, reporting, and profiling.

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

Transitions

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

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

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

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

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

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

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

Support for Pupils

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

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

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

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

School Improvement

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

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

Scottish Credit and Qualifications Framework (SCQF).

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

Amazing Things - information about youth awards in Scotland.

Information on how to access statistics relating to School Education.

School Policies and Practical Information

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

National policies, information and guidance can be accessed **from the Scottish Government website on www.gov.scot with an update on school inspection outcomes being available via the Education Scotland website.**