



Education Resources



# **Leadhills Primary School Handbook Information (November 2025)**



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

Phone: 0303 123 1023    Email: [education@southlanarkshire.gov.uk](mailto:education@southlanarkshire.gov.uk).

# 1. Introduction by the Head Teacher

## Welcome to Leadhills Primary School

Dear Parents / Carers

The school has always been at the heart of the community and so many of you will be familiar with us, however, for some it maybe be the first time you have met us and I would like to take this opportunity to welcome you to our school.

This handbook is written for all parents of children at, or about to enrol in our school. It contains information about the school itself and the varied aspects of primary education. We hope you will find it useful and informative.

Our main goal is to achieve the best possible education for your child, and we recognise that the best way to do this is to work in partnership with you, therefore, we have an “open door” policy whereby you will always be welcome in our school. We also feel passionately that our current, and future, pupils should be taught the traditional values of honesty, justice, trust, freedom and respect. These have been the foundations of the school for many years, and we will continue to instill these values to ensure our pupils leave us equipped to be good citizens, reliable and hard-working people with a thirst for further knowledge and reasonable life chances.

I would like to assure you that both myself and all my team will do our best to make sure that you and your children enjoy being part of our school in the years to come and that your children be given the opportunity to thrive, feel comfortable and cared for at school. I would actively encourage you to take a positive role in the education of your children. With your support, we can work together to make sure your child experiences an excellent education.

If you have not already visited the school, please contact us and we will be delighted to show you round, this can be arranged by calling the school office on 01659 74202.

I hope that this handbook will answer many of the questions which you have about our school. If you have any other questions or concerns, please don't hesitate to contact me.

Welcome to Leadhills Primary School.



**Head Teacher**

The aim of Leadhills Primary is

*“To work in partnership with parents and their child/children, to prepare them for life within and beyond school and provide a happy, fully inclusive and supportive environment where all are successful and achieve their full potential. We aim for all our children to become successful learners, confident individuals, responsible citizens and effective contributors to society.”*

## 2. About our school

**Address: -** Leadhills Primary School  
Main Street  
Leadhills  
Biggar  
ML12 6XP

**Phone:** 01659 - 74202

**Email:** [office@leadhills-pri.s-lanark.sch.uk](mailto:office@leadhills-pri.s-lanark.sch.uk) (Office)  
[headteacher@leadhills-pri.s-lanark.sch.uk](mailto:headteacher@leadhills-pri.s-lanark.sch.uk) (Head Teacher)

**Website:** [www.leadhills-pri.s-lanark.sch.uk](http://www.leadhills-pri.s-lanark.sch.uk)



Leadhills Primary is a non-denominational and co-educational primary school situated in the rural village of Leadhills. It provides for children of primary school age; stages covered Primary 1 – Primary 7; with a current roll of 13. Its associated secondary school is Biggar High School.

Our school was refurbished in December 2013 and retains much of its original character.

In April 2025, a team of inspectors from Education Scotland visited Leadhills Primary School. During their visit, they talked to parents/carers and children and worked closely with the headteacher and staff. The inspection team found the following strengths in the school's work.

- The headteacher's calm, considered leadership creates a culture where children, parents and staff feel listened to and fully involved in the life of the school. She is held in high regard by the school community. Together with staff she has created a highly inclusive learning environment which is underpinned by a culture of trust and mutual respect.
- Children are articulate, kind and compassionate. They are happy at school and participate fully in the life of the school and their local community.
- Teachers' approaches to planning learning experiences that encourage children to be creative, curious and lead their learning. Children are highly motivated, engaged in their learning and experience success.
- Staff's highly effective approaches to checking children's progress as they move through the school. This is helping to ensure that all children experience learning set at the right level.
- Children's attainment in literacy and numeracy. High levels of attainment are maintained and improved.

Please click the link below to read further details:

<https://educationinspectorate.gov.scot/media/iluid3yg/leadhills-ps-ins-260825.pdf>

## Here are Education Scotland's evaluations for Leadhills Primary School

Quality indicators	Evaluation
Leadership of change	very good
Learning, teaching and assessment	very good
Ensuring wellbeing, equality and inclusion	very good
Raising attainment and achievement	very good
Descriptions of the evaluations are available from: <a href="#">How good is our school (4th edition) Appendix 3: The six-point scale</a>	

A more detailed document called Summarised Inspection Findings (SIF) will be available on the Education Scotland website at: [Leadhills Primary School | Inspection Report | Education Scotland](#)

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](#)

The priorities for all schools in South Lanarkshire are set out on the back page of the handbook.

### Our Parent Council

Leadhills Primary Parent Council fundraises on behalf of the school. There is a strong Parent Council within the school. The current chair of the Parent Council is Mrs K. Mounsor. Our parent council also work hard at bringing the community together and providing support to our school when welcoming members of the community to assemblies and other celebratory occasions.  
[www.leadhillsptc@outlook.com](mailto:www.leadhillsptc@outlook.com)

### Attendance at school

It is important for the school to work with parents in encouraging all children 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 these guidelines: -

- If you know in advance of any reason why your child is likely to be absent from school, please tell someone at the school, phone us or let us know in writing. Please also give your child a note on his/her return to school, telling of the reason for absence (this can also be emailed).
- Notify the school first thing in the morning (before 9.15am) when your child is going to be absent. Let the school know the likely date of return and keep them informed if the date changes; inform the school of any change to the following: -
  - **Home** phone number
  - **Mobile** number
  - **Emergency** contact details

### **If you have a complaint?**

We are committed to providing a quality service but if you are unhappy with the service you receive in relation to your child's time in school, it is important that you do something about it.

#### **You can:**

Inform the Head Teacher or any staff member. We can be contacted at: -

**Phone:** 01659 74202

**Address:** Leadhills Primary, Leadhills, Biggar, ML12 6XR

**Email:** [headteacher@leadhills-pri.s-lanark.sch.uk](mailto:headteacher@leadhills-pri.s-lanark.sch.uk)

#### **Or you can:**

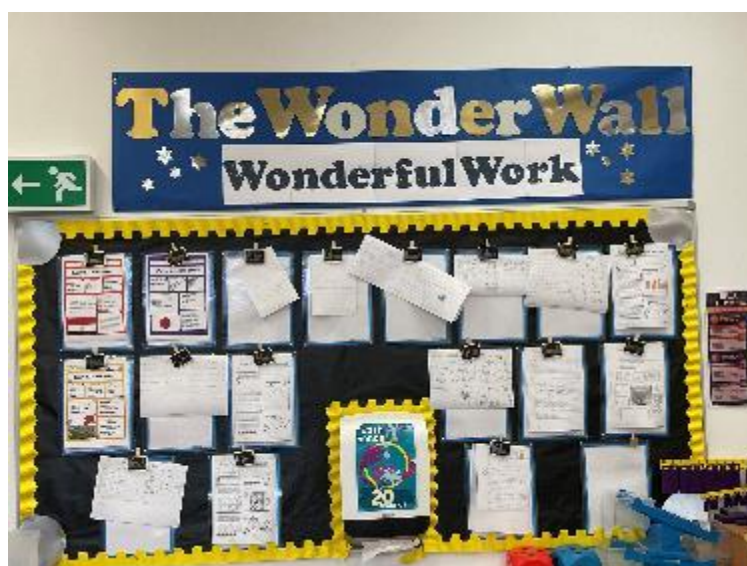
Contact a member of Leadhills Primary Parent Council – Mrs Kayleigh Mounsor (Chairperson)

[www.leadhillsptc@outlook.com](mailto:www.leadhillsptc@outlook.com)

**Or you can:** Contact Education Resources 0303 123 1023.

Education Resources, Council Offices, Almada Street, Hamilton, ML3 0AE.

**INFORMATION POINT:** - We will inform you within a period of no longer than 28 days of what action (if any) is to be taken in response to your complaint.

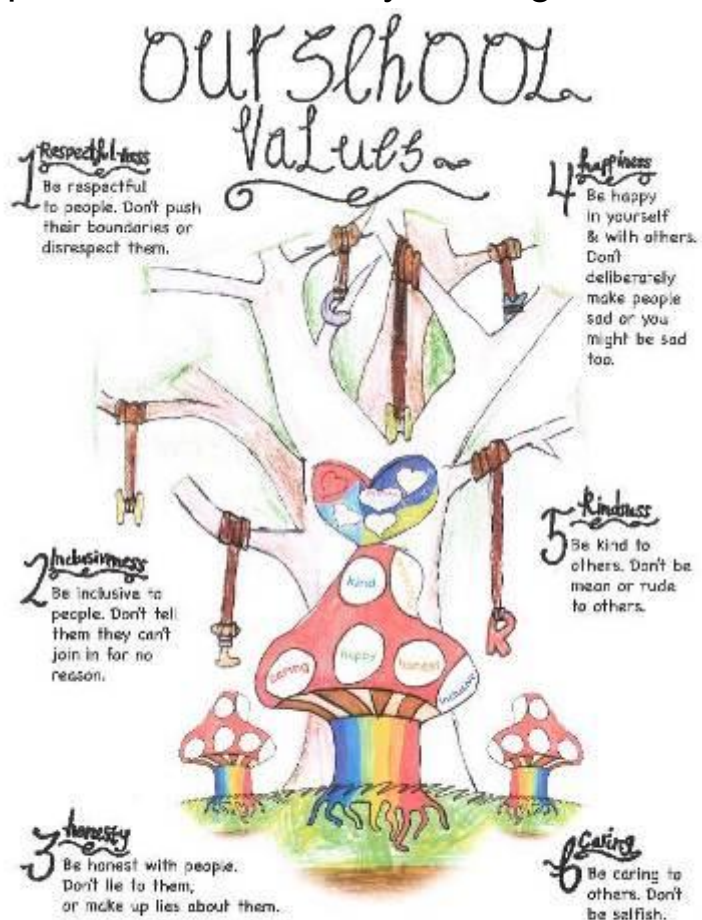




### 3. School Ethos

#### Our core school values are:

Happiness, Respectfulness, Honesty, Caring, Kindness, Inclusivity



Words and pictures by Garry Reed, Kyle McMillan and Erica Bark Leadhills Primary School 2025

Leadhills Primary is a small, rural establishment which puts learners at the heart of everything it does and within the local communities. We provide a nurturing environment for pupils to learn, encompassing the whole child and their needs. All stakeholders were involved in the creation of our values, which contributes to our nurturing and positive learning environment.

We celebrate all achievements on a regular basis through our assemblies, Tree of Achievement, Instagram posts, Wonderful Work Wall and SWAY Newsletters. National successes such as Bikability School of the Year 2024, Gold Sports Award and second Eco Flag are attributed to the on-going hard work and dedication of all staff to ensure pupils experience success both locally and out with.

Our school vision is to put learners' and learning at the heart of our communities, and we do so on a regular basis ensuring we are using local bodies/groups, such as Leadhills Miners Library, Leadhills Railway Heritage, Museum of Lead Mining to enhance the learning experiences of our young people. For example, we recently used Leadhills Railway to ensure a high-quality experience for our pupils as part of their World War 2 IDL, where they could experience first-hand how an evacuee might have felt.

Within Leadhills community we have recently participated in Remembrance commemorations both in the local village hall and at Leadhills War Memorial. Pupils hosted a Christmas Sing-along parents, friends and wider communities, with staff and members of Leadhills PTC running the refreshments at the local Wanlockhead Christmas Craft Fayre.



## Leadhills Primary School Positive Relationship Guidance

### We would like our children to:

- Tell a teacher, parent/carer, or friend if you are being bullied
- If you see someone being bullied, tell an adult as soon as you can
- If you feel you cannot tell anyone, note your worries about bullying in our 'Worry Box'
- Remember bullying can be fixed if everyone works together
- Remember you can say '*Please Stop! I don't like the way you are treating me*'. You have the right to be treated fairly and with respect
- Please do not bring mobile phone/smart watch/electronic device to school. If you must for personal reasons, then please inform a member of staff and they will keep it safe for you until home time.
- Be safe, be caring and be responsible when playing games online or using your mobile phone
- Be safe, be caring, and be responsible.



October 2024 (To be revised October 2026)

Positive Behaviour is promoted through our Positive Behaviour Guidance and Anti-Bullying Guidance which were constructed in line with SLC Policy and encompassing the views of all stakeholders.



## 4. Staff List

### Staff

Head Teacher

Mrs A French

Class Teacher P3-7

Mrs R Turnbull

CCC

Mrs R Shilliday

Support Staff Team Leader

Mrs M Hunter

Support Assistant

Mr A Foley

Catering Manager

Ms K Cochrane

Caretaker/Cleaner

Mr A McGeary

School Chaplain

Rev. Dr Nikki Macdonald



## 5. Attendance / Absence

### 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.

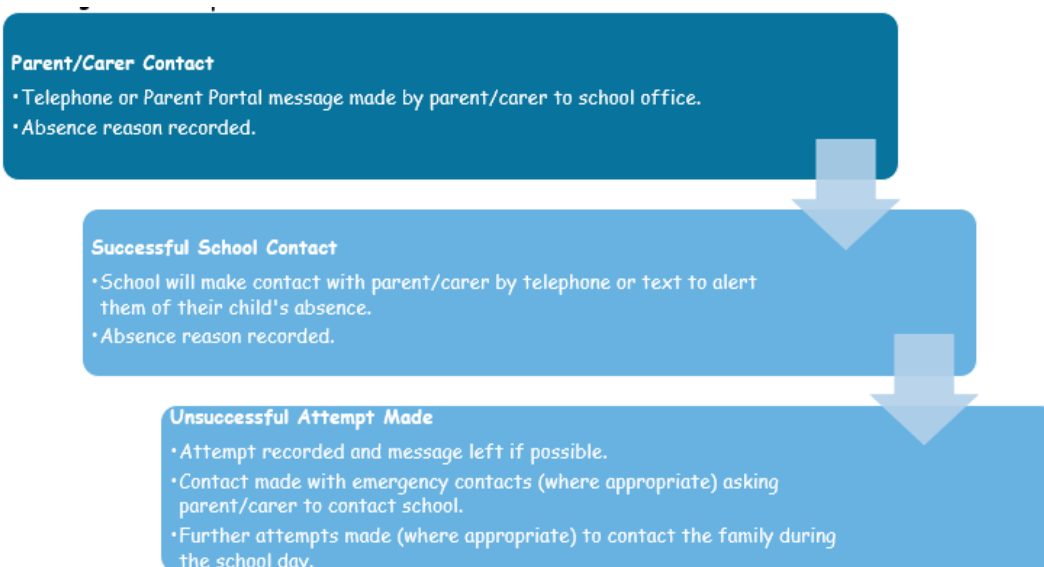
For your convenience, school holiday dates and in-service dates can be found on the council's website: [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk)

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:

### **Absence Procedures within Leadhills PS:**

#### **Daily attendance: -**

Pupil attendance is monitored daily within all school in the Biggar Learning Community following the procedure outlined below:



#### **Monthly attendance: -**

Children's attendance data will be monitored monthly by the Senior Leadership Team within the school. Biggar Learning Community use the below table to identify the level of risk:

Days off school add up to lost learning.					
190 days of education each year.	Up to 10 days absence (2 weeks) 180 days of education	Up to 20 days absence (4 weeks) 170 days of education	Up to 30 days absence (6 weeks) 160 days of education	Up to 38 days absence (7 ½ weeks). One day for every week at school. 152 days of education	More than 39 days absence
100%	95% - 99%	90% - 94%	85% - 89%	80% - 84%	Less than 80%
Excellent	Very Good	Slight Concern	Concerning	Risk of Underachievement	Severe Risk of Underachievement
All children have the 'Right to an Education' (UNCRC Article 28)					

Biggar Learning Community adheres to the following procedures when monitoring attendance:

Step 1	Attendance data will be gathered and analysed each month and shared with Class Teachers.
Step 2	<p>SLT will use the above table to identify children at risk and will issue parent/carer with appropriate level of attendance letter and the parent/carer information leaflet (see Appendix 1).</p> <ul style="list-style-type: none"> <li>Letter 1 - attendance statistic letter (see Appendix 2)</li> <li>Letter 2 - request for parent/carer to contact the school for discussion (see Appendix 3)</li> <li>Letter 3 - advising of phone call from SLT (see Appendix 4)</li> <li>Letter 4 - advising of meeting with SLT (see Appendix 5)</li> <li>Letter 5 - advising of referral to SMPs (see Appendix 6)</li> </ul> <p>SLT will issue letters in the above order if there is a continued decrease in attendance. A letter acknowledging an improvement in attendance will be sent monthly where appropriate (see Appendix 7). SLT will use their knowledge of families and circumstances to determine the appropriateness of the above letters and the support offered to reduce barriers to attendance.</p>
Step 3	SLT will record outcome of above actions on Pastoral Notes.
Step 4	SLT will engage support from other stakeholders/partners as appropriate.

The aim for all schools within Biggar Learning Community will always be to support children and their families to attend school regularly and receive the appropriate support. Child Protection procedures will be always followed to ensure the safety of all children. All schools will consider the Cost of the School Day implications for families to ensure this is not a barrier to attendance.

In cases where your child is unable to attend school, parents are asked to follow these guidelines:-

- If you know in advance of any reason why your child is likely to be absent from school, please tell someone at the school, phone us or let us know in writing. Please also give your child a note on his/her return to school, telling of the reason for absence (this can also be emailed).
- Notify the school first thing in the morning (before 9.15am) when your child is going to be absent. Let the school know the likely date of return and keep them informed if the date changes; inform the school of any change to the following: -
  - Home** phone number
  - Mobile** number
  - Emergency** contact details

## 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.

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).

## **School Attendance within the Biggar Learning Community** **Parent/Carer Information Leaflet**

### Why is good school attendance so important?

- All children have a right to an education and the legal responsibility to provide children with an education lies with their parents/carers.
- When children are absent from school, whatever the cause, this disrupts their learning and can have a significant impact on their future life opportunities.
- In particular, poor attendance can affect attainment levels, relationships with peers, wellbeing and emotional resilience.

Days off school add up to lost learning.					
190 days of education each year.	Up to 10 days absence (2 weeks) 180 days of education	Up to 20 days absence (4 weeks) 170 days of education	Up to 30 days absence (6 weeks) 160 days of education	Up to 38 days absence (7 ½ weeks). One day for every week at school. 152 days of education	More than 39 days absence
100%	95% - 99%	90% - 94%	85% - 89%	80% - 84%	Less than 80%
Excellent	Very Good	Slight Concern	Concerning	Risk of Underachievement	Severe Risk of Underachievement
<i>All children have the 'Right to an Education' (UNCRC Article 28)</i>					

### What can I do to support my child's school attendance?

- Promote good habits at home to encourage good attendance.
- We understand the importance of good relationships and will work in partnership with you to support your child's attendance at school.
- If you are worried about your child's attendance at school or the school have contacted you to raise awareness of attendance concerns, you should contact the school immediately to discuss supports available.
- Early intervention is crucial, the earlier the issue is identified and positively addressed the better the longer-term outcome for the child.

### Top Tips for Parents/Carers to Promote Good Attendance:

- Be on time for school, even missing 10 minutes every day adds up and can negatively impact learning.
- Always let the school know before 9.30am if your child won't be in and what the reason for the absence is.
- Keep in regular contact with the school for the duration of the absence.
- Only keep your child at home for the minimum time possible reducing the number of days of lost learning.

- Avoid booking holidays during term time.
- Have positive conversations about school with your child to encourage positive mindsets.
- Be involved in school life and your child's learning journey.

### **What happens if my child continues to be absent from school?**

- We follow the Biggar Learning Community and SLC's Attendance Policy and we will always aim to work in partnership with you to achieve positive outcomes for your child.
- We will keep you regularly updated via letters and other forms of contact regarding your child's attendance percentage, as well as offering support or guidance whenever it is needed.
- If your child continues to have poor attendance, we are required to follow SLC procedures to support engagement.
- If you fail to engage you will be invited to meet with the Senior Manager Pupil Support for Clydesdale to review and to agree a plan of action to improve your child's attendance.
- If there is no improvement a referral to the Children's Reporter will be made by the school.

## **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 our School App/ email messages and our usual social media channels.

### **Severe Weather Protocol**

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

### **Communication**

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

### **Parental Responsibilities**

- Inform the school of any changes to your contact details.
- If unsure about the school's status, visit the website [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk) or email [education@southlanarkshire.gov.uk](mailto:education@southlanarkshire.gov.uk).

### **Your Commitments**

We ask that you:

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

### **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).



## **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.

## **6. Parental involvement/Parent Council**

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

### **Why Parental Involvement Matters**

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

### **Our Commitment**

We want parents and carers to:

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

### **Parent Forum and Parent Council**

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

### **Connect – Supporting Parent Councils**

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

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

### **Other Helpful Resources**

- Parentzone Scotland – Practical advice and information about learning, additional support needs, and how to get involved: [Parentzone Scotland | Education Scotland](#)

- National Parent Forum of Scotland – Guidance and updates for parents:  
<https://www.npfs.org.uk>.

### Getting Involved

Interested in joining the Parent Council or helping in school? Contact 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

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.

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

At Leadhills Primary School we aim to create an environment where our pupils appreciate values such as honesty, liberty, justice, fairness and concern for others. The children will be encouraged to develop a respect for other peoples' ideas, values, customs and beliefs, both within their community and the wider world.



Although we do not have a church within the village, Rev. Dr Nikki Macdonald visits the school regularly to share assemblies or the wider achievements within the school and local community.

**INFORMATION POINT:** 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.

### **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.

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.

### **For Roman Catholic Schools**

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

Scottish Government Ministers welcome the tradition that, in Roman Catholic denominational schools, Catholic Liturgy will largely shape the nature and frequency of religious observance activities in the classroom and in the wider school community. So, at times, children and young people will be invited to participate in, and sometimes to lead, prayer and reflection in classrooms and at assemblies. At other times, to honour particular occasions or feasts, chaplains will lead school communities in the celebration of Mass and other forms of liturgical celebration.

### **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.

## 8. Assessment and tracking progress

Assessment can be formative and summative. Formative assessment is continuously being made to determine the effectiveness of teaching and to enable the teacher to plan the next steps for each child. Individual progress of pupils is tracked throughout the session and their school career. Standardised summative tests are used annually to check progress.

Final reports are sent home in June. The following information explains the terminology used within the report to track progress. **Literacy, Numeracy** and aspects of **Health and Wellbeing** will feature across learning and are the responsibility of all practitioners. Therefore, these areas have been given increased emphasis within the South Lanarkshire Council primary report.

We want to share with you on how your child's learning is progressing. We do this through various means throughout the year: -

- 2 Parent Evening's per session
- Termly Parent Postcards giving a summary of intended learning
- Regular Instagram posts showcasing what pupils have been learning about
- Regular SWAY newsletters sharing pupil learning and achievements
- Personal pupil Learning Journals (digitally created and shared with parents)
- Opportunities throughout the session for parents and wider community to engage with learners and learning.
- Formal and informal opportunities to discuss learner progress

Pupil progress is tracked and monitored at both classroom and SLT level on a regular basis to ensure that learner's progress is relevant to them. Data is regularly analysed and used to inform next steps and support/challenge required, whether it be individual, group or whole school.

## 9. Reporting

Leadhills Primary School recognises that good teamwork among parents, children and schools is the key to a successful education for your child. Reporting will be ongoing and comprise a range of activities which can include children presenting their learning, newsletters, and ongoing oral discussions. Pupil learning journeys are updated regularly and shared with parents through their SWAY document.

We will provide parents with reports so that they can see what their child is doing and how they are progressing. In addition, there will be parents' meetings which offer you the opportunity to discuss how your child is progressing and how you can contact the school 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.

## 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

[Edsuppserv.helpline@southlanarkshire.gov.uk](mailto: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](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 out with your catchment primary school a 'request to remain form' must be completed. If you move out with 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 on events designed to support P7 children before they move on to secondary school.



## 11. Support for Pupils

### Getting it right for every child.

Getting it right for every child (GIRFEC) supports families by making sure children and young people can receive the right help, at the right time, from the right people. The aim is to help them to grow up feeling loved, safe, and respected so that they can realise their full potential.

Most children and young people get all the help and support they need from their parent(s), wider family, and community but sometimes, perhaps unexpectedly, they may need a bit of extra help. GIRFEC is a way for families to work in partnership with people who can support them, such as teachers.

If you have any concerns about your child's wellbeing, you can speak to the Head Teacher who will work with you to provide support and decide how to move forward.

More information can be found on:  
[www.scotland.gov.uk/gettingitright](http://www.scotland.gov.uk/gettingitright)



### Support for All (Additional Support Needs)

South Lanarkshire Education Resources have published a series of leaflets available which cover information for parents and carers about the Additional Support for Learning Acts.

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

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

Enquire – the Scottish advice service for additional support for learning

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

Phone Helpline: 0345 123 2303

Address: Enquire  
Children in Scotland

Rosebery House  
9 Haymarket Terrace  
Edinburgh  
EH12 5EZ

Email Enquiry service: [info@enquire.org.uk](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.

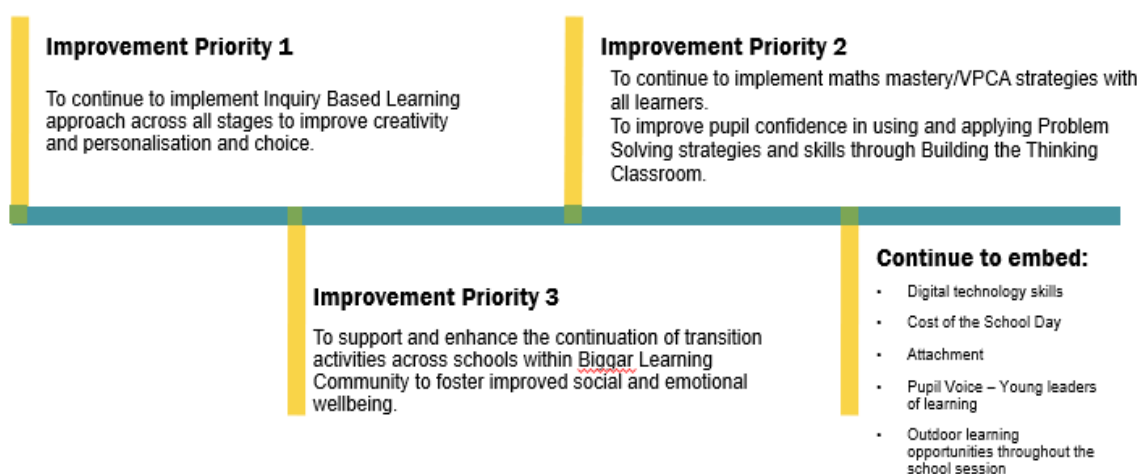
When incidents of distressed behaviour arise in schools, staff will use a range of strategies to de-escalate situations and prevent re-occurrence. Strategies include structuring the environment with consistent routines and quiet areas, adapting communication to accommodate speech and sensory needs, and 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

Leadhills Primary School Improvement Plan priorities for 2025-26 are: -



4 Annual Review 8 January, 2026



Our school is part of Biggar Learning Community. The Learning Community has very strong and positive working relationships, recently focussing on moderation cycle, with a focus on Learning and Teaching.

At Leadhills Primary School we aim to make school a happy, supportive place in which every child will thrive and develop socially, emotionally, academically, and physically. We aspire to become a school that delivers high quality teaching and learning underpinned by continuous self-evaluation. Working in partnership, we aim to provide learning experiences that will engage and inspire all our learners enabling them to achieve success. Our curriculum is designed to ensure that all pupils are supported in their learning through our nurturing

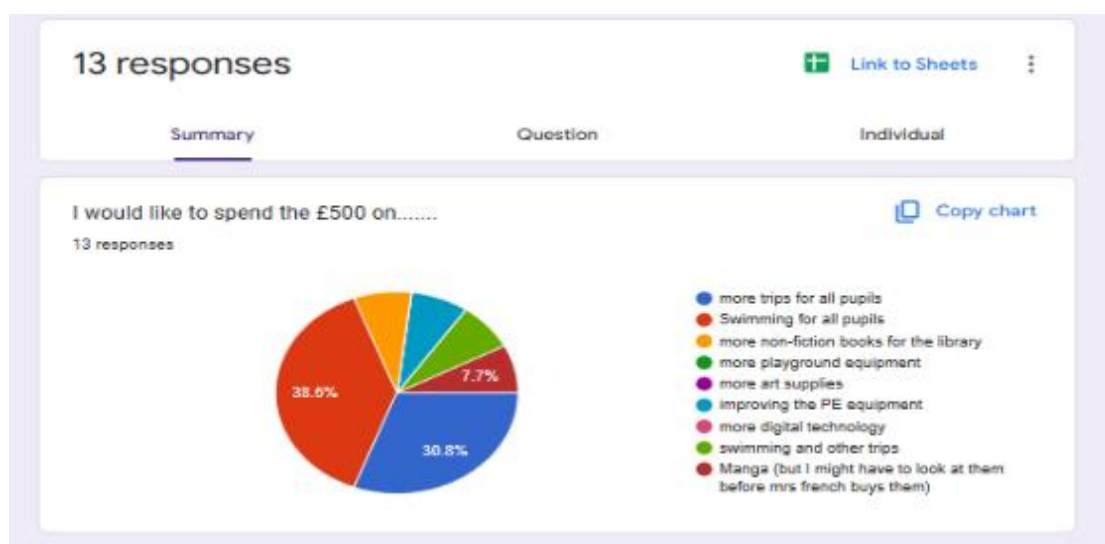
ethos, attachment informed practice and inclusion practices. Recent development of STEM based practice has provided opportunities for all pupils to progress their skills-based learning through creative and enquiry-based activities. This will be developed further to ensure a



progressive skills-based curriculum design. Staff CLPL has had a positive impact on the emergence of STEM activities both within our own environment as well as across our Learning community and South Lanarkshire.

We work closely with local bodies to enhance and support the learning experiences we offer to our pupil's. For example, we participated in a workshop with South of Scotland Golden Eagle Project, not only furthering our pupil's knowledge of the local wildlife around them but also how camera to screen is created through filming with Countryfile and BBC Learning Lab.

Pupil equity funding provides our pupils the opportunity to experience the wider world, providing transport and access. Through participatory budget process all stakeholders can ensure their voice is recorded. This session pupils, parents and staff voted for:



## 13. School policies and practical information

### School/Nursery Meals

#### Nursery class – if relevant

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

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

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

#### Primary pupils

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



All primary schools run a Breakfast service from 8.15am 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.

### **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 -



**Within Leadhills Primary School we provide all pupils with the opportunity to attend our Breakfast Club from 8.15am -8.45am, offering pupils the chance to socialise and ease into the school day.**



### **School uniform**

We ask all parents/carers to support the school by encouraging your child(ren) to adhere to the agreed dress code and the wearing of our school uniform. The wearing of a school uniform helps promote the identity of the school in the local community and helps create an ethos of sharing and pride in the school.

In addition, the wearing of a uniform helps towards increasing the protection of all pupils. The wearing of a uniform helps staff and the pupils to distinguish between who belongs to the school and those who may be visitors. This enables staff to approach and identify visitors more readily and helps in trying to offer a safer environment for pupils and teachers alike.

Equality of opportunity is an important aspect of the life of the school. Any proposals on the dress code and on what constitutes the school uniform will be the subject of discussion with the Parent Council and where appropriate consultation with parents, pupils and staff.

There are forms of dress which are unacceptable in all schools such as:  
the wearing of football colours

- clothing with slogans that may cause offence (anti-religious, symbolism or political slogans)
- clothing which advertises alcohol, tobacco, or drugs
- clothing which can be deemed unsuitable in terms of health and safety grounds such as shell suits, combat style clothing, dangling earrings, loose fitting clothes particularly in practical classes.
- articles of clothing that could be deemed to inflict damage on other pupils or be used by others to do so.
- footwear that may damage flooring.

### **Allergies**

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

### **Health Care Plans**

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

### **Mild Symptoms**

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

### **Employee Training**

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

### **Policy Adherence**

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

### **Mobile Device Policy**



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

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

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

### **Support for parent/carers**

#### **Clothing grant**

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

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

#### **School Day:**

9am	School begins
10.30-10.45am	Morning break
12.15-1.00pm	Lunch
3.00pm	School finishes

## 2025/26 school holidays

These school holiday and in-service dates were approved by the Education Resources Committee on Tuesday 29 October 2024.

### 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.

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

[www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk)

## Transport

### School transport



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

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 Pupils' Personal Belongings**

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 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/carers 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) and [www.connect.org.uk](http://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](http://www.gov.scot) with an update on school inspection outcomes being available via the Education Scotland website.**



## **Appendix B**

### **School Holidays 2026-2027**

School holidays 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.