



## Education Resources



# Murray Primary School Handbook 2026



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

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

## 1. Welcome from the Head Teacher

On behalf of our pupils, staff and families I would like to extend a very warm welcome to Murray Primary School. We are delighted that your child will attend our school and we look forward to working in partnership throughout your child's education. This handbook is designed to help you and your child become part of the school and settle in with ease.

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](#).

## 2. About our school

### Contact Details

#### **School Address:**

Murray Primary School  
Napier Hill  
East Kilbride  
G75 0JP

**School Phone No:** 01355 222566

**School Office Email Address:** [gw14murraypsoffice@glow.sch.uk](mailto:gw14murraypsoffice@glow.sch.uk)

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

We work in close partnership with our Parent Council Group.

Email: [murrayprimaryparentstogether@outlook.com](mailto:murrayprimaryparentstogether@outlook.com)

Facebook: [www.facebook.com/MurrayPrimaryParentsTogether](http://www.facebook.com/MurrayPrimaryParentsTogether)

### Murray Primary School Roll

<b>Stage</b>	<b>Number of Children</b>
Nursery	37
P1 to P7	203
Total in establishment	240

### 3. Ethos - Our School Building and School Context

Murray Primary School is a non-denominational primary school situated within The Murray area of East Kilbride in South Lanarkshire. We provide education for pupils aged 4 to 12 years from Primary 1 to Primary 7. Our school building has 2 floors and comprises 7 mainstream classes, 3 classes within our Additional Support Needs (ASN) Base and a large Nursery Class. Pupils aged 3 to 5 years attend our Nursery Class. We currently have 203 pupils in our school and 37 pupils in our Nursery Class. Our school is part of the Calderglen Learning Community.

Murray Primary School is a new school building which opened in June 2012. Accommodation and learning areas within the school building include 2 Nursery Playrooms, an outdoor Play Area for our Nursery pupils, Classrooms, Gym Hall and Assembly Hall with stage, Dining Hall with outdoor picnic tables, Break Out areas, Quiet Rooms and a “Chill Zone” to provide pupils with an area to meet their needs for sensory, therapeutic or energetic play.

Our extensive school grounds include a Multi-use Games Area, known as our MUGA pitch. This is timetabled for Outdoor PE, playtimes and lunchtimes and After School Clubs. Our Senior Playground is for pupils from P4 to P7. This provides a vast playground area and has a range of “Trim Trail” play equipment, a Garden Area, an Outdoor Classroom, a Hobbit Hut and a Picnic Area.

Our Infant Playground is for pupils from P1 to P3. Just beyond the perimeter of our school grounds in the Senior Playground there is a gate to a Forest Area which we have access to. We are able to use this area for Outdoor Learning and Forest Schools sessions. Our 4 Infant classrooms for Primary 1 to 3 pupils benefit from an outdoor classroom area adjacent to each classroom providing an enhanced outdoor learning environment.

Our school building and extensive grounds enable us to provide different environments to provide a wide range of enhanced learning experiences for our pupils.



Our school vision “**Learning Together, Achieving Forever**” is aspirational with a focus on improving outcomes for all. We are committed to our mission of “**Making Murray Marvellous!**”

Our core values are;

**Inclusion   Respect   Kindness   Friendship   Honesty   Ambition   Achievement**

Our Aim is for everyone in our school community to be successful learners, confident individuals, responsible citizens and effective contributors to society. We place a high value on nurturing our inclusive and positive ethos. We encourage the participation of all, value and embrace diversity. We pay very close attention to the care and welfare needs of all of our children, their families and our staff. We are a happy, active, supportive and hardworking staff who aim to ensure that all children achieve to their maximum potential.

Throughout the school we ensure that we focus on positives by utilising a range of strategies designed to promote positive relationships. We use strategies such as Restorative Practice to enable children to resolve any disputes. We ensure that regular teaching and dialogue which relates to responsibilities, awareness of others and tolerance, support the developing awareness within our pupils of the need to consider ourselves and others within a working school community. This foundation allows pupils to feel secure within Murray Primary, to have good relationships with others and to learn and achieve to the very best of their abilities.

The children at Murray Primary are highly motivated to learn and achieve. To foster this high level of motivation we ensure that pupil achievements within the classes are recognised through a range of approaches including classroom reward incentives, displays, reporting to parents and carers, weekly awards presented at Assembly. Our pupils are delighted when staff praise and recognise their efforts at a very personal level.

Murray Primary is a highly motivated school where the principles of Curriculum for Excellence and Getting it Right for Every Child are embedded in our practice. Our core values are promoted through all relationships and within our curriculum. We promote positive relationships within the school and foster an ethos which encourages all pupils to respect themselves and others. We place a very high value on nurturing our inclusive and positive ethos which encourages the participation of all and which values and embraces diversity.

We closely track and monitor pupil achievement and attainment. The achievements of our pupils both in school and outwith school are celebrated at whole school weekly assemblies. The children are encouraged to share their wider achievements and we ensure achievements are made visible to all and celebrated in school. Our pupils are very proud of their achievements and are keen for photographs to be shared in school and on our school Twitter feed. All pupils have opportunities to engage in wider opportunities to enhance their school experience and develop their skills and talents.

Whole school and class reward systems and praise are used effectively to enthuse and motivate learners, giving them rewards for achieving success. We have a House system which fosters a strong sense of community throughout the school. The House system encourages pupils to take on leadership roles and work collaboratively on projects and is a key part of our school rewards system.

We make every effort to engage with local community groups and encourage their participation in school events and projects. We are further supported by a range of community partnerships we have with local shops and business partners, Community Police, Fire Service, East Kilbride Central Library and Active Schools. We ensure that these links enable us to enhance our curricular experiences for our pupils.

## 4. Murray Primary School Staff

Position	Name
<b>Teaching Staff</b>	
Head Teacher	Mrs Tremble
Depute Head Teacher	Ms Wiseman
Principal Teacher	Mrs Reid
Primary 1 Teachers	Mrs Gunn & Miss Hamilton
Primary 2 Teacher	Miss Chrystal
Primary 3 Teacher	Miss Hanif & Miss Campbell
Primary 4 Teacher	Miss Devlin
Primary 5 Teacher	Miss Craig
Primary 6 Teacher	Mr Angus
Primary 7 Teacher	Mr Kinnen
Class Contact Cover Teachers	Miss Murray & Mrs Beck
Specialist Support Teacher	Mrs Stewart
<b>Additional Support Needs Base Classes</b>	
Primary 1/2	Mrs Dalby
Primary 2/3/4/5	Miss Allan & Mrs Walker
Primary 6/7	Mr McBride
<b>School Support Staff</b>	
School Support Assistant Team Leader	Mrs Wheatley
School Support Assistant	Mrs Aitken
School Support Assistant	Miss Blunt
School Support Assistant	Mrs Buchan
School Support Assistant	Miss Convery
School Support Assistant	Miss Cord
School Support Assistant	Miss Cunningham
School Support Assistant	Miss Docherty
School Support Assistant	Mrs Jessamine
School Support Assistant	Mrs McRitchie
School Support Assistant	Mrs Meikleham
School Support Assistant	Mrs Millar
<b>Early Years Staff</b>	
Early Years Team Leader	Mrs Harris
Early Years Practitioner	Mrs Carey
Early Years Practitioner	Mrs Currie
Early Years Practitioner	Mrs Haazen
Early Years Practitioner	Mrs MacMillan
Early Years Practitioner	Mrs McGhie
Early Years Practitioner	Ms Stewart
Early Years Specialist Support Teacher	Mrs Glavin
Early Years Support Assistant	Mrs Brennan
<b>Facilities Staff</b>	
Janitor	Mrs Scott
Cook in Charge	Mrs Park
Catering Assistant	Mrs Dunlop
Catering Assistant	Ms Edgar
Catering Assistant	Mrs Love
Catering Assistant	Mrs McLaren
Cleaning Supervisor	Mrs Kaur
Cleaning Assistant	Mrs Swan
Cleaning Assistant	Mrs Dougan
Cleaning Assistant	Mrs Walters

## 5. Attendance

### Encouraging School Attendance

We believe that regular school attendance is key to raising attainment and achievement. It's a shared responsibility among parents and 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. 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 contact us to inform of your child's absence. If your child has a medical or dental appointment, please let us know in advance.

Requests for your child to be absent from school to make an extended visit to relatives either in the UK or overseas must be made in writing to the Head Teacher, detailing the reason, destination and duration of absence and arrangements for their continuing education. On these occasions the pupil will be marked as an unauthorised absence.

Parents may request that their children be permitted to be absent in order to celebrate recognised religious events. Advance notice should be provided to the school when children will be absent. Appropriate requests will be granted, and the pupil noted as an authorised absentee in the register. (See section 7).

### Family Holidays During Term Time

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

### 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 South Lanarkshire Council 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 10.00am. Notifications will be posted on social media and the council's website.

### Communication

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

### Things we need you to do:

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

Your feedback, comments and opinions are important to us. If you have any questions regarding the life and work of our school or if you have any questions or concerns regarding any aspect of your child's school experience please do not hesitate to get in touch.

Please contact the school office on 01355 222566 or email the school office at [office@murray-pri.s-lanark.sch.uk](mailto:office@murray-pri.s-lanark.sch.uk)

We will respond to enquiries from parents using the most suitable form of communication to address the enquiry. This may be by telephone, by email or we will arrange an in-person meeting. From time-to-time families who are new to the school may ask to visit our school prior to their child starting. School visits can be arranged by contacting the Head Teacher.

## 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.

## 6. 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.

<b>Level</b>	<b>Stage</b>
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)**

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. Schools and local authorities must provide religious and moral education in non-denominational schools to every child and young person in accordance with legal requirements. This is statutory for all pupils attending primary and secondary education. Parents have a statutory right to withdraw children from participation in religious and moral education. Any parent wishing to do so should inform the Head Teacher in writing.

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.

## **7. Assessment and tracking progress**

We want to share with you how your child's learning is progressing. Assessment within Murray Primary takes a variety of forms. Class teachers plan and assess pupil progress on a daily basis. This assessment is based on the learning intentions and success criteria as set out in the Learning and Teaching plans. The teacher will assess what the children say, make, write or do. This ongoing assessment allows the teacher to know how best to help each child with their learning and what to plan for their next steps. Feedback is provided for children either verbally or in written form. The class teacher keeps records of this ongoing assessment. From time to time the teacher will want to check up on a key aspect of learning for example at the end of a concept or area covered, at the end of a level or when they believe an outcome has been achieved. Again, the teacher will plan this assessment and decide how best the child can demonstrate achievement. At these key points, the teacher will record the child's progress and gather evidence of achievement. Teachers will also use this information to continue to plan for next steps in learning. Assessment may focus on learning associated with one key aspect of learning or may focus on a child's achievement in more challenging or unfamiliar situations which require the child to draw together their learning and transfer skills from one situation to another.

Regular and continuous formative assessments, planned standardised assessments throughout the year and teachers' professional judgements based on the benchmarks inform us of attainment and achievement of all learners in Murray Primary School. Annual standardised assessments are carried out in primaries 2 to 7 and baseline assessments completed in Primary 1. This provides further information to supplement professional judgement.

Through the careful approach to record keeping of assessment, specifically within core subjects of Literacy and Numeracy & Maths, each child's progress is tracked to ensure appropriate progression in learning. Each teacher meets termly with a member of the Senior Leadership Team to discuss each child's specific progress within core subjects and more generally across all curricular areas. Some pupils have their learning planned for them on an individual basis within an Additional Support Plan. Where this is the case, the child's progress is monitored each term.

## **8. Reporting**

We provide parents with a pupil report annually so that you can see what your child is doing and how they are progressing. The report 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. 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.

In Scottish Primary Schools pupils in P1, P4 and P7 participate in Scottish National Standardised Assessment programme. Pupils complete online standardised assessments in literacy and numeracy.

We welcome any comments or additional information from parents to help us provide the best possible education for your child.

## 9. 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 outwith your catchment primary school a 'request to remain form' must be completed. If you move outwith your catchment primary, this may affect your right to transfer to the associated Secondary School. Please note the secondary school is determined by the pupil's permanent home address and chosen denomination. If you require further information, please contact Education Support Services on [edsuppserv.helpline@southlanarkshire.gov.uk](mailto:edsuppserv.helpline@southlanarkshire.gov.uk) or **0303 123 1023**.

### Transition from primary to secondary school

Pupils normally transfer from primary to secondary school between the ages of 11½ and 12½, so that they will have the opportunity to complete at least 4 years of secondary education.

Arrangements are made by the school to transfer children to the associated secondary school as determined by their home address. Parents of P7 children will be informed of the transfer arrangements made for their child to attend secondary school. We will also provide you with information at this time on events designed to support P7 children before they move on to secondary school.

## 10. Support for Pupils

### Getting it right for every child.

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

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

If you have any concerns about your child's wellbeing, you can speak to the named person who will work with you to provide support and decide how to move forward. Your school will let you know who this is. It is likely to be the Head Teacher in a primary school and a principal teacher (pupil support) in Secondary.

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

### Support for All (Additional Support Needs)

Throughout their time at school, pupils may have an additional support need. These needs may be short term for example a broken leg or they have experienced a family bereavement. The need may be longer term for example a diagnosis or identification of a specific need.

Children's learning and wellbeing needs are supported through the process of Staged Intervention. This process recognises a need for support and tracks and monitors the success of these supports. Most interventions are provided by the class teacher but for some children, interventions will be provided by other staff in school and/or visiting specialists such as Speech and Language Therapists, Occupational Therapists, Physiotherapists etc. Staff in school will inform you of the level of support your child requires.

In Murray Primary School, we also have an Additional Support Needs (ASN) Base. This includes 3 classes of 10 children who have significant ASN. Pupils in the base have been placed in our school through the South Lanarkshire Council Primary Allocations process.

*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.*

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.

## **11. School Improvement**

For Session 2025/2026 our School Improvement Plan priorities are shown below.

- Further develop “Play Based Learning” in P2 & P3 and “Creative Enquiry” from P4-P7 based on Play Based learning pedagogy and approaches.
- Raise pupil attainment through increased levels of confidence and expertise in the delivery of high-quality STEM teaching & learning experiences.
- Further extend the SLC Skills Framework to enhance pupil knowledge and understanding of skills development and how these equip pupils for life, learning and work.
- We continue with our commitment towards adopting a whole school approach towards Augmentative and Alternative Communication (AAC.) This is a range of strategies and tools to support communication and ensure that all children have a voice.
- In session 2025/2026 we have used our Pupil Equity Funding to put in place a non-class committed teacher. This teacher has a key focus on early intervention and raising attainment.
- A percentage of our Pupil Equity Fund is known as the Participatory Budget. We consult with our pupils, parents and carers on how the participatory budget is spent. This allows our families the opportunity to express their views on the school’s spending plans.

## **12. School policies and practical information**

### **School/Nursery Meals**

#### **Nursery Class**

All children attending our Nursery Class are provided with a free lunch. 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

Our school has a Breakfast Club from 8.15am to 8.45am each day during term time. Pupils are served toast or cereal 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 -



## **School uniform**

We ask all parents and carers support the school by encouraging your child 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.

In Murray Primary School our more formal school uniform is a white shirt and school tie worn with navy clothing. Our more informal uniform is a golden yellow polo shirt worn with navy clothing. School ties are available to purchase via Parent Pay.

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**

9.00am: Start of the school day

10.30am-10.45am: Playtime

12.15pm-1.00pm: Lunchtime

3.00pm: End of the school day

## **School Holidays**

### February 2026

- Monday 16 and Tuesday 17 February
- Wednesday 18 February - In-Service Day pupils do not attend

### April 2026

- Thursday 2 April -schools close at 2.30pm
- Friday 3 April to Friday 17 April - Spring Break
- Monday 20 April - pupils return to school

### May 2026

- Monday 4 May
- Thursday 7 May - In-Service Day pupils do not attend
- Friday 22 May and Monday 25 May

### June 2026

- Thursday 25 June - schools close at 1.00pm for Summer Holidays

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

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

## **School transport**

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

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

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

Pupils who attend Murray Primary School Additional Support Needs Base Classes and who live out with our school catchment area are provided with transport from South Lanarkshire Council.

## **Insurance for Pupils' Personal Effects**

South Lanarkshire Council has noted an increase in claims for loss or damage to pupils' clothing and personal effects. Please be aware of the Council's insurance policy regarding pupils' personal items:

## **Insurance for Pupils' Personal Belongings**

### **Personal Items**

- The Council cannot accept responsibility for the loss or theft of personal belongings, including mobile phones, tablets, or other valuables. These are brought to school at the pupil's and parents' own risk.
- To reduce the chance of loss, please avoid sending expensive or unnecessary items to school.
- School staff are not permitted to look after pupils' personal belongings.

- This policy also applies to musical instruments and equipment used for school activities. If these items are left at school, it is at the pupil's and parents' own risk.
- For valuable items such as musical instruments, parents should make sure they are covered by their own household insurance.

### **Clothing**

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

### **Promoting positive behaviour**

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

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

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

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

### **Child Protection**

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

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

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

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

- be alert to signs that a child may be experiencing risks to their wellbeing,

- report concerns to the head of establishment or the child protection coordinator without delay.
- be actively engaged in support and protection and development of wellbeing.

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

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

## **13. 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 number, email)  
the child's name, date of birth, gender, and address  
information about medical conditions, additional support needs, religion, ethnicity  
and 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](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**

### **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 literary, numeracy and health and wellbeing.

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

Information on the Senior Phase

Information on Skills for learning, life, and work

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

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

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

### **Assessment and Reporting**

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

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

Curriculum for Excellence factfile - Assessment and qualifications.

Information on recognising achievement, reporting, and profiling.

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

### **Transitions**

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

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

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

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

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

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

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

### **Support for Pupils**

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

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

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

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

### **School Improvement**

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

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

Scottish Credit and Qualifications Framework (SCQF).

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

Amazing Things - information about youth awards in Scotland.

Information on how to access statistics relating to School Education.

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

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

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