



Education Resources

Neilsland Primary School Handbook 2026-2027



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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.



EDUCATION RESOURCES



Neilsland Primary School

Highstonehall Road, Hamilton ML3 8LU Tel 01698 286405

Head Teacher: Mrs Pamela Kelly

Dear Parents/Carers

On behalf of the staff and pupils I would like to welcome you to Neilsland Primary School. We are delighted that you are considering sending your child to our school and look forward to working with you. At Neilsland we take great pride in ensuring that we offer a warm welcome to all pupils, parents, carers and members of the local and wider community.

We make every effort to offer a high standard of learning and teaching in a safe, caring and motivating environment. At Neilsland we work hard to ensure that all children are supported and encouraged to develop the skills and attributes which will allow them to reach their full potential now and in the future.

Partnership with parents/carers is central to achieving our aims and we look forward to working together with you to provide a rich and stimulating education for all our children.

Yours sincerely

Pamela Kelly

Pamela Kelly
Head Teacher

1. Introduction

Neilsland Primary School is situated in the Laignstonehall area of Hamilton. The original school opened in 1957 and on the 24th October 2013, we moved in to our new building. The new school has 7 classes, nurture area/library, a dining room and a gym hall.

Within our school community we aim to provide our children with opportunities to learn in a happy, caring, safe and stimulating environment, where every child is valued as an individual and where success is celebrated.

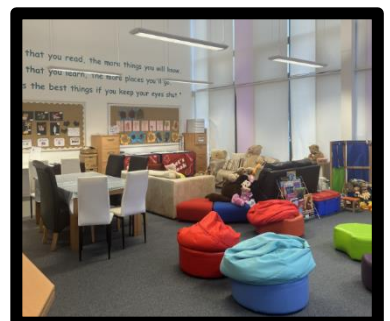


Neilsland Primary is one of 124 primary schools throughout South Lanarkshire Council.

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

The Council's Plan, Connect, sets out the Council's vision to "improve the quality of life for all within 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

Neilsland Primary School is a non-denominational establishment covering stages Primary 1 – 7 and provides equal opportunities for all pupils. (A copy of the Equal Opportunity Policy is available, on request).

School Address	Neilsland Primary School Highstonehall Road, Hamilton ML3 8LU
Website Address	www.neilslandprimary.co.uk
Email:	office@neilsland-pri.s-lanark.sch.uk
Parent Council Email :	neilslandparentcouncil@gmail.com
Instagram	neilslandprimary
Phone Number	01698 286405
Head Teacher	Mrs P. Kelly
Principal Teacher	Mrs C. Brock
Principal Teacher (Equity)	Mrs J. Marnie
Class Teachers	Mrs J. Marnie Mrs C. Gilroy Miss R. May Mrs A. Cullie Miss G. Cassidy Mrs C. Mark Ms H. Craig Mr C. Connor Mrs K. Kennedy
Specialist Support Teacher	Mrs J. Cowan
Educational Psychologist	Mrs H. Smith
Support Staff (Classroom)	Mrs L. Lamont Mrs S.Aitken Miss R. McKay Mrs L. Young Mrs G. Hare
Support Staff Team Leader	Mrs A. Nisbet
Janitor	Mr S. Minto + Cleaners
Dining Staff	1 Cook + 2 Dining Assistants
School Chaplain	TBC
Present Roll	177

Class Structures

Within Neilsland Primary we have pupils from Primary 1 to Primary 7. Uneven distribution of the school roll can make it necessary to form a 'Composite Class'. This is a class which has children at 2 or more stages e.g. Primary 3 and Primary 4 pupils. The formulation of classes is firstly based on pupil working groups. No parent should be concerned that their child's education is being compromised by being in a composite class. However, if you would like further information regarding this matter, please do not hesitate to contact the school.

Our normal school hours on Mondays to Fridays are as follows:

School Hours	9.00 to 10.45 (P1 and P2 pupils 8.55)
	10.45 to 11.00 – Interval
	11.00 to 12.30
	12.30 to 1.15 – Lunch
	1.15 to 3.00 (P1 and P2 pupils 2.55)



Please be advised that on days when the weather is poor, children will be allowed to enter the school from 8.45am.

On the last day before the Christmas and Spring breaks (Terms 1 and 2), school closes at 2.30pm. At the end of Term 3 in June school closes at 1.00pm for all children.

Pupils can enter and leave the school from the red, blue or yellow gates which are marked. If your child is being picked up at home time, please ensure they know which gate they are being collected from.

Emergency Arrangements

In the event of an emergency at the school, children and staff will be evacuated to the St Peter's Primary School, where arrangements will be made to send pupils home. It is, therefore, important that you keep us informed about any changes to your contact details so that we are able to phone you straight away.

Complaints procedure

Should you have a concern/complaint about any aspect of your child's educational experience, please let us know. Complaints will be treated seriously and will be dealt with speedily and sensitively. In most cases complaints will be dealt with immediately, but certainly within 3 working days. Should a complaint require further detailed investigation, the process may take longer.

How to make a formal complaint

A complaint may be made by contacting Education Resources at South Lanarkshire Headquarters in Hamilton.

South Lanarkshire Council
Almada Street
Hamilton
ML3 0AE
Phone: 0303 123 1015

Prospective Pupils

If you have been offered a place for your child in our school or are considering enrolling your child you are very welcome to come to visit the school.

3. School Ethos

Our Vision and Values

At Neilsland Primary School we ensure that everyone in our school community is welcomed, included, safe and respected. We are all happy to achieve, play and grow together.



In Neilsland Primary School we are committed to working together to maintain an open, happy, respectful and achieving culture where all feel valued and welcome.

We aim to see that our learners are active participants in their own learning. We work well together by listening to one another. Many children are members of pupil voice groups, such as Pupil Council, Reading Champions, Attachment Ambassadors, JRSO, Eco Committee and Peer Mediators. These groups work with staff and are involved in decisions made in school.

We operate a house system with four house captains (Willow, Pine, Silver Birch and Rowan). This allows the children to belong to a smaller group than the school as a whole. The children are encouraged to earn points through displaying school values, good work, taking care of the school grounds and participating in any event both within or outwith the school. The house system motivates our children and encourages teamwork and pupil leadership within the school. House events take place throughout the year.

We have very well behaved pupils who understand that we are all responsible for our own actions. We promote positive behaviour with a series of rewards and positive recognition in a variety of ways. Each class has its own points system.

Children's achievements are celebrated in class, at weekly assemblies and at sharing the learning showcases. Each week staff members nominate children for a special award based on one of our school values. We regularly tweet photographs of children's school and wider achievements.

Pupil Voice

We value the opinions of our children and there are opportunities available for pupils at all stages in the school to be involved in the various pupil groups – Pupil Council, Eco Group, JRSO Group, Reading Champions, House Captains and Peer Mediators and Attachment Ambassadors. These groups meet regularly and their views and activities have had a positive effect on the school and wider community.



Here are some comments from some of our pupils;

Everyone treats each other with respect. We have Attachment Ambassadors that help everyone in the playground get along together.
P7 pupil

I love being part of the Eco Committee. It is a very important job and we get to plan Eco days for the whole school to help us help the planet.
P4 pupil

I like the staff. They always take care of us and help us to feel better if we feel sad.
P6 pupil

I love using Numicon during Maths time. It helps me understand things better.
P3 pupil

I love being a Reading Champion. We get to plan assemblies for the whole school. It makes me feel important.
P4 pupil.

Neilsland is like a community. We all help each other. It makes us a great school.
P5 pupil

We actively foster links with individuals and agencies in the community.

These include Road Safety, Health Agencies, Dogs Trust, Community Police and local businesses. Contact with other members of the community is also developed and the school has strong links with Trinity Parish Church, Lornebank Care Home and Hamilton Foodbank.

To enhance the ongoing work of classes, every opportunity is used to involve members of the community, and for visiting places of interest.

The school uses the local museums, country parks and visitor centres. Experts in a variety of fields also visit the children in school and provide a valuable service in this way.

We support different charitable organisations throughout the year including Glasgow Children's hospital, Poppy Scotland and Kidney Research UK and Chris's House. Parent, staff and pupils are always extremely generous and supportive of our ventures each year.

Learning Community

Neilsland is part of the Calderside Learning Community. A learning community is made up of local education establishments including a secondary school, the local primary schools, early years establishments, early years partners and schools and bases which provide additional learning services. It is about working together to plan better outcomes for children and young people.

The Learning Community develops ways of working between establishments and with other agencies and organisations to ensure services are responsive, accessible and are delivered as effectively as possible.

All the establishments and services in a learning community share priorities for improvement and are involved in the deployment of additional support to meet the needs of the child and family.



Each Learning Community is managed by a Head of Education (Area). The Head of Education for the area is Mrs Lynn Sherry. Each school also has a Quality Improvement Officer. The Quality Improvement Officer for Calderdale Learning Community is Mrs Fiona Leggate.

4. Staff List

Head Teacher	Mrs P. Kelly	
Principal Teacher	Mrs C. Brock	
Principal Teacher (Equity)	Mrs J. Marnie	
Class Teachers	Mrs J. Marnie Miss R. May Ms G. Cassidy Ms H. Craig Mrs K. Kennedy	Mrs C. Gilroy Mrs A. Cullie Mrs C. Mark Mr C. Connor
Specialist Support Teacher	Mrs J. Cowan	
Educational Psychologist	Mrs H. Smith	
Support Staff (Classroom)	Mrs L. Lamont Mrs S. Aitken Miss R. McKay Mrs L. Young Mrs G. Hare	
Support Staff Team Leader	Mrs A. Nisbet	
Janitor	Mr S. Minto + Cleaners	
Dining Staff	1 Cook + 2 Dining Assistants	
School Chaplain	TBC	

5. Attendance

Encouraging School Attendance

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

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

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:

- If you know in advance of any reason why your child is likely to be absent from school, please tell someone at the school, telephone us or let us know via email.

- Notify the school before 9.10am on the day of absence in the morning. Let the school know the likely date of return and keep them informed if the date changes. This is noted in the absence book.

If we do not have notification of an absence, we will telephone the child's contact number(s) to find out where the child is. This procedure means that any children who do not arrive in school when expected can be tracked very quickly thus helping to ensure the safety of our children.

If you know they have a hospital/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.

Information on emergencies

Emergency Information

We strive to keep the school open during term-time. However, there may be instances such as severe weather or power failures that could affect the school day. In such cases, we will inform you as soon as possible through text messages and our social media channels.

Severe Weather Protocol

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

Communication

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

Things we need you to do:

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



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](#)
- 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.



Extra-curricular activities

Extra-curricular activities and clubs are an important part of our school life. They provide our children with a more relaxed and social atmosphere where they have opportunities to try out new activities and acquire new skills or further develop existing skills. A wide variety of extra-curricular activities are offered each session and we try hard to offer every child from Primary 1 to Primary 7 the opportunity to attend at least one activity.

Spiritual, social, moral and cultural values (religious observance) Rights of Parents / Carers

The Education (Scotland) Act 1980 states that there is a statutory obligation on local authorities to provide religious observance and religious education in schools. Religious and moral education is a statutory core subject for all pupils attending primary and secondary education, and it is their entitlement to have this taught in a meaningful and progressive way. National guidance advises schools that they should plan and deliver religious and moral education as both a specific subject discipline and one which contributes to high quality interdisciplinary learning. Religious and moral education should, therefore, also contribute to learning and development through the other contexts for learning, that is the ethos and life of the school community and the opportunities provided for personal achievement. The programme and content for religious education in all South Lanarkshire schools are developed by staff working groups following the national guidance set out in Curriculum for Excellence. In shaping our programme, the national advice for primary schools is that we should teach well planned experiences across Christianity, world religions and developing beliefs and values. Parents have a statutory right to withdraw children from participation in religious and moral education. This should be done in writing. However, national guidance also indicates that without this aspect of their education, learners will not enjoy the full benefits of Curriculum for Excellence since this area of their education contributes to pupils thinking for themselves and making their own decisions about what they believe to be true about human living. Where a child is withdrawn from religious observance, schools will make suitable arrangements for the child to participate in a worthwhile alternative activity.

During the course of the year children are given the opportunity to take part in class assemblies held in the school hall. Parents are invited to see their child perform.

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 on the register.

8. Assessment and tracking progress

We want to share with you on how your child's learning is progressing. We operate a policy of continuous assessment from Primary 1 to Primary 7 in order to build a clear picture of each child's progress; to ascertain strengths and areas for further development, to involve pupils in their own learning, to decide on what requires to be taught next and to determine if the pupils are working at a level appropriate to their ability. Assessment also enables teachers to plan programmes of work and to check on the effectiveness of teaching methods and resources.

We formally assess pupils in reading, writing, spelling and maths. The results of these assessments are recorded, assessments kept and the information used to plan for the following term. We use these assessments and tracking sheets in reading, writing, talking & listening and in maths to ensure and evidence progress for all our pupils.

Assessment reflects on-going work – by observation and interaction with pupils, by sharing criteria with children, by giving constructive feedback, by well-structured questioning, by peer assessment and by setting assessment tasks. Staff ensure that children are made aware of the learning intentions

and success criteria at the start of each lesson. Records of summative assessments are kept, both for teaching purposes and to keep parents up to date with their child's progress.

All class teachers engage in regular professional dialogue with the Head Teacher and Principal Teacher to track pupils' progress across the curriculum.

Some learners may require more specific diagnostic assessments at times. You will be informed if any of these assessments are to be undertaken.

9. Reporting to Parents

Neilsland Primary School recognises that good teamwork among parents, children and school is the key to a successful education for your child.

Reporting will be ongoing and comprise of a range of activities which can include children presenting their learning, newsletters, open sessions, class blogs and ongoing oral discussions. Parents are very welcome to contact the school for feedback on their child at any point in the session.

We will provide you with reports so that you can see what your child is doing and how they are progressing. In addition, there will be parent consultations which provide the opportunity to discuss how your child is progressing in school 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

If you have any difficulty in identifying your catchment school, please email Edsuppserv.help@southlanarkshire.gov.uk

The online registration form will ask you to provide each child's full birth certificate and two pieces of recent official documentation both containing your permanent home address for example a utility bill, council tax statement, housing rent card, child benefit documentation.

Proof of where the child lives may also be needed.

If your child is due to start school in August 2026, you can enrol online from Monday 5 January 2026. Your catchment school will contact you between Monday 12 and Friday 16 January 2026 to confirm your enrolment.



If your child attends the nursery of your catchment school, please do not assume that they will automatically be transferred. You must register them as normal at the school that is in the catchment area for your home address

If parents want their child to go to another school, they must enrol in the first instance with their catchment school and intimate that they wish to make a placing request. An online placing request form should then be completed. This is available from the SLC website – www.southlanarkshire.gov.uk or by contacting edsuppserv.helpline@southlanarkshire.gov.uk or phone **0303 123 1023**.

Change of School/Placing Request

Normally children attend the school in their catchment area. However, there are times when parents may wish their children to go to other schools. If you wish your child to go to another school then you may make what is known as a 'placing request'. If you live in South Lanarkshire and decide to submit a 'placing request', we are unable to reserve a place in your catchment school until the Council have made a decision on the 'placing request'. Please note if your 'placing request' application is unsuccessful and all places at your catchment school are filled you will be offered a place at the next nearest appropriate South Lanarkshire school.

Please note that if an application for a 'placing request' is successful then school transport is not provided.

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

Transition from primary to secondary school

Pupils normally transfer from primary to secondary school between the ages of 11 ½ and 12 ½, 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 on events designed to support P7 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 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

Support for All (Additional Support Needs)

We are committed to providing an appropriate and high quality education to all our children. We believe that all children, including those identified as having additional support needs, have a common entitlement to both a broad and balanced curriculum, which is accessible to them, and to be fully included in all aspects of school life.

We are committed to inclusion and believe that all children should be equally valued in school. We will strive to eliminate prejudice and discrimination, and to develop an environment where all children can flourish and feel safe.

Teachers organise their daily routine and programmes of study so that children learn at a pace suited to their needs. However, there are times when extra support is required when a child is not making progress, has been ill or when pupils require more challenging work. This is highlighted to the Head Teacher or Principal Teacher during planning discussions and tracking and monitoring meetings and an initial referral for support through the South Lanarkshire Council staged intervention process will be completed, indicating how the class teacher can be supported to meet the child's needs.

Some children require an Additional Support Plan (ASP) to monitor and support their progress and these are devised by the class teacher and shared regularly with parents. ASP's are overseen by the Head Teacher and Principal Teacher.

Some support is available to the school from the Learning Community Extended Team for children requiring further support and assessment. In Neilsland this service is provided by specialist support teacher, Mrs Julie Cowan.

Following consultation with parents, some children may be referred to an Educational Psychologist. Mrs Heather Smith works with Neilsland Primary, on a consultation basis.

Parents will be informed if the school feels their child requires additional support for learning. However, any parent who has concerns at any time about their child's learning and progress should contact Mrs Kelly, Head Teacher or Mrs Brock, Principal Teacher.

South Lanarkshire Education Resources has published a series of leaflets available which cover information for parents and carers about the Additional Support for Learning Acts. These are available through the school or on the South Lanarkshire Council website www.southlanarkshire.gov.uk

Enquire

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

Enquire - the Scottish advice service for additional support for learning

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

Phone Helpline: 0345 123 2303

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

Email Enquiry service: info@enquire.org.uk

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

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

Attachment Strategy for Education Resources

Attachment – what we do to support children and young people

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

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

What does it set out to do?

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

How can I find out more?

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

These are available in schools and on the SLC Staff Learning Centre Sway accessible by teachers and staff.

Promoting Positive Relationships and Understanding Distressed Behaviour (PPRUBD)

PPRUBD 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

Each year we produce a School Improvement Plan which identifies what we plan to do to improve our school over the next 12 months. Some of our improvement priorities may be in response to government guidance, whilst others will be more personally related to the needs of our own school. Staff, children and parents/carers are consulted on the contents of our Improvement Plan and we issue a summary of its contents to parents/carers at the start of each new session. A full copy of our School Improvement Plan is available for any parent/carers who wishes to read this document and it is also placed on our school website.

We provide regular updates on our improvement priorities through items in the school newsletter and the Head Teacher also presents a report at Parent Council meetings.

At the end of each year, we review our Improvement Plan to identify the impact that the progress we have made has had on learners. Further information on school achievements are detailed in the Standards and Quality report, copies of which are available on our website or from the school office.

Here is a summary of what we achieved in our school during 2024/2025:

Priority 1 – Numeracy – Fluid Groupings, Concept Teaching and Numicon

- All staff, including SSA, were be trained in the use of Numicon during the August Inset Day. Further training was offered across term 1 at Early, First and Second level.
- Most classes consistently use Numicon resources across all aspects of Numeracy and Mathematics to support learning and teaching.
- Two staff members have been trained in Maths Recovery this session.
- All staff were trained in fluid groupings and concept teaching during the August Inset Day.
- Fluid grouping modelling sessions and peer visits also took place over the course of the session by SLC development officer.
- All classes/stages have fully adopted a concept teaching/fluid groupings approach to Numeracy and Mathematics. This was reflected in peer visits, SLT visits and as part of the Peer School Review.
- Neilsland engaged in year one of the Peer School Review with a focus on fluid groupings and concept teaching. The review was completed in March 2025 and was a very positive experience for the school and the visitors, involving 2 other schools and key members of

staff from the central team. Planning ensured a clear focus for the visit with key questions around consistency and implementation being answered with the next steps identified.

- Targeted groups of parents from all stages were offered the opportunity to take part in a 6 week cycle of the You, Me and Multiply programme.

Priority 2 – Sustainability, Outdoor Learning and STEM

- An audit of existing opportunities for Learning for Sustainability was carried out in term 1. A Learning for Sustainability topic was identified for each class by the working group and the school calendar now includes Learning for Sustainability events taking place over the course of the session.
- All classes engage in outdoor learning experiences at least once per week in areas across the curriculum using the Learning for Sustainability curriculum map for guidance and ideas alongside the class boxes. Most classes contribute to the Outdoor Learning wall display.
- All classes have engaged in practical-based STEM activities led by Mr Connor via participation in the SSERC programme – ‘Developing a Sustainable Approach to STEM’

Priority 3 – Equalities and Diversity and SLC Skills Framework

- A Learning Community booklist with a focus on equalities and diversity was created collaboratively by all schools in the Learning Community.
- Resources were requisitioned. With equalities and diversity books organised into class packs.
- In September 2024, a baseline questionnaire was completed with staff, pupils and parents to measure their knowledge, understanding and confidence in relation to equalities and diversity.
- Working with colleagues from DLMPS and Townhill PS, all staff worked within stage groups and engaged in moderation activities linked to a chosen text and theme in relation to equalities and diversity.
- In June 2025, staff questionnaires were repeated to measure their knowledge and confidence in relation to equalities and diversity. The results showed that 72%, an increase of 62% of staff across all levels had a more confident knowledge and understanding about equalities and diversity and that 68% were more confident in delivering lessons on equalities and diversity.

Priority 4 – Emotion Coaching and Attachment Accreditation



- All staff were trained in Emotion Coaching during the August Inset Day and engaged with professional reading from the Emotion Coaching book. A series of collegiate activities took place with all staff from Townhill Primary School during November, February and May Inset days. The planned activities facilitated rich professional discussion about the application of the principles of Emotion Coaching and about the best ways to embed in practice.
- In August 2024, a baseline questionnaire was completed with staff to measure their knowledge, understanding and confidence in relation to Emotion Coaching.
- In May 2025, the baseline questionnaire was repeated with staff to measure their knowledge, understanding and confidence in relation to Emotion Coaching. All staff reported an increase in confidence and all reported being either confident or very confident in applying the Emotion Coaching techniques.

- All staff received refresher training on Attachment-Informed Practice, the A-Z of Attachment and the 6 Attachment pledges during the August Inset day. A HWB working party was established to complete the accreditation evidence for Pledges 4-6 (Recognise Behaviour as Communication; Respond with Compassion; Believe in Change).

Priority 5 - Excellence and Equity

- Numeracy interventions were implemented with targeted groups across the school three times weekly.
- Interventions were measured and reviewed 4 times over the course of the session through ongoing assessments.
- Literacy interventions were implemented 3-5 times a week.
- Interventions were measured and reviewed 4 times over the course of the session through ongoing assessments.
- Overall attendance has improved.

Our priorities for session 2025-2026

 Neilsland Primary School School Improvement Plan 2025/26 				
Our Priorities for 2025/26	Priority 1: Provide a rich and stimulating curriculum that helps raise standards in literacy and numeracy	Priority 2: Empower learners to shape and influence actions on sustainability and climate change	Priority 3: Provide a rich and stimulating curriculum that helps raise standards in literacy and numeracy	Priority 4: Ensure inclusion, equity and equality are at the heart of what we do
What do we want to achieve? (Outcomes)	<p>To train all staff in SLC's VCPA (Visual, Concrete, Pictorial and Abstract) approaches to Numeracy and Mathematics.</p> <p>To embed the use of Numicon resources across all aspects of Numeracy and Mathematics to support teaching and learning.</p>	<p>To develop a school calendar including Learning for Sustainability events taking place over the course of the session.</p> <p>To further develop the use of outdoor learning across the school in order to positively impact on the wellbeing of all, children's engagement and enthusiasm for learning across the curriculum.</p> <p>To engage in practical-based STEM activities via participation in the SSERC programme 'Developing a sustainable approach to STEM'.</p> <p>To actively engage in internal directed CLPL and self-directed CLPL in Science and STEM across Early, First and Second level.</p>	<p>To provide all staff with the opportunity to power up their pedagogy through inhouse collegiate led training to increase knowledge and understanding of:</p> <ul style="list-style-type: none"> • Learning intentions and success criteria • Effective questioning • Effective feedback • Effective differentiation • Metacognition • Creativity <p>All staff will have the opportunity to engage in professional dialogue in review and evaluation of pedagogical changes,</p>	<p>To further develop a consistent Learning Community approach to the teaching and learning of equalities and diversity.</p> <p>To continue increase staff, pupil and parent/carer knowledge and understanding of equalities and diversity.</p> <p>To maintain and implement an Equalities and Diversity Calendar with events to celebrate equalities and diversity across the school.</p> <p>To continue link SLC skills framework to equalities and diversity as part of Learning Community moderation, with a focus on RME or IDL.</p>

The use of funding to support pupil equity

As a school, we receive money from the Scottish Government in relation to the number of children who receive free school meals. This money is known as 'Pupil Equity Funding' (PEF) and this year we have been allocated £68 600. After consultation with staff, children and parents/carers, we have decided to use our PEF funding to employ an additional teacher 3 days a week to support interventions to develop children's literacy, numeracy and health and wellbeing across the school.

As part of participatory budgeting, we have also allowed stakeholders to take responsibility for deciding how 5% of our PEF money £3430 will be used. Following an extensive consultation exercise, it was agreed that this would be spent on new outdoor equipment as well as to support the cost of an outdoor classroom.

13. School policies and practical information

School/ Meals

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 -



School Uniform

- Navy blue sweatshirt, sweater or cardigan
- White polo shirt or shirt and tie
- Navy blue, black or grey skirt, pinafore or trousers
- Jacket or blazer



Please label all children's clothing clearly.

We ask all parents/carers to support the school by encouraging your child to adhere to the agreed dress code and the wearing of school uniform. The wearing of a school uniform promotes 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.

P.E Kit

Shorts, T-shirt and indoor trainers

Every child has an outdoor PE slot each week. Pupils should bring tracksuit bottoms, trainers and a warm, waterproof jacket for this activity.

The wearing of jewellery, including pierced earrings, during P.E. sessions is also not allowed for safety reasons. Although it is preferable and safer for earrings to be removed during PE those which cannot be removed can be taped over to prevent any unfortunate accidents.

As the children are wearing uniform, it is important that all items of clothing are clearly marked with the child's name. If desired, the children can wear their shorts under their uniforms. This makes changing for P.E. easier, particularly for younger pupils. P.E. is an important part of the curriculum and all children must take part unless there are physical or medical reasons, which prevent them from participating.

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.

All schools in Calderdale Learning Community have the same Mobile Device Policy. This can be accessed via the school website.

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.

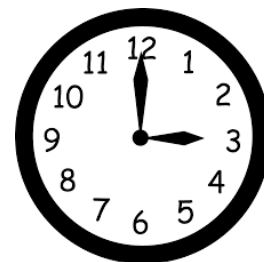
Eligibility criteria and online applications can be found at www.southlanarkshire.gov.uk. Or via this link [Clothing grants - South Lanarkshire Council](#)

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

Our normal school hours on Mondays to Fridays are as follows:

School Hours	9.00 to 10.45 (P1 and P2 pupils 8.55)
	10.45 to 11.00 – Interval
	11.00 to 12.30
	12.30 to 1.15 – Lunch
	1.15 to 3.00 (P1 and P2 pupils 2.55)



The school holiday dates and in-service dates are available from the local authority website, www.southlanarkshire.gov.uk. In-service dates are days when staff undertake development work related to the school and children should not attend. We also include important dates to remember in our school newsletters.

School Transport

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

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

https://www.southlanarkshire.gov.uk/info/200186/primary_school_information/545/school_transport

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

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

A new application must be made each year.

More details on Privilege school transport may be found here:

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

Pick-up points

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

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

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

Mainstream School Transport contact details:

e-mail: school_transport@southlanarkshire.gov.uk

tel: 0303 123 1023

Insurance for Pupils' Personal Belongings

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.

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.

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 has established a data protection policy that applies to all of its school.

Education Resources has also prepared a privacy notice (below) which sets out how we will deal with personal information as part of our statutory function as an education authority. For more information, please contact the school.

Privacy Notice

Introduction

In line with the General Data Protection Regulation (GDPR) we have produced this privacy notice to inform you how we deal with personal information as part of our statutory function as an education authority.

The Council has a legal obligation to deliver effective education services to children, young people and adult learners in South Lanarkshire. In order to do this we need to collect personal information about children, young people and their families so that we can help them to learn and keep them safe.

Using your personal information

The Council is a "controller" of the personal information you provide when enrolling for a nursery or school, applying for an education service or participating in groups or activities provided by Education Resources.

Information we collect from you about you and your child at enrolment

When you enrol for a nursery or school, we ask for the following information:

- parent/carer contact details (name, address, phone, email);
- the child's name, date of birth, gender and address;
- information about medical conditions, additional support needs, religion and ethnicity;

- any information you may wish to provide about family circumstances.

Information we collect at other times

We will also collect information at other times such as when you apply for a benefit, request a services or other support. We will provide an additional privacy notice at these times.

- If you apply for an education service or benefit, such as school transport, free school meals, clothing grant, placing request or EMA, we will also ask for personal information as set out above. We will also ask for information about your income for education benefits applications.
- If you make a request for additional support such as an educational psychologist or other support for learning we will ask for more detailed information to allow us to provide the most appropriate support for your family. This may include information about family circumstances or medical conditions.
- If there are concerns about your child's wellbeing and/or your child has needs that may require additional support, we will wish to work with you to collect and consider information to enable us to help you get the right support at the right time in line with the Getting it right for every child approach.

We require this information to ensure that children and young people are educated appropriately, supported, and that we take account of their health and wellbeing. We will also ask you to update this information annually and to tell us when there are changes to your details.

Information that we collect from other sources

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

- exam results and assessment information;
- information about health, wellbeing or child protection.

Why do we need this information?

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

- for the education of children, young people and adult learners;
- for teaching, enrolment and assessment purposes and to monitor the educational progress of children, young people and adult learners ;
- to keep children and young people safe and provide guidance services in school;
- to identify where additional support is needed to help children, young people and adult learners with their learning;
- to maintain records of attendance, absence and behaviour of children and young people (including exclusions);
- to support children and young people moving on each year from nursery to primary, primary to secondary and when they move or leave school;
- to help us develop and improve education services provided for young people, adult learners or families
- In accordance with our legitimate interests as an education authority we will also use your information to create statistical reports.

We will share your information with:

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

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

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

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

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

The Freedom of Information (Scotland) Act 2002

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

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

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

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

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

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

Appendix A

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

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

Additional Information

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

Parental Involvement

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

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

School Ethos

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

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

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

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

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

Curriculum

Information about how the curriculum is structured and curriculum planning

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

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

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

Information on the Senior Phase

Information on Skills for learning, life and work

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

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

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

Assessment and Reporting

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

Information about Curriculum for Excellence levels and how progress is assessed

Curriculum for Excellence factfile - Assessment and qualifications

Information on recognising achievement, reporting and profiling

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

Transitions

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

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

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

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

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

Enquire is the Scottish advice service for additional support for learning

Parenting Across Scotland offers support to children and families in Scotland

Support for Pupils

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

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

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

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

School Improvement

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

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

Scottish Credit and Qualifications Framework (SCQF)

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

Amazing Things - information about youth awards in Scotland

Information on how to access statistics relating to School Education

School Policies and Practical Information

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

