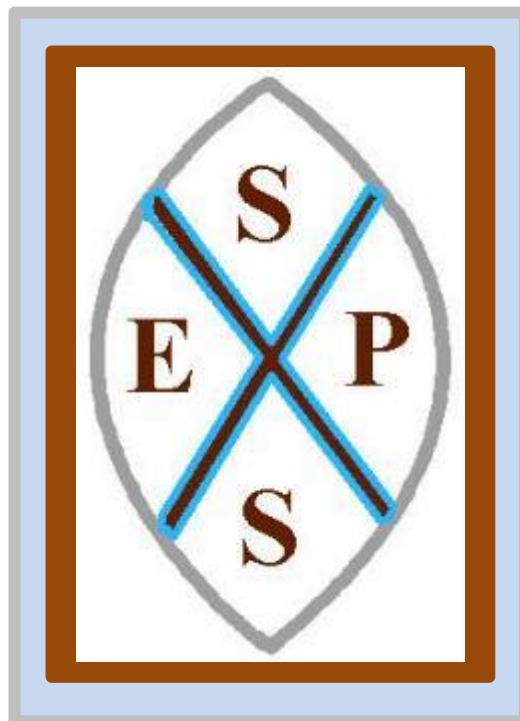




Education Resources

St Elizabeth's Primary and Nursery School

School Handbook



Session
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.

1. Introduction by the Head Teacher



Welcome to St Elizabeth's Primary and Nursery School. My name is Mrs Christine Grant, and I am delighted you have chosen to send your child to St Elizabeth's Primary and Nursery School. We are all incredibly proud of our wonderful school and all that we achieve with our children.

Our school values of Enjoyment, Faith, Kindness, Love, Perseverance and Respect are the cornerstones of our school ethos and we strive to follow these values in our daily work.

Our team of highly skilled and very dedicated staff help to ensure your child receives an excellent education in our school. The high level of commitment shown by all helps to enable us to reach very high standards of achievement and attainment which we regularly celebrate with our children, parents and wider community.



Our Vision

In St Elizabeth's we strive to excel in all that we do through working hard and having respectful relationships in a safe, happy and nurturing environment embracing a love for lifelong learning.

Our Motto

Learn Together, Laugh Together, Be the Best You Can

Our Values

Enjoyment, Faith, Kindness, Love, Perseverance, Respect

We look forward to working in close partnership with you in order to help ensure your child continues to grow and flourish as fully as possible, achieving successes in many areas and building their self-confidence through encouraging their love of learning.

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

St Elizabeth's Primary and Nursery School
William Drive
Hamilton
ML3 7RQ
01698 285080

You can access information about our school on our website by following this address
<https://blogs.glowscotland.org.uk/sl/stelizabethsprimary/>
or through our Instagram page **stelizabeths_ps**

Should you need to contact us by email, please send an e-mail to the school office at
office@st-elizabeths-pri.s-lanark.sch.uk

Our school roll is currently 215 pupils and we have classes from P1 to P7. We are a Catholic school, and our values are embedded within the Gospel Values of Love, Justice and Peace. If you would like to visit our school to learn more, you would be very welcome to telephone our school office to arrange this.

Whilst your child is with us and should there be anything in your child's learning and experience in our school that you may to discuss with us, please let us know by using the contact information above. It is important to us that we work co-operatively with our families.

It is important all our children attend school **on time, every day**. If your child is to be absent from school as a result of being unwell, please telephone the school office before 9am to inform us. We have an answering machine in place for your convenience.

In the event of your child becoming unwell in school, a member of our office staff will contact you or your named emergency contact.

3. School Ethos

In St Elizabeth's we all strive to do our very best in a loving and respectful way. At the heart of our school is the Gospel Value of Love – loving one another and loving ourselves. We have an ethos of sharing and kindness, supportive and trusting and this is evident in many ways within our school community. We celebrate pupil achievements weekly at whole school assemblies and parents and carers are invited to tell us of any achievements throughout the school year. We strongly value the many experiences our children take part in outside school and recognise the importance of celebrating these for their academic success too.

Within our local community, we are held in very high esteem and have built up many very strong relationships throughout the years. We have a wonderful level of support for our school and our learning and we regularly work in partnership with local businesses.

We have links with many businesses such as Tesco, Asda, Bank of Scotland, Carrigans and Greggs. The many links we have help to enhance the excellent education we already provide and they offer our children and families exceptional opportunities not always afforded in a school.

We work closely with our colleagues in Our Lady and St Anne's Primary. This close working partnership benefits our children and school community hugely.

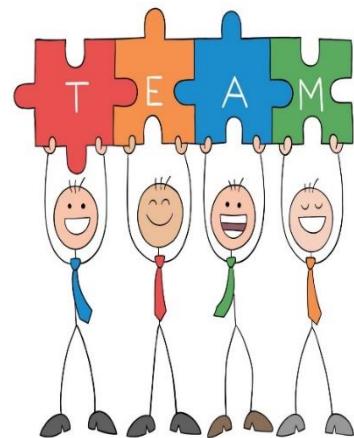
4. Staff List

| | |
|----------|---------------------|
| Teachers | Jane Hasson |
| | Lynne McCaig |
| | Evan Kerr |
| | Claire Shearer |
| | Marie McRoberts |
| | Catherine MacIntyre |
| | Emma McPhilemy |
| | Natalie Docherty |
| | Paul Vaughan |
| | Emily Leitch |
| | Ryan Kelly |
| | Christine Bell |

Support Staff

Karen Lynch, Team Leader
Caroline Redmond
Diane Cummings-Saund
Sudha Anand
Janice Byrne
Megan Taylor
Laura Tulloch

Janitorial Staff



Catering Staff

Ed Psychologist Carol Cairns

Support for Learning Kirsty Stewart

School Nurse Vicky Gurren

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 you are asked to let us know by 9.00am on the first day of absence.

A member of the office staff team will telephone you in the morning if you have not called in your child's absence first.

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

Getting Involved

Interested in joining the Parent Council or helping in school? Contact your school office or visit the Council website for details.

7. The Curriculum

Curriculum for Excellence is the name given to the curriculum in Scotland for all children and young people aged 3-18. It is forward looking, coherent, flexible and an enriched curriculum that provides young people with opportunities to engage with the knowledge, skills and attributes they will need to flourish in life, learning and work.

The curriculum places learners at the heart of education and at its centre are four fundamental capacities - successful learners, confident individuals, responsible citizens, and effective contributors. It includes all of the experiences that are planned for children and young people to support the development of their skills, wherever they are being educated, for example in the family and community, pre-school centre, nursery, and school.

In taking this forward our school will work closely with South Lanarkshire Education Resources and other services to enrich the curriculum, to provide the best possible education for all children and young people. We wish you to feel confident that your child is encouraged and supported to develop their literacy, numeracy and other skills whilst they attend our school. The curricular areas are as follows:

- Expressive arts
- Languages and literacy
- Health and wellbeing
- Mathematics and numeracy
- Religious and moral education
- Science
- Social studies
- Technologies



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 | By the end of Primary 4, but earlier or later for some. |
| Second | By the end of Primary 7, but earlier or later for some. |



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

St Elizabeth's Primary is a Catholic School, and the Gospel Values are embedded in our work. We start and end each day with prayers and our weekly assemblies have a spiritual element and focus each week. Our children are prepared for various Sacraments during their time with us – Reconciliation in Primary 4; First Communion in Primary 4; Confirmation in P7. We work closely with our Parish Priest, Fr Charles O'Farrell who regularly visits our school for Mass or to talk to children and to hear confession at certain times of the year.

Many of our older pupils undertake the Pope Francis Faith Award which involves them in working through a variety of faith sharing and faith building experiences linking school, home and church as they develop their faith.

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

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

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.



Our Missio Champions following their commissioning Mass in Carfin.

8. Assessment and Tracking Progress

In St Elizabeth's we want to share with you how your child's learning is progressing. Assessment and tracking of each individual child's learning and progress is integral to our everyday life in St Elizabeth's. We assess our children's progress in Literacy and Numeracy and keep careful track of how well they are achieving. Class teachers carefully record and track learning on a regular basis and meet with members of the senior management team to discuss. Where necessary, additional support is timetabled for children who may be struggling with a certain concept or piece of learning. This is reviewed regularly and carefully monitored.

At times, children may require more focused support with their learning and where this is the case an Additional Support Plan will be opened for that child. This may also involve the child working with our Support for Learning Teacher. Where referrals are necessary to access further support, parents and carers are fully involved in discussions and decisions about this and are invited to meet with school staff to help ensure the child's needs are being met as fully as possible.

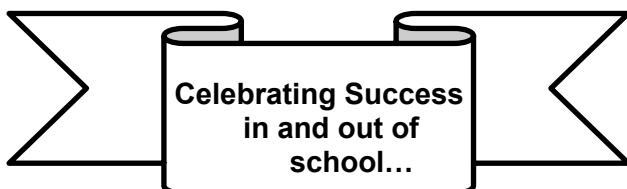
We have two parent's evenings each school year; one in November and one in March. This gives you the opportunity to formally meet with your child's teacher and to discuss their learning and progress. You are also given the opportunity to look at a range of work your child has been involved in.

At the end of the school year, you will receive an End of Term Report about your child and this gives you detailed information about how their learning has progressed over the course of the session. We communicate with you regularly about your child's progress and if there are any concerns we, or you have, we will meet with you to discuss.

We also like to know about your child's success out with school and we celebrate individual achievements each week at our Assembly and make regular posts on our Instagram feed.

Our weekly newsletters, which are uploaded to our school website each week, provide you with the opportunity to let us know of any awards/certificates or other personal successes your child achieves.

Alternatively, you can e-mail our school office or pop in to let us know. We strongly encourage you to do this as it helps us to build a fuller picture of your child.



9. Reporting

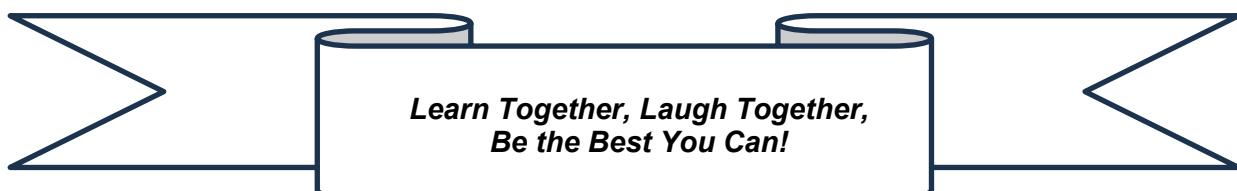
We will provide parents with reports so that you can see what your child is doing and how they are progressing. In addition, there will be parents' evenings which offer you the opportunity to discuss how your child is progressing and how you can contact the school if you wish further information. The school will offer you an appointment time so that you can visit in person to discuss your child's education.

Our 'learner reports' will help you to get to know more about the curriculum which each child follows and will describe their strengths, achievements and areas for development so you know what encouragement and support you can give. Our staff put a lot of time into these reports in order to help give you the clearest picture possible about your child.

Within our nursery, we have transition reports for our nursery children and these are for the children in our 2-3 room as well as the children in the 3-5 room. These reports are shared with the P1 teacher of the school your child will be attending.

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

Reporting to Parents



10. Enrolments and Transitions



Enrolment – how to register your child for school

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

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

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

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

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

If your child attends the nursery of your catchment school, please do not assume that they will automatically be transferred. You must register them as normal at the school that is in the catchment area for your home address. If parents want their child to go to another school, they must enrol in the first instance with their catchment school and intimate that they wish to make a placing request. An online placing request form should then be completed. This is available from the SLC website – www.southlanarkshire.gov.uk or by contacting edsuppserv.helpline@southlanarkshire.gov.uk or phone **0303 123 1023**.

Change of School/Placing Request

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

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

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

Transition from primary to secondary school

Pupils normally transfer from primary to secondary school between the ages of 11½ and 12½, so that they will have the opportunity to complete at least 4 years of secondary education. Arrangements are made by the school to transfer children to the associated secondary school as determined by their home address. Parents of P7 children will be informed of the transfer arrangements made for their child to attend secondary school.

We will also provide you with information at this time and on events designed to support P7 children before they move on to secondary school.

11. Support for Pupils

Getting it right for every child.

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

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

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

More information can be found on:

www.scotland.gov.uk/gettingitright

Support for All (Additional Support Needs)

Mrs Wilson, Depute Head Teacher, is our designated member of staff responsible for co-ordinating the support available to our pupils. Support takes on a range of forms in our school ranging from one-to-one support with a classroom assistant to involvement with other agencies. Should your child require support during their time with us, we will discuss this with you. You will be asked to sign a 'Consent to Share' form if we require to access support from agencies out with our school i.e. Speech and Language, Educational Psychologist etc. 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. Advice and information is also available at www.enquire.org.uk

Enquire provides a range of clear and easy-to-read guides and fact sheets including The parents' guide to additional support for learning. If you would like to order our leaflets, postcards or guides to share with parents and carers of pupils in your school, please contact us on info@enquire.org.uk

Attachment Strategy for Education Resources

Attachment – what we do to support children and young people

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

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

What does it set out to do?

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

How can I find out more?

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

 getting it right
for every child
in Lanarkshire

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

Promoting Positive Relationships and Understanding Distressed Behaviour (PPRUDB)

PPRUDB is South Lanarkshire’s framework for understanding and managing behaviour in schools. It emphasises that all behaviour is a form of communication, often indicating unmet needs, and stresses the importance of building positive relationships as a fundamental skill for teachers and a preventive approach to distressed behaviour. The guidance aligns with key Scottish Government policies and legislation and supports the development of safe, inclusive, and nurturing school environments.

Children and young people who feel safe, healthy, respected, and included are more likely to develop self-confidence and resilience. South Lanarkshire Council’s attachment-informed, trauma-sensitive approach, aims to create a secure base and safe haven to reduce the impact of adverse childhood experiences. School staff recognise that distressed behaviour can stem from disrupted attachment, anxiety, and other complex needs, including neurodevelopmental conditions and limited communication skills.

When incidents of distressed behaviour arise in schools, staff will use a range of strategies to de-escalate situations and prevent re-occurrence. Strategies include structuring the environment with consistent routines and quiet areas, adapting communication to accommodate speech and sensory needs, and building positive relationships based on shared values. Setting clear limits with dignity, active listening, and inclusive teaching practices support behaviour management. Planning for transitions and using support plans like Additional Support Plans (ASPs) and Behaviour Assessment and Support Plans (BASPs) assist in addressing individual needs.

Each educational establishment should use the PPRUDB framework to develop and implement a relationships and behaviour policy through consultation with staff, pupils, and parents, reviewing it every three years.

Further information is available from the Headteacher of the establishment your child attends.

12. School Improvement

In St Elizabeth's we always aspire towards our vision which is **to strive to excel in all that we do through working hard and having respectful relationships in a safe, happy and nurturing environment embracing a love for lifelong learning**. Our 6 core values of **Enjoyment, Faith, Love, Kindness, Perseverance and Respect** continue to be central to the work of our establishment.

We enjoy continued success for our pupils and families, some of which is detailed below.

Literacy Successes

Our data shows that our attainment in reading and writing continues to improve across the stages and levels.



Active Literacy is embedded in teaching and learning and positively impacts on attainment.

IDL is being used to support Literacy and is making a significant difference to Literacy, particularly in spelling.

We have received our accreditation as a Gold Reading School.

Big Cat Reading is being rolled out across Primaries 1 – 3.

Numeracy Successes

Numeracy attainment also continues to improve. Planning materials and assessments have been streamlined to focus teaching and learning on numeracy concepts and their practical application.

Number Talks is being used across the school to improve mental strategies from Primary 1 to Primary 7.

Big Maths is currently being implemented throughout the school.



Primary 1 learning to add numbers together in Maths...



Health and Wellbeing Successes

We are an Active, Eco and Fairtrade Friendly School.

Mental health and wellbeing is addressed through our Health and Wellbeing programme as well as through our nurturing ethos which permeates throughout the school. We strongly promote positive health and wellbeing through our links with the local and wider community and our working partnerships to help engage our children and families in a range of experiences to encourage empathy, care and consideration towards others.



We are currently implementing a Staff and Pupil programme called "Do Be Mindful".

... Chilling together with some good books.



Interviewing local Care Home Residents for our Podcast...

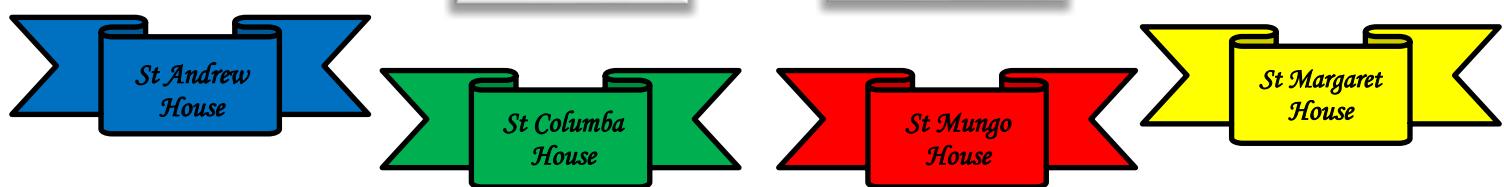
Ensuring Wellbeing, Equality and Inclusion

All children and staff understand and know our 6 values of Enjoyment, Kindness, Faith, Love, Perseverance and Respect. These are communicated regularly to parents, carers and other partners.

We have established a number of Pupil Leadership Teams across the school and nursery. The purpose of these is to give pupils a voice which is heard, listened to and acted upon making our school and nursery stronger, safer and welcoming.

In order to continue to help raise esteem, promote our school values and reinforce our proud, caring ethos, our children have again had opportunities to take on additional responsibilities within our school. These include Head Boy, Head Girl, House Captains, Vice Captains, Playground Monitors, Buddies and Class Monitors whose responsibilities help raise esteem, promote our school values and endorse our proud, caring ethos.

Some of our *Very Impressive Pupils...*



Raising Attainment and Achievement

Our commitment to being a Reading School has increased enthusiasm for reading across our school as well as impacting positively on key skills in reading.



Our data shows an increase in the reading age of the majority of our children. Most children across all stages have clearly indicated they enjoy reading and have developed more confidence with their overall word attack, comprehension and fluency skills. We are currently working towards Reading Schools accreditation.

Number Talks is helping support Numeracy and is enthusiastically received by the children. Number Talks is a resource designed to support and facilitate daily 'Mental Agility' sessions within primary school numeracy lessons. "Mental Agility is the ability to carry out multi-step mental questions accurately". Number Talks outlines the range of mental strategies for solving problems for all 4 number operations (addition, subtraction, multiplication and division).



Increasing Creativity and Employability

We have increased our use of digital technology this session and will continue to build on this next year. Each class use has the use of a C Touch Screen to support learning and teaching. Google Classroom across the school, with Learning Journals being used to document progress for, and communicate with, our nursery parents. Google is also used to communicate with our parents and seek their views on important aspects of school life. Our Instagram account and the Parents Portal are used to share information with our families and to celebrate achievements and successes.

Improvement Plan Priorities

Our Strategic Priorities are:

- Developing Play Pedagogy in P1 – P3
- Developing Inquiry Based Learning in P 4 – P7
- Do Be Mindful – whole school staff and pupil wellbeing programme
- VCPA (Verbal, Concrete, Pictorial, Abstract) – Maths
- Developing in Faith (Learning Community Priority)

13. School policies and practical information

Nursery

All children over two years old attending a local authority nursery will be provided with a free lunch. In addition, if your child attends long mornings or afternoons e.g., over 4 hours 30 minutes they will be provided with a 'brunch' or 'afternoon tea'. Nursery lunches and snacks are based on nutritional requirements from the NHS "Setting the Table" guidance. Nursery age children will also receive milk and a healthy snack free of charge under the Milk and Healthy Snack scheme 2021. This will be provided by the establishment.

Primary Pupils

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

All primary schools run a Breakfast Club from 8.15am – 8.45am with pupils being offered a selection of toast, cereal or fruit along with a cup of milk. For their lunch each day pupils have the option to choose from two hot meal options (one being vegetarian option) plus a sandwich selection every day. All meals also come with fresh chilled drinking water, vegetable choice, salad selection, seasonal fruit and depending on the day - soup or a dessert. Milk will be available for those pupils entitled to free school meals through the free school meal eligibility scheme at morning break or lunchtime.

Pupils in:

Primary 1 – 5 receive a free school lunch.

Primary 6 – 7 the 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 a special 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 cultural diet request for your child please speak to the school/nursery 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 the anonymity of children who receive free meals is protected 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 –



In St Elizabeth's we offer a free breakfast club for all pupils: - the service runs from 8.15am to 8.45am each school day.

School uniform

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



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

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

There are forms of dress which are unacceptable in all schools such as:

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

Allergies

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

Health Care Plans

Allergies can manifest at any time with symptoms ranging from mild to severe.

Children with moderate to severe allergies often have a Health Care Plan from the NHS, detailing symptoms and interventions.

Parents must share this plan with the school and provide updates as necessary.



Mild Symptoms

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

Employee Training

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

Policy Adherence

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

Mobile Device Policy

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

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

In St Elizabeth's mobile phones and smartwatches are powered off and must be kept in school bags during the school day.

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

The School Day is arranged as follows:

| | |
|----------|-----------------|
| Start | 9.00am |
| Interval | 10.30 – 10.45am |
| Lunch | 12.15 – 1.00pm |
| Close | 1.00 - 3.00pm |

The Nursery Day is arranged as follows:

| | |
|-------|---------|
| Start | 8.45am |
| Lunch | 12.00pm |
| Close | 2.45pm |



Please see School Holiday Dates for session 2026 – 2027 in the appendices. (Appendix B)

Transport

School transport

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

More details on school transport can be found at the following link including the online application form: <https://www.southlanarkshire.gov.uk/info/200186/primaryschoolinformation/545/schooltransport>

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/primaryschoolinformation/784/privilegetransporttosc hool>

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: schooltransport@southlanarkshire.gov.uk
tel: 0303 123 1023



Insurance for schools

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

Our Child Protection Officer is the Head Teacher, Mrs Christine Grant.

Child Protection

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

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

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

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

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

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

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

Our Commitment to Children's Rights

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

To achieve this, we will:

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

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



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

Information on pupils, parents and guardians is held by the school to enable the teaching, registration and assessment of pupils as well as associated administrative duties. The information is stored and used as per the requirements of the GDPR, with South Lanarkshire Council defined as the data controller. The Council have established a data protection policy that applies to all of its school. Education Resources has also prepared a privacy notice (below) which sets out how we will deal with personal information as part of our statutory function as an education authority. For more information please contact the school.

Privacy Notice

Introduction

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

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

Using your personal information

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

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

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

- parent/carer contact details (name, address, phone, email);
- the child’s name, date of birth, gender and address;
- information about medical conditions, additional support needs, religion and ethnicity;
- any information you may wish to provide about family circumstances.

Information we collect at other times

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

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

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

Information that we collect from other sources

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

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

Why do we need this information?

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

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

We will share your information with:

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

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

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

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

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

The Freedom of Information (Scotland) Act 2002

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

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

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

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

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

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



Appendix A

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

<http://www.southlanarkshire.gov.uk/info/200186/primaryschoolinformation/1264/curriculumforexcellence/3>

Additional Information

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

Parental Involvement

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

Parentzone provide information and resource for parents and Parent Councils

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

School Ethos

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

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

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

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

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

Curriculum

Information about how the curriculum is structured and curriculum planning

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

Advice, practice and resources to support the experiences and outcomes on 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

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

The Scottish Survey of Literacy and Numeracy (SSLN) is an annual sample survey which will monitor national performance in literacy and numeracy

Scottish Credit and Qualifications Framework (SCQF)

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

Amazing Things - information about youth awards in Scotland

Information on how to access statistics relating to School Education

School Policies and Practical Information

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

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



Education Resources

School Holiday Dates 2026 - 2027

These school holiday and in-service dates have been approved by the Education Resources Committee.

| Types of holiday listed by month | Holiday dates |
|---|---|
| August 2026 | |
| Teachers return on Tuesday 11 August 2026 | |
| In-service days - all schools | Tuesday 11 and Wednesday 12 August 2026 |
| Pupils return to school | Thursday 13 August 2026 |
| September 2026 | |
| September Weekend | Friday 25 and Monday 28 September 2026 |
| October 2026 | |
| October Break | Monday 12 to Friday 16 October 2026 |
| | Pupils return on Monday 19 October 2026 |
| November 2026 | |
| In-service day - all schools | Monday 9 November 2026 |
| December 2026 and January 2027 | |
| Christmas and New Year | Schools close at 2.30pm on Tuesday 22 December 2026 |
| | Schools re-open on Wednesday 6 January 2027 |

| Types of holiday listed by month | Holiday dates |
|----------------------------------|---|
| February 2027 | |
| February Break | Monday 15 and Tuesday 16 February 2027 |
| In-service day - all schools | Wednesday 17 February 2027 |
| March and April 2027 | |
| Easter | Schools close on Friday 26 March 2027 Schools re-open on Monday 29 March 2027 |
| Spring Break | Schools close at 2.30pm on Friday 2 April 2027 Schools re-open on Monday 19 April 2027 |
| May 2027 | |
| May Day | Monday 3 May 2027 |
| In-service day - all schools | Thursday 46 May 2027 |
| Local Holiday | Friday 28 and Monday 31 May 2027* |
| June 2027 | |
| Summer Break | Schools close at 1pm on Friday 25 June 2027 |

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

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