



Education Resources

# St. Mary's Primary School Handbook

## 2024-2025



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

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

# I 1. Introduction by the Head Teacher



Dear Parent/Carer,

Welcome to Saint Mary's Primary School and Nursery Centre. Some of you are already familiar with our school and nursery, others we welcome for the first time. I hope that this handbook provides you with the information you require about our school community.

As parents, you have the right to expect that your child will receive the highest quality of education in a climate where they are safe, valued and treated with dignity and respect.

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.

The staff at St Mary's are committed to ensuring that every child is happy and secure in school and this principle underlines our programmes for learning and teaching and all our activities.

The positive behaviour and attitude of pupils, the support of parents and the dedication of staff, all help to create a caring, active Christian community where children can develop to their full potential in stimulating surroundings.

We strive to ensure that our pupils have opportunities to maximise their achievement and attainment, endeavouring to develop children into mature, health conscious and well-adjusted young people who are fully equipped with the necessary skills and knowledge to enable them to successfully continue their education within the secondary sector and beyond.

*Our Home, School and Church partnership is of great importance. Working together and communicating openly ensures best value for all.*

*Please keep in touch with our school through our newsletters, school app, Twitter and our Parent Groups.*

*Finally, if having read this handbook, you have any questions or queries please do not hesitate to contact me.*

*I look forward to working in partnership with you.*

*Mrs Donna Allen*

*Head Teacher*

## 2. About our school

Name: St. Mary's Primary and Nursery Centre

Address: Skye Walk  
Lanark  
ML11 7NT

Tel. No: (01555) 663480

E mail: [gw14stmaryslanoffice@glow.sch.uk](mailto:gw14stmaryslanoffice@glow.sch.uk)

Website: <https://blogs.glowscotland.org.uk/sl/stmaryslanark/>

School App: to download our free app visit the Apple or Google Play Store and search for St Mary's Primary and Nursery Centre. Enter username: skyewalk PIN: 3480

School X (formerly Twitter) : @stmaryspsnsc

Parent Fundraising E-mail: [stmaryslanarkparentcouncil@gmail.com](mailto:stmaryslanarkparentcouncil@gmail.com)

Parent Council X (Twitter): @stmaryslanarkpc

Saint Mary's Primary School provides education for pupils in Primary 1-7  
Current Roll- 136

Saint Mary's Nursery Centre provides education for children aged 2-5 years  
Current Roll- 66

Denominational Status: Roman Catholic

### Concerns and complaints procedures

Schools and establishments should be the first point of contact for parents who wish to discuss issues about their child. Our aim is to resolve issues at a local level. Education Resources wishes to promote liaison among schools, members of Parent Councils, parents/carers and with other services. We would wish to provide advice and support to all parents/carers.

All enquiries and concerns received from parents are taken seriously. In order to ensure that enquiries are dealt with effectively contact, in the first instance, should be made with the school. Further advice can be given from Education at South Lanarkshire Council.

### Parent visits to school

Parents who require a visit to school must do so by telephoning the school to pre-arrange an appointment.

### 3. School Ethos

*St Mary's has a strong, positive, shared vision and ethos that has learning at its core. As a Catholic school our ethos is underpinned by the Gospel values. We provide an inclusive ethos where the dignity and value of each individual is respected and valued.*

#### *Our School Motto*

***SMALL Legends***  
*(St. Mary's (pupils) are leaders of learning)*

#### *Our Core Values*

<i>Faith</i>	<i>Education</i>	<i>Kindness</i>	<i>Respect</i>
<i>Helping- Others</i>			<i>Inclusive</i>

#### *Our Vision Statement*

*We believe that our unique community is the best place to cultivate a legacy of excellence and equity in education, rooted in our Catholic faith. We envision a successful future for each and every one of our pupils and that they are well equipped to navigate an ever-changing world with resilience, wisdom and grace. We are committed to encouraging our pupils to be the best they can be: today, tomorrow and for years to come.*

#### *Our Aims*

*To provide high-quality teaching and learning experiences for our learners empowering them to discover their potential.*

*To promote our strong unique Catholic ethos, creating a community of faith and learning - welcoming and inclusive to all.*

*To provide a nurturing and safe learning environment for all our learners, ensuring they are well supported and cared for.*

*To build strong, positive relationships between staff, pupils, parents and parish community.*

*To cultivate a climate of sustainability: develop awareness of cherishing our planet, making eco-friendly choices and safeguarding nature for a greener future.*

*We promote positive relationships and foster an ethos that encourages all pupils to respect themselves and others. It is our aim to promote positive behaviour through a range of strategies that highlight sound self-esteem for all children.*

*We have an active and engaged Parent Council and Fundraising Group who support the school in many ways. Our local community is interested in school involvement and we have developed strong links with St Mary's Parish, Tesco, Active Schools, Healthy Valleys, Lanark Lanimer Committee and Biggar Rugby Club.*

*Our children are happy, secure and enjoy learning. The school works in a climate of continuous improvement with all stakeholders having a commitment to improvement and increased attainment. Pupils are encouraged to work hard, to have high levels of attendance and to wear their school uniform. Homework is part of the school culture and parents, pupils and staff worked together to update our approaches to homework. Pupil achievement is celebrated through weekly assemblies (currently virtually) and insight into learning and classroom life is shared with parents via 'X' (Twitter).*

*As a member of the Holy Cross Learning Community we enjoy close links with our colleagues in Holy Cross High School, and with Lanark Grammar School, Saint Aidan's High School and local primary schools and nurseries to ensure smooth transitions. We readily access the skills and expertise of other professionals when required to support the individual needs of our pupils and their families to ensure social justice and equity of opportunity.*

*Our school is privileged to have the spiritual support of Father John Paul McShane, the Parish Priest of St. Mary's Church, who visits the school regularly as our School Chaplain.*

*Please follow the QR code for an interactive view of the school.*



## 4. Staff List

**Head Teacher****Principal Teachers**

Mrs Donna Allen

Miss Claudia Franchitti

Mrs Jennifer Dick

**Class Teachers:**

Primary 1

Mrs Lauren McLean

Primary 2

Mrs Siobhan Sharkey/Mrs Emily Tait

Primary 3/4

Mr Andrew Shanks

Primary 4/5

Mrs Catherine McGowan

Primary 5/6

Mr Gerry Wedlock

Primary 6/7

Mr Nathan Ross

**Support Staff:****Team leader**

Mrs Audrey Norbury

Mrs Karen McCann

Mrs Jan Kelly

Ms Ashley Smith

Mr Edward Pringle

Mrs Helen Jack

Mrs Carol Hamilton

Mrs Linda Sim

Miss Maggie Simpson

**Janitor**

Mr Andrew Boyle

**Early Years Depute****Early Years Practitioners**

Mrs Heidi Love

Mrs Lesley Gillan

Mrs Caroline Owen

Mrs Allison Paterson

Miss Elaine Jones

Miss Jaydene Brown

Miss Lucy Walker

Miss Nicole Logue

Mrs Jenna Currie

Ms Amy Pollock

**Early Years Support Staff**

Mrs Kelly Tierney

Mrs Ashleigh Mitchell

**Catering Staff**

Mrs Susan Kennedy

Mrs Catherine Beattie

**Facilities Staff**

Mrs Andrea Yuill

Miss Leigh Reilly

## 5. Attendance

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:

- Notify the school by 9.30 am on the first day of absence by telephone. Let the school know the likely date of return and keep them informed if the date changes.
- If your child has a planned absence/hospital/dental appointment, please inform the school by letter or telephone in advance of the absence.
- If there is no communication to the school, you will receive a text message reminding you to get in touch. If we still don't hear from you, you will receive a phone call to the main contact and if uncontactable, the emergency contact will receive a call. If school staff are unable to contact you to establish the reason for an unexplained absence, you may receive a visit to your home.
- As part of our monitoring attendance procedure, parents will receive a letter if their child's attendance falls below 90% or they have regular latecomings recorded.
- Punctuality is encouraged and expected at St Mary's Primary School; parents should ensure that their child arrives at school a few minutes before the bell rings at 9.00 am each morning. Good punctuality provides pupils with the opportunity to make the best of their time in school and fosters a positive attitude towards their learning. Latecoming is disruptive for the child's learning and that of their classmates. The school will contact the parents if a pupil develops a pattern of persistent latecoming to discuss ways of supporting this.

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).

## **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.

### **Parental Responsibilities**

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

### **Your Commitments**

We ask that you:

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

### **Family Holidays During Term Time**

Please ensure your child attends school during term time and avoid holidays during this period as it disrupts education and reduces learning time. If a holiday during term time is unavoidable, inform the school in advance by letter.

Holidays during term time will be marked as unauthorised absences, except in exceptional circumstances where parents can demonstrate the inability to obtain leave during school holidays. Unexplained absences will be recorded as unauthorised.

### **Encouraging School Attendance**

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

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

## 6. Parental Involvement/Parent Council

### Parental Involvement

The Scottish Schools (Parental Involvement) Act 2006 offers guidance for education authorities, Parent Councils, and others.

Parentzone [Parentzone Scotland | Education Scotland](#) provides resources for parents and Parent Councils, and the National Parent Forum for Scotland offers additional information at [www.npfs.org.uk](http://www.npfs.org.uk).

### Parental Involvement/Parent Council

South Lanarkshire Council values parents as partners in their child's education and has published a strategy called 'Making a difference – working together to support children's learning', available on the Council's website: [www.southlanarkshire.gov.uk/downloads/file/13457/parents\\_as\\_partners\\_strategy\\_2019](http://www.southlanarkshire.gov.uk/downloads/file/13457/parents_as_partners_strategy_2019)

### The Importance of Parental Involvement

- Parents, carers, and family members are the most significant influences on children's lives.
- Children spend only 15% of their time in school between the ages of 5 and 16.
- Research shows that parental involvement in learning leads to better outcomes at school and in life.

### Our Aims for Parents/Carers

- To be welcomed and involved in the life of the school.
- To be fully informed about their child's learning.
- To be encouraged to contribute actively to their child's learning.
- To be able to support learning at home.
- To be encouraged to express views and participate in discussions on education-related issues.

### Parent Forum and Parent Council

- Every parent with a child at school is automatically a member of the parent forum.
- The Parent Council is a formal group with a constitution that acts as the Parent Voice of the school.

### Getting Involved

- To learn more about becoming a parent helper or joining the Parent Council and/or Parent Teacher Association, contact the school or visit our website.

A guide on the role of a Parent Council, created by parents for parents, is available via this link [Parent Councils](#)

### Parentzone Scotland

- A unique website for parents and carers in Scotland, offering information from early years to beyond school.
- Provides up-to-date information about learning in Scotland and practical advice to support children's learning at home.
- Offers more detailed information on additional support needs
- Explains how parents can get involved in their child's school and education.
- Includes details about schools, performance data for school leavers from S4-S6, and links to national, local authority, and school-level data on the achievement of Curriculum for Excellence levels.

## 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.

<b>Level</b>	<b>Stage</b>
Early	The pre-school years and Primary 1 or later for some.
First	To the end of Primary 4, but earlier or later for some.
Second	To the end of Primary 7, but earlier or later for some.

In St. Mary's Primary School, we embrace the principles within Curriculum for Excellence in order to develop all our pupils as successful learners, confident individuals, responsible citizens and effective contributors.

successful learners	confident individuals	responsible citizens	effective contributors
<p><b>attributes</b></p> <ul style="list-style-type: none"> <li>• enthusiasm and motivation for learning</li> <li>• determination to reach high standards of achievement</li> <li>• openness to new thinking and ideas</li> </ul> <p><b>capabilities</b></p> <ul style="list-style-type: none"> <li>• use literacy, communication and numeracy skills</li> <li>• use technology for learning</li> <li>• think creatively and independently</li> <li>• learn independently and as part of a group</li> <li>• make reasoned evaluations</li> <li>• link and apply different kinds of learning in new situations.</li> </ul>	<p><b>attributes</b></p> <ul style="list-style-type: none"> <li>• self-respect</li> <li>• a sense of physical, mental and emotional well-being</li> <li>• secure values and beliefs</li> <li>• ambition</li> </ul> <p><b>capabilities</b></p> <ul style="list-style-type: none"> <li>• relate to others and manage themselves</li> <li>• pursue a healthy and active lifestyle</li> <li>• be self-aware</li> <li>• develop and communicate their own beliefs and view of the world</li> <li>• live as independently as they can</li> <li>• assess risk and make informed decisions</li> <li>• achieve success in different areas of activity.</li> </ul>	<p><b>attributes</b></p> <ul style="list-style-type: none"> <li>• respect for others</li> <li>• commitment to participate responsibly in political, economic, social and cultural life</li> </ul> <p><b>capabilities</b></p> <ul style="list-style-type: none"> <li>• develop knowledge and understanding of the world and Scotland's place in it</li> <li>• understand different beliefs and cultures</li> <li>• make informed choices and decisions</li> <li>• evaluate environmental, scientific and technological issues</li> <li>• develop informed, ethical views of complex issues.</li> </ul>	<p><b>attributes</b></p> <ul style="list-style-type: none"> <li>• an enterprising attitude</li> <li>• resilience</li> <li>• self-reliance</li> </ul> <p><b>capabilities</b></p> <ul style="list-style-type: none"> <li>• communicate in different ways and in different settings</li> <li>• work in partnership and in teams</li> <li>• take the initiative and lead</li> <li>• apply critical thinking in new contexts</li> <li>• create and develop</li> <li>• solve problems</li> </ul>

In planning stimulating and motivating activities for our pupils, we actively seek out links within and across a variety of curricular areas, particularly Literacy and Numeracy, providing meaningful contacts for learning. Through planned cross curricular experiences, our teachers ensure that they are making learning relevant. This also provides them with opportunities to apply their knowledge and skills.



Active learning strategies, cooperative learning approaches and interdisciplinary learning are all key features of learning in our school. Health Week, Science Week, Numeracy Week and Book Week Scotland all provide opportunities for interdisciplinary learning.



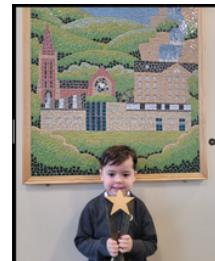
Our pupils have access to a variety of ICT equipment, which supports their learning across all curricular areas.

Teachers plan meaningful, challenging tasks for pupils, taking into account prior learning. Pupils work individually and in groups. Interdisciplinary learning is a planned experience bringing skills and subjects together in one project or topic.



We work with our partners in Active Schools to provide a variety of extra-curricular activities, giving pupils the opportunity to develop as Effective Contributors. Pupils have achieved success in many of these, including non-competitive events and competitive tournaments including cross country, dance and tennis. Confidence is increased and the importance of being healthy and active is emphasised.

The children participate fully in school concerts and Christmas parties and weekly Achievement assemblies are a feature of the wider life of the school.



Pupils are also given the opportunity to go on Religious Retreats, as part of their preparation for receiving the sacraments. Our P6 and P7 pupils have the opportunity to participate in an outward bound residential experience.

Throughout the year the children raise funds for local and international charities.

As a Roman Catholic school our religious beliefs permeate all aspects of our curriculum and are the foundation for our positive, Christian ethos. Religious instruction and observance are an important and vital part in the education of Roman Catholic pupils. Whole school masses are celebrated regularly in our local parish St Mary's and as parish community we celebrate the Sacraments of Reconciliation (Primary 3), Holy Eucharist (Primary 4) and Confirmation (Primary 7).

Since the introduction of Curriculum for Excellence, our Religious Education programme is guided by the Document "This is our Faith". The key sources on which it is based are sacred scripture, the Catechism of the Catholic Church and the General Directory for Catechesis. At every stage our aim is:

- To help children become aware of their experience of living on the world with others (Experiential)
- To reveal to children some aspects of God's plan for our salvation (Doctrinal)
- To help them respond to God's offer of salvation in the sacraments and to respond to it (Sacramental)
- To help them respond to God's love in their own lives (Moral)
- To help them respond to God in prayer

The content is conveyed through the use of themes based on the life experiences of children. We also use "God's Loving Plan" to guide us in the teaching of sexual, moral and relationships education.

Our Primary 6 and 7 pupils can take part in the Pope Francis Faith Award Scheme. It invites them to use the gifts of the Holy Spirit and to see how they can bear fruit in their homes, schools and parishes. It is directly connected to what our pupils learn about the Sacrament of Confirmation.

We work in partnership with Fr. McShane when delivering Sacramental preparation and he celebrates Mass regularly for us both in the church and in the school.

#### Rights of Parents / Carers

Scottish Government Ministers consider that religious observance complements religious education and is an important contribution to pupils' development. It should also have a role in promoting the ethos of a school by bringing pupils together and creating a sense of community.

There is a statutory provision for parents to withdraw children from participation in religious observance. This right of parents' wishes will be respected. Where a child is withdrawn from religious observance, schools will make suitable arrangements for the child to participate in a worthwhile alternative activity. However, in Catholic schools parents should consider that in choosing a denominational school for their child's education, they choose to opt in to the school's ethos that is imbued with religious faith. It is therefore more difficult to extricate pupils from all experiences which are influenced by the school's faith character.

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

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

## **Equalities**

Integral to this guidance is the principle of mutual respect. The diversity of belief and tradition provides an ideal context in which pupils can learn about, and so learn from, what is important in the lives of themselves and others. South Lanarkshire's guidance recognises and welcomes diversity and promotes respectful understanding.

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

## **For Roman Catholic Schools**

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

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

## 8. Assessment and tracking progress

We want to share with you on how your child's learning is progressing. We do this through parent consultations in October and May and you will receive a written report in June. Parents may contact the school to discuss their child's progress at any time. If the school has any concerns we will contact the parents. You can also follow aspects on your child's progress on the school's 'X' account.

Assessment and tracking progress are an integral part of the teaching and learning process. A continuous process of assessment is utilised throughout St. Mary's Primary School to measure pupils' progress.

Information on learners' progress is recorded. This allows teachers to have a clear picture of how learners are progressing. It will also allow teachers to identify next steps in learning and inform reporting on progress and achievement. Formal assessment of Literacy, Numeracy and Health and Wellbeing take place at the beginning and end of each academic year. This allows us to track progress across the year and from year to year.

Assessment helps to provide a picture of a child's progress and achievements and to identify next steps in learning. Assessment approaches promote learner engagement and ensure appropriate support so that all learners can achieve their learning goals and maximise their potential.

Assessment of pupil's progress and achievement during their broad general education is based on teachers' assessment of their knowledge and understanding, skills, attributes and capabilities, as described in the experiences and outcomes across the curriculum.

### How we assess

#### Approaches to assessment

Evidence may come from things the learners:  
Say, Write, Make, Do...  
in response to their learning experience

Approaches might include:  
self-assessment  
peer assessment  
using assessments in specific areas of learning e.g phonics

#### When we assess

Ongoing - during learning  
Periodic - at key points  
At transition points

### What we assess

#### The quality of the learning

Knowledge and Understanding  
e.g. factual recall, routine procedures

Achievements and Capabilities  
Working in partnership and teams

Higher Order Skills  
e.g thinking creatively and independently, making informed decisions, evaluating issues

## 9. Reporting

St Mary's Primary School recognises that good teamwork among parents, children and schools is the key to a successful education for your child.

We want to share with you how your child's learning is progressing. We do this through parent consultations in October and May and you will receive a written report in June. Parents may contact the school to discuss their child's progress at any time. If the school has any concerns we will contact the parents.

Reporting will be ongoing and comprise of a range of activities which can include children presenting their learning, newsletters, school shows, X (formerly Twitter) and ongoing oral discussions.

Our 'learner reports' will help you to get to know more about the curriculum which each child follows and will describe their strengths, achievements, and areas for development so you know what encouragement and support you can give.

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

## 10. Enrolment and Transitions

Enrolment – how to register your child for school.

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

[www.southlanarkshire.gov.uk/info/200186/primary\\_school\\_information/392/enrolling\\_your\\_child\\_for\\_school](http://www.southlanarkshire.gov.uk/info/200186/primary_school_information/392/enrolling_your_child_for_school)

If you have any difficulty in identifying your catchment school, please email  
[Edsuppserv helpline@southlanarkshire.gov.uk](mailto:Edsuppserv helpline@southlanarkshire.gov.uk)

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

Proof of where the child lives may also be needed.

If your child is due to start school in August 2025, you can enrol online from Monday 6 January 2025. Your catchment school will contact you between Monday 13 to Friday 17 January 2025 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 is available from the SLC website – [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk) or by contacting [edsuppserv.helpline@southlanarkshire.gov.uk](mailto:edsuppserv.helpline@southlanarkshire.gov.uk) or phone 0303 123 1023.

### **Change of School/Placing Request**

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

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

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

### **Transition from primary to secondary school**

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

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

## 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](http://www.scotland.gov.uk/gettingitright)

### Support for All (Additional Support Needs)

Equitable access to the curriculum for all pupils in St Mary's Primary School is in line with South Lanarkshire Council's Accessibility Strategy. Not all pupils learn at the same pace, and teachers make provision for pupils to work at their own level. Regular assessment and careful classroom organisation enable the teachers to teach pupils in groups and individually when appropriate. Classroom support assistants are timetabled to work with various groups of pupils. If a class teacher believes that a pupil may require additional support, they may request additional resources or additional teaching support for the pupil. This may be provided within the school, by using different resources, support staff, or perhaps time with another member of the Teaching Staff, either in a small group or on a "one to one" basis. The school uses a wide range of resources to meet the needs of children with additional support needs, eg: Toe by Toe/Word Wasp/Hornets to support reading and spelling, Catch Up Literacy for reading, IDL Literacy and Numeracy, 5-minute box, PAT spelling to name a few.

The school's Principal Teacher (Miss Franchitti) co-ordinates Additional Support for Learning across the establishment, and parents should contact her or the Head Teacher if they have any concerns about any aspect of their child's learning. Some children may require an ASP (Additional Support Plan). Children who have an ASP in place will have clear, measurable targets. These are planned and evaluated on a regular basis. Our specialist support teacher visits the school weekly, providing advice for teachers and extra help and resources for children experiencing difficulties. Parents are advised on how they can support their child at home. Additional support from outside agencies for example speech and language, audiology, occupational therapy, the educational psychologist, when considered appropriate, is conducted in consultation with parents.

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

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

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

Enquire – the Scottish advice service for additional support for learning

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

Phone Helpline: 0345 123 2303

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

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

Advice and information is also available at [www.enquire.org.uk](http://www.enquire.org.uk)

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

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

Attachment Strategy for Education Resources

- Attachment – what we do to support children and young people

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

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

- What does it set out to do?

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

- How can I find out more?

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

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

## 12. School Improvement

The Standards and Qualities Report /School Improvement Plan (SQIP) is available on the website and will be posted on the school app every August. Review of 2023-2024 successes and priorities for 2024-2025 are highlighted below:

### 23/24 Review key points

#### Strategic Priority: Pedagogical practice in Numeracy

All staff engaged in CLPL and received training in the CPA approach. Almost all staff have received training in Maths Recovery. Recommended resources purchased to support the CPA approach to Numeracy and Maths. Teacher lessons reflect changes in practice regarding the CPA approach. All staff feel confident further to training.

#### Strategic Priority: Moderation of writing

Almost all staff identified an increase in target setting experiences across P4-7. All staff engaged in moderation of writing and agreed it is consistent. All staff confidently use benchmarks as part the the assessment process. Staff confidently use data to plan appropriate interventions for writing.

Strategic Priority: Develop knowledge and understanding of equality and diversity across the school Awareness raising whole school assemblies on diversity celebrating our similarities and differences. HWB diversity books purchased for whole class/whole school use to promote representation. · P7 studied the novel 'Planet Omar' during Diversity and Equalities Week, February 2024. Most children show raised awareness of Race Equality via learner conversations and whole school pupil voice discussions.

#### Strategic Priority: Increased HWB for targeted pupils through Nurture

In P3, almost all of targeted children showed increase in improved health and wellbeing as indicated in GWB assessment and in Boxall profile. In P4, all of targeted children showed increase in improved health and wellbeing as indicated in GWB assessment. In P5, all (100%) of targeted children showed increase in improved health and wellbeing as indicated in GWB assessment and in Boxall profile. In P6, all (100%) targeted children showed increase in improved health and wellbeing as indicated in GWB assessment and in Boxall profile.

### 24/25 Priorities

- Continued focus on raising attainment in Numeracy and Mathematics through implementation of the CPA approach and Maths Recovery Programme.
- Developing in Faith- Promoting equality and inclusion for all. To create an inclusive ethos which aims to honour the life, dignity and voice of each person, made in the image of God.
- Expansion of Play Pedagogy to various stages in the school.
- Increased attainment in overall Literacy for targeted children through a sustained focus on increasing attainment in writing

### Pupil Equity Funding (PEF)

PEF is allocated directly to schools and targeted at closing the poverty related attainment gap. Primarily our PEF each year has been spent on staffing, the most effective way of supporting our pupils and increasing attainment. The money is also used to purchase resources to best support our School Improvement Plan. It may be used to subsidise educational experiences or trips for the children. 5% of the PEF spend is decided by all stakeholders. Pupil and parent consultation takes place annually in September.

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

### **School/Nursery Meals**

#### **Nursery class**

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

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

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

#### **Primary pupils**

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

The school operates a 'Toast 'n' Go Club daily from 8.45 am to 9 am.

For their lunch each day pupils have the option to choose from four meal options everyday. These are all served with vegetables or side salad. All meals also come with fresh chilled drinking water, 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 £2.17

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, Universal Credit (where your take home pay is less than £796 per month), Job Seeker's Allowance (income based), Employment and Support Allowance (income related), Working Tax Credit and Child Tax Credit (where your gross annual income does not exceed £9,552 as assessed by the HM Revenues and Customs), Child Tax Credit Only (where your gross annual income does not exceed £19,995 as assessed by the HM Revenues and Customs) or receive support under Part VI of the Immigration and Asylum Act 1999.

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.

The school operates a 'Toast 'n' Go Club daily from 8.45 am to 9 am.

## **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.

Uniform at St Mary's Primary School consists of grey skirt/trousers, white blouse/shirt, grey/green cardigan/pullover and green blazer. Fleeces, sweatshirts and polo-/tee-shirts are also available in school colours. School uniform can be purchased from ALJ Industrial Supplies, Lanark. The children should bring their PE kit – gym shoes, white tee shirt and black shorts – for Physical Education lessons. At times we may have outdoor PE sessions, which requires jogging trousers or legging and a long sleeved top or sweatshirt in colder weather. It would be most helpful if parents could mark each article of clothing with the pupil's name. This makes identification easier when items are mislaid.

A range of pre-loved uniform is available in the 'bubble' and parents are free to take the items they need.



## Allergies

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

**\*\*PLEASE NOTE THAT ST. MARY'S IS A NUT FREE ZONE DUE TO SEVERE NUT ALLERGIES.**

## 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.

## 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.

Applications can be made online at [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk). If you are required to submit evidence of your Tax Credit income or your Universal Credit Statement, it is important that all pages of this evidence is submitted with your online application. 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 commences at 9 am and ends at 3 pm. Playground supervision and Toast and Go club will be from 8.45 am

Break: 10.30-10.45 am

Lunch: 12.15-1.00 pm

Home: 3.00 pm

School holiday dates and in-service dates are available from the website  
[www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk)

## School holidays

### 2025/26 school holidays (approved)

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

#### August 2025

- Tuesday 12 August - teachers return
- Tuesday 12 and Wednesday 13 August - in-service days (all schools)
- Thursday 14 August - pupils return to school

#### September 2025

- Friday 26 September and Monday 29 September (September weekend holiday)
- 

#### October 2025

- Monday 13 to Friday 17 October (October break)
- 

#### November 2025

- Monday 10 November (in-service day)

#### December 2025 and January 2026

- Friday 19 December (schools close at 2.30pm)
- Monday 22 December to Friday 2 January 2026 (Christmas/New Year break)
- 
- Monday 5 January 2026 - pupils return to school
- 

#### February 2026

- Monday 16 and Tuesday 17 February (February break)
- Wednesday 18 February (in-service day)
- 

#### April 2026

- Thursday 2 April\* (schools close at 2.30pm)
- Friday 3 April to Friday 17 April (Easter/Spring break)
- Monday 20 April - pupils return to school
- 

#### May 2026

- Monday 4 May (May day)
- Thursday 7 May\*\* (in-service day - all schools)
- Friday 22 May and Monday 25 May\*\*\* (Local holiday)
- 

#### June 2026

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

\*Good Friday falls on Friday 3 April 2026

\*\*In-service day proposed to coincide with Scottish Parliamentary Election. Subject to change.

\*\*Lanark schools will close on Thursday 11 and Friday 12 June 2026.

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

## 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.

The calculation on the measurement of distance from home to school is measured using a Geographical Information System (GIS), which is used for all measurements to ensure that Council Policy is consistently applied across the Authority.

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

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

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

A privilege transport scheme is operated on mainstream school contracts where a pupil is not entitled to 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](https://www.southlanarkshire.gov.uk/info/200186/primary_school_information/784/privilege_transport_to_school)

### Pick-up points

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

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

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

Mainstream School Transport contact details:

e-mail: [school\\_transport@southlanarkshire.gov.uk](mailto:school_transport@southlanarkshire.gov.uk)

tel: 0303 123 1023

**In St. Mary's, we have a large number of children travelling on school transport. It is important for drivers to adhere to drop off times. The car park should only be used for school transport vehicles at 3 pm and they must exit the school grounds first.**

**The school bus is an extension of the school day and the same high standard of behaviour is expected from the children at all times. Parents will be contacted in the first instance following reports of inappropriate behaviour.**

## **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:

### **Theft/Loss of Personal Effects**

- The Council is not responsible for the loss or theft of pupils' personal items, such as mobile phones or tablets. These items are brought to school at the pupil's and parents' own risk.
- To prevent loss, please avoid bringing valuable or unnecessarily expensive items to school.

Staff members are instructed not to take custody of any personal items.

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

### **Damage to Clothing**

- The Council is only liable for damage to pupils' clothing if it is caused by the negligence of the Council or its employees. Claims for other reasons will not be accepted by the Council's insurers.

### **Promoting positive behaviour**

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

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

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

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

### **Child Protection**

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

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

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

All staff have a responsibility to report any suspicions that a child has been abused or is at risk of harm, abuse, or neglect. Robust procedures and guidance are in place to support education staff to: -  
be alert to signs that a child may be experiencing risks to their wellbeing,  
report concerns to the head of establishment or the child protection coordinator without delay.  
be actively engaged in support and protection and development of wellbeing.

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

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

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

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

## The Freedom of Information (Scotland) Act 2002

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

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

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

Freedom of Information Officer  
Education Resources  
South Lanarkshire Council  
Council Offices, Almada Street,  
Hamilton, ML3 0AA  
Or email: [foi.request@southlanarkshire.gov.uk](mailto:foi.request@southlanarkshire.gov.uk)

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

# Appendix A

For a comprehensive list of useful information, please visit the Council's website: [http://www.southlanarkshire.gov.uk/info/200186/primary\\_school\\_information/1264/curriculum\\_for\\_excellence/3](http://www.southlanarkshire.gov.uk/info/200186/primary_school_information/1264/curriculum_for_excellence/3)

## Additional Information

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

## Parental Involvement

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

Parentzone provide information and resource for parents and Parent Councils

National Parent Forum for Scotland; [www.npfs.org.uk](http://www.npfs.org.uk)

## School Ethos

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

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

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

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

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

## Curriculum

Information about how the curriculum is structured and curriculum planning.

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

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

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

Information on the Senior Phase

Information on Skills for learning, life, and work

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

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

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

## **Assessment and Reporting**

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

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

Curriculum for Excellence factfile - Assessment and qualifications.

Information on recognising achievement, reporting, and profiling.

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

## **Transitions**

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

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

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

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

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

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

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

## **Support for Pupils**

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

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

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

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

## School Improvement

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

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

Scottish Credit and Qualifications Framework (SCQF).

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

Amazing Things - information about youth awards in Scotland.

Information on how to access statistics relating to School Education.

## School Policies and Practical Information

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

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