



# **Stonehouse Primary School Handbook 2025**



This Handbook aims to tell you something about our School.

It has information about Pupils, Staff and the activities that go on in  
Stonehouse Primary School.

We hope you enjoy reading it and we also hope that your child will be very  
happy here.

# **Contents**

- 1. Introduction by the Head Teacher**
- 2. About our school**
- 3. School Ethos**
- 4. Staff List**
- 5. Attendance**
- 6. Parental Involvement/Parent Council**
- 7. The curriculum**
- 8. Assessment and Tracking**
- 9. Reporting**
- 10. Enrolment and Transitions**
- 11. Support for Pupils**
- 12. School Improvement**
- 13. School policies and practical information**
- 14. General Data Protection Regulation as supplemented by the Data Protection Act 2018 (GDPR)**

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

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

# 1. Introduction by the Head Teacher

Dear Parents/Carers

A very warm welcome to Stonehouse Primary School & Nursery. As a school we take great pride in ensuring that we offer an extension of 'the family' for all pupils, parents/carers and members of the local and wider community.

This handbook should provide you with an insight into the many experiences normally offered at Stonehouse Primary School & Nursery and answer some of the questions which you may have.

Stonehouse Primary School is a member of the Larkhall Learning Community. We offer a high standard of learning and teaching in a safe, caring and motivating environment. In Stonehouse Primary School & Nursery we work hard to ensure that all children are supported and encouraged to develop the skills and attributes which will allow them to flourish both now and in the future.

Our vision in Stonehouse Primary School is to create a school community where children are engaged in and motivated by learning which is fun, purposeful and challenging. 'Enabling all to Achieve Success'. We do this through our school values of: Kindness, Honesty, Teamwork, Respect and Resilience.

We value mutual respect between parents, staff and pupils. We, in Stonehouse Primary School, have a positive attitude to learning. We believe we foster a 'can do' attitude with pupils, parents and staff.

More information on our school can be found on our ThingLink:  
<https://www.thinglink.com/scene/1440998274705129474>



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

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

The Council's Plan Connect sets out the Council's vision 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.

*Nicola Thomas*

Head Teacher

## 2. About our school

Stonehouse Primary School  
Townhead Street  
STONEHOUSE  
ML9 3EL

Phone: 01698 792377 Fax: 01698 791950

e-mail: [www.stonehouse-pri.s-lanark.sch.uk](http://www.stonehouse-pri.s-lanark.sch.uk)

e-mail: [gw14stonehouseoffice@glow.sch.uk](mailto:gw14stonehouseoffice@glow.sch.uk)

Head Teacher: **Mrs Nicola Thomas**

e-mail: [gw14stonehouseht@glow.sch.uk](mailto:gw14stonehouseht@glow.sch.uk)

Our nursery provides 1140 provision. We operate from 9.00am to 3.00pm Monday to Friday. At present our provision can accommodate 32 pupils.

We have approximately 211 pupils from Primary 1 to Primary 7.

30 pupils from these classes are in 3 ASN supported classes. These pupils have specific needs which are met in small classes with a teacher and a support member of staff.

We provide education for pupils aged 3 to 12yrs i.e. Nursery to Primary 7.

We are a non-denominational school. We do not provide tuition in The Gaelic Language.

## 3. School Ethos

The establishment of a nurturing, positive learning environment in all areas of the school is key to effective teaching and learning. It is also dependent on establishing and maintaining of positive relationships between all stakeholders. We do this through a number of ways:

### Achievements

Each week at our whole school assembly a child from each class is presented with a Star of the Week award. Their photograph is then on display in our Stonehouse Stars noticeboard for everyone to see and share in their success. Individual achievement out-of-school is also recognised with pupils being encouraged to share their successes with their class teacher and DHT who then shares this news on our school Twitter page.

### House System

There are four houses set up in school. These are: Glasgow, Perth, Inverness and Dundee. Each child is a member of one of the four 'house' groups with children from the same family being in the same house group. Events are organised by our House Captains and Vice House Captains, who are elected by their peers.

Throughout the year pupils take part in a variety of house events where the pupils work within their houses and complete a range of curricular activities. This provides pupils with the opportunity to work with others across the school in a variety of contexts demonstrating their teamwork. Pupils participate in their houses at Sports Day and sponsored events. This enables everyone to feel a sense of pride where they are not just representing/ competing as an individual but as part of a team. Having Houses helps to promote the warm and inclusive ethos that Stonehouse Primary School prides itself on.

## **Whole School Events**

Through participating in whole school events and initiatives we are allowing children the opportunity to become responsible citizens and confident individuals and to see how their learning relates to the wider world. Some of the whole school events we usually participate in are: World Book Day, Safer Internet Day, World of Work and Children in Need.

We also celebrate special times of year in the Christian calendar as a whole school. Each year at Harvest time we ask for charitable food bank donations. We then have a special whole school assembly to celebrate Harvest.

In December, we perform a whole school Christmas concert to which parents/carers are invited to. We also attend St Ninian's Church at Christmas and Easter for a service which parents/carers can attend.

## **After School Clubs**

We offer a range of after school and lunch clubs. Some of these include: netball, football, dance and cross country. These clubs can change depending on coach availability and staffing.

Some of our older children get the opportunity to put their skills to the test and take part in Learning Community events such as football tournaments, athletics and netball competitions and K'Nex competitions. Younger children can also take part in a Dance Festival if they wish.

## **Building Community**

We recognise the role of the school within the community and seek every opportunity to work in partnership to support children and families.

We regularly have members of the community in school to share their expertise through the world of work and through the interests they have. We have fostered links with Stonehouse Male Voice Choir; Stonehouse Bowling Club; the local care homes as well as the Jubilee Club who work with people with dementia. In addition to this we also have close links to St Ninian's Church and Overton Gospel Hall.

When businesses and organisations can add to the work of a class, they are invited in to share their knowledge and skills. Every two years, the whole school participates in a World of Work week when a wide range of visitors are arranged to come and speak to our children about their careers.

Stonehouse Primary School & Nursery is central to the community of Stonehouse, and we participate in local events. We participate in the local gala day and our choir sings at the Stonehouse Christmas light switch on event.

## **Growth Mindset**

Our children are fully engaged in Growth Mind-set strategies which enable them to positively deal with challenging situations in their lives. These quotes along with our SHANARRI ethos of being Safe, Healthy, Active, Nurtured, Achieving, Responsible, Respected and Included; ensuring that every child in Stonehouse Primary can experience success!

'It's okay to not know, but it's not okay to not try.' Anon

'All things are difficult before they are easy'. Thomas Fuller

'Do not judge me by my successes, judge me by how many times I fell down and got back up again'. Nelson Mandela

## **Promoting Positive Relationships and Understanding Distressed Behaviour**

Children in Stonehouse Primary are fully aware of the expectations within our school and that “good choices” are the “best choices”. Good choices are:

- Showing respect, co-operation and kindness to everyone
- Being responsible during class work time
- Being honest at all times

Our approach to promoting positive behaviour and relationships followed training and learning by staff about Attachment Theory, the Principles of Nurture and SLC’s Promoting Positive Relationships and Understanding Distressed Behaviours.

In line with Getting it Right for Every Child, we understand that pupil needs vary and therefore in order to best meet the needs of every pupil there must be effective communication and collegiate working with all partners. Parental support is pivotal in this process. Parents are kept informed of any repeated concerning behaviours or any instances of distressed behaviour. Information can be given through notes in diary or phone calls from SLT. Parents are invited into school to work in partnership, developing strategies to reduce distress and maintain “good choices”.

The relationship between pupils and school staff is based on mutual respect and consideration. The positive ethos of our school will be maintained by pupils, parents and school staff demonstrating mutual consideration and respecting and supporting school values and vision. We do not track behaviour in any visual or displayed manner.

## 4. Staff List

Senior Leadership Team	Mrs Nicola Thomas Mrs Joyce Crighton	Headteacher ASN Depute Headteacher
Principal Teacher	Ms Carol Paterson	Principal Teacher
Class Teachers	Mrs Cullen Mrs Adamson/ Miss Shanks Mrs McLennan Mrs Scott Miss Steele Miss Kelly Mrs Balfour Miss Forrest Mrs McDade Mrs Findlay Miss Searle Mr Kennedy	
Specialist Support Teacher	Mrs Kelly	
School Psychologist	Ms Hillman	
Music Instructors	Mrs Michael Mr Bradley	
<b>Support Staff</b>		
Team Leader	Mrs Hughes	
Support Staff	Mrs McLean Mrs Storey	

Mrs Young  
Mrs Yuille  
Ms McLellan  
Mrs Brown  
Mrs Harrigan  
Miss Waugh  
Miss Stewart  
Mrs Muir  
Miss Hamilton  
Mrs Perrie  
Mrs Gunn

Janitor  
Cleaning Supervisor  
Cleaning Staff  
Cleaning Staff

Mr Henderson  
Ms Bryson  
Mrs Jackson  
Mrs Crichton

Catering Manager  
Catering Assistant  
Catering Assistant

Mrs Anderson  
Mrs Smith

### **Early Years**

Our Nursery provides 1140 hours of provision 9.00 to 3.00pm every day.

Early Years Workers

Mrs Aitken (Team Leader)  
Miss Penman  
Mrs Grenfell  
Miss Steele  
Mrs Muhammed  
Mrs Ross  
Mrs Dunne  
Miss White

Early Years Support Staff    Miss Williamson

We keep in touch with parents through a home/school diary. This allows us to share information with each other. The home learning is shared through Google Classroom and/or school diary.

If you have any questions or concerns, please do not hesitate to phone and speak to a member of the leadership team who will meet with you at the earliest convenience of both parties, and discuss any concerns and future action. If you feel your concerns are not being dealt with to your satisfaction, South Lanarkshire Council has a procedure in place allowing you to share your concerns with them. All the information is on South Lanarkshire Council's website.

## **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:

If your child is going to be absent from school, please let us know as early as possible. If we do not have contact from the main carer then all contacts available will be tried. If no contact is made for a few days then a doorstep visit from a member of management may take place or advice from Social Work sought.

If you know they have a hospital/dental appointment, please let us know in advance.

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

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

## **Information on emergencies**

### **Emergency Information**

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

### **Severe Weather Protocol**

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

### **Communication**

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

### **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](http://www.parentzone.scot.nps.org.uk) 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
- Language and Literacy
- Health and Wellbeing
- Mathematics and Numeracy
- Religious and Moral Education
- Science
- Social studies
- Technologies

If you want to know more about Curriculum for Excellence, please visit [Scotland's Curriculum for Excellence \(scotlandscurriculum.scot\)](http://scotlandscurriculum.scot)

Our learning and teaching activities are based on the outcomes and experiences in the guidelines that all schools have for Curriculum for Excellence.

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

### Language and Literacy

Children learn to listen, speak, read and write so that they can express themselves in speech and writing with confidence, pleasure and precision. Literacy is the key to all learning and is an essential part of our planning in all areas of the curriculum.

Reading, Writing, Talking and Listening are given high priority in the curriculum. The school has a policy for Literacy based on the Curriculum for Excellence. French is taught from Nursery through to Primary 7. Through a government initiative children will experience a third language every year. Our third language is Scots. We are privileged to have Professor Kirsteen McCue as our Scots Ambassador.

A variety of resources are used to help create a structured, integrated programme of reading work which includes Bug Club, Rigby Star, Literacy World books and also novels. Reading for

information and enjoyment is encouraged through the use of programmes at different stages in the school. Reading strategies are introduced at different stages to give pupils a range of techniques on how to explore their books. As well as enabling children to read silently with ease and enjoyment or to find a piece of information, we also aim to involve children in reflecting on and understanding the ideas contained in what they have read. Higher order thinking and questioning skills are also used to develop reading techniques.

Writing skills and strategies are taught via many different contexts, with areas such as vocabulary, grammar/ sentence structure, punctuation and spelling taught in a progressive way. The skills to write in different ways are also developed – with pupils undertaking personal, functional and imaginative writing across each year.

Our phonics and spelling follows the Active Literacy Approach which is a progressive, coherent programme for our learners.

A lot of learning comes through being actively involved in the learning process and we teach active learning strategies throughout the school. This means that children are challenged to think about their learning, set targets for development and evaluate their own learning on a regular basis. This includes the skills of talking and listening.

### **Maths and Numeracy**

We implement a policy for maths in line with Curriculum for Excellence. Scottish Heinemann is used throughout the school, but we do not use it exclusively. Our pupils are exposed to as many real-life situations that use maths and numeracy as possible.

We aim to develop skills which will enable our pupils to deal with everyday mathematical problems and encourage the understanding of strategies to problem solve. Pupils and teachers also use Number Talks to help develop a range of numeracy concepts.

Computers are used in the reinforcement of skills and concepts as well as helping develop the understanding of the mathematical process.

### **Health and Wellbeing**

This is a crucial area of our curriculum and one which encompasses Enterprise and Citizenship as well as P.E and a healthy lifestyle. Our curriculum is delivered in a very multi discipline way – children are learning to be successful, confident, responsible and an effective contributor to our school and our community. Parents are encouraged to take an active part in the life of the school. A large focus on children's health and wellbeing is the government SHANARRI. Children have the right to feel Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible and Included. All pupils receive 1 hour of indoor PE and 1 hour of outdoor PE.

### **Social Subjects**

In Social Subjects the learning is based around themes, topics and projects which help develop skills and knowledge of People, Past Events and Societies; People, Place and Environment; and People in Society, Economy and Business. The local environment provides many areas for study. Our Social Studies topics and projects involve many links with other areas of the curriculum and visits in the local community and further afield. Much of our Social Studies learning is taught through Interdisciplinary Topics, where learning from different areas of the curriculum is integrated e.g. - a topic on the Titanic may use skills in science about what floats and what sinks, as well as history and art. We teach Social Studies in a responsive way addressing the needs and the interests of the pupils.

### **Expressive Arts**

By linking their learning experiences to their imagination, children learn to express themselves and appreciate the expression of others through Art, Music, Dance and Drama. These subjects are taught so that children can learn the necessary skills, develop an awareness of beauty and

promote their individual talents. Often the work is based around a theme or as part of Interdisciplinary Learning, which utilises a number of areas of the curriculum.

We also develop Expressive Arts through our school shows, school concerts and many extra curricular events. Our children take part in class assemblies, allowing them to develop as Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors.

## **Science**

Science is taught through both specific lessons and appropriate links with other areas of the curriculum. The Science curriculum provides children with many opportunities to develop their practical investigative skills. Areas of Science covered in Stonehouse Primary School & Nursery include:

- Planet Earth
- Forces, electricity and waves
- Biological systems
- Materials
- Topical Science

## **Technologies**

We work hard to keep pace with new developments in technology so that our pupils will have the skills needed to succeed in modern society. We have recently had an IT upgrade and have more Chromebooks to allow pupils opportunities to use digital literacy across the curriculum. Each class have interactive whiteboards and/or C-Touch boards to enhance learning and teaching.

Our network allows all pupils access to the internet and the security filter means that pupils can access only suitable material. All pupils / families are asked to sign an Internet Access Agreement. Other technology work is undertaken in the context of themed projects or stand-alone units focusing on a particular aspect of design or uses of technology in society.

## **Home Learning**

All pupils are provided with a home/school diary. Infant pupils are provided with a home learning folder. Our Home Learning approach was developed from discussions with parents, pupils and teachers. At the start of each term, we share suggested activities (via Google Classroom) with parents/carers regarding what they can do at home with their children. Spelling words and reading books are shared each week.

## **Spiritual, Social, Moral and Cultural Values (Religious Observance)**

As a non-denominational school, we ensure that our RME programme does not promote one religion to the exclusion of other beliefs. We aim to give children knowledge of the basic tenets of religion, its place in our society and in the wider world.

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.

Withdrawal from religious observance should be communicated to the Head Teacher in writing.

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

Our Chaplaincy team consists of Rev Stewart Cutler (St Ninian's Parish Church) and Stephen Grant (Evangelist from Overtown Gospel Hall). Throughout the year, we have a calendar of events from all world religions which staff and pupils can use to choose which events they wish to learn about.

## **8. Assessment and Tracking Progress**

In all areas of the curriculum staff use summative assessment (such as diagnostic tests or class assessments), formative assessment strategies, which involve pupils in assessing their own work against given targets, and teacher professional judgement to gather and record evidence of children's progress. Pupils are regularly encouraged to self and peer assess their work, as well as set future targets.

Regular formal assessment is undertaken to ensure that the work being taught is understood and skills are progressing. We have a number of assessment procedures, including Early Literacy Screening Assessments (for Primary 1) as well as reading and spelling age assessments for all P2 – P7 pupils. Robust assessment combined with teacher judgement helps to identify any potential areas of difficulty for our pupils and plan appropriate interventions to support them. The development of other assessment procedures is ongoing and will continue to be developed over the coming sessions in line with advice from SLC.

Although assessments are ongoing, we follow an assessment calendar across the year to ensure that due time is given to the three main curricular areas of Literacy, Numeracy and HWB. Specific assessment information is recorded on a tracking and monitoring document which enables staff to identify trends and any gaps in learning. This acts as a discussion point when staff and the Head Teacher are discussing attainment and achievement.

For the past few years, the Scottish Government are using standardised testing for all Primary 1, 4 and 7 pupils in reading, writing and maths. These are usually administered in the summer term.

We want to share with you on how your child's learning is progressing. We do this through our parental consultations appointments (October/ March), our Pupil Report (June) and at ASP review meetings (if applicable). Pupil work is available at parental consultation meetings for parents to view.

## **9. Reporting**

Reports are provided so that parents can learn how their child is progressing. In addition, the school offers appointments so that parents can discuss their child's education.

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

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

Prior to each Parents' Evening the children also complete a review of the learning, signposting areas of work that they would like their parent / carer to pay particular attention to. There is also an opportunity for parents and carers to leave some written feedback for their child. The children enjoy reading these on their return to school following the parents' evening.

## 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)**

A statement of the school policy in relation to pupils with additional support needs, including the assistance given to pupils experiencing learning difficulties who do not have a co-ordinated support plan should be given.

The range of additional support for learning catered for, and the specialist services provided along with details on unit(s) and/or class(es) that the school offers.

The number of pupils who have a co-ordinated support plan should be shown. (Where the number of pupils who have a co-ordinated support plan is between 1-4 inclusive, it should not be published in the school handbook).

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

This session we have been focussing on our School Improvement Plan, in line with South Lanarkshire Council priorities, as well as those identified in school. Our main priorities are:

- raise attainment in Literacy; with a particular focus on Writing
- enhance the quality of learning, teaching and assessment for all learners through improved pedagogy
- to promote the positive health and wellbeing of children and staff with a specific focus on pupil wellbeing, Attachment informed practices, attendance and children's rights.

The Scottish Government have given schools money to target the attainment gap within every school from the Pupil Equity Fund. This year, we have planned to spend the majority of this money on additional staffing. We have planned for a 0.5 fte Teacher and a 0.6 Support Staff member. These members of staff will have small, targeted groups to support in their attainment in Writing.

Five percent of our Pupil Equity Fund has been allocated to a Participatory Budget. Results of surveys with all stakeholders have indicated that this money will be put towards Fun Events (educational excursions, school events) and the development of Food Technology.

## 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.

All primary schools run a Breakfast service from 8.15am to 8.45am with pupils being offered a selection of toast, cereal or fruit along with a cup of milk.

For their lunch each day pupils have the option to choose from 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.

### **Breakfast Club**

All pupils are welcome to come along to our breakfast club from 815am – 845am each day. Children should enter the school via the side gate next to the main entrance for this and should not arrive before 815am.

### **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**

### **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.

## **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**

Our school day begins at 9am. We have a whole school interval at 1030am until 1045am, and then our lunch break is from 1215pm-1pm.

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

[https://www.southlanarkshire.gov.uk/info/200140/education\\_and\\_learning/82/school\\_holidays/2](https://www.southlanarkshire.gov.uk/info/200140/education_and_learning/82/school_holidays/2)

## **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

### **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 services or other support. We will provide an additional privacy notice at these times.

If you apply for an education service or benefit, such as school transport, free school meals, clothing grant, placing request or EMA, we will also ask for personal information as set out above. We will also ask for information about your income for education benefits applications.

If you make a request for additional support such as an educational psychologist or other support for learning, we will ask for more detailed information to allow us to provide the most appropriate support for your family. This may include information about family circumstances or medical conditions.

If there are concerns about your child's wellbeing and/or your child has needs that may require additional support, we will wish to work with you to collect and consider information to enable us to help you get the right support at the right time in line with the Getting it right for every child approach.

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

#### **Information that we collect from other sources.**

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

#### **Why do we need this information?**

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

#### **We will share your information with:**

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

You have the right to access your personal information as well as the rights of rectification, erasure, restriction, and the right to object. For information on these rights and how to exercise them or for information about how we manage your personal information, you can get a copy of our full privacy notice from our website:  
([https://www.southlanarkshire.gov.uk/info/200235/meta/1730/general\\_privacy](https://www.southlanarkshire.gov.uk/info/200235/meta/1730/general_privacy)).

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

# The Freedom of Information (Scotland) Act 2002

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

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

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

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

Or email: [foi.request@southlanarkshire.gov.uk](mailto:foi.request@southlanarkshire.gov.uk)

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

## Appendix A

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

**[http://www.southlanarkshire.gov.uk/info/200186/primary\\_school\\_information/1264/curriculum\\_for\\_excellence/3](http://www.southlanarkshire.gov.uk/info/200186/primary_school_information/1264/curriculum_for_excellence/3)**

### Additional Information

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

### Parental Involvement

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

Parentzone provide information and resource for parents and Parent Councils  
National Parent Forum for Scotland; [www.npfs.org.uk](http://www.npfs.org.uk)

### School Ethos

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

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

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

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

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

## **Curriculum**

Information about how the curriculum is structured and curriculum planning.

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

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

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

Information on the Senior Phase

Information on Skills for learning, life, and work

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

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

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

## **Assessment and Reporting**

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

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

Curriculum for Excellence factfile - Assessment and qualifications

Information on recognising achievement, reporting, and profiling.

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

## **Transitions**

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

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

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

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

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

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

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

### **Support for Pupils**

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

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

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

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

### **School Improvement**

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

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

Scottish Credit and Qualifications Framework (SCQF)

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

Amazing Things - information about youth awards in Scotland

Information on how to access statistics relating to School Education

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

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