



Education Resources



Tinto Primary School Handbook 2023-24



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

Phone: 0303 123 1023

Email: education@southlanarkshire.gov.uk

1. Introduction by the Head Teacher

Welcome to Tinto Primary School and Nursery Class.

In Tinto Primary School we recognise that providing a happy, stimulating and challenging environment is only the beginning of achieving our aims.

We endeavour to help children further develop the knowledge, understanding, skills and attitudes which they have acquired in their pre-school years by:

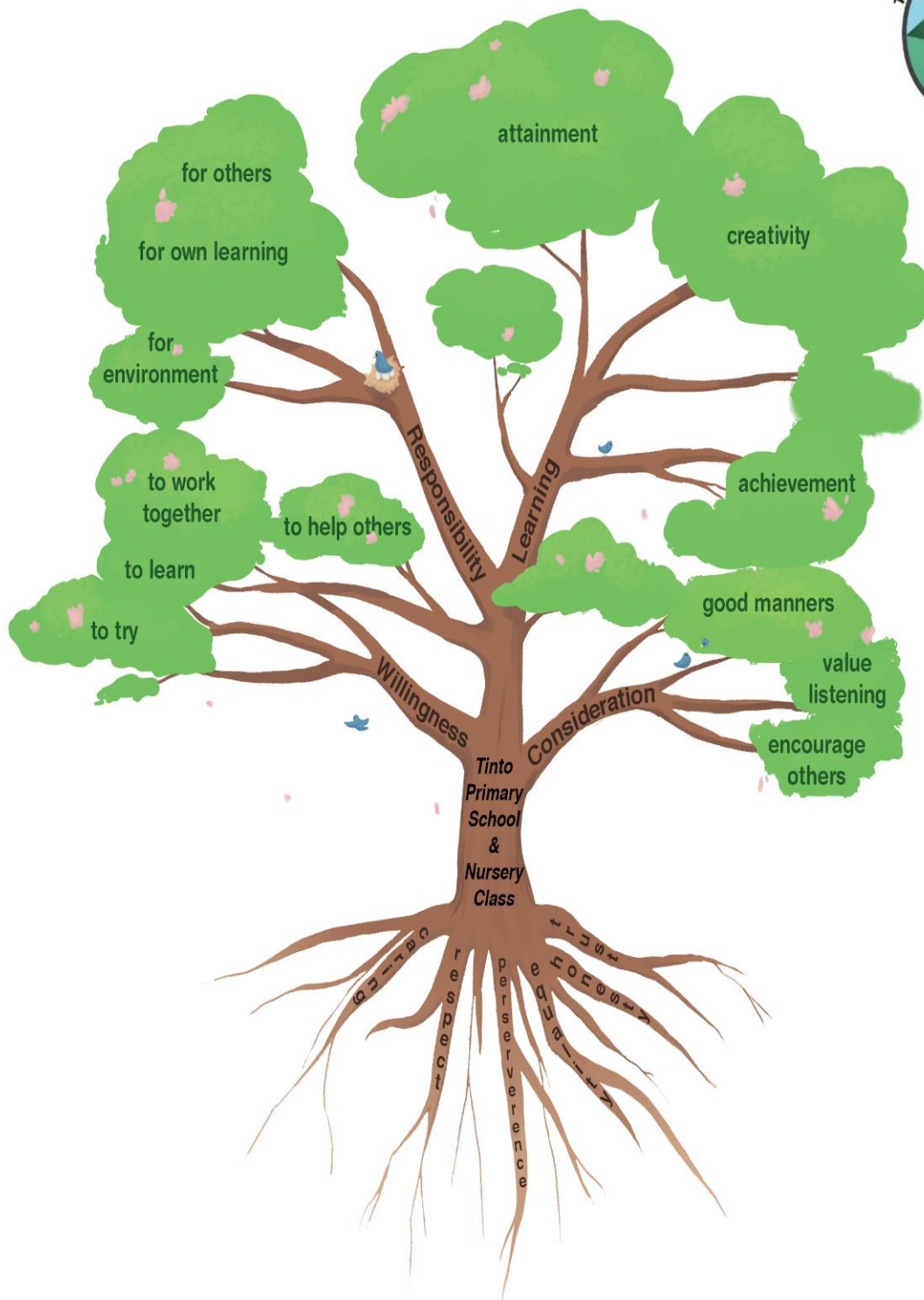
- a) establishing and maintaining a school ethos in which children are motivated to learn;
- b) ensuring children are clear about what they have to learn;
- c) fostering good relationships with peers, parents and others;
- d) having high but attainable expectations of pupils in respect of both academic performance and good behaviour;
- e) providing tasks which are well matched to the needs, aptitudes and prior knowledge of pupils;
- f) ensuring that pupils are encouraged to become independent, resourceful and responsible learners who can work purposefully on their own and with others;
- g) ensuring that assessment is an integral part of classroom work and provides diagnostic information which informs further teaching.

Our values are at the “root” of all we do
They support our “growth” as individuals
They provide the “trunk” for our school community

We have a responsibility to ensure that everyone in our school community feels that they belong by showing these values

Respect
Caring
Trust
Perseverance
Equality

All of the above is illustrated by our Values Tree below and encapsulated by our strapline -**T.P.S:**
Trust, **P**repared to learn, **S**afe



Tinto Primary School 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.

2. About Our School

Tinto Primary School
School Road
Symington
Biggar
South Lanarkshire
ML12 6LT

Phone: 01899 30827
Email: parents@tinto-pri.s-lanark.sch.uk
Website: www.tintopri.org

Present Roll

93 pupils in P1-P7 (as at 9th December 2023)
26 pupils in 2-5 Nursery Class (as at 9th December 2023)
Facility to accept 45 2-5 year olds (maximum of 10 2-3 year olds)

Capacity of School

100 primary pupils and 45 nursery pupils

Parents should note that the working capacity of the school may vary dependent upon the number of pupils at each stage and the way in which the classes are organised.

Stages Covered

P1-7 and a nursery class- children may attend the nursery from the age of three years (from 2 years if in receipt of certain benefits).

Tinto Primary School is a non-denominational establishment.

Education is provided for female and male pupils.

Tinto Primary School does not provide teaching by means of the Gaelic language (as spoken in Scotland).

School Staff

Head Teacher:
Principal Teacher:

Ms Alex Stark
Mrs Lorna Kilgallon

Class Teachers:

P1/2
P2/3/4
P4/5/6
P6/7
CCC Teacher

Mrs Kirsty Bowden
Mrs Annabel Rodger
Mrs Susan Andrews
Mrs Devlin/ Mrs Gallant
Mrs Jillian McConnell

Nursery Staff:

Early Years Worker

Mrs Lynsey Millar (Team Leader 0.6)
Mrs Gayle MacPhail (Team Leader 0.4)
Mrs Melanie Cowan
Ms Cheryl Downs
Mrs Mairi Wilson
Ms Megan Lafferty
Mrs Caroline Storeton West (additionality)
Mrs Cindi Bryce
Mrs Pamela Tennant

Support Assistant

Support Staff

Mrs Judith Gilbert (Team Leader)
Mrs Ursula Baillie
Ms Lyn Johnstone
Mrs Angela Miller
Mrs Laura Davis (Mon-Wed)
Ms Natalie Stevenson (Wed-Fri)

Catering Staff:

Cook in Charge
Assistant

Mrs Carol Black
Mrs Roberta Mennie
Mrs Diane

Janitorial Staff:

Mrs Gwen Stewart (7.30 am - 4.30 pm)

Cleaning Staff:

Mrs Dawn Turner
Mrs Susan Cowan

Primary Staff (full time equivalent) 6.6 FTE

3. Parental Involvement

South Lanarkshire Council recognises the importance of parents as partners in the education of their child and has published a strategy entitled, 'Making a difference – working together to support children's learning'. This is available from the Council's website:

www.southlanarkshire.gov.uk/downloads/file/13457/parents_as_partners_-_strategy_2019

Parents, carers, and family members are by far the most important influences on children's lives. Children between the ages of 5 and 16 children spend only 15% of their time in school! Research shows that when parents are involved in their child's learning, children do better at school and throughout life. Parental involvement can take different forms, but we hope you share the same aims and agree that by working together we can be partners in supporting children's learning.

As a parents/carers we want you to be:

- Welcomed and given an opportunity to be involved in the life of the school.
- Fully informed about your child's learning.
- Encouraged to make an active contribution to your child's learning.
- Able to support learning at home.
- Encouraged to express your views and involved in forums and discussions on education related issues.

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

To find out more on how to be a parent helper, or a member of the Parent Council and/or the Parent Teacher Association just contact the school or visit our website.

[Parentzone Scotland](http://ParentzoneScotland) is a unique website for parents and carers in Scotland, from early years to beyond school. The website provides up-to-date information about learning in Scotland, and practical advice and ideas to support children's learning at home in literacy, numeracy, health and wellbeing and science. Information is also available on Parentzone Scotland regarding additional support needs, how parents can get involved in their child's school and education.

Parentzone Scotland also has details about schools, including performance data for school leavers from S4-S6 and links to the national, local authority and school level data on the achievement of Curriculum for Excellence levels.

Some useful information contacts for parents to find out more on Education are as follows:-

-
- Parentzone – www.parentzonescotland.gov.uk
- Engage Parent Forum – www.engageforeducation.org
- National Parent Forum for Scotland – www.educationscotland.gov.uk/parentzone
- South Lanarkshire Council – www.southlanarkshire.gov.uk

It should be noted that a Parent Council cannot discuss issues attributed to individual pupils or other parents.

The Parent Council can be contacted as follows:

Chairperson Claire Thomson
Email address tintoparents@gmail.com

Tinto Fundraisers is the fundraising arm of the Parent Council and various activities are planned throughout the year to support school initiatives and curriculum activities. The funds raised have bought reading and maths resources, staging, microphones and playground equipment.

Should Parents Have Concerns

If parents/carers have a concern regarding their child's learning, behaviour or care and welfare the following procedure should be followed:

- write a note to the class teacher by email or in a separate letter and the class teacher will then respond that same day, OR;
- contact the school and ask to speak to the class teacher either by phone or arrange to meet at the end of a school day.

If the concern continues to remain after the above has taken place then:

- contact the Head Teacher to discuss further either at a meeting or by telephone/ email/letter.

The staff work in partnership with a range of external agencies and are able to facilitate support for learning from the Extended Learning Team for Clydesdale and the Educational Psychologist; emotional and behavioural support from Integrated Children's Services, Educational Psychologist and counselling services; speech and language support and the Home/School Partnership.

Parents/carers can ask to speak to the Quality Improvement Officer for Tinto Primary and Nursery. The current post holder is Mrs Anne Jessimer SLC HQ telephone: 0303 123 1023

Parents can also ask for support and advice from the Parent Council where appropriate.

Should parent/carer concerns become a complaint then the South Lanarkshire Council Complaint policy will be followed.

Attendance at School

It is important for the school to work with parents in encouraging all children to attend school. Every effort should be made to ensure that your child attends school during term time. All absences from school 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 parents are asked to:

- if you know in advance of any reason why your child is likely to be absent from school, please tell someone at the school, telephone us or let us know in writing.
- notify the school first thing in the morning when your child is going to be absent. Let the school know the likely date of return and keep them informed if the date changes. However parents still need to contact the school daily if their child is absent. Please note that a member of staff will firstly call home and then the emergency contacts if no notification is received regarding your child's absence from school. This is essential in making sure that all children leaving home for school arrive safely
- If the school has no notification of why a child is absent after three days and staff have been unable to make contact with parents / carers, then the process for children missing from education begins. This will mean that The Senior Manager Pupil Support is contacted

and the Attendance Officer visits OR if there are concerns about the child's safety that Social Work are contacted and a home visit is organised. This is to ensure the child is safe and to offer support if required

- Inform the school of any change to the following:
 - home telephone number
 - mobile number
 - emergency contact details
 - home address.

Requests for your child to be permitted to be absent from school to make an extended visit to relatives 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 absentee in the register.

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.

Family holidays during term time

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.

Family holidays should be avoided during term time as this both disrupts the child's education and reduces learning time. If holidays are taken during times when the school is open parents should inform the school in advance by letter.

If your child is taken on a family holiday during term time, then in line with Scottish Government advice this will be classified as an unauthorised absence. However, in exceptional circumstances schools may register a family holiday during term time as an authorised absence when for example, parents are able to demonstrate they have been unable to obtain leave during the school holiday period.

Clearly, absence with no explanation from parents will mean that the absence will be recorded as unauthorised.

In our approach to raising attainment and achievement it is recognised that attendance at school is something that should be continuously encouraged. Parents/carers, children and the school all have a part to play in encouraging and stressing the importance of attendance at school.

The school holiday dates, and in-service dates are available from the website

www.southlanarkshire.gov.uk

Medical and Healthcare

Should any child become unwell during school, the parent is contacted in the first instance, or failing this the emergency contact is alerted. Similar action is taken should a child have an accident. No child is allowed to leave the school premises unless accompanied by a 'responsible adult'. If it is not possible to make contact with the parent, a member of staff will accompany the pupil to the health centre or hospital if this is considered necessary.

It is essential that parents inform the school of any particular medical requirements or condition which may affect the pupil's ability to benefit from or participate in school activities.

Where a pupil has to take any medication during the school day, parents must complete an administration of medicine form. All medicines are stored in a designated locked drawer in the school office or in the nursery in a secure cupboard if the child attends the nursery class.

Emergency Arrangements

We make every effort to ensure the school remains open during term-time for pupils. However, on occasions circumstances may arise which can affect the school. Schools may be affected by, for example, severe weather, power failures or through any other circumstances that may impact on the school day. In such cases we shall do all we can to let you know as soon as possible. We shall keep in touch by the most appropriate method at the time normally through text message, and via our social media channels.

In cases of severe weather in the morning such as snow and a heavy frost and if there is a reason the school cannot open in the morning at the normal time, we will adopt the protocol for a delayed start until 10am.

If this is the case a message via School app, social media and on the council's website will be posted.

The Council's website www.southlanarkshire.gov.uk will be used to let you know if the school is closed or has a delayed start. Further information will be provided later in the day as to whether the school will be open as normal the next day.

Things we need you to do:

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

a. Your commitments

We ask that you:

- support and encourage your child's learning – ask them what they have been doing.
- respect and adhere to the school's policies and guidance.
- accept your responsibility to respect staff who work in the school and for the school to be proactive in taking forward its commitment to care for and educate your child.

Complaints Procedure

Tinto Primary and Nursery follow the guidelines as laid down by South Lanarkshire Council. These are available on the Council website. In practice this will entail recording all complaints on a specific proforma, detailing the nature of the complaint and people involved. This will then be investigated by the Head Teacher, findings noted and actions taken to resolve the issue. These actions will be noted and discussed with all involved to ensure a resolution is met.

Should the complaint be unable to be resolved at school level then it will be passed onto the school's Quality Improvement Officer (see above) to manage.

Visiting School

There are welcoming videos on the website that give a tour of the inside and outside areas. You are also very welcome to arrange a visit to look around the school and meet the staff and pupils.

[Today I'll Notice Tomorrow's Opportunities](#)

If your child is starting their school experience at Tinto Primary as a P1 then there are set procedures in place to ensure a smooth transition. A detailed transition programme is issued to all pre-schoolers (in our nursery class and external nurseries). This includes inviting them to a range of activities throughout the final term. These activities include meeting their P7 buddy, playing with their buddies outside, meeting their P1 teacher and spending time with her twice a week for about an hour.

5. School Ethos

Our Values

A school community must have a set of shared values in order to work effectively towards achieving the aims of the establishment. Shared values set the ethos of the school and enable us to work effectively towards our common goals. The Values Tree on p3 of the handbook clearly illustrate the Tinto Values.

Our values are at the “root” of all that we do.
They support our “growth” as individuals.
They provide the “trunk” for our school community.

We have a responsibility to ensure that everyone in our school community feels that they belong by showing

Respect
Caring
Trust
Perseverance
Equality

And ensuring

Our Aims

- To foster, amongst the whole school community, a climate of excellence.
- To provide high quality teaching and learning experiences which meets the needs of all children.
- To enable each child to achieve their potential both academically, through the acquisition of knowledge and understanding, and in terms of personal achievements by fostering positive attitudes.
- To ensure every child receives the support needed to achieve their potential including additional support for learning, child protection, emotional and mental health.
- For every child in our school to feel safe, nurtured, respected and happy.
- To prepare each child to live and work beside people, in school and in the future, co-operatively and respectfully.

- To develop a sense of values and moral responsibility towards each other and the world we live in.
- To develop in each child a commitment to, and enjoyment of, lifelong learning and the study skills to enable this to happen.
- To enable each child to develop effective communication skills, both oral and written.
- To involve parents, carers and the wider school community in a meaningful and purposeful partnership.
- To develop a sense of pride in Scottish and local cultures and at the same time developing an understanding, appreciation and respect for other cultures.

Parent Questionnaires Quotes

P6/7: I like the parental engagement, style and tone of engagement. The care and welfare of the children

Nursery: Love the staff, the setting and how you care for our children

P4/5: Think the school is pretty perfect! I am delighted my child enjoys school despite finding some of the learning challenging.

P1/2: So pleased with our child's experience at the school and very happy with the wonderful staff and management

P2/3: I like that the work caters for the level of the child whether they need additional support or extra challenge

Achievements

The school community places a strong emphasis on celebrating and recognising the achievements of our pupils and staff. Parents and pupils are encouraged to bring into school items such as certificates and photographs of detailing activities outwith school hours. These are as diverse as photos of fish caught, swimming badges, Beavers and Brownie awards to trophies awarded for karate. These are all displayed on a large board – currently our “We Are Remarkable” – and discussed at assemblies (currently class assemblies only). P7 pupils are responsible for maintaining the We Are Remarkable wall. Staff achievements are also displayed so that the pupils can see that even adults continue to learn and achieve! We also include achievements in school, such as models, sporting events, curriculum work.

The school app has class pages and teachers use these to highlight achievements in school so that friends and family can also celebrate these.

Children are also encouraged to record their achievements their pupil portfolios each half term.

Tinto Primary is part of Biggar Learning Community with the feeder primaries and high school working closely together. There are various activities throughout the year to enable the P6 & P7 pupils to meet before going to high school. Staff from the primaries and the high school also work together throughout the year in curriculum groups. Examples of work completed by these groups are a Learning Community Teaching & Learning policy, maths programme and moderation work on high quality teaching and learning.

Staff have also produced moderation materials to support assessment of writing and worked together to moderate reading strategies.

Active Schools provides a range of sporting activities for the children throughout the year. These include rugby and football coaching P1-7; netball tournaments; football tournaments; benchball and basketball festivals and dance festival.

Tinto Primary is very fortunate in having an After School Club that is organised by parents and staff. The ASC offers a couple of clubs each term, depending on what parents/staff are offering. This session the ASC have offered Reading and Chess club.

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. Tinto’s “Better Relationships, Better Learning, Better Behaviour” guidelines are available on the website and app.

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. Our Bullying guidance is also available on the website and app.

Today I'll Notice Tomorrow's Opportunities

In addition, a guideline (Promoting Positive Relationships and Distressed 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 have been developed for this purpose.

Positive Behaviour at Tinto

In line with our “Better Relationships” guidance and after consultation with the pupils and parents a number of years ago, a house system was setup. Each child is now in one of three houses – Clyde, Tay or Forth – and works hard to gain house points throughout the year. A Bronze certificate is awarded for 25 points; Silver for 50 and Gold for 75. These are presented at assemblies by the House Captains. The children work very hard for these certificates and there is a healthy rivalry for the House Shield, Inter House Quiz Trophy and Sports Shield.

Pupils are also rewarded for positive behaviour in the dining hall and playgrounds by having the opportunity to go on the “Top Table” once a month. Catering and Support staff select twelve pupils and the children then sit at the “Top Table” and have their meals served to them by the Head Teacher and Principal Teacher.

6.The Curriculum

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

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

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

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

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

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

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.

Tinto Primary and Nursery are continuing to develop their approach to delivering the Curriculum for Excellence. We have focussed on providing interdisciplinary learning experiences for the pupils in order that they can see the links between curriculum areas. We also focus on skill development across the curriculum and ensure pupils are knowledgeable about these and how they can be transferred to the world of work.

Staff also issue a termly overview each term and this is published on the school app and website. The overview details what the children will be learning that term across the curriculum.

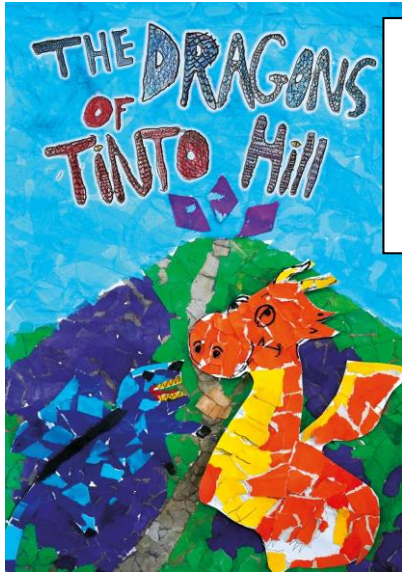


Our Young Leaders of Learning led our recent Learning Community training for Young Leaders



We had a whole school STEM day and built play park equipment with cardboard and the MakeDo resource purchased by our Parent Council

Examples of learning experiences can be seen in the following photos:



Last year the children from N-P7 wrote and published their own story book "The Dragons of Tinto Hill. We had an official book launch with a visit from a local author. We then signed our books!



We achieved our Reading School Silver Award



This class were learning ball skills



The children take part in Learning Community events throughout the year. For the past three years we have had a dance group participating in the Clydesdale Dance Festival. The children were "Effective Contributors"

Staff also ensure all the learning that takes place is discussed with the pupils in terms of relevance for life/future learning; in terms of context, and that the pupils are involved in setting targets for and evaluating their learning. There is a very strong emphasis on skills for life, learning and work.

Learning is not "done" to the pupils – the pupils are responsible for their learning in partnership with the staff.

Formative assessment strategies are the norm for each classroom and the pupils are very familiar with these. These may include self assessment, peer assessment, 'two stars and a wish' (two areas that were good and one next step identified), children traffic lighting their work (red = difficult, amber = need some help, green = ok) and of course traditional teacher marking and feedback.

Residential Experiences

Curriculum for Excellence is not just about school based learning but encourages outdoor learning and residential experiences. Prior to Covid our pupils had the opportunity for a one night/two day residential in P4 and a four night/5 day residential experience in P5 and P7. The P4 & 5 programmes are planned to be developmental and progressive in terms of skills and experiences and take place at Scottish Outdoor Education Centres in West Linton and Belmont. The P7 residential experience is a cultural/thematic event and takes place in various locations, dependent on the theme. These have included Inverness (Culloden, Highland Clearances) Yorkshire (WWII, Romans, environment) and this session, Liverpool (Titanic, emigration to Australia, environmental sciences). These opportunities allow children to excel in a different environment and allow for prior knowledge and understanding to be used in new contexts. We are slowly building up to these experiences again after covid and are also aware of the financial pressures families are under currently.

P5 Residential Trip, Broomlee



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

As a school we ensure that the national guidance issued by the Scottish government 2011 and Education (Scotland) Act 1980 is followed. The pupils learn about all world religions, their differences and similarities. We relate these religious values to our school values to support the children making these links and having a wider view of the world in which they live.

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. The 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.

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

7. Assessment and Tracking Progress

We want to share with you on how your child's learning is progressing. We do this through our termly overviews and our Support/Challenge targets which are set termly.

Tinto has an Learning, Teaching and Assessment policy and a Monitoring and Evaluation guidance policy – please ask if you would like to see these. There is also a parent information SWAY on the website. They contain more detailed versions of the information below and include an assessment / monitoring & evaluation calendar.

Formative assessment strategies are used at all times – these include self and peer assessments (see the SWAY for more detail) Class teachers will maintain pupil progress records as part of their planning. These are used to ensure that the pace of learning is appropriate for each child, that the progress with regard to knowledge, understanding and skill development is appropriate and targets are set with the pupils for next steps.

Teachers will plan for end of unit assessments and record the results of these. These results provide the evidence for end of term reports, interim reports, meetings with parents and the Head Teacher at set times throughout the year.

From 2018 the Scottish National Standardised Assessments (SNSA) are used in P1, P4 & P7 across Scotland. The results of these assessments are to be used diagnostically to support pupil learning. They will not be used to provide league tables as it is understood the results provide a “snapshot” only of a pupil’s knowledge. The SNSA results are to be used in conjunction with professional judgements to ascertain if a pupil is on track.

Tinto Primary also use the GL spelling, maths and reading assessments once a year to provide further evidence of attainment. P1 pupils participate in the S.L.C. early intervention assessments for reading. The results are recorded so that pupils can be tracked over time to ensure progression. The tracking also highlights pupils who require additional support or challenge.

At the beginning of each term, teaching staff meet with the Head Teacher to discuss pupil progress. This is recorded and the Head Teacher monitors this throughout the year. Where appropriate, external supports are organised to ensure that each child is given the opportunity to meet their full potential. These supports may come from the Extended Learning Team, Educational Psychologist, ICT or Speech and Language. Staff identify pupils who require additional support that term or additional challenge. Letters are issued to parents detailing the targets and strategies that will be used. Parents are welcome to discuss these with staff should they wish.

Pupils also lead their own learning and discuss and set their learning targets for the term with their class teacher. These are recorded in their Pupil Portfolios and shared with parents during Open Days. Parents can then assist their child at home. At the end of each term, these are evaluated by the pupil and teacher and next steps identified.

8. Reporting

We will provide parents with reports so that you can see what your child is doing and how they are progressing. In addition, there will be parents' meetings which offer you the opportunity to discuss how your child's progressing and how you can contact the school if you wish further information. The school will offer you an appointment time so that you can visit in person to discuss your child's education. Details on how we assess and track your child's progress were detailed above. This information informs the pupil report.

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.

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

Reporting will be ongoing and comprise of a range of activities which can include:

- termly targets and evaluations will be in pupil diaries
- twice a year parent meetings (October and March)
- children presenting their learning
- newsletter
- ongoing oral discussions

9. Enrolment and Transitions

Enrolment – how to register your child for school.

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

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

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

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

Proof of where the child lives may also be needed.

If your child is due to start school in August 2024, you can enrol online from Monday 8 January 2024. Your catchment school will contact you between Monday 15 to Friday 19 January 2024 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 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 local school until the Council have made a decision on the 'placing request'. Please note if your 'placing request' application is unsuccessful and all places at your catchment school are filled you will be offered a place at the next nearest appropriate South Lanarkshire School.

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

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

Transition from primary to secondary school

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

10. Support for Pupils (Additional Support Needs)

Getting it Right for Every Child (GIRFEC)

Getting it Right for Every Child supports families by making sure children and young people can receive the right help, at the right time, from the right people. The aim is to help them to grow up feeling loved, safe and respected so that they can realise their full potential. Most children and young people get all the help and support they need from their parent(s), wider family and community but sometimes, perhaps unexpectedly, they may need a bit of extra help. GIRFEC is a way for families to work in partnership with people who can support them, such as teachers.

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

More information can be found on:

www.scotland.gov.uk/gettingitright

Support for All (Additional Support Needs)

Primary has a staged intervention strategy to ensure that all pupils have their educational, social and emotional needs met. Class teachers are skilled at identifying if a pupil requires additional support or challenge and will complete the appropriate paperwork prior to meeting with the H.T. Letters are issued termly to parents detailing the targets and strategies that will be used and these are followed up with pupil and teacher evaluations. Parents are welcome to discuss these with staff should they wish.

If class teachers require advice to support learning, then she/he will initially consult with the Extended Learning Team. The team is able to provide materials, advice, strategies and assessment tools for the teacher. A member of the team may also provide some individual teaching for the pupil. The parent/carer of the pupil will be involved in discussions at this point and may be asked to support the pupil at home with similar strategies. Should these strategies not be effective enough, the class teacher may request that the Educational Psychologist is involved and standardised assessments completed. Again the parent would be involved, a referral form completed with parental consent and the Educational Psychologist would assess and meet with parents and staff to discuss next steps.

If the support needed is emotional then the Head Teacher may refer the child to one of a range of supports available. Internal supports from trained staff at Tinto include Draw to Talk; Lego therapy and Nurture approaches. External supports include Befrienders, Give Us A Break and CAHMS.

We can also refer our pupils to Speech and Language, Occupational Therapists and the hearing clinics. Referrals for these may come from parent/carers or from staff. It is important that the adults involved in supporting the child work together and that the child is also involved in discussions regarding the support required.

Some children may require having an Additional Support Plan written for them if the support becomes long-term. These will be written in partnership with everyone who is involved, including the pupil and parent/carer. If other agencies are involved, such as health or social work, then a Co-Ordinated Support Plan would be put in place to ensure the child's needs are met.

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

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

Enquire – the Scottish advice service for additional support for learning

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

Phone Helpline: 0345 123 2303

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

Email Enquiry service: info@enquire.org.uk

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

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

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 supports the action in 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 educational 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 have published a series of leaflets and posters for establishments which cover information for parents/carers about the Additional Support for Learning Acts and attachment theory. These are available in school and the SLC Staff Learning Centre Sway accessible by teachers and staff.

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

11. School Improvement

What is an Improvement Plan?

The School Improvement Plan is a yearly document that details the main achievements of the past school year and planned improvements for the next. Parents and pupils complete a yearly evaluation and this informs the Standard & Quality Report and next I.P. This is discussed at the Parent Council meeting in May/June of each year and a copy of the audit and development priorities in the form of an Improvement Plan and Standard and Quality Report is put on the school website and app. There are also paper copies available from school. The Standard and Quality Report details the progress of the I.P and also details the achievements for that school year

There is a working display showing the development priorities for the year and staff, pupils and parents add to this constantly. Comments may be about training, experiences or next steps. These are then collated and used to inform the following I.P and S&QR.



Tinto Primary has ensured that literacy, numeracy, health and well being are embedded across all curriculum areas. Staff track the pupils' attainment across the curriculum and ensure that all pupils are being challenged and supported. Writing remains a priority for Tinto in terms of attainment.

In terms of health and well being, achievements are tracked and monitored and staff plan to ensure all pupils have equal opportunities to achieve across the curriculum.

Where specific curriculum areas have been a priority, these are detailed in the School Improvement Plan and [this is on the school website and app.](#)

***Session 2023-4 Improvement Plan: The main priorities are writing – introduction of a new pedagogical approach; Music – introduction of a progressive music scheme N-P7; Skills development – a Learning community priority to embed skills across the curriculum and ensure

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pupils able to discuss and recognise these; Attachment – raising staff and pupil awareness and embed into our Relationships policy; STEM – with an emphasis on Technology N-P7. The pupils are working towards the Reading Schools gold Award and we are also building our digital learning and teaching capacity and working towards the Digital Schools Award. The pupils will be working towards the UNCRC Bronze Award and RespectMe accreditation.

The participatory element (at least 5% - we have ringfenced 31%) of planning the spend of the PEF led to money being ring fenced for transport costs, residential costs, literacy and health and wellbeing resources.

12. School Policies and Practical Information

School Meals

Nursery

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

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 aged pupils are also offered a free breakfast within their school. The selection available includes cereal, toast, fruit and milk. For their lunch each day pupils have the option to choose from two hot meal options, a snack option plus a vegan / vegetarian option. These are all served with vegetables or side salad. All meals also come with fresh chilled drinking water, salad, 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 £2.05

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 cultural diet request for your child please speak to the school/nursery office who will provide you with a request form.

Free School Meals

Children of parents who receive the following benefits are entitled to a free lunchtime meal for their child:

Income Support, Universal Credit (where your take home pay is less than £726 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 £8,717 as assessed by the HM Revenues and Customs), Child Tax Credit Only (where your gross annual income does not exceed £18,725 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 so that children who receive free meals are not singled out and we encourage all children to remain in school at lunch time.

South Lanarkshire Council also offers a free breakfast service for all children 8.15-8.45 each school day.

School Uniform

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

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

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

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

- the wearing of football colours
- clothing with slogans that may cause offence (anti-religious, symbolism or political slogans)

- clothing which advertises alcohol, tobacco or drugs
- clothing which can be deemed unsuitable in terms of health and safety grounds such as shell suits, combat style clothing, dangling earrings, loose fitting clothes particularly in practical classes
- articles of clothing that could be deemed to inflict damage on other pupils or be used by others to do so
- footwear that may damage flooring.

Tinto Primary school uniforms are supplied by ALJ's in Lanark. We also have a "Recycle, Reuse" scheme whereby school uniform can be donated and then selected by parents at any time of the year.

Allergies

A significant number of children and young people in our schools will have allergies and it is important that parents keep the school fully informed on these matters.

Allergies can present in a variety of ways and can occur at any point in a person's life. Symptoms range from mild to severe. Children and young people known to have an allergy with moderate to severe symptoms will likely have a Health Care Plan drawn up by the NHS. This will detail symptoms and appropriate interventions.

It is vital that parents share this information with the school and continue to provide any updated information.

Where symptoms are mild and a Health Care Plan is not in place, parents should still continue to liaise regularly with the school on any new triggers, medications and actions required.

In all cases, our employees need to know your child's symptoms, treatments and any actions required to help prevent exposure to the allergen and minimise the risk of allergic reactions.

Employees in schools will receive training on allergies and will liaise with parents and NHS on any additional specialist training required.

In supporting children and young people with allergies, school employees will operate in accordance with South Lanarkshire Council's Safe Systems of Work / risk assessment 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. If you are required to submit evidence of your Tax Credit income it is important that a copy of this evidence is attached to 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

P1-7	Starting Time	-	9.00 am
	Morning Interval	-	10.30 - 10.45 am
	Lunch Time	-	12.00-12.45(P1-3)12.15 - 1.00 pm (P4-7)
	Closing Time	-	3.00pm

Nursery Class As above, except lunch is 11.45-12.15 and there is no set interval.

School holiday dates for 2023-34 are in Appendix 1

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

www.southlanarkshire.gov.uk

Transport

School Transport

South Lanarkshire Council has a policy of providing school transport to primary pupils who live more than one mile by the recognised shortest walking route from their catchment school. This policy is more generous than the law requires. This means that the provision of transport could be reviewed at any time. Parents who consider they are eligible should complete an online school transport form www.southlanarkshire.gov.uk or phone **0303 123 1023**. These forms should be completed and returned before the end of March for those pupils starting the school in August to enable the appropriate arrangements to be made. Applications may be submitted at any time throughout the year and will be considered by Education Resources.

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

www.southlanarkshire.gov.uk/info/200188/secondary_school_information/545/school_transport or phone **0303 123 1023**.

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.

On the last day of each school term the school closes early (see Appendix 1.) Pupils travelling on the school buses are usually required to leave 10-20 minutes prior to school closure to fit in with transport demands from all schools in the area on these days.

Today I'll Notice Tomorrow's Opportunities

Insurance for School-Pupil's Personal Effects

South Lanarkshire Council is concerned at the level of claims being received in respect of the loss of pupils' clothing or personal effects. Parents are asked to note the Council's position in terms of insurance for pupils' personal effects:

Theft/Loss of Personal Effects

The Council is not liable for the loss or theft of pupils' clothing or personal effects and any items are therefore brought into the school at the pupil/parents' own risk.

Parents can assist by ensuring that valuable items and unnecessarily expensive items of clothing are not brought into school.

Teachers and other staff have been advised not to accept custody of any such items.

The same principle applies to musical instruments and other equipment used for activities within the school, which belong to the pupil, but are brought into the school. Parents should be aware that if such equipment is left in school, it is done at the pupil/parents' own risk.

In the case of valuable items such as musical instruments, parents should ensure that these items are covered by their household insurance.

It is recommended that all clothing and any other personal items brought into school have your child's full name written clearly on them to help reduce the risk of loss.

Damage to Clothing

The Council is only liable for damage caused to pupils' clothing where the damage has resulted from the negligence of the Council or one of its employees. Claims arising otherwise will not be accepted by the Council's insurers.

Information on Emergencies

We make every effort to ensure the school remains open during term-time for pupils. However, on occasions circumstances may arise which can affect the school. Schools may be affected by, for example, severe weather or power failures, or through any other circumstances that may impact on the school day. In such cases we shall do all we can to let you know if this happens. We shall keep you in touch by using ParentApp, FB, telephone, where appropriate, letters, web news and through local radio stations particularly if there are prolonged periods of severe weather. The Council's website www.southlanarkshire.gov.uk will be used to let you know if the school is closed and when it will re-open.

It is important for parents/carers to let the school know of any change to your mobile/home telephone number and change of address.

If for any reason, you are unsure if the school is open, email us at:

education@southlanarkshire.gov.uk or visit the website www.southlanarkshire.gov.uk

Tinto Primary's procedure for school closure is noted below:

- **If closing before 9.00 am/ or a later start:**

A message will be put on the school app and FB page

- **If closing after 9.00 am:**

Parents will be contacted by **email, telephone and app** once we have been advised when buses will arrive at school and can advise of estimated departure time to ensure someone is at home to meet the pupils. Updates will also be posted on the app, emails and Facebook.

Your Commitments

We ask that you:

- support and encourage your child's learning
- respect and adhere to the schools policies and guidance
- let the school know if you change your mobile/telephone number and/or address
- enjoy and take part in school activities
- accept your responsibility to respect staff who work in the school and for the school to be proactive in taking forward its' commitment to care for and educate your child.

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).

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 Office



Education Resources

School holiday Dates Session 2023/2024

Break	Holiday dates		
First Term	Teachers In-service	Monday	14 August 2023
	In-service day	Tuesday	15 August 2023
	Pupils return	Wednesday	16 August 2023
September Weekend	Closed on Re-open	Friday Tuesday	22 September 2023 26 September 2023
October Break	Closed on Re-open	Monday Monday	16 October 2023 24 October 2023
	In-service day	Monday	13 November 2023
Christmas	Closed on Re-open	Monday Monday	25 December 2023 8 January 2024
Second Term			
February break	Closed on	Monday & Tuesday	12 February 2024 13 February 2024
	In-service day	Wednesday	14 February 2024
Spring break/Easter	Closed on Re-open	Friday Monday	29 March 2024 15 April 2024
Third Term			
	In-service day	Thursday	2 May 2024
Local Holiday	Closed	Monday	6 May 2024
Local Holiday	Closed on Re-open	Friday Tuesday	24 May 2024 28 May 2024
Summer break	Close on	Wednesday	26 June 2024
Proposed in-service days	15 & 16 August 2024		

Notes

- ◆ Good Friday falls on Friday, 29 March 2024
- ◆ Lanark schools will close Thursday, 6 June 2024 and Friday, 7 June 2024
- ◆ Schools will close at 2.30pm on the last day of terms 1 and 2 (Friday, 22 December 2023 and Thursday, 28 March 2024)
- ◆ Schools will close at 1pm on the last day of term 3 Wednesday 26 June 2024)
*Two in-service days proposed 15 & 16 August 2024.

