



Education Resources

Tinto Primary School Handbook January 2026



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

Phone: 0303 123 1023 Email: education@southlanarkshire.gov.uk.

1. Introduction by the Head Teacher

Welcome to 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

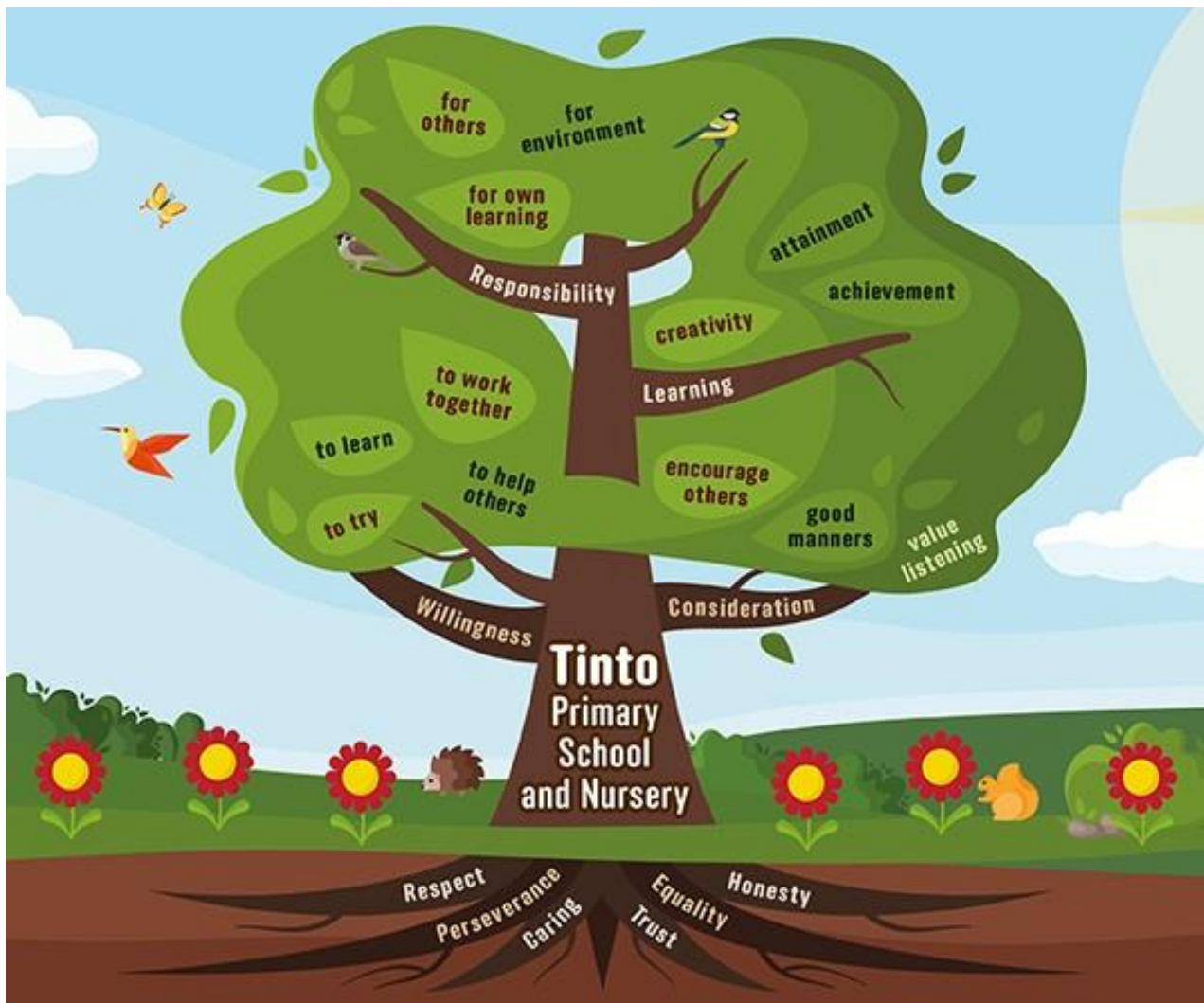
Respect
Perseverance
Caring
Trust
Equality
Honesty

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

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

117 pupils in P1-P7 (5th December 2025)
42 pupils in 2-5 Nursery Class (5th January 2026)
Facility to accept 45 pupils (maximum of 10 2–3-year-olds)

Capacity of School

125 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).

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.

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 below) to manage.

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.

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.

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.

Attendance at School (See also Section 5 of the handbook)

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. 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

Should parents wish to visit the school, please contact the school office (01899 308279) to arrange a date and time.

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

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 conditions 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.

3. 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
Perseverance
Caring
Trust
Honesty
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.

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 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. P7 pupils are responsible for maintaining the We Are Remarkable wall and taking photos for the monthly newsletter. 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 in their pupil portfolios each 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, planned high quality assessments and have developed the role of the Young Leaders of Learning across the Learning Community.

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 a dance festival. Some of these activities take place during the school day and others after school.

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 clubs.

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.

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

We are very proud that our anti bullying and positive behaviour work has been recognised at national level. At the time of writing, Tinto P.S & N.C are one of two schools awarded the "Respect Me" award. This award recognises the nurturing ethos and positive relationships across our school community.

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; an additional 50 points earns Silver, a further 100 earns Gold, each additional 50 house points after Gold earns a certificate including Platinum, Diamond, Emerald, Sapphire and finally Ruby. These certificates 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.

4. Staff List

School Staff

Head Teacher:
Principal Teacher:

Ms Alex Stark
Mrs Lisa Devlin

Class Teachers:

P1/2
P2/3
P4
P5/6/7
P5/6/7
CCC Teacher

Ms Louise Cassidy
Mrs Kirsty Bowden
Mrs Susan Andrews
Mrs Jillian McConnell / Ms Cochrane
Mrs Annabel Rodger
Mrs Devlin

Nursery Staff:

Team Leader
Early Years Practitioner

Mrs Gayle MacPhail
Mrs Melanie Cowan
Ms Cheryl Downs
Mrs Mairi Wilson
Ms Megan Lafferty
Mrs Caroline Storeton West (0.5)
Mrs Cindi Bryce (0.2)
Mrs Kelly Tiernay
Mrs Jo Barrett (0.4)

Support Assistant

Mrs Pamela Tennant (0.4)

Support Staff

Mrs Judith Gilbert (Team Leader)
Mrs Ursula Baillie
Ms Lyn Johnstone
Mrs Angela Miller

Catering Staff:

Cook in Charge
Assistant

Mrs Carol Black
Mrs Roberta Mennie

Janitorial Staff:

Mrs Gwen Stewart (7.30 am - 4.30 pm)

Cleaning Staff:

Mrs Dawn Turner
Mr Myles Wearden

5. Attendance

Encouraging School Attendance

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

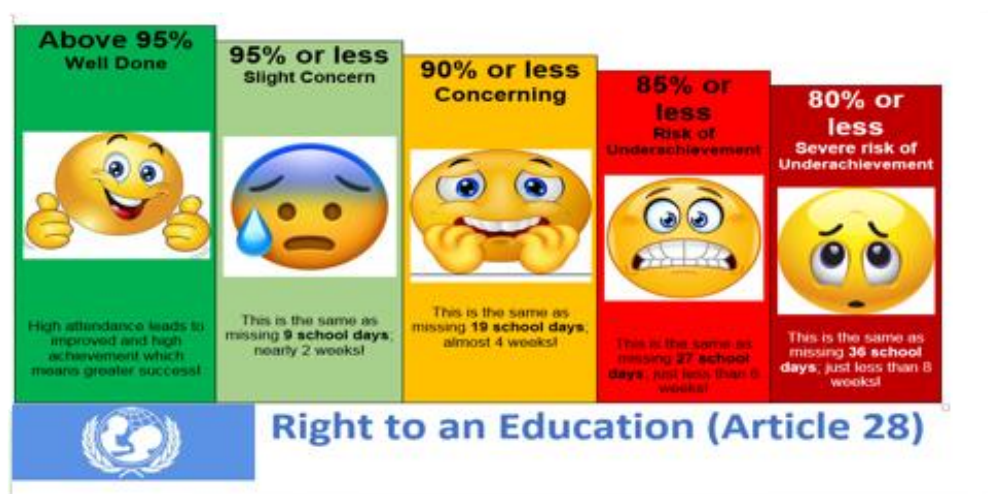
For your convenience, school holiday dates and in-service dates can be found on the council's website: www.southlanarkshire.gov.uk.

Every effort should be made to ensure that your child attends school during term time. Please contact the school as soon as possible if your child is unable to attend school. It is important for the school to work with parents/carers in encouraging children to attend school. All absences are required by law to be recorded. Absences will normally fall under two categories – authorised or unauthorised absence. In cases where your child is unable to attend school parents are asked to:

- if you know in advance of any reason why your child is likely to be absent from school, for example, a hospital appointment or wedding, please tell someone at the school, telephone us or let us know in writing.
- notify the school first thing in the morning by 9.00 a.m. 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

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

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



Family Holidays During Term Time

Family holidays taken during school term time will be recorded as unauthorised absences in line with Scottish Government and South Lanarkshire Council policy. The school is not required to provide work during this period, and parents are asked to avoid arranging holidays that disrupt their child's learning.

Emergency Information

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

Severe Weather Protocol

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

Communication

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

Things we need you to do:

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

6. Parental involvement and Parent Council

Parents and carers play a vital role in their child's learning. Research shows that when families are involved, children do better at school and beyond. South Lanarkshire Council values parents as partners and works closely with schools to make this happen.

Why Parental Involvement Matters

- Strong partnerships help schools understand children's needs and help parents feel informed and supported.
- Parents can reinforce learning at home, making schoolwork more meaningful and connected to everyday life
- Parental involvement can help children develop a love of learning and resilience when facing challenges
- When parents work with school and take an interest in learning, children often achieve more academically and feel more confident.

Our Commitment

We want parents and carers to:

- Feel welcome and involved in school life.
- Be well informed about their child's learning.
- Have opportunities to support learning at home.
- Share views and take part in discussions about education.

Parent Forum and Parent Council

- Every parent with a child at school is part of the Parent Forum.
- Each school has a Parent Council, a formal group that represents parents' views and works with the school to improve learning and experiences.

Connect – Supporting Parent Councils

All Parent Councils in South Lanarkshire are members of Connect, Scotland's national organisation for parent groups. Connect offers:

- Free training and advice for Parent Councils.
- Resources and guides to help parents support learning.
- Insurance cover for Parent Council activities. Find out more at <https://www.connect.scot>.

Other Helpful Resources

- Parentzone Scotland – Practical advice and information about learning, additional support needs, and how to get involved: [Parentzone Scotland | Education Scotland](https://www.parentzone.scot)
- National Parent Forum of Scotland – Guidance and updates for parents: <https://www.npfs.org.uk>.

Getting Involved

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

7. The Curriculum

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

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

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

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

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

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

| Level | Stage |
|--------|---|
| Early | The pre-school years and Primary 1 or later for some. |
| First | 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.

Maths in P1



Literacy skills



Book buddies



Coding P1 and P7

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.

Residential Experiences

Curriculum for Excellence is not just about school based learning but encourages outdoor learning and residential experiences. The P4 & 5 residential 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. The P6&7 residential experience takes place a bit further afield in Meikle at the Belmont Centre. 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 also aware of the financial pressures families are under currently and so plan these experiences to take place every other year. This allows plenty of time for fund raising and for a payment plan to be in place.



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. During RME 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.

We have weekly assemblies and these engage the children in discussions about world religions and festivals, children's rights and our school values.

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.

8. 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 a 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 and via the Google Classroom. 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.

9. Reporting

We will provide parents with reports so that you can see what your child is doing and how they are progressing. In addition, there will be parents' 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 comprises 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

10. Enrolment and Transitions

Enrolment – how to register your child for school.

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

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

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

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

Proof of where the child lives may also be needed.

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

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

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

Change of School/Placing Request

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

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

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

Transition from primary to secondary school

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

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

11. Support for Pupils

Getting it right for every child.

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

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

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

More information can be found on:
www.scotland.gov.uk/gettingitright

Support for All (Additional Support Needs)

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

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

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

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

Attachment Strategy for Education Resources

Attachment – what we do to support children and young people

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

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

What does it set out to do?

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

How can I find out more?

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

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

Promoting Positive Relationships and Understanding Distressed Behaviour (PPRUDB)

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

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

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

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

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

12. School Improvement

Tinto P.S & N.C were inspected by HMIE in May 2024. The report is available on the school website. We are very proud that the report was so positive and recognised that our strengths lay in building relationships, leadership and supporting our pupils. The Nursery Class were awarded four "Very Good" and the Primary two "Very Good" and two "Good" for the quality Indicators inspected.

Our review of the Improvement Plan for 2024-25 and the targets for this session's I.P are available on the school website. This session we are continuing to focus on writing, and we are also developing our anti racist knowledge; building on last session's STEM work by focussing on AI and we are using the SLC progression pathway for dance and drama skills. A monthly update on these

are available via the newsletters on the website and are discussed at each Parent Council meeting.

Schools plan using a three-year cycle. 2025-26 is the third year of the current improvement cycle. Tinto P.S and N.C will continue to focus on raising attainment and on implementing the new curriculum 2026-28. More details will be available on the school website from August 2026.

We ask the parent forum, staff and children each year for suggestions on how to spend our Pupil Equity Fund. This session the groups have highlighted the need for support for transport costs, ensuring equity for all when going swimming and on class trips. We have also used the fund to pay for subscriptions to IDL for Literacy and Numeracy - these programmes give individual pupil support – to Fischy music (Health & Wellbeing / Assembly resource) and for standardised assessment materials.

13. School policies and practical information

School/Nursery Meals

Nursery class

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

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

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

Primary pupils

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

All primary schools run a Breakfast service from 8.15am to 8.45am with pupils being offered a selection of toast, cereal or fruit along with a cup of milk. Please come to the external dining hall door in the morning to access this provision.

For their lunch each day pupils have the option to choose from two hot meal options (one being vegetarian option) plus a sandwich selection. All meals also come with fresh chilled drinking water, salad selection, vegetable choice, seasonal fruit and depending on the day - soup or a dessert.

Milk will be available for those pupils entitled to free school meals through the free school meal eligibility scheme at morning break or lunchtime.

Pupils in:

Primary 1 - 5 receive a free school lunch.

Primary 6 - 7 meal cost is £2.62

School lunches and milk can be paid for through your Parentpay account or Paypoint facilities in local shops.

NB School Meal prices are reviewed annually and may be subject to change

Adapted diets

If your child within Nursery, Primary or Secondary requires an adapted diet for medical reasons please speak to the school/nursery office who will provide the request form for you to complete. In addition, if you have a halal or vegan diet request for your child, please speak to the school office who will provide you with a request form.

Free School Meals

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

- Income Support
- Income-based Job Seeker's Allowance
- Income-based Employment and Support Allowance
- Scottish Child Payment (P6 and P7 pupils)
- Support under Part VI of the Immigration and Asylum Act 1999
- Universal Credit (and your earned income is less than £850 as assessed by the Department for Work and Pensions in the assessment period immediately preceding the application for free school meals)

If you are in receipt of Housing Benefit and/or Council Tax Reduction there is no need for you to apply online, the information held will 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. We encourage all children to remain in school at lunch time.

Further information can be found at [Free school meals - South Lanarkshire Council](#) or by accessing the QR below -



Breakfast Club

Tinto P.S offers a Breakfast club daily from 8.15 – 8.45 a.m. daily. This is currently free. The children will be offered cereal or a slice of toast, along with a drink of water or milk.

School uniform

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

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

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

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

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

Allergies

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

Health Care Plans

- Allergies can manifest at any time with symptoms ranging from mild to severe.
- Children with moderate to severe allergies often have a Health Care Plan from the NHS, detailing symptoms and interventions.
- Parents must share this plan with the school and provide updates as necessary.

Mild Symptoms

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

Employee Training

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

Policy Adherence

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

Mobile Device Policy

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

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

Children should not bring a mobile phone to school at all unless agreed between parents and the H.T.

The policy has been developed in consultation with pupils, parents, and staff to balance the benefits of technology with the need to minimise distractions and protect privacy. We ask parents to support this approach by reinforcing responsible use at home and ensuring that devices are used appropriately.

Support for parent/carers

Clothing grant

In certain circumstances the Council provides support to parents/carers for the purchase of school wear. This also now includes nursery children aged 3 and 4 years old.

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

Should you require further information, or you are unable to submit an application online then please contact the helpline number **0303 123 1011** (option 5).

School Hours/Holiday Dates

| | | | |
|-------------|------------------|---|------------------|
| P1-7 | Starting Time | - | 9.00 am |
| | Morning Interval | - | 10.30 - 10.45 am |
| | Lunch Time | - | 12.15-1.00 p.m. |
| | Closing Time | - | 3.00pm |

Nursery Class As above, except lunch is 11.30-12.00 and there is no set interval.

School holiday dates for 2025-26 are in Appendix 1

School holiday dates and in-service dates are available from the website
www.southlanarkshire.gov.uk

Transport

Many of our children come to school by bus. Mrs Stewart (janitor) and Ms Stark (H.T) meet the children off the buses every morning. After school, "bus children" line up in the main hall and a register is taken to ensure everyone is present. Mrs Stewart ensures the children are safely on the bus, with seat belts fastened.

School transport

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

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

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

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

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

A new application must be made each year.

More details on Privilege school transport may be found here:

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

Pick-up points

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

It should be noted that it is the 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

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:

Insurance for Pupils' Personal Belongings

Personal Items

- The Council cannot accept responsibility for the loss or theft of personal belongings, including mobile phones, tablets, or other valuables. These are brought to school at the pupil's and parents' own risk.
- To reduce the chance of loss, please avoid sending expensive or unnecessary items to school.
- School staff are not permitted to look after pupils' personal belongings.
- This policy also applies to musical instruments and equipment used for school activities. If these items are left at school, it is at the pupil's and parents' own risk.
- For valuable items such as musical instruments, parents should make sure they are covered by their own household insurance.

Clothing

- The Council will only consider claims for damage to pupils' clothing if the damage was caused by negligence on the part of the Council or its employees.
- Claims for any other reason cannot be accepted by the Council's insurers.

Promoting positive behaviour

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

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

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

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

Child Protection

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

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

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

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

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

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

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

Our Commitment to Children's Rights

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

To achieve this, we will:

- Create opportunities for pupils to share their opinions through class discussions, pupil councils, and consultation activities.
- Ensure that decisions about school policies and practices consider the voice of the child.

- Promote an inclusive, rights-respecting environment where every child feels valued and heard.

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

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

Information on pupils, parents and guardians is held by the school to enable the teaching, registration, and assessment of pupils as well as associated administrative duties. The information is stored and used as per the requirements of the GDPR, with South Lanarkshire Council defined as the data controller. The Council have established a data protection policy that applies to all of its school.

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

Privacy Notice

Introduction

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

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

Using your personal information

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

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

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

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

Information we collect at other times.

We will also collect information at other times such as when you apply for a benefit, request a services or other support. We will provide an additional privacy notice at these times. If you apply for an education service or benefit, such as school transport, free school meals, clothing grant, placing request or EMA, we will also ask for personal information as set out above. We will also ask for information about your income for education benefits applications.

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

If there are concerns about your child's wellbeing and/or your child has needs that may require additional support, we will wish to work with you to collect and consider information to enable us to help you get the right support at the right time in line with the Getting it right for every child approach. We require this information to ensure that children and young people are educated appropriately, supported, and that we take account of their health and wellbeing. We will also ask you to update this information annually and to tell us when there are changes to your details.

Information that we collect from other sources.

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

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

Why do we need this information?

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

- for the education of children, young people and adult learners.
- for teaching, enrolment, and assessment purposes and to monitor the educational progress of children, young people and adult learners.
- to keep children and young people safe and provide guidance services in school.
- to identify where additional support is needed to help children, young people and adult learners with their learning.
- to maintain records of attendance, absence and behaviour of children and young people (including exclusions).
- to support children and young people moving on each year from nursery to primary, primary to secondary and when they move or leave school.
- to help us develop and improve education services provided for young people, adult learners, or families

In accordance with our legitimate interests as an education authority we will also use your information to create statistical reports.

We will share your information with:

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

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

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

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

The Freedom of Information (Scotland) Act 2002

The Freedom of Information (Scotland) Act 2002 came into force on 1 January 2005 and gives a person the right to request information held by Scottish public authorities. The act refers to information held in a 'recordable' format and relates to information held within documents, not the documents themselves.

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

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

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

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

Appendix A

Appendix A

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

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

Additional Information

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

Parental Involvement

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

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

School Ethos

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

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

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

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

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

Curriculum

Information about how the curriculum is structured and curriculum planning.

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

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

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

Information on the Senior Phase

Information on Skills for learning, life, and work

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

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

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

Assessment and Reporting

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

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

Curriculum for Excellence factfile - Assessment and qualifications.

Information on recognising achievement, reporting, and profiling.

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

Transitions

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

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

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

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

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

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

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

Support for Pupils

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

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

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

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

School Improvement

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

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

Scottish Credit and Qualifications Framework (SCQF).

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

Amazing Things - information about youth awards in Scotland.

Information on how to access statistics relating to School Education.

School Policies and Practical Information

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

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