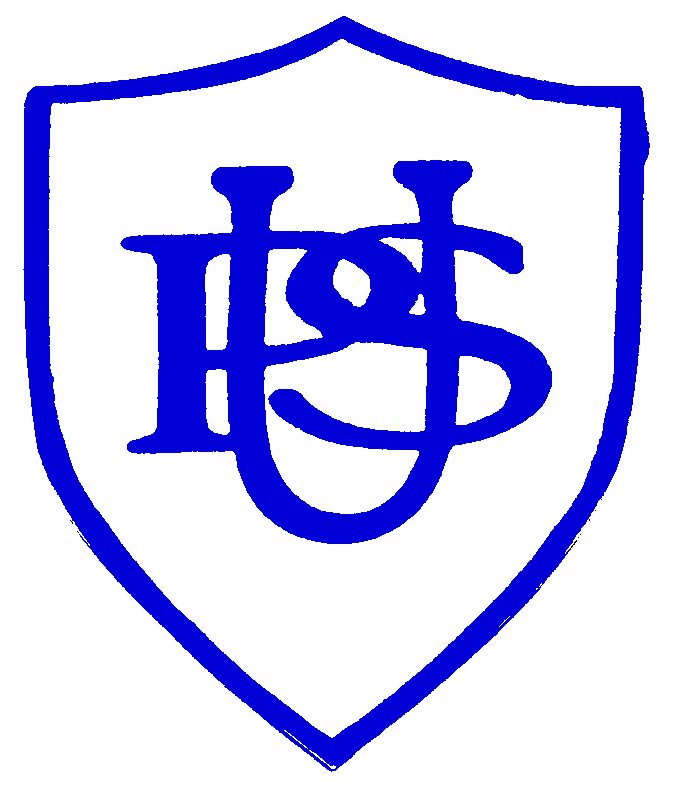


**Education Resources**

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***Udston Primary School***

***Handbook Information***

***November 2022***

**Udston Primary School Handbook**

**August 2025**

**Contents**

1. **Introduction**
2. **About our School**
3. **Parental Involvement**
4. **School Ethos**
5. **The Curriculum**
6. **Assessment and Tracking Progress**
7. **Reporting**
8. **Transitions (Change of school / Placing requests)**
9. **Support for Pupils (Additional Support Needs)**

* **Getting it Right for every child**
* **Enquire**
* **Attachment Strategy**

1. **School Improvement**

* **Pupil Equity Funding**

1. **School Policies and Practical Information**

* **Nursery**
* **Free meals**
* **Uniform/dress code**
* **Clothing Grant**
* **Transport**

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

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

***Udston Primary School***

***Thornhill Road,***

***Hillhouse,***

***HAMILTON ML3 9PS***

***Telephone 01698 823677***

***Fax: 01698 828066***

***Office email address:*** [***gw14udstonpsoffice@glow.sch.uk***](mailto:gw14udstonpsoffice@glow.sch.uk)

***School Web Address:*** [***www.udston-pri.s-lanark.sch.uk***](http://www.udston-pri.s-lanark.sch.uk)

***Learn together, Laugh together, Achieve together***

***Trust ~ Teamwork ~ Respect ~ Effort ~ Kindness***

**Introduction: Our Vision, Values and Aims**

At Udston, we have a Shared Vision of what our school should be like for children, parents/carers and staff. Our School Motto is LEARN TOGTHER ~ LAUGH TOGETHER ~ACHIEVE TOGETHER. We all share the same values of TRUST, TEAMWORK, RESPECT, EFFORT and KINDNESS. Our Shared Vision is supported by 12 Aims which underpin everything we do and influence the decisions we make:

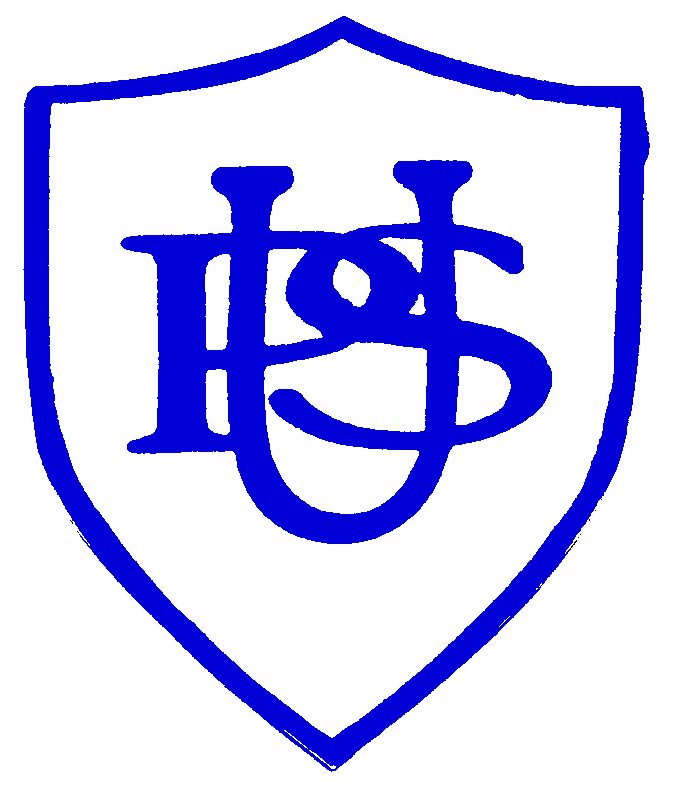
* Friendly & Inclusive Ethos
* Nurturing Positive Relationships
* Safe & Happy Children
* Health & Wellbeing
* Excellence in Learning & Teaching
* Creativity & Innovation
* Support & Challenge
* Equity
* Maximising Attendance & High Attainment
* High Standards of Behaviour
* Celebrating Success & Achievement
* Engaged Families

We pride ourselves on our friendly and inclusive ethos, and this is frequently commented on positively by families and visitors to the school. Nurturing positive relationships are at the heart of everything we do and the Health and Wellbeing of our learners is at the centre of our curriculum. Children learn best when they feel safe and happy, therefore we work hard to create an ethos based on kindness, trust and teamwork, in which everyone feels respected and included, and where our pupils can thrive, reflect on their achievements and be the best they can be. We work in partnership with families to remove barriers to learning, making explicit links between attendance, behaviour and attainment. We have high expectations for each and every one of our leaners, encouraging them to contribute and reminding them that making mistakes helps us all learn and grow. We support children to develop a variety of social and emotional skills within school contexts which help learners identify their own triggers and develop appropriate coping strategies. We place a strong emphasis on celebrating and recognising the individual successes and talents of all children and encourage maximum effort to ensure everyone succeeds and meets their goals. By working in partnership with families, and through our ongoing commitments to our Shared Vision and Values, we strive to support our children to achieve and reach their highest potential.



Any form of bullying will not be tolerated in Udston Primary School.

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**About Our School**

Udston Primary School is a non-denominational school whose

catchment zone covers part of the Hillhouse Area of Hamilton as

well as the Westcraigs Area of Blantyre. We are proud to provide

education from Primary 1 to Primary 7 (i.e. pupils between 4 years

and 12 years approximately). The present roll (January 2025) is

313 children.

Our 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 to “improve the quality of life for all within South Lanarkshire”.

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For Education Resources this means delivering services of the highest quality as well as striving to bridge 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.

As part of South Lanarkshire Council’s investment in improving school buildings, our new school building was opened to pupils on 18 October 2010. This new building provides a modern, well-equipped, stimulating and welcoming Teaching and Learning environment.

Our school was inspected, by HM Inspectorate of Education, in April 2010 and the report was published in May 2010. Particular strengths of the school identified were:

* Outstanding Care and Welfare which creates a very positive environment for learning.
* Confident, well-behaved children who benefit from a wide range of opportunities for achievement.
* Partnership with parents and the wider community to support children’s learning and improve the school.
* Recent important improvements in providing high-quality learning experiences.
* Leadership for learning across the school.

An electronic copy of this report is available at [www.hmie.gov.uk](http://www.hmie.gov.uk)

As a result of the strong partnerships which exist amongst both teaching and support staff, the staff is a strength of the school. They are highly motivated, hardworking and committed to continuous improvement. A high level of nurturing approaches from all staff leads to a strong ethos of pastoral care where achievement for all is promoted and celebrated throughout the school.

**Teaching Staff (August 2025)**



|  |  |
| --- | --- |
| Mrs Michelle Parker | Head Teacher |
| Mrs Rebecca Turnbull  Mrs Susie Drennan | Depute Head Teacher (0.6) Wed-Fri  Principal Teacher |

**The Senior Leadership Team:**



**Class Teachers:**

|  |  |  |
| --- | --- | --- |
| Primary 1 (Room 1) | Mrs C. Dobson |  |
| Primary 1 (Room 3)  Primary 2 (Room 2) | Miss A. Munro  Miss K Hutton and Mrs S. Smith |  |
| Primary 2/3 (Room 4) | Miss M. Barrie and Mrs J. Strang |  |
|  |  |  |
| Primary 3/4 (Room 6)  Primary 4 (Room 5)  Primary 3 (Room 8)  Primary 5 (Room 7)  Primary 6 (Room 9) | Mrs J. Brown  Mrs V. Hamilton  Mr Johnston  Mrs M. Simpson  Mrs A. Findlay-Conaghan |  |
| Primary 5 (Room 10)  Primary 6/7 (Room 11)  Primary 7 (Room 12) | Mr D. Fotheringham  Mr S. Cooper  Mrs L. Shaw |  |
| Nurture Teacher  (Sunflower Room)  CCC Teacher | Miss F. Keiss and Mrs A. McMillan (SS)  Mrs E. Currie (STEM) |  |
| Support Staff | Mrs Y Downs (Team Leader) Office  Mrs M. Burns  Mrs J. Fisher  Mrs A. McMillan  Mrs J. Lennox  Mrs A. McCafferty  Mrs N. McColgan  Janitor Mrs M. Twaddle & Mr D. Forster  Facilities staff Mrs M. Hunter  Mrs S. Hunter  Mrs S..McCall  Mrs M. Jamieson  Mrs L.Chalmers  Mrs J. Taggart |  |
|  |  |  |

**School Hours**



School Starts 9.00am

Morning Interval 10.30-10.45am

Lunch Break 12.15-1.00pm

Dismissal 3.00pm

**Attendance**

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

*All families are requested to inform the school of any absences either by calling the office or leaving a message on the school answer machine which is monitored. If your child is not in attendance and no notification has been made a text message will be sent to families and on some occasions, this will be followed up by a call from the school. Absences are monitored and if a child’s absence falls below 90% attendance, then absence procedures will be followed.*

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

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

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

**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.

**Parental Responsibilities**

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

**Your Commitments**

We ask that you:

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

**Family holidays during term time**

***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 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](http://www.southlanarkshire.gov.uk)

**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.

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| --- |
|  |

**Parental Involvement**

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

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

**Parental Involvement/Parent Council**

South Lanarkshire Council values parents as partners in their child’s education and has published a strategy called ‘Making a difference – working together to support children’s learning’, available on the Council’s website: [www.southlanarkshire.gov.uk/downloads/file/13457/parents\_as\_partners\_-\_strategy\_2019](http://www.southlanarkshire.gov.uk/downloads/file/13457/parents_as_partners_-_strategy_2019)

**The Importance of Parental Involvement**

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

**Our Aims for Parents/Carers**

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

**Parent Forum and Parent Council**

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

**Getting Involved**

* To learn more about becoming a parent helper or joining the Parent Council and/or Parent Teacher Association, contact the school or visit our website. A guide on the role of a Parent Council, created by parents for parents, is available via this link [Parent Councils](https://www.southlanarkshire.gov.uk/info/200185/supporting_your_child/434/parental_involvement_and_parent_councils)

**Parentzone Scotland**

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

**Parental Involvement & Engagement**

Relationships with our parents/carers are strong. Parents are fully involved in their child’s learning through open days, staff/parent consultation, newsletters, class showcases of pupils’ achievements etc.

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

Parents, carers and family members are by far the most important influences on children’s lives. Children between the ages of 5 and 16 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 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 be involved in forums and discussions on education-related issues.

**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.

To find out more on how to be a parent helper, or a member of the Parent Council just

contact the school.

**Staying up to date (Newsletters, Website, etc)**

Please also follow our ‘Udston New Starts’ Twitter page @UdstonS, as well as our main school Twitter page @udston\_primary.

There are also times when important information is shared with families through your Parents Portal account, so please check this regularly also.

The school are now sending out a monthly digital newsletter via ‘Sway’ where we will share the most up-to-date news and achievements. We also have a new and improved Udston website/blog

You can access this via Google or <https://blogs.glowscotland.org.uk/sl/udstonprimaryschool/>

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](http://www.engageforeducation.org)

• National Parent Forum for Scotland – [www.educationscotland.gov.uk/parentzone](http://www.educationscotland.gov.uk/parentzone)

• South Lanarkshire Council – [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk)

**Parent Council**

We have an established Parent Council who are involved in decision making within the school. They liaise with other parents to ensure that parents’ views are considered in all matters. They also support the school in driving forward School Priorities by contributing ideas for these, as well as helping the school raise funds to meet these priorities. Minutes from meetings are shared on our school blog, together with all updates from the Parent Council. All parents/carers are welcome and encouraged to attend monthly meetings. The Board can be contacted through the school or by contacting the following office bearers:

* Lauretta Scott (Chair)
* Faiza Baqir (Vice-Chair)
* Rebbecca Gebbie (Secretary)
* Aimee Robertson (Treasurer)

We are grateful to all parents/carers for the support they offer throughout the year.

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

Any enquiries and concerns received from parents/carers are taken seriously. In order to ensure that enquiries are dealt with effectively, contact should be made in the first instance with the school.

**School Ethos**

**Promoting Positive Relationships & Understanding Distressed Behaviours**

In session 2023-2024, we reviewed our approach to managing pupil behaviour following extensive training and learning by staff about Attachment Theory and the Solihull Approach. Our approach to promoting positive relationships and behaviour is underpinned by the principles of the United Nations Convention on the Rights of the Child (UNCRC) and the Wellbeing Indicators outlined in Getting It Right For Every Child (GIRFEC). Learners should be aware of the rights to which they are entitled and fully supported in making positive choices, which ensure these rights, and the rights of others, are respected. Every class displays our shared Values along with clear expectations for behaviour in their Class Charter. These are:

1. Be safe at all times



2. Use kind words and actions

3. Be respectful

4. Listen and follow instructions

5. Join in and make an effort

There is no public display within classes relating to the management of individual pupil behaviour, staff approach this in a subtle and sensitive way. In August, all new families will be provided with a copy of our Position Statement.

**Celebrating Success**

Each term, classes attend a ‘Celebrating Success’ Awards Ceremony where each child is recognised for their commitment to one of our School Values. We encourage children to share any out of school achievements too and we use our school Twitter page to celebrate success, as well as during out monthly Wider Achievement Assemblies. At the end of the school session, we have an extra special Celebrating Success Ceremony where each child receives a Values certificate and pencil. Parents/carers are incited to this final assembly.

**House System**

There are four Houses in Udston Primary – Belhaven, Fleming, Kelvin and Wellcroft. Each House elects Primary 7 House Captains and Primary 6 Vice-Captains at the start of the session. Your child will be allocated to a House when they start school. If they have an older sibling, they will be placed in the same House as them. Children sit in their Houses at assemblies and are awarded Tokens for behaviour and teamwork. They can earn House Tokens both in class and the wider school. Our School Charters link to our House System and children can be awarded Tokens from staff for demonstrating respectful attitudes and responsible actions. House Tokens are displayed in the open areas and the main foyer. Tokens are counted at the end of each term with the winning team receiving the House Trophy and a special prize.

**Buddy System**

Our Primary 1 children are matched with a Primary 6 Buddy at the start of each school session. The Primary 6 Buddies take on a mentoring role as they help the new children settle into school life at Udston. The Buddies and the Primary 1 children have opportunities throughout the year to engage in a range of activities together, such as Paired Reading. The Buddy System is an excellent way of developing our Primary 6 pupils’ leadership skills, as well as helping our new children feel comfortable and safe in their new environment.

**Extra-Curricular Activities**

At the beginning of each school year, we ask our pupils which activities they would like to be included in our programme and try our best to cater to their needs and interests. We believe that school provides an excellent opportunity for children to develop an interest and passion for sport and physical activity. We have excellent links with our Active Schools Coordinator and local clubs in the community to ensure a clear pathway into sport should children wish to progress further. We also provide a range of other extra-curricular activities including our annual school show club and choir. Usually, extra-curricular clubs for Primary 1 children do not start until Term 2 or 3 to give the children a chance to settle.

Our Primary 6 pupils are offered the opportunity to participate in South Lanarkshire Leisure’s Learn to Swim programme. This was previously offered to primary 7.

Most years we aim to offer our Primary 7 pupils the opportunity to participate in a residential trip to an Outdoor Centre such as Ardentinny, where they experience a variety of exciting outdoor learning activities including rock hopping, gorge walking, canoeing, climbing and abseiling. The residential experience provides children with a unique context for learning in which they develop a range of skills including team working, problem solving and resilience. This offer is dependent on staff commitments and national/local authority guidelines.

We are committed to providing our children with a variety of contexts for learning and offer many opportunities for personal achievement. Our yearly whole school talent show – ‘Udston’s Got Talent’ - allows children to showcase their individual talents to an audience of pupils, staff, parents and the wider community.

We currently have the following pupil leadership opportunities:

[](http://www.udston-pri.s-lanark.sch.uk/wp-content/uploads/2014/11/IMG_0352.jpg)

* Eco Warriors
* Pupil Council
* JRSOs
* House Captains/Vice Captains
* Sport Captains/Vice Captains
* P6 & P7 Buddies
* Junior Librarians
* Junior Leadership Team (JLT)
* Digital leaders
* Peer Mediators
* Paired Readers

**Eco School**

As a three-time Green Flag awarded Eco School, we promote learning for sustainability and encourage children, staff and the wider community to take positive action. Our Eco Warriors, which consists of a mixture of representatives from Primary 5-7, review and discuss the school’s action plan and decide on next steps.

****

**Outdoor Play and Learning (OPAL) School**

At Udston Primary School, we believe that all children need opportunities to play which allow them to explore, manipulate, experience and affect their environment. We acknowledge the UN Convention on the Rights of the Child, especially Article 31, and supports a child’s right to play. We believe play provision should be welcoming and accessible to every child, irrespective of gender, sexual orientation, economic or social circumstances, ethnic or cultural background or origin, or individual abilities.

The OPAL Programme rationale is that:

“… better, more active and creative playtimes can mean happier and healthier children, and having happier, healthier, more active children usually results in a more positive attitude to learning in school, with more effective classroom lessons, less staff time spent resolving unnecessary behavioural problems, fewer playtime accidents, happier staff and a healthier attitude to life.”

Parents/carers can find our more about our OPAL Programme by reading our OPAL Play Policy on the school app.

**Learning Community**

A learning community is made up of schools and education establishments from the area including the secondary school, primary schools, early years establishments, early years partners and schools and bases which provide specialist additional support services. It is about working together to plan better outcomes for children and young people.

The learning community develops ways of working between establishments and with other agencies and organisations to ensure services are responsive, accessible and are delivered as effectively as possible.

Each Learning Community is managed by a Head of Education (Area).

The Head of Education for our area is Lynn Sherry

Education Resources

Almada Street

HAMILTON

ML3 0AE

All the establishments and services in a Learning Community share priorities for improvement and are involved in the deployment of additional support to meet the needs of the child and family.

**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 a forward looking, coherent, more flexible and 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, now and in the future.

The curriculum 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. This broad, general education will allow them to become successful learners, confident individuals, responsible citizens and effective contributors to life in the 21st century.

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](https://scotlandscurriculum.scot/) (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. |

We are continually reflecting upon and reviewing our curriculum to ensure it provides learners with the knowledge, skills and attributes they need to flourish in life, learning and work, now and in the future.

The Curriculum for Excellence aims to enable all children and young people to become:

* Successful Learners
* Confident Individuals
* Responsible Citizens
* Effective Contributors

For more information about Curriculum for Excellence, visit <https://education.gov.scot/parentzone/>.

Children will experience a broad, general education with a wide variety of experiences and outcomes. They will learn in a variety of contexts and through the use of a range of learning and teaching approaches. Children will participate in discrete subject lessons, as well as experiencing Interdisciplinary Learning opportunities, where teachers will make links between curriculum areas to provide interesting learning opportunities. Through all of these learning experiences, children will develop skills for learning, life and work.

During Session 2021/22, our Primary 1 staff team participated in Froebel Training as a pilot school for South Lanarkshire Council. In addition to this, the team met regularly to look at research and guidance regarding a play-based approach to learning and teaching. In order to secure the best possible outcomes for all learners, our learning and teaching is child-centred and builds upon the children’s previous learning and experiences. We know that every child will enter our classrooms with a different set of abilities and interests. Our teachers take this into account, by providing teaching and learning that is developmentally appropriate and will ensure a progression of knowledge, understanding and skills across the Early Level curriculum. Our planning includes a balance of child-initiated, adult-initiated and adult-directed learning, making effective use of both indoor and outdoor spaces. Children also engage in more formal learning opportunities through whole-class and small group teaching sessions. We start with the individual, their strengths, their areas for development and their interests, making adjustments to provision as appropriate. Play is a fundamental process in children’s development and a life-enhancing experience. It builds children’s capacity to thrive despite stress and adversity in their life. As they grow and develop, play offers children the opportunity to develop a range of physical, emotional and social skills, helping them make sense of the world they live in. Whilst our initial starting point has been with our infant classes, this approach will be adapted for all stages. Already a number of play-based learning approaches are being taken across the school.

**Health and Wellbeing**

Health and Wellbeing is at the centre of our curriculum and is a priority and strength of our school. We use innovative approaches to empower our pupils to make positive decisions regarding their personal Health and Wellbeing. Children’s rights are at the heart of our school’s ethos, policies and planning in Health and Wellbeing and beyond. Learning in Health and Wellbeing aims to develop the knowledge and understanding, skills, capabilities and attributes, which children need for mental, emotional, social and physical wellbeing now and in the future. Health and Wellbeing is developed through the ‘Healthy in Schools’ Programme which links to the wellbeing indicators from Getting it Right for Every Child (GIRFEC). These are that all children should be:

* Safe



* Healthy
* Achieving
* Nurtured
* Active
* Respected
* Responsible
* Included

We pride ourselves in our child-friendly approach to learning about the GIRFEC wellbeing indicators through our ‘SHANARRI FAMILY’. Once they start school, you may hear your child talking about the characters from the SHANARRI Family – Safe Sam, Healthy Harry, Achieving Alfie, Nurtured Natalie, Active Annie, Respected Ruby, Responsible Rebecca and Included Ian.

In addition to our more formal programme of learning, we develop children’s Health and Wellbeing through our nurturing and positive relationships. As a staff, we understand that the children’s Health and Wellbeing is the responsibility of all of us and we work hard to create and promote an inclusive ethos based on trust, mutual respect and kindness. Staff have received training on Attachment Theory and The Solihull Approach and apply their knowledge and skills when promoting positive relationships and managing behaviour.

**Physical Education**

Physical Education (P.E.) is a core part of our Health and Wellbeing provision. All classes participate in two hours of P.E. every week through a range of indoor and outdoor sports and physical activities. Dance, Gymnastics, Ball Handling and Athletics are just some of the focuses usually covered over the course of a year. Our annual Sports Day takes place in the final term, this is something many of our children look forward to participating in!

**Play-Based Learning in the Infants**

Since August 2022, our Infant staff team have worked hard to fully implement a play-based approach to learning and teaching within our classrooms, in line with a Curriculum for Excellence. The staff team engaged with local, national and global play-based policy and research to inform our decision-making, as well as responding to our school context and the needs of the children in front of us. Teaching staff also attended Froebel training, training delivered by Early Childhood Education Professor Julie Fisher, as well as training on ‘In the Moment Planning’ by Anna Ephgrave, using what we learned to support the implementation of play-based learning in our classrooms.

We adopt the ‘In the Moment Planning’ model for play-based learning in Primary 1 & 2. For our infant children, we use a different approach to reporting to families through our Focus Child approach. More information can be found in our Play-Based Learning Rationale via the school blog.

**Literacy & English**

Literacy skills empower children to unlock their potential as independent, lifelong learners. They have a significant impact on self-esteem, motivation and aspirations for the future. Being literate equips children to be proactive in their own learning and to communicate their thoughts and feelings.

Our teaching staff are trained in the Active Literacy Programme. This approach is based on educational research and is used to develop children’s knowledge and skills in Phonics and Spelling, Listening and Talking, Reading and Writing. In the early stages of Phonics and Spelling, children use a magnetic board and letters and are taught the ‘five finger approach’ - Say, Make/Break, Blend, Read, Write. Children also learn and identify strategies which help them read and spell common and tricky words. As they progress through the school, the programme builds on what has been taught before and children are encouraged to continue to develop strategies for help with spelling and are also introduced to spelling rules.

In the infant stages of the school, a book banded approach to Reading is adopted. Books from a range of publishers and authors, covering fiction and non-fiction, are graded using a colour system. This allows children to be exposed to a wide variety of books which are individually tailored to suit their current reading level. As children move up the school, the reading programme focuses on developing their Higher Order Thinking and Comprehension Skills using novels and non-fiction texts.

The Talk for Writing approach is used throughout the school. This approach involves the teacher regularly retelling a story using words and actions, with the children joining in and ‘internalising’ the language structure. The aim is for children to ‘overlearn’ the story until they can retell it independently and imitate upon it to create their own story.

**Reading for Enjoyment**

Our fantastic Library is home to thousands of fiction and non-fiction books covering a range of genres, themes and interests. Classes visit the library on a weekly basis and borrow books to take home. Your child will be asked to purchase a re-usable bag for 50p to keep our books safe when travelling between school and home; these bags are durable and should last for a while! The library provides all children with the space and resources required to read for enjoyment and research their interests in an engaging and stimulating environment.

**Numeracy & Mathematics**

Numeracy & Mathematics are important in our everyday life, allowing us to make sense of the world around us. They give children access to the wider curriculum; knowledge and skills learned in Numeracy & Mathematics play an important role in other areas such as Science or Technologies.

Teachers employ active learning strategies to teach Numeracy & Mathematics concepts in order to engage children in their learning. Maths Recovery, Number Talks, Smartboard programmes, including Education City, and Scottish Heinemann, TeeJay, and Numicon materials are the core resources used to support children. At all stages, daily, oral number skills are practised with whole class groups using the Number Talks Programme. Number Talks is a short, daily routine that provides learners with meaningful ongoing practice with the four number operations. Number Talks recognises that not all children see numbers and problems the same way, which means that learners need access to a range of approaches to allow them to choose the one that works best for them. By following the Number Talks programme, children progressively learn and develop a range of strategies, which they can apply to their Numeracy programme and in real life contexts. As each child progresses through the school, their teacher will introduce different strategies, which they can apply to assist them in their learning. This gradual approach means that there is no need for children or parents to overload themselves with all of the strategies and information at once. This allows children to experience a depth of learning before moving onto further strategies in the next school year.

**Learning Across the Curriculum**

Teachers carefully plan a breadth of learning experiences across the curriculum in other subjects such as Social Studies, Science, Technologies, Expressive Arts and RME, making natural links between these areas where possible.

We have created a ‘rolling programme’ for Social Studies, which ensures children develop their skills and knowledge in each area of study - History, Environment and Business - over a three-year period. We have a progressive Science programme in place, which allows children to deepen and broaden their knowledge as they move through the school and apply their investigative and inquiry skills in a range of contexts. Learning experiences in Expressive Arts, including Music, Art and Drama, provide our children with opportunities to express themselves and develop skills in each of these areas. Our whole-school Religious and Moral Education (R.M.E.) programme covers Christianity and other World Religions, and aims to develop children’s awareness of, and respect for, the beliefs of other cultures as well as their own. Learning about morals and values is also an important aspect of the R.M.E. programme; we hope to foster a spirit of kindness towards each other, and everyone else in the school community.

We have iPads and Chrome Books which enhance the learning experiences for our children. All pupils have access to the internet and have e-mail facilities. Every classroom has an Interactive Smartboard and internet access.

**Learning, Teaching & Assessment**

Your child will be assessed on an on-going basis in class using what they have previously been taught and learned as a starting point. This will inform the teacher’s future planning for learning and teaching. Teachers use assessment techniques as part of their daily teaching activities and are very skilled at doing this in a subtle and engaging way. They use a range of formal and informal strategies, which allow the children to become reflective learners. Children become involved in the setting and reviewing of learning targets, where they have the opportunity to discuss progress, strengths and development needs with their teachers.

We also monitor and track pupil progress at regular points throughout the year. This information is based on a range of learning evidence and professional teacher judgement. Additionally, we administer the Scottish National Standardised Assessments for P1, P4 and P7, as currently required.

In Primary 1 children are assessed using the Phonological Awareness Screening Test (PAST) in December. This assessment identifies any Early Literacy difficulties and allows appropriate interventions to be put in place to support children. The Regular Word Reading Assessment (RWRA) is also used to assess identified children in March. All children will also be assessed using the PM Benchmarking resource to ensure they are reading at the correct level to match their reading ability.

**Homework**

Homework is uploaded to your child’s Google Classroom – more information will be provided regarding Google Classroom access. Each class have their own pattern regarding when tasks are uploaded, therefore it is important for families to refer to their child’s own Google Classroom wherein all information relating to each class may be located. Homework usually consists of a phonics/spelling task, number task and reading every night. We strongly encourage all children to complete their assigned homework tasks as it allows them to revise what they have been learning in class.

**Reporting**

Reporting is ongoing and comprises of a range of activities which includes; Meet the Teacher session, curriculum workshops, Sharing the Learning Events, final reports, Focus Child meetings (P1&2) and twice yearly parent/carer visits for P3-7. Our Twitter page is regularly updated with class information and school news. We also utilise Parents Portal as a form of communication to our families.

We provide parents with reports to update you with how your child is progressing in their learning. In addition, our parents’ meetings offer you the opportunity to discuss how your child is doing in school and what your child has been learning. You can contact the school at any time to discuss any matter that you wish to raise. Our ‘pupil reports’ will help you to get to know more about the curriculum which each child follows and will describe strengths 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.

**Spiritual, Social, Moral and Cultural Values**

We hope to foster an awareness of right and wrong and a spirit of kindness towards each and every member of our community. Religious education is taught in accordance with the doctrine and traditions of Christianity. We also hope to develop within the children an awareness of and respect for, the beliefs of other cultures as well as their own.

Currently, a whole-school programme covering Christianity and other World Religions is being delivered. Education Resources has produced guidelines on Religious Observance Policies, and these are available in all establishments.

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.

In an attempt to make religious teaching relevant to the children, we hold regular assemblies where children have the opportunity to come together as a whole school.

Hillhouse Parish Church has traditionally had strong links with the school and the Reverend Christopher Rankine, regularly shares events, assemblies and religious observance.

**Rights of Parents / Carers**

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

There is a statutory provision for parents to withdraw children from participation in religious observance. This right of parents’ wishes will be respected.

Where a child is withdrawn from religious observance, schools will make suitable arrangements for the child to participate in a worthwhile alternative activity.

**Equalities**

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

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

**Equal Opportunities and Social Justice**

At Udston we endorse the aims of the Education Resources’ Purpose Statement, to offer education of the highest quality by:



**Encouraging learners to achieve their maximum potential**

**ensuring equality of opportunity.**

Schools take seriously any reported racist incidents. Within the school’s approach to promoting positive discipline a record of all racist incidents is maintained and each incident fully investigated.

Schools are required to notify the local authority of all racist incidents.

Schools and education establishments have a legislative duty to undertake an assessment of equality and diversity. This is the process of systematically assessing and consulting on the effects that a policy, process or strategy is likely to have on different groups in the community who might experience disadvantage/barriers in accessing services. The process includes monitoring the actual effects of the policy once it is put into practice. Policies do not affect everyone in the same way. By assessing in the early stages, any adverse impact can be identified and minimised.

We have undertaken the following impact Assessment: Gender Equality, Race Equality and Disability Equality. Copies of these can be obtained from the office.

The Equality Coordinator for the school is Mrs Parker (Head Teacher).

**Transitions**

Our Pre-Entrant Transition Programme includes an Open Afternoon in January, followed by 3 transition visits in May. The following transition materials are also provided to pre-entrant families in a pack which can be collected from the School Office in March:

* ‘My Starting School Handbook’ for pupils
* ‘Primary One Transition Handbook’ for parents/carers
* ‘All About Me’ Booklet for pupils
* ‘I Can…’ Skills Sheet
* Early Literacy Learning Ideas
* Early Numeracy Learning Ideas

A ‘Virtual Tour of Udston Primary School’ video is also available on our Twitter New Starts page @UdstonS.

If you have any general questions or queries about your child starting Primary 1, please email Mrs Turnbull - [gw11turnbullrebecca@glow.sch.uk](mailto:gw11turnbullrebecca@glow.sch.uk).

Information about Primary to Secondary Transition programmes is provided by each secondary school and families will be notified of the arrangements for this.

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 Primary 7 children will be informed of the transfer arrangements made for their child to attend secondary school.

We will also provide you with information at this time and on events designed to let Primary 7 children visit the secondary school, meet up with other Primary 7 children from other schools so that the transition period is as smooth as possible.

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 out with your catchment primary school a ‘request to remain form’ must be completed. If you move out with 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 **0303 123 1023**.

Our pupils normally transfer to:

Calderside Academy

Blantyre

Telephone No 01698 717180.

Head teacher – Mrs Julie Calder

**Support for Pupils**

**Getting it right for every child, (GIRFEC)**

Getting it right for every child is a partnership commitment to ensure that your child has the best possible start in life, based on a shared understanding of their wellbeing. Most of the time, most children get all of the support they need from their families, with help from universal education and health services. When needed, the named person in education can offer help and support to children and families to make sure that the child’s wellbeing is developing and that any issues are being addressed. At our school the named person is Mrs Parker, headteacher.

If you have any concerns about your child’s wellbeing, you can speak to the named person who will work with you to ensure that your child gets the right help from the right person at the right time. 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.girfecinlanarkshire.co.uk](http://www.girfecinlanarkshire.co.uk) and [www.scotland.gov.uk/gettingitright](http://www.scotland.gov.uk/gettingitright)

**Support for All (Additional Support Needs)**

Pupils’ pace of learning varies and may require different levels of support with their learning. Support is therefore given support within the class environment. Often support is also offered by Support Staff to give additional help to these children in small group situations or by Ms Kirkland, Specialist Support Teacher, who works in school one morning each week.

Where the learning need is more specific, parents are invited to discuss these before other agencies, such as psychological services, are involved in a supportive role.

Mrs Parker co-ordinates Learning Support alongside the other members of the SLT, and additional support is provided by Ms Kirkland, Specialist Support Teacher.

South Lanarkshire Education resources have published a series of leaflets which cover information for parents and carers about the Additional Support for Learning Acts. These areavailable through the school or on the South Lanarkshire Council website www.southlanarkshire.gov.uk. The leaflets are:

• The Additional Support for Learning Act

• Requesting an Assessment

• Planning for Learning – ASP

• Planning for Learning – CSP

• Transitions

• Future Planning

• Information for Parents and Carers about moving on from school.

• Inclusive Education

• ICT Assessment

• Visual Impairment Support

• Early Years Specialist Support

• Independent Adjudication

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

Enquire – the Scottish advice service for additional support for learning

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

Phone Helpline: 0345 123 2303

Address: Enquire

Children in Scotland

Rosebery House

9 Haymarket Terrace

Edinburgh

EH12 5EZ

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

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

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 Strategy was launched in March 2019 and supports the action in the Getting It Right for Every Child in South Lanarkshire’s Children Services Plan 2017-20 – ‘Develop an attachment strategy and to inform training for staff working with early years to secondary aged children and young people on attachment-informed 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 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 parents/carers which aim to share information on attachment theory and on how this can inform the ways in which we support children and young people.

These are available from schools, and we have plans to make them available on-line.

**School Improvement**

Each year staff, in consultation with pupils and parents, identify school improvement priorities which help to improve teaching standards and provide pupils with engaging learning experiences. This year’s priorities include;

* To develop a consistent approach in Learning and Teaching across the school. Increase the number of pupils achieving expected levels in Writing across P1 – 7. Enhance the use of data in raising attainment.
* Improve the quality of all children’s play experiences during breaktimes. Raise engagement levels during breaktimes through high quality outdoor play experiences. Develop children’s ability to manage risk and benefit. Improve attainment in Health and Wellbeing.
* Further develop our practice as an Attachment Informed, Nurturing School. Through Play-Based Learning development, implement play pedagogy that improves attainment levels and supports transitions from Early to First Levels.

A copy of the school’s full Improvement Plan is available via our school blog

www.udston-pri.s-lanark.sch.uk.

**School Meals**



Healthy eating is something that the school supports and a range of meals are available at lunchtime that meet the Schools (Health Promotion and Nutrition) (Scotland) Act 2007 and the Nutrient Requirements for Food and Drink in Schools (Scotland) Regulations 2008.

For their lunch each day pupils have the option to choose from four meal options every day. These are all served with vegetables or side salad.  All meals also come with fresh chilled drinking water, salad selection, seasonal fruit and depending on the day - soup or a dessert.

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

Pupils in:

Primary 1 - 5 receive a free school lunch.

Primary 6 - 7 meal cost is £2.17

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

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

**Adapted diets**

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

**Free School Meals**

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

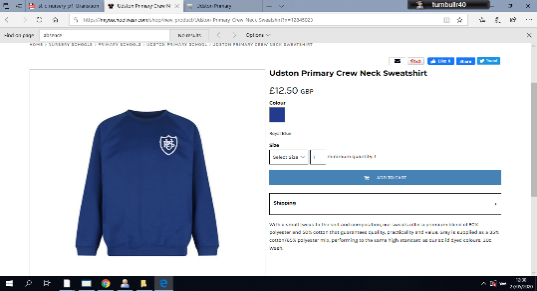
Income Support, Universal Credit (where your take home pay is less than £796 per month), Job Seeker’s Allowance (income based), Employment and Support Allowance (income related), Working Tax Credit and Child Tax Credit (where your gross annual income does not exceed £9,552 as assessed by the HM Revenues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

**If you are in receipt of Housing Benefit and/or Council Tax Reduction from us there is no need for you to apply online, we will use the information we hold to automatically award free school meals (P6 to S6) and/or school clothing grants (P1 to S6) to eligible families.**

We would encourage parents of children who are in receipt of any of the above benefits to take up this opportunity of having a meal provided for their child when they are at school.  Arrangements are in place to ensure anonymity is protected of children who receive free meals, and we encourage all children to remain in school at lunch time.

**Breakfast Club**

All primary schools run a free 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. There is no need to book a place for Breakfast Club, pupils can attend any day. This service is supervised by two members of support staff.



**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. 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. Our current uniform was developed as a result of a parent/carer survey; therefore, we ask all of our families to support the school by encouraging children to adhere uniform every day.

Our uniform consists of:

* Grey skirt, pinafore, trousers or shorts.
* Royal blue or white polo shirt
* White shirt and school tie
* Royal blue or grey jumper/sweatshirt or cardigan
* Blue and white checked summer dress
* Black gym shoes
* Optional: Royal blue blazer

We also ask families to provide children with welly boots and a warm, waterproof outdoor jacket to facilitate outdoor play and learning. Anyone who needs help providing these should contact the school.

School uniform can be purchased from Scotcrest in Hamilton or MIYO Apparel in Motherwell. Families can order online from <https://scotcrestschools.co.uk/Find-Your-School/South-Lanarkshire/Udston%20Primary> or <https://miyoschoolwear.com/shop/category/Udston-Primary-School?c=2689703>. Alternatively, many other shops and supermarkets also sell school uniform, including Marks & Spencer, ASDA, Sainsbury’s, etc.

**Clothing Grant**

In certain circumstances, the Council provides support to parents/carers for the purchase of school wear. 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).

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, drugs or inappropriate gaming

• 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.

**Healthy Snacks**

We are a Health Promoting School and strongly encourage families to provide their child with a healthy snack for playtime rather than crisps or sweets. Children have a long day at school and benefit greatly from a nutritional morning snack, which will provide them with enough energy to see them through to lunchtime. This might include a piece of fruit or some vegetables, a breakfast bar, etc. Please ensure any foods which pose a choking risk, e.g. grapes or cherry tomatoes, are cut into halves or quarters. Please provide your child with a bottle of plain drinking water each day, we strongly recommend a re-fillable one since we are an Eco School. Children can also access water in the Dining Hall during lunch breaks.

**Allergies**

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

**\*Udston has a pupil with an airborne pineapple allergy, and we ask that pupils do not bring pineapple to school in any form – juice, fruit, lip balms, hand creams etc\***

**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.

**Medicines**

Please speak to a member of our Senior Leadership Team about any aspect of your child’s health which may concern you. If your child requires medication to be administered in school, then you must come into the building to complete the relevant forms and hand the medication into the School Office. Please do not send your child to school with medicine and a note of instructions as the medication will not be administered.

**Appointments**

Ideally, we would ask that children’s appointments be made out with school hours, where feasible. However, in the event of your child having an appointment during the school day, please inform the School Office by phone, email or letter beforehand. If possible, please provide the School Office with a copy of any appointment letters to allow the staff to keep a copy for our records. No child is allowed out of school unless they are collected by an adult.

**Absences**

Attendance at school is crucial to allow your child to make maximum progress in their learning and achieve everything they are capable of. Even occasional days off or late comings can add up and result in lost teaching time, therefore we ask for your full support in ensuring your child attends school every day and on time. There will be times, however, when your child may be unwell and will be absent from school. On these occasions, we would ask that you contact the school from 8.30am to advise the Office Staff of your child’s absence. This is extremely important to ensure the safety and welfare of your child.

**Illness**

If your child becomes unwell at school, we will contact you immediately. If we cannot contact you, we will try your emergency contact. It is therefore very important that we have up to date contact details, particularly mobile telephone numbers. Your child will be supervised until an adult comes to collect them.

Parents and Carers should follow the NHS Guidelines for the control of infection, which can be found at [www.nhsinform.scot/illnesses-andconditions](http://www.nhsinform.scot/illnesses-andconditions).

In accordance with these guidelines we insist that children do not return to school for 48 hours after the last episode of sickness or diarrhoea. These measures are in place to ensure the health and safety of all children. For more information about COVID-19, including what to do if someone in your household is showing symptoms, please click on the following link <https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/coronavirus-covid-19-general-advice>.

**Support for parent/carers**

**Clothing grant**

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

Applications can be made online at [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk). If you are required to submit evidence of your Tax Credit income or your Universal Credit Statement, it is important that all pages of this evidence is submitted with your online application. Should you require further information, or you are unable to submit an application online then please contact the helpline number **0303 123 1011** (option 5).

**School hours/holiday dates**

School Starts 9.00am

Morning Interval 10.30-10.45am

Lunch Break 12.15-1.00pm

Dismissal 3.00pm

*School holiday dates and in-service dates are available from the school blog and as an attachment to this document.* [*www.southlanarkshire.gov.uk*](http://www.southlanarkshire.gov.uk)

**Deferred Entry to Primary School**

If your child has not had their 5th birthday before they should start primary school in August, you can now automatically access an additional year of funded Early Learning and Childcare. If you intend to defer your child’s start in their primary school education, you should enrol your child for the appropriate catchment primary school and indicate your intention to defer entry on your child’s enrolment form. In addition, you should also complete a deferred entry request form which you can get from your child’s current nursery. This form should be completed and returned to [earlyyears@southlanarkshire.gov.uk](mailto:earlyyears@southlanarkshire.gov.uk). The closing date for deferred entry request forms is 31 January.

**Enrolment – how to register your child for school**

1. **Enrolment and Transitions**

**Enrolment – how to register your child for school.**

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

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

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

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

Proof of where the child lives may also be needed.

If your child is due to start school in August 2025, you can enrol online from Monday 6 January 2025. Your catchment school will contact you between Monday 13 to Friday 17 January 2025 to confirm your enrolment.

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

If parents want their child to go to another school, they must enrol in the first instance with their catchment school and intimate that they wish to make a placing request. An online placing request form is available from the SLC website – [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk) or by [contacting edsuppserv.helpline@southlanarkshire.gov.uk](mailto:contacting%20edsuppserv.helpline@southlanarkshire.gov.uk) or phone **0303 123 1023**.

**Change of School/Placing Request**

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

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

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

**Transition from primary to secondary school**

Pupils normally transfer from primary to secondary school between the ages of 11½ and 12½, so that they will have the opportunity to complete at least 4 years of secondary education. Arrangements are made by the school to transfer children to the associated secondary school as determined by their home address. Parents of Primary 7 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.

**Older Entrants**

Older children transferring from other schools should be presented at the school by their parents, with the same documentation as above.

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**Transport**

**School transport**

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

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

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

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

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

A new application must be made each year.

More details on Privilege school transport may be found here: <https://www.southlanarkshire.gov.uk/info/200186/primary_school_information/784/privilege_transport_to_school>

**Pick-up points**

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

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

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

Mainstream School Transport contact details:

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

Tel: 0303 123 1023

**Insurance for Pupils’ Personal Effects**

South Lanarkshire Council has noted an increase in claims for loss or damage to pupils’ clothing and personal effects. Please be aware of the Council’s insurance policy regarding pupils’ personal items:

**Theft/Loss of Personal Effects**

* The Council is not responsible for the loss or theft of pupils’ personal items, such as mobile phones or tablets. These items are brought to school at the pupil’s and parents’ own risk.
* To prevent loss, please avoid bringing valuable or unnecessarily expensive items to school.
* Staff members are instructed not to take custody of any personal items.
* This policy also applies to musical instruments and other equipment used for school activities. If such items are left at school, it is at the pupil’s and parents’ own risk.
* For valuable items like musical instruments, parents should ensure they are covered by their own household insurance.

**Damage to Clothing**

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

**Child Protection**

All staff in educational establishments in South Lanarkshire Council are required to attend training annually and follow the advice and guidance contained within the Education Operating Procedures. All staff must also complete a Learn on Line Course “Child Protection in Education”.

The shared vision for Lanarkshire’s children is: “all children and young people in Lanarkshire have the right to be cared for and protected from abuse and harm in a safe environment in which their rights are respected.” All agencies will work together in a collaborative way to promote the safety and wellbeing of children and young people in Lanarkshire.

The Chief Officers and Child Protection Committees of North and South Lanarkshire Council are the driving force for ensuring that agencies individually and collectively work to protect children and young people as effectively as possible.

The Council has a duty in law to report suspicions that a child has been abused or is at risk of harm, in terms of the Children (Scotland) Act 1995. Therefore, Council staff have a professional and contractual obligation to report concerns to the head of establishment or the child protection coordinator immediately.

Education Resources staff and visitors from other agencies and services are required to follow these Child Protection Procedures to protect and support children and to fulfil their professional obligations to report all allegations or suspicions of child abuse.

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

The Council has produced an information leaflet – ‘stay safe’ for parents/carers on how to help ensure their child is safe when using the internet and mobile devices.

Copies are available from the school or the web: www.southlanarkshire.gov.uk

**Keeping Safe online**

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The Council has produced an information leaflet – ‘stay safe’ for parents/carers on how to help ensure their child is safe when using the internet and mobile devices.

Copies are available from the school or the web: www.southlanarkshire.gov.uk

**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, 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 telephone, text, 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 visit the website www.southlanarkshire.gov.uk or email [education@southlanarkshire.gov.uk](mailto:education@southlanarkshire.gov.uk)

**Your commitments**

We ask that you:

• support and encourage your child’s learning

• respect and adhere to the school’s policies 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**

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.

* When 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 you wish to participate in activities or support for young people through our youth centres, or through adult learning programmes within the community, we will also ask for your personal information to support your application. This may include information about family circumstances or medical conditions.

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.
* 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.

**Appendix A**

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

**Additional Information**

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

**Parental Involvement**

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

Parentzone provide information and resource for parents and Parent Councils

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

**School Ethos**

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

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

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

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

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

**Curriculum**

Information about how the curriculum is structured and curriculum planning.

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

Advice, practice, and resources to support the experiences and outcomes on 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**](http://www.gov.scot)**with an update on school inspection outcomes being available via the Education Scotland website.**