



Education Resources  
Executive Director Carole McKenzie

# **Woodhead Primary School and Nursery Class**

## **Handbook 2023 / 2024**



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

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

# **Introduction by the Head Teacher**

A warm welcome to Woodhead Primary! Our school handbook has been devised to provide a flavour of our school and we hope you find the information useful as you join our Woodhead Primary community.

Our team work closely together to ensure your child has a positive, happy experience of school life and we are keen to work in partnership with our families to strengthen this experience further. We have high expectations and work hard to ensure pupils are supported and challenged to reach their potential.

Our school values are at the heart of our day-to-day work and we encourage the 'Woodhead Way' in classrooms and around the school.

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

The Council's Plan Connect sets out the Council's vision which is, "to improve the lives and prospects for everyone in South Lanarkshire."

For Education Resources this means delivering services of the highest quality as well as striving to narrow the gap. It is about continually improving the services for everyone at the same time as giving priority to children, young people, families, and communities in most need. The priorities for schools and services are set out in the Education Resources Plan which confirms the commitment to provide better learning opportunities and outcomes for children and young people.

The priorities for all schools in South Lanarkshire are set out on the back page of the handbook.

At Woodhead, our children benefit from a rich curriculum based on the principles of a Curriculum for Excellence (<https://scotlandscurriculum.scot/>) which enables all learners to become successful learners, confident individuals, effective contributors and responsible citizens.

You can find out more about our school on our website at [www.woodheadprimary.co.uk](http://www.woodheadprimary.co.uk) or on our Twitter page @woodheadprimary

We look forward to working with you as your child journeys through Woodhead.

**Mrs Claire Fox - Head Teacher**

**January 2024**

# **About Our School**

**Address:** Woodhead Primary School and Nursery Class  
Woodhead Crescent  
Hamilton  
ML3 8TB

**Telephone:** 01698 457669  
**Email:** [gw14woodheadpsoffice@glow.sch.uk](mailto:gw14woodheadpsoffice@glow.sch.uk)  
**Twitter:** [www.twitter.com/woodheadprimary](https://twitter.com/woodheadprimary) @woodheadprimary  
**Website:** <https://blogs.glowscotland.org.uk/sl/woodheadprimary>

**Denominational Status:** Non-denominational  
**Educational Status:** Co-educational provision for children in Primary 1 to 7.  
**Nursery Provision:** Co-educational provision for children aged 3-5.

**Present School Roll:** 333 children  
**Nursery Capacity:** 56 children  
**Gaelic Provision:** Not provided

**Learning Community:** Calderside Learning Community

**Parent Council Chairs:** Mrs S. Moore/Mrs K. Mulholland  
**Contact Details:** [speirssheila@gmail.com](mailto:speirssheila@gmail.com)/[karenmatthewsot@hotmail.com](mailto:karenmatthewsot@hotmail.com)  
**Parent Council Website:** [https://bit.ly/wps\\_parentcouncil](https://bit.ly/wps_parentcouncil)

School Hours		Nursery Hours	
School Starts	9:00am	Drop-Off	8:45am
Morning Interval	10:45am-11am	Collection	2:45pm
Lunch Break	12:30pm-1:15pm		
School Closes	3:00pm		

It may be necessary to dismiss the children earlier than usual due to adverse weather or other emergency situations but notice of this will be given as soon as possible by text message in the first instance. This text message will go to the main contact on our SEEMIS system. This will be followed up with an email via 'Parentsportal' as soon as possible. Advice on procedures during adverse weather is detailed on our 'Adverse Weather' plan. This is available on our website.

## **School Holidays**

A list of South Lanarkshire Council School Holidays is included at the back of this booklet. Details of holidays and In-Service days are also available on the SLC website.

## **Thing Link Visual Guide to Woodhead**

An interactive guide to Woodhead Primary School, created by our Specialist Support Team, can be accessed at <https://www.thinglink.com/scene/1428397058674393091> or by scanning this QR code with your mobile device camera.



## **Complaints Procedure**

We work in partnership with parents/carers and encourage anyone who has a concern to get in touch with the Department Lead by telephone or email via the school office. We welcome all opportunities to assist and support and will work together to ensure concerns are addressed.

### Department Leads

Mrs Mitchell	P1
Mrs Watson	Nursery, P2-P3/4
Mrs Keltie	P4-P5
Mrs Fox	P5/6-P7

If a parent/carer is dissatisfied with the outcome, they should contact Mrs Fox in the next instance.

Complaints/concerns can also be made directly to South Lanarkshire Council via their website:

[https://www.southlanarkshire.gov.uk/info/200170/comments\\_complaints\\_and\\_consultations/579/comments\\_compliments\\_and\\_complaints\\_procedure](https://www.southlanarkshire.gov.uk/info/200170/comments_complaints_and_consultations/579/comments_compliments_and_complaints_procedure)

# School Ethos

In Woodhead, we strive to foster an ethos of trust and positivity. We work as a school community and enjoy strong relationships between our families and our staff team. We look forward to you joining us!

Our pupils are at the heart of our school community. Our values encourage pupils to be 'ready, respectful and safe', treating each other as we would like to be treated ourselves.

<b>FRIENDSHIP</b>
<b>DETERMINATION</b>
<b>RESPECT</b>
<b>HONESTY</b>
<b>EXCELLENCE</b>
<b>EOUALITY</b>

These values characterise the ethos we are nurturing in Woodhead Primary. We want our children to feel valued and listened to and, in return, be able to listen to others and respect their ideas, views and differences. We want to promote equality and diversity, whilst developing friendship and teamwork, recognising talents and abilities. Our children will learn about their rights alongside their roles and responsibilities.

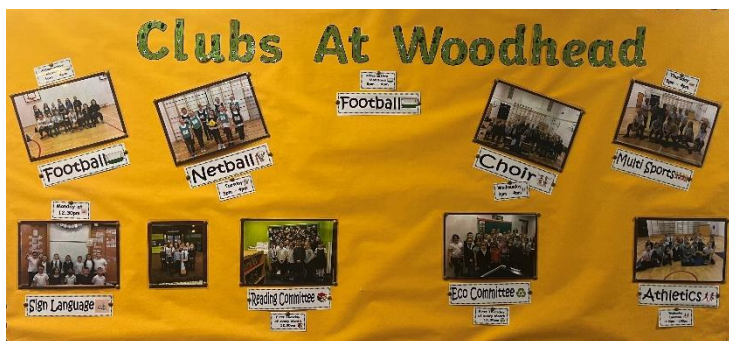


We have a fabulous building and enjoy using the space to enhance learning. We recognise achievements both in and out of school and enjoy celebrating success at our assemblies. Our relationships within the wider Calderside Learning Community are strong and this supports pupils during key transitions.



## Extra-Curricular Activities

After-school activities and clubs are an important part of our school life. They provide our children with a more relaxed and social atmosphere where they have opportunities to try out new activities and acquire new skills or further develop existing skills. Pupils are also encouraged to participate in a range of locally organised sporting activities including rugby, athletics, football, swimming and gymnastics. We currently have after-school clubs for football, netball and choir. We also run clubs at lunchtime for athletics and BSL. SLLC Active Schools provide further opportunities for sports clubs over the course of the year.



## Woodhead Primary School Houses

Every pupil and member of staff belongs to a house for the duration of their time at Woodhead. They can earn house points for displaying the school's core values in their work and relationships. The house with the most points each week is announced at assembly and their house colours are displayed on the House Trophy. Our six houses are named after Owls, as chosen by our parents/carers and pupils.





Over the course of the term, house points are gathered and, at the end of term, our winning house is announced. A celebratory treat is organised for the termly winning house. We also have a 'house trophy.' Whole school events during the year, such as Sports Days, are organised in our house groups.



## Woodhead Primary Pupil Council

We have an active Pupil Council which meets to discuss issues raised by the children. The representatives from each stage are involved in making suggestions and decisions that affect them in their daily school life. This encourages our pupils to become effective contributors and responsible citizens and to work towards making our school a better place.

Our Primary 7 pupils have a leadership role within our school. They share their views and suggest ideas to improve areas within our school.





# **The Woodhead Team**

<b>Head Teacher</b>	Mrs C. Fox (Department Lead for P5/6-P7)
<b>Depute Head Teacher</b>	Mrs. C. Watson (Department Lead for Nursery & P2-P3/4)
<b>Depute Head Teacher (Acting)</b>	Mrs. J. Keltie (Department Lead for P4-P5)
<b>Principal Teacher (Acting)</b>	Mrs. G. Mitchell (Department Lead for P1)
<b>Primary 1a</b>	Miss R. Miller
<b>Primary 1b</b>	Mrs. S. Arthur
<b>Primary 2</b>	Mrs. V. Clark & Mrs. J. Howat
<b>Primary 2/3</b>	Mrs. L. Murray
<b>Primary 3</b>	Mr. C. Markac
<b>Primary 3/4</b>	Miss J. Casey
<b>Primary 4</b>	Miss M. Gibson
<b>Primary 4/5</b>	Mrs A. Mackie
<b>Primary 5</b>	Ms I. Quigley
<b>Primary 5/6</b>	Mrs L. Hannah
<b>Primary 6</b>	Mrs. L. Murray/Mrs K. Roe
<b>Primary 7a</b>	Mr. B. Cahill
<b>Primary 7b</b>	Mr. P. Sullivan
<b>Non-Class Contact</b>	Mrs V. McPhee
<b>Early Level Intervention Teacher</b>	Mrs A. Stewart
<b>Early Years Team Leader</b>	Miss A. Harkness
<b>Early Years Worker</b>	Miss E. Campbell & Miss S. Adams
<b>Early Years Worker</b>	Miss A. Pirie
<b>Early Years Worker</b>	Mrs. L. Goldie
<b>Early Years Worker</b>	Mrs. L. Davidson
<b>Early Years Worker</b>	Mrs. C. Garland
<b>Early Years Worker</b>	Mrs. J. Forrest
<b>Early Years Worker</b>	Mrs. V. Kerr
<b>Early Years Support Assistant</b>	Mrs. L. Docherty
<b>Youth, Family and Community Learning Officer</b>	Mrs. C. Stewart
<b>School Support Team Leader</b>	Mrs. B. Primas
<b>School Support Assistant</b>	Mrs. G. Steele
<b>School Support Assistant</b>	Mrs. M. Anderson
<b>School Support Assistant</b>	Mrs. F. McNulty
<b>School Support Assistant</b>	Mrs. J. Dunsmore
<b>School Support Assistant</b>	Mr. S. Allardice
<b>School Support Assistant</b>	Mrs. L. McAuley
<b>School Support Assistant</b>	Mrs. J. O'Donnell
<b>School Support Assistant</b>	Mrs L. Moir
<b>School Support Assistant</b>	Miss F. Hetherington
<b>School Support Assistant</b>	Miss K. Foulds
<b>Janitor</b>	Mrs. Z. McBride
<b>Cook-in-Charge</b>	Mrs. K. Stewart
<b>Cleaning Supervisor</b>	Mrs. C. McCormick

# **Attendance at School**

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

- Notify the school first thing in the morning when your child is going to be absent. Please leave a message on the absence line. Let the school know the reason for the absence, the likely date of return and keep us informed if the date changes. Please do not email the office as this may not be picked up straight away.
- If you know in advance of any reason why your child is likely to be absent from school, then let us know. Phone or advise us in writing. Please also give your child a note on his/her return to school, telling of the reason for absence.
- Inform the school of any change to the following:
  - Home Phone number
  - Mobile number
  - Emergency contact details

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

## **Information in emergencies**

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

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

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

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

### **Things we need you to do:**

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

#### **a. Your commitments**

We ask that you:

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

### **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 disrupts both the child's education and reduces learning time. If holidays are taken during times when the school is open parents should inform the school in advance by letter.

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

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)

# **Parental Involvement**

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

[www.southlanarkshire.gov.uk/downloads/file/13457/parents\\_as\\_partners\\_strategy\\_2019](http://www.southlanarkshire.gov.uk/downloads/file/13457/parents_as_partners_strategy_2019)

Parents, carers and family members are by far the most important influences on children's lives. Children between the ages of 5 and 16 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 your child's learning.



As parents/carers we want you to feel:

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

## **Links Between School and Home**

We prioritise communication with parents as we recognise the positive outcome that strong relationships can have on our pupils and their learning.

Every week we send a 'What's On in Woodhead' to our families to help with planning and organisation. Each month, a newsletter will keep you up to date with the day-to-day life in Woodhead as well as sharing key information. Each term our class newsletters provide information on learning within classes and this is further reinforced through class Learning Showcases.

Our Twitter page (@woodheadprimary) provides a flavour of activities within our school and is also used to update parents on changes to drop off and pick up in the event of adverse weather. Our website is updated regularly and here you will find key policies and school documents, for your reference.



We provide opportunities for parents to attend workshops and drop-in sessions to support learning at home. Our refreshed homework programme provides parents with a flavour of the learning that is taking place in the class.

We regularly seek the views of our families to support our next steps as a school and



we welcome the support of our 'parent helpers.' This takes the form of supporting school trips, helping in and around the school with learning, literacy and the outdoor space. If you are interested in becoming a parent helper, please contact the school office who will advise on the next steps.

## **Woodhead Primary Parent Council**

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

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

Our Parent Council meets approximately once per month and makes a valuable contribution to the life and ethos of Woodhead Primary. They support the work of the school and help us to identify improvement plan priorities. We seek their views on a wide range of issues and benefit from their perspective as parents. The school, Parent Council and PTA enjoy very positive relationships and work well together for the good of our school community.

Further information can be found at

[https://blogs.glowscotland.org.uk/sl/woodheadprimary/?page\\_id=780](https://blogs.glowscotland.org.uk/sl/woodheadprimary/?page_id=780)

## **Parent Teacher Association**

The PTA in Woodhead is very active and works hard to fundraise and support the school in many ways. They organise regular fundraising activities to benefit our pupils and purchase extra resources to enhance our children's learning environment.

Over the years, the PTA have fundraised to help support the cost of transport to outings and sporting events, fund Christmas pantomimes and events, and purchase additional resources to support learning. They run various successful events and we look forward to many more!

We are always looking for new members to join the PTA. It is an enjoyable and rewarding way of actively helping the school and our pupils. If you wish more information or you can help in any way, please contact the school office.

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

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

## **Homework**

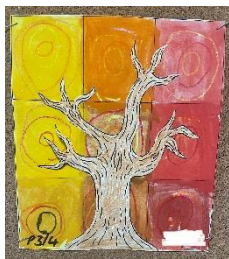
Homework is given out in class on a weekly basis. This work will reflect current class work, generally maths and numeracy, reading and spelling, or perhaps revision work prior to beginning a new topic/theme in class. Homework will always be explained to pupils in advance and parents will be provided with a diary for support. Further information and guidance will be issued to parents during the school year on curriculum developments and learning and teaching approaches. This should also provide opportunities for you to work with your child to reinforce learning at home.



# The Curriculum

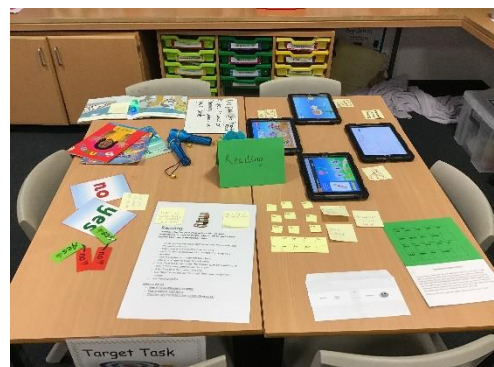
Curriculum for Excellence is the name given to the curriculum in Scotland for all children and young people aged 3-18. It is forward looking, coherent, flexible and an enriched curriculum that provides young people with opportunities to engage with the knowledge, skills and attributes they will need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

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



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

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



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

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

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



## **Spiritual, Social, Moral, and Cultural Values (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.

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.

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.

# **Assessment and Tracking Progress**

We want to share with you how your child's learning is progressing. We do this through on-going formative assessment, which is planned by Class Teachers as part of the learning and teaching process.

Teachers identify 'bundles' of experiences and outcomes from the Curriculum for Excellence, making links within and across areas of the curriculum. Learning Intentions and Success Criteria are identified and, from this information, assessment activities are planned which takes account of what the children can do, write, say and make.

Teachers gather information on pupil progress in a range of ways:

- through observations of the children's learning.
- by questioning the pupils in lessons to gauge their understanding.
- by reviewing, marking and providing feedback on children's written work and jotters.
- Through the use of summative assessments such as P1 baseline testing, reading benchmarking and MALT assessments in Numeracy.

Teaching staff meet termly with Departmental Leads to discuss progress and achievement. Information on how your child is progressing will be shared through report cards and parent consultations. If your child requires further support for any reason, the Department Lead will telephone and meet with you to keep you up to date.

## **Reporting**

Reporting will be ongoing and comprise of a range of activities which can include children presenting their learning at learning showcases, class newsletters, and more formal reports.

We will provide parents with reports so that you can see what your child is doing and how they are progressing. In addition, there will be parent consultations which provide the opportunity to discuss how your child is progressing and how you can contact the school if you wish further information. The school will offer you an appointment time so that you can visit in person to discuss your child's education.

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

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

We are always willing to discuss matters of concern with parents but ask that you contact the office to arrange a suitable time, as it is not always possible for departmental leads and class teachers to be available during the school day.

# **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 2024, you can enrol online from Monday 8 January 2024. Your catchment school will contact you between Monday 15 to Friday 19 January 2024 to confirm your enrolment.

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

If parents want their child to go to another school, they must enrol in the first instance with their catchment school and intimate that they wish to make a placing request.

An online placing request form is available from the SLC website –

[www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk) or by [contacting edsuppserv.helpline@southlanarkshire.gov.uk](mailto:edsuppserv.helpline@southlanarkshire.gov.uk) or phone **0303 123 1023**.

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

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

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

If you move 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 [edsuppserv.helpline@southlanarkshire.gov.uk](mailto:edsuppserv.helpline@southlanarkshire.gov.uk) or **0303 123 1023**.

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

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

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

## **Support for Pupils**

### **Getting it right for every child.**

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

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

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

More information can be found on: [www.scotland.gov.uk/gettingitright](http://www.scotland.gov.uk/gettingitright)

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

A child may require additional support at some point in their school life. This can be for various reasons, eg. bereavement, changes to family circumstances, a learning barrier or health concern/ illness. Mrs Keltie is the Co-ordinator for ASN. Through close liaison with the class teacher and parents, children will be identified for additional support through observation, class work and assessment.

The teacher may make provision within the classroom environment to reinforce work which has previously been taught. The child may work with a School Support Assistant to support them with their concentration or to reinforce skills.

Sometimes the advice of the Area Specialist Support Teacher and/or Educational Psychologist is sought to ensure your child's needs are being met. Where appropriate, and beneficial to the learner, an Additional Support Plan (ASP) may be created. Specific learning targets are set and reviewed on a regular basis. Parents

will always be kept informed of progress through discussion with the Class Teacher, parents' meetings, multi agency meetings and arranged reviews.

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

Enquire – the Scottish advice service for additional support for learning

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

Phone Helpline: 0345 123 2303

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

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

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

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

## **Attachment Strategy for Education Resources**

### **Attachment – what we do to support children and young people**

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

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

### **What does it set out to do?**

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

### **How can I find out more?**

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

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



# **School Improvement**

The school's agenda for improvement is set out annually in the School Establishment Improvement Plan. This is contributed to by our Parent Council and our school team. In the spring of each year we evaluate progress and identify and agree our priorities for the following session. Copies of the plan are available for the school community to view on the school website and we always welcome support in implementing our priorities for improvement.

Literacy, Numeracy and Health and Wellbeing remain high on our agenda. Our priorities are:

## **Literacy**

- **Further develop pupil engagement in Reading for Pleasure through the 'Reading Schools' programme.**
- **Increase parental engagement in learning through revised homework programme and participation in workshops.**
- **Embed 'Talk for Writing' to increase pupil attainment and engagement in Writing lessons.**

## **Numeracy**

- **Further embed the use of 'Concrete, Pictorial, Abstract' approach to teaching mathematics.**
- **Further improve children's number fluency and agility through a consistent use of Number Talks and Numicon.**

## **Health and Wellbeing**

- **Further develop our practice as an Attachment Informed, Nurturing School through participation in the Nurture UK 'Nurturing Schools' programme.**
- **Develop self-regulation amongst pupils across the school.**
- **Gather data on pupil attainment in Health and Wellbeing through the use of Boxall Profiles.**
- **Work in partnership with parents to support improving attendance.**

Woodhead Primary School and Nursery Class was visited by a team from HMIE Inspectors from Education Scotland in February 2020. They identified the following strengths of the school and nursery class:

- **Led by the headteacher and wider leadership team, whole school approaches to teamwork and collegiate planning. Together they have created a clear focus on school improvement.**

- Children's achievements through their participation in the many school clubs. They are developing a wide range of skills which promote improvements in their confidence and health and wellbeing.
- Within the recently established nursery setting, practitioners have created a quality learning environment to maximise the potential for children's learning.

The full report is available on the Education Scotland Website at <https://education.gov.scot/education-scotland/inspection-reports/>

# **School Policies and Practical Information**

## **School/Nursery Meals**

### **Nursery class**

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

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

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

### **Primary pupils**

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

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

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

Pupils in:

Primary 1 - 5 receive a free school lunch.

Primary 6 - 7 meal cost is £2.05.

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

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

### **Adapted diets**

If your child within Nursery, Primary or Secondary requires an adapted diet for medical reasons please speak to the school/nursery office who will provide the request form for you to complete. In addition, if you have a 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 £726 per month), Job Seeker's Allowance (income based), Employment and Support Allowance (income related), Working Tax Credit and Child Tax Credit (where your gross annual income does not exceed £8,717 as assessed by the HM Revenues and Customs), Child Tax Credit Only (where your gross annual income does not exceed £18,725 as assessed by the HM Revenues and Customs) or receive support under Part VI of the Immigration and Asylum Act 1999.

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

We would encourage parents of children who are in receipt of any of the above benefits to take up this opportunity of having a meal provided for their child when they are at school. Arrangements are in place so that children who receive free meals are not singled out and we encourage all children to remain in school at lunch time.

A Breakfast Club operates from 8.15am with a selection of cereals and toast available to pupils. Pupils must be in the Breakfast Club by 8.35am in order to have access to food items.

## **School uniform**

Our school colours are grey, green and white and the uniform consists of:

Blazer	Grey
Shirt and tie	White Shirt – School Tie
Polo Shirt	White for gym days
Skirt	Grey or Black and of suitable length and style
Trousers	Grey or Black
V- neck school sweatshirt	Grey

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

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

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

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

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

## **Allergies**

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

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

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

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

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

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

In supporting children and young people with allergies, school employees will operate in accordance with South Lanarkshire Council's Safe Systems of Work / risk assessment and national guidance on the administration of medicines.

## Support for Parent/Carers

### Clothing Grant

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

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

### School hours/holiday dates

School hours		Nursery Hours	
School Starts	9.00am	Drop-Off	8.45am
Morning Interval	10:45am-11am	Collection	2.45pm
Lunch Break	12:30pm-1:15pm		
School Closes	3.00pm		

A list of South Lanarkshire Council School Holidays is included at the back of this booklet. Details of holidays and In-Service days are also available on the SLC website.

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

### School transport

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

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



[www.southlanarkshire.gov.uk/info/200188/secondary\\_school\\_information/545/school\\_transport](http://www.southlanarkshire.gov.uk/info/200188/secondary_school_information/545/school_transport) or phone **0303 123 1023**.

### **Pick-up points**

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

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

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

### **Insurance for Schools – Pupils' Personal Effects**

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

#### **Theft/loss of personal effects**

The Council is not liable for the loss or theft of pupils' clothing or personal effects for example mobile phones, tablets etc. and any items are therefore brought into the school is done so at the pupil/parents' own risk.

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

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

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

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

#### **(ii) Damage to clothing**

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

## **Promoting Positive Behaviour**

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

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

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

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

## **Child Protection**

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

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

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

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

be alert to signs that a child may be experiencing risks to their wellbeing,

report concerns to the head of establishment or the child protection coordinator without delay.

be actively engaged in support and protection and development of wellbeing.

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

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

[www.childprotectionsouthlanarkshire.org.uk](http://www.childprotectionsouthlanarkshire.org.uk)

## **General Data Protection Regulation as supplemented by the Data Protection Act 2018 (GDPR)**

Information on pupils, parents and guardians is held by the school to enable the teaching, registration, and assessment of pupils as well as associated administrative duties. The information is stored and used as per the requirements of the GDPR, with South Lanarkshire Council defined as the data controller. The Council have established a data protection policy that applies to all of its school. Education Resources has also prepared a privacy notice (below) which sets out how we will deal with personal information as part of our statutory function as an education authority. For more information, please contact the school.

### **Privacy Notice**

#### **Introduction**

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

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

#### **Using your personal information**

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

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

When you enrol for a nursery or school, we ask for the following information:  
parent/carers contact details (name, address, phone, email).

the child’s name, date of birth, gender, and address.

information about medical conditions, additional support needs, religion, and ethnicity.

any information you may wish to provide about family circumstances.

#### **Information we collect at other times.**

We will also collect information at other times such as when you apply for a benefit, request a services or other support. We will provide an additional privacy notice at these times.

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

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

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

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

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

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

exam results and assessment information.

information about health, wellbeing, or child protection.

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

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

for the education of children, young people and adult learners.

for teaching, enrolment, and assessment purposes and to monitor the educational progress of children, young people and adult learners;

to keep children and young people safe and provide guidance services in school;

to identify where additional support is needed to help children, young people and adult learners with their learning;

to maintain records of attendance, absence and behaviour of children and young people (including exclusions);

to support children and young people moving on each year from nursery to primary, primary to secondary and when they move or leave school;

to help us develop and improve education services provided for young people, adult learners, or families

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

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

As an education authority and as part of our statutory function in accordance with our legal obligations we will share information with other bodies or parts of the Council, including:

The Scottish Government and bodies such as Education Scotland, Scottish Qualifications Authority, Skills Development Scotland, and other organisations that support children and young people's learning.

Other parts of the Council when required for services such as school meals, school transport, education benefits and with Social work in connection with any child protection concerns we become aware of.

The NHS, to support health initiatives in accordance with the legal obligation on the Council in terms of section 39(3) of the National Health Service (Scotland) Act 1978.

South Lanarkshire Leisure and Culture Limited, where children and young people are participating in sports and leisure activities.

Other schools/local authorities – if a child moves or transfers to another school the Council has an obligation to pass on information with regards to pupil records to the new school/local authority.

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

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

## Appendix A

This annex gives a list of useful information and the links to the content is now available from the Council's website by accessing the following link

[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)

**The list is not intended to be exhaustive, and authors may wish to consider additional sources of school, local and national information, material, and resources.**

## Contact Details

Education Scotland's Communication Toolkit for engaging with parents.

The Scottish Government Guide Principles of Inclusive Communications provides information on communications and a self-assessment tool for public authorities.

Choosing a School: A Guide for Parents - information on choosing a school and the placing request system

A guide for parents about school attendance explains parental responsibilities with regard to children's attendance at school.

## Parental Involvement

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

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

## School Ethos

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



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

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

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

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

## **Curriculum**

Information about how the curriculum is structured and curriculum planning.

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

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

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

Information on the Senior Phase

Information on Skills for learning, life, and work

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

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

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

## **Assessment and Reporting**

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

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

Curriculum for Excellence factfile - Assessment and qualifications

Information on recognising achievement, reporting, and profiling.

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

## **Transitions**

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

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

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

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

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

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

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

### **Support for Pupils**

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

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

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

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

### **School Improvement**

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

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

Scottish Credit and Qualifications Framework (SCQF)

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

Amazing Things - information about youth awards in Scotland

Information on how to access statistics relating to School Education

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

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

Types of holiday listed by month	Holiday dates 2023/2024
<b>August 2023</b>	
Teachers return on Monday 14 August 2023	
In-service days - all schools	Monday 14 and Tuesday 15 August 2023
Pupils return to school	Wednesday 16 August 2023
<b>September 2023</b>	
September weekend	Friday 22 and Monday 25 September 2023
<b>October 2023</b>	
October break	Monday 16 to Friday 20 October 2023 Pupils return on Monday 23 October 2023
<b>November 2023</b>	
In-service day - all schools	Monday 13 November 2023
<b>December 2023 and January 2024</b>	
Christmas/New Year	Schools close at 2.30pm on Friday 22 December 2023 Schools re-open on Monday 8 January 2024
<b>February 2024</b>	
February break	Monday 12 and Tuesday 13 February 2024
In-service day - all schools	Wednesday 14 February 2024
<b>March/April 2024</b>	
Spring break/Easter (Good Friday 29 March 202)	Schools close at 2.30pm on Thursday 28 March 2024* Schools re-open on Monday 15 April 2024
<b>May 2024</b>	
In-service day - all schools	Thursday 2 May 2024
May day	Monday 6 May 2024
Local holiday	Friday 24 and Monday 27 May 2024**
<b>June 2024</b>	
Summer break	Schools close at 1pm on Wednesday 26 June 2024

\*\* Lanark schools will close on 6 and 7 June 2024

Types of holiday listed by month	Holiday dates 2024/2025
<b>August 2024</b>	
Teachers return on Monday 12 August 2024	
In-service days - all schools	Monday 12 and Tuesday 13 August 2024
Pupils return to school	Wednesday 14 August 2024
<b>September 2024</b>	
September weekend	Friday 27 and Monday 30 September 2024
<b>October 2024</b>	
October break	Monday 14 to Friday 18 October 2024 Pupils return on Monday 21 October 2024
<b>November 2024</b>	
In-service day - all schools	Monday 11 November 2024
<b>December 2024 and January 2025</b>	
Christmas/New Year	Schools close at 2.30pm on Friday 20 December 2024 Schools re-open on Monday 6 January 2025
<b>February 2025</b>	
February break	Monday 17 and Tuesday 18 February 2025
In-service day - all schools	Wednesday 19 February 2025
<b>March/April 2025</b>	
Spring break/Easter (Good Friday falls on Friday 18 April 2025)	Schools close at 2.30pm on Friday 4 April 2025* Schools re-open on Tuesday 22 April 2025
<b>May 2025</b>	
In-service day - all schools	Thursday 1 May 2025
May day	Monday 5 May 2025
Local holiday	Friday 23 and Monday 26 May 2025**
<b>June 2025</b>	
Summer break	Schools close at 1pm on Wednesday 25 June 2025

\*\* Lanark schools will close on Thursday 12 and Friday 13 June 2025

