



Education Resources

# WOODPARK

PRIMARY SCHOOL  
AND NURSERY CLASS

Handbook  
January 2022



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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).



# 1) Introduction by the Head Teacher

## Welcome to Woodpark Primary School and Nursery Class

*Dear Parents/Carers,*

*I would like to warmly welcome you and your children to Woodpark Primary School.*

*We are all extremely proud of our wonderful school, the learning opportunities and experiences we provide. Woodpark Primary is a friendly, 'family' school where our children and staff care deeply about each other. Our children are happy and make great progress too!*

*Our school vision statement is:*

*Woodpark Primary School is a vibrant place full of learning, laughter and fun. The school creates a safe and stimulating environment where quality teaching develops children as confident and motivated individuals. The children are proud of their achievements and talents and are happy, healthy and valued.*

*I hope that our handbook will answer many questions you may have about our school. If you have any other questions please do not hesitate to get in touch.*

*We look forward to working in partnership with you now and in the future.*

*Kind regards,*

*Debbie MacKenna*

*Head Teacher*



## **Woodpark Aims**

### **1. Key performance outcomes**

Woodpark Primary School improves attainment through the provision of active learning activities and links better behaviour to better learning. Our children are successful, confident, responsible and contribute to the life of the school and wider community.

### **2. Impact on learners**

The children of Woodpark Primary are actively involved in their own learning and feel confident that their views are listened to and acted upon. Children, parents and families of Woodpark are involved in all aspects of education.

### **3. Impact on staff**

All staff in Woodpark are valued, consulted and supported and aim to provide high-quality education for all learners. They are involved in all aspects of school life.

### **4. Impact on the community**

Woodpark Primary is involved in helping others in the local and wider community and encourages the local community to attend our events.

### **5. Delivery of education**

Woodpark Primary delivers a challenging, interesting education which promotes active learning in fun and fair situations.

### **6. Policy development and planning**

Woodpark Primary is a democratic school involving pupils, staff, parents/carers, partner organisations and other services in their policy development and planning.

### **7. Management and support of staff**

Woodpark Primary gives all children a better learning experience by increasing the number of staff to support children who are experiencing difficulty. Our staff feel valued and involved in the work of the school and their efforts are recognised and celebrated.

### **8. Partnership and resources/Resources**

Woodpark Primary works in partnership to maximise the use of quality resources to meet the needs of all stakeholders.

### **9. Leadership**

Woodpark Primary provides fair, consistent and shared leadership to promote teamwork in our school.



## 2) COVID-19 – Keeping children, young people, and staff safe

At the time of writing this guidance for the Handbook the Scottish Government and Public Health guidance still applies to schools and educational settings until further notice.

On the 19 October 2021 the Scottish Government announced that the existing COVID-19 safety mitigations in schools and educational settings are to remain for now, following the advice from senior clinicians. It is worth noting that whilst for the general public a number of areas have changed in light of the roll-out of the vaccination programme, there continues to be restrictions in place for schools and educational settings. The public health message is that the safety of children and young people and all education staff, remains the overriding priority. Secondary aged pupils are expected to wear face-coverings and to undertake twice weekly lateral flow tests.

Our main focus remains on learning, teaching and the health and well-being of all learners. Schools/nurseries are adapting their ways of working and outdoor events can now take place without the restrictions that apply indoor. The infection control procedures in our schools such as, hand sanitisation when you arrive and leave, and by washing hands regularly has helped to mitigate against the spread of the virus as has the NHS roll-out of the vaccine to those who are eligible.

If there is a positive case involving a child and/or member of staff at the school then we will let you know by providing you with letter from NHSL Public Health which lets you know what you need to do.

So it is worth noting: -

There are still restrictions on who can visit schools, including parents/carers. In effect, parents/carers are not able to attend events that take place during the day in a school/nursery.

Where virtual arrangements for parental meetings are already in place and working well, then these should continue to be used.

Assemblies and large gatherings are still not permissible under the current guidance. Schools are therefore asked to consider group sizes as bringing large groups together in educational settings is not advisable.

Community Lets are allowed outwith the school day in line with COVID-19 guidance. If there is an intention to organise events in the evening by a parent group, they are required to make any booking through the community letting procedures as normal. A risk assessment must be undertaken in advance. This is to take account of the mitigations that require to be taken in what will be a confined space, the need for clear access and egress routes, the wearing of face coverings and infection controls, like hand sanitisation.

If a parent group is planning to host an activity then they are asked to be mindful that current restrictions at present still do not enable parents/carers to meet in a large gathering on school premises during the day.

COVID-related mitigations remain under regular review, and the Advisory Sub-Group on Education and Children's Issues and the COVID-19 Education Recovery Group (CERG) continue to work with Ministers to ensure mitigations in schools and educational settings are proportionate and appropriate.



### 3) About our school

|                              |  |
|------------------------------|--|
| <b>Name of School</b>        | Woodpark Primary School and Nursery Class  |
| <b>Address</b>               | Priory Road<br>Lesmahagow<br>ML11 0AA  |
| <b>Phone Number</b>          | 01555 892251   |
| <b>Fax Number</b>            | 01555 895904   |
| <b>Website</b>               | <a href="http://www.woodpark-pri.s-lanark.sch.uk">www.woodpark-pri.s-lanark.sch.uk</a>   |
| <b>E-Mail</b>                | <a href="mailto:office@woodpark-pri.s-lanark.sch.uk">office@woodpark-pri.s-lanark.sch.uk</a>   |
| <b>Head Teacher</b>          | Debbie MacKenna  |
| <b>Total Capacity</b>        | 217  |
| <b>Present School Roll</b>   | 182  |
| <b>Nursery 3 – 5 years</b>   | 54   |
| <b>Nursery 2 year olds</b>   | 15   |
| <b>Planning capacity</b>     | Parents should note that the working capacity of the school may vary dependent upon the number of pupils at each stage and the way in which the classes are organised. |
| <b>Stages Covered</b>        | Nursery to Primary 7   |
| <b>Denominational Status</b> | The school is non-denominational.<br>The school is co-educational.   |
| <b>Gaelic Provision</b>      | The school does not provide teaching by means of the Gaelic language (as spoken in Scotland)   |

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 quality of life for all within 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.



## School Staff

|                                   |                                 |
|-----------------------------------|---------------------------------|
| Head Teacher                      | Debbie MacKenna                 |
| Depute Head Teacher               | Marianne Duncan                 |
| Principal Teacher                 | Jennie Purton                   |
| Acting Principal Teacher (Equity) | Gemma Finlay                    |
| Acting Principal Teacher (Equity) | Colin French                    |
| Nursery Teacher                   | Karoline Hunt                   |
| Early Years Team Leader           | Marian Faulds                   |
| Willow Room Staff                 | Kat Caldwell                    |
|                                   | Yvonne Mackie                   |
|                                   | Vicki Gibson                    |
|                                   | Lisa Scott                      |
|                                   | Shirley Mitchell                |
| Rowan Room Staff                  | Lisa Davidson                   |
|                                   | Catherine Gallagher             |
|                                   | Amy McDade                      |
|                                   | Caroline Campbell               |
|                                   | Louise Shaw                     |
|                                   | Tammy Archibald                 |
|                                   | Nicola Scott                    |
|                                   | Nikki Lambie                    |
| Primary 1                         | Gemma Finlay                    |
| Primary 2                         | Charlene Bryson                 |
| Primary 2/3                       | Lynn Connell                    |
| Primary 3                         | Julie-Ann McCheyne/Fiona Taylor |
| Primary 4                         | Duska McLeish                   |
| Primary 5                         | Stephen Hartley                 |
| Primary 6                         | Jennie Purton                   |
| Primary 7                         | Colin French                    |
| CCC teacher                       | Lesley Wood                     |
| PEF/Recovery teachers             | Carrie McPhee/Rudi Hendry       |
| Office Team Leader                | Yvonne Gray                     |
| Support Staff                     | Angela Clarkson                 |
|                                   | Claire Hardie                   |
|                                   | Fiona Kelly                     |
|                                   | Julie McAdam                    |
|                                   | Lynn Moffat                     |
|                                   | Siobhan Steele                  |
|                                   | Sheryl Storrie                  |
|                                   | Nadine Martin                   |
| Janitor                           | Jim McGhee                      |
| Cleaning supervisor               | Libby Steele                    |
| Cleaner                           | Martha Fleming                  |
|                                   | Alison Hamilton                 |
|                                   | Elaine Torrance                 |
| Catering manager                  | Lynda Sloman                    |
| Catering assistants               | Lynn Macfarlane                 |
|                                   | Laura Cardwell                  |



## School Hours

### Nursery Class

9am – 3pm full day session (*staggered start/finish times due to Covid-19 restrictions*)

### Primary School

|                 |                       |
|-----------------|-----------------------|
| 9.00 – 10.30am  | Learning and teaching |
| 10.30 – 10.45am | Interval              |
| 10.45 – 12.30pm | Learning and teaching |
| 12.30 – 1.15pm  | Lunch                 |
| 1.15 – 3.00pm   | Learning and teaching |

*\*Due to current Coronavirus restrictions, classes have a staggered start between 8.50-9am and a staggered finish between 2.50-3pm.*

*Break times are either 10.15-10.30am or 10.30-10.45am.*

*Lunch times are either 12-12.45pm or 12.30-1.15pm.*

A list of holiday dates for sessions 2021-22 and 2022-23 can be found within the appendices of our handbook.

### Absence reporting

If your child is unwell, please notify the school office before 9.30am on their first day of absence. If telephoning, please choose option 1 to advise us of your child's absence. In line with NHS guidelines, children who have had episodes of sickness and/or diarrhoea should not return to school until 48 hours after the last episode has stopped.

If your child becomes unwell during the school day or has an accident requiring your attention, we will contact you. Please make sure you inform the school office of any changes to your, or your emergency contacts', details.

### Visiting the school

Any parent/carer who is seeking, or has been offered, a place for their child at Woodpark Primary is very welcome to visit the school, within current Covid-19 guidance. Please contact the school office to arrange a suitable time.

### Parental Concerns

We ask parents/carers to share any concerns they have with us. Teachers are keen to build strong partnerships with parents and communication can be as regular as necessary. A note in the home link folder/diary or a phone call will be answered promptly and class teachers will keep the Depute Head Teacher and Head Teacher informed of any concerns and action decided. Sometimes parents/carers may wish to speak directly to the Head/Depute Head Teacher and this can be done by calling the school office.

### Complaints

We hope that any concerns raised will be addressed satisfactorily. However, we know that there may be times when you are unhappy, or you may want to suggest ways to improve things. We can normally resolve concerns, mistakes and misunderstandings quickly, however, if we cannot sort out your problem in this way, the complaints procedure is here to help you. This procedure is intended for those times when you feel we have failed to deliver what we should. We want to make it as easy for you as possible to let us know if you feel something has gone wrong. You can make a complaint

- by telephone to the head teacher or via the office staff if head teacher is not available
- in writing either by letter or by emailing: [office@woodpark-pri.s-lanark.sch.uk](mailto:office@woodpark-pri.s-lanark.sch.uk)

We will contact you to discuss what we can do to ensure we are delivering the best possible service and if you do not feel the matter is resolved then we will put you in contact with our quality improvement officer who can assist with this.





## 4) 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](http://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 children spend only 15% of their time in school! Research shows that when parents are involved in their child's learning, children do better at school and throughout life. Parental involvement can take different forms but we hope you share the same aims and agree that by working together we can be partners in supporting children's learning.

As a parents/carers we want you to be:

- welcomed and given an opportunity to be involved in the life of the school;
- fully informed about your child's learning;
- encouraged to make an active contribution to your child's learning;
- able to support learning at home;
- encouraged to express your views and involved in forums and discussions on education related issues.

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

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

- Parentzone – [www.parentzonescotland.gov.uk](http://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)

### Home and School Links

One of our main priorities at Woodpark Primary is to build on the already strong, supportive links with our parents and the wider community. It cannot be over stressed how important it is that you, the parents, feel welcome to contact the school to discuss concerns you may have regarding your child.

There are two parents' evenings during the session, held in October/November and again in March. These meetings are arranged to give teachers and parents the opportunity to discuss their child's progress.

We have information evenings focusing on ICT/safe internet use; homework; and primary 1 parents are invited to a reading workshop every year.

Information about school life is communicated via our website and school app as well as by letter, telephone and regular newsletters. Newsletters are also accessible via our school website. We encourage parents to sign up to our free school app which is our main method of keeping parents/carers up to date with what's happening in school. We share our successes with the wider community through our Twitter page.

Parents can help within the school at a variety of tasks, for example in structured play, practical maths activity, art and craft activity. Any parent or friend of the school who would like to help with school activities should contact the school to arrange for a PVG check to be carried out.



## 5) School Ethos

We regularly ask parents and children for their opinion on aspects of our school. Recent comments have included:

*"I feel the staff in Woodpark work very hard and are always friendly, helpful and approachable."*

*"Woodpark has a very inclusive feel, each child seems to be allowed their own identity which is hard to achieve and maintain."*

*"From observations during events - such as fayres etc - I think it's wonderful how the pupils are given ownership and responsibility."*

Inspectors from Education Scotland stated during our last inspection that one of the particular strengths of Woodpark Primary was the 'well behaved, polite and motivated children who are proud of their school'. We think this continues to sum up Woodpark perfectly and we all work very hard to maintain that ethos in this happy school.

### Pupil Voice

At the beginning of each school year two pupils from each class are voted to be their class representatives on the Pupil Council. Each Pupil Council member has their own responsibility, from chairing meetings to speaking to the whole school at assemblies and bringing forward suggestions for improvement from their class to Pupil Council meetings.

The aims of our Pupil Council this year are:

- To represent the pupil voice at Woodpark
- To be involved in the development of our playground

The Pupil Council have a vital role at Woodpark in ensuring we live by our vision and values. They meet with the Depute Head regularly to discuss school actions, pupil suggestions and the wider school community. Our Pupil Council is also involved in fundraising activities and keeping the children of Woodpark safe and happy.

*"I think being in the Pupil Council is really good as it's such a big responsibility!" Hannah, P3*

*"I have so much love for Woodpark, being in the Pupil Council is an honour." Kieran, P7*

*In the Pupil Council, you get to meet up with children in other classes and talk about our ideas - it's great!" Ruby, P6*

*"Being in the Pupil Council is an important job." Jamie, P2*

### Community Involvement

Woodpark Primary is part of the Lesmahagow community and we are always looking for ways to help our friends and neighbours.

We are proud to have been involved in community projects such as litter picking in the local community, tree planting with the Forestry Commission or fundraising for local and global charities.

We often advertise events in the local paper, our school website as well as on our Twitter page. Look out for our next exciting adventure!



## **Our Behaviour System**

In Woodpark Primary, we use the following strategies to promote positive behaviour:

- Circle Time
- Golden Time
- Explaining, demonstrating and reminding children of the kind of behaviour we wish to see.
- Recognising and highlighting good behaviour as it occurs.
- Praising children for behaving well and informing parents about their child's good behaviour.
- Rewarding children for behaving well.
- Staff maintain a calm atmosphere and try to avoid raising voice.
- A range of extracurricular activities.
- Other class systems working alongside whole school system.

## **Reward Systems**

We have a range of reward systems to acknowledge children's good behaviour, effort and learning:

- Golden Time
- 4 weekly 'In a Row' certificates
- Dream Team – playground behaviour
- Jungle of Joy
- Group points
- House points
- VIP treats
- Extra playtime
- Lucky Dip
- House treats

## **6) The Curriculum**

Curriculum for Excellence is the name given to the curriculum in Scotland for all children and young people aged 3-18. It is 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 21<sup>st</sup> 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:

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



If you want to know more about Curriculum for Excellence, please visit these websites:  
<http://www.educationscotland.gov.uk/thecurriculum/> or [www.parentzonescotland.gov.uk](http://www.parentzonescotland.gov.uk).

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

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



Successful Learners



Confident Individuals



Responsible Citizens



Effective Contributors



## 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.

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

## 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.

We teach a Religious and Moral Education programme of work, following the Curriculum for Excellence, which includes the study of Christianity and two other world religions, Judaism and Islam. This will ensure a gradual development of our pupils' understanding and appreciation of religious concepts.



All parents have the right to withdraw their children from religious events and observance, and may do so by writing to the Head Teacher.

The school has a weekly assembly which deals informally with many issues – moral, social and, to a lesser degree, spiritual. Our local Minister, Reverend David Carmichael, often joins us for end of term services in the school and occasionally visits classrooms to speak to the children.

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

## **7) Assessment and tracking progress**

### **Assessment**

At Woodpark, teachers assess constantly as part of daily learning and teaching; by watching and listening to children during learning activities, through written work and tasks, and how children answer questions. Teachers get to know the children well to build a profile of their progress, strengths and needs and involve them in planning what they need to learn next. The purpose of assessment is to support learning and a combination of formative and summative assessment is used. This means assessing learning both in an ongoing way and through a range of more formal assessment activities. A variety of assessment tools are used to track pupil progress, for example Schonell spelling assessments; reading assessments such as Single Word Reading Assessment/New Group Reading Test, PM Benchmarking; numeracy confirmatory assessments, as well as self assessment and peer assessment. At Woodpark we use Closing the Gap spreadsheets to record assessment information. Termly tracking and monitoring meetings between teachers and senior management focus on pupil progress. Children in P1, P4, P7 complete online Scottish National Standardised Assessments (SNSA) in literacy and numeracy in May each year. The assessments help to identify children's progress, and provide diagnostic information to support teachers' professional judgement. The assessments are as inclusive as possible to accommodate the needs of children and young people who require additional support. There is no pass or fail and children and young people do not have to revise or prepare for these assessments. Ongoing assessment is, and will continue to be, the main basis of teachers' professional judgement. Teachers will draw on all of the assessment information available to them when considering children's progress and when planning next steps in learning. Evidence and feedback from any assessment can be used formatively to inform planning for improvements in learning, as well as contributing to summaries of progress and achievement shared with parents through, for example, parents' consultations and pupil progress reports.

## **8) Reporting**

### **Reporting**

Reporting will be ongoing and comprises of a range of activities which can include children presenting their learning, newsletters, and ongoing oral discussions.

We provide parents with reports so that you can see what your child is doing and how they are progressing. In addition, parents' meetings offer you 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. During Covid-19 restrictions parent consultations are conducted by telephone.

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



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

## 9) Transitions

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 ~~and~~ on events designed to support P7 children before they move on to secondary school.

### **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**.

## 10) 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)

If your child is experiencing any difficulty at school, you will be the first to know! We work in close partnership with our parents/carers and recognise the fact that you are your child's first teacher.

Any child who is recognised as having additional needs will be referred to the Support for Learning Coordinator who will gather information on the child and consider what additional support can be offered.

Children will often be given differentiated materials and may see our Support for Learning teacher for a short period to enable her to properly advise the class teacher on how best to meet your child's needs.

You will be kept informed at every step in the process and if your child needs an Additional Support Plan, you will be an integral part in that process.

Our Educational Psychologist can offer support, advice and assessment, and can be requested by the school with the agreement of the child's parents.

At present we do not have any child with a Coordinated Support Plan.

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

In keeping with duties set out in the Education (Additional Support for Learning) (Scotland) Act 2004 (as amended) the guidance states that handbooks should specifically mention Enquire, the Scottish advice service for additional support for learning.

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

Enquire – the Scottish advice service for additional support for learning

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

Phone Helpline: 0345 123 2303

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

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

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

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

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



## **Attachment Strategy for Education Resources**

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

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

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

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

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

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

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

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

## **11) School Improvement**

### **Our achievements in session 2020-21**

During the second lockdown period January-March 2021 all class teachers provided a robust remote learning offer in literacy, numeracy, health and wellbeing as well as other curricular areas where appropriate, eg interdisciplinary learning topics. Greater use of teacher recorded sessions and resources from a range of providers was incorporated into the remote learning offer in each class. Most children accessed regular live check ins with teachers and support staff. We provided a weekly remote online assembly for staff, pupils and parents which was an extension of our in-school remote weekly assembly. We continued to make use of our school app and website to sustain communication. All parents who responded to our questionnaire indicated the school communicated well/very well with parents. We robustly tracked and monitored remote learning engagement weekly and, where appropriate, made regular phone calls offering support and encouragement to those engaging infrequently or not at all. The overall percentage of regular online engagement across all stages from January to March 2021 was 80.5%. Resource packs, which included basic materials for learning as well as resources such as reading books/text books were prepared and distributed to all pupils at regular points throughout the period of remote learning. Most parents who responded to parent/carer questionnaire indicated they had the resources required to support home learning. All parents who responded to questionnaire indicated they felt supported by the school during lockdown periods: *'The school were very supportive and my children felt connected with their peers and teachers the entire time, which supported their transition back to face to face schooling.'* *'The teachers were so encouraging. My child was really keen doing his activities because the teachers were so supportive.'* Children requiring digital hardware/mifi were provided with the resources required to support remote learning, supplied by both Scottish Government and Lesmahagow Development Trust, as well as some school resources eg keyboards/mouse/tablets.





Our learners continue to be successful, confident, exercise responsibility and contribute to the life of the school. Our Woodpark Wonders system celebrates pupils' wider achievements. Our tracking and monitoring systems include pupil participation in clubs and activities to identify children who are not engaging in the wider life of the school or out of school activities.

Our children and young people are engaged in their learning and participate in decision-making about their learning experiences.

We adapted our revised primary 1 transition programme to provide opportunities within covid-19 guidance for children and parents to become familiar with the school and staff, through planned online activities. A pack of resources was provided for children to use throughout the summer, further enhancing early literacy and numeracy skills.

We continued to embed a new approach to the teaching of writing – Talk for Writing – across the school. Initial feedback and evidence of pupil work highlighted that this approach enhanced children's writing skills. Children were engaged and enjoy this approach.

A full overview of our achievements in session 2020-21 can be found on our school website: Standards and Qualities Report 2021.

## **Recovery planning**

### **Key school improvement plan priorities for session 2021-22**

- Health and Wellbeing  
Review health and wellbeing policy incorporating nurture, attachment, children's mental and emotional wellbeing and RSHP (Relationships, Sexual Health and Parenthood)
- Raising attainment in literacy  
Embed Talk for Writing approach across all stages; introduce Talk for Writing Poetry  
Introduce NGRT reading assessment P2-7 as part of assessment profile
- Raising attainment in numeracy  
Review and develop pedagogical practice across nursery to P3 focusing on Maths Recovery approaches  
Develop mental maths and problem solving approaches to ensure progression across all stages
- Science  
Following teacher engagement in SSERC programme, review science curriculum and progression across all stages

A full overview of our Recovery Plan priorities can be found on our school website: Recovery Plan 2021-22.

## **PEF Funding**

PEF funding is used to help close the poverty-related attainment gap. During last session and this session we have identified a clear need to support pupils' emotional and mental wellbeing as well as focusing on numeracy attainment. PEF funding supports this through:

- Providing nurture training for staff and nurture resources for class use as well as our 'nurturing room'
- Purchase of emotional wellbeing resource to support children across all stages
- Additional staffing to: support recovery/children's health and wellbeing; promote attendance and participation; provide opportunities to engage in activities beyond the school day
- Resources to support mental maths/problemsolving across all stages.

Our Participatory Budget allocation, following pupil and parent consultation, is used to enhance children's opportunities to play together in the playgrounds, thereby enhancing physical and mental wellbeing, as well as to develop our garden area to provide an attractive, calm space for children to go to.



## 12) School policies and practical information

### Nursery

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

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

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

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

All primary aged pupils are also offered a free breakfast within their school. The selection available includes cereal, toast, fruit and milk.

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

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

Pupils in:

- Primary 1 - 4 receive a free school lunch.
- Primary 5 - 7 meal cost is £1.95

In January 2022 Primary 5 pupils will also receive a free lunch and by August 2022 all primary school pupils will be eligible for a free lunch.

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

### 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 £610 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 £7,330 as assessed by the HM Revenues and Customs), Child Tax Credit Only (where your gross annual income does not exceed £16,105 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 (P4 to S6) and/or school clothing grants (P1 to S6) to eligible families.

We would encourage parents of children who are in receipt of any of the above benefits to take up this opportunity of having a meal provided for their child when they are at school. Arrangements are



in place so that children who receive free meals are not singled out and we encourage all children to remain in school at lunch time.

South Lanarkshire Council also offers a free Breakfast service. Currently at Woodpark the service runs from 8.30am to 8.50am each school day.

### **School uniform**

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

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

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

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

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

### **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.

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 are from 9am to 3pm. During Covid-19 we operate a staggered start and finish time for classes.

See attached list showing school holiday dates for session 2021-22 and 2022-23.

### 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 attends nursery of your catchment school don't assume that they will be automatically transferred. You must register them as normal.

If your child is starting school for the first time you must enrol your child at their catchment school in January. If parents want their child to go to another school, they must enrol in the first instance with their catchment school and ask for an information leaflet that provides details on how 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**.

Enrolment date for 2022 is week commencing **17 January 2022**. Please contact the school for our enrolment dates/times, or look out for notices displayed in our nursery.



## Transport

### School transport

South Lanarkshire Council has a policy of providing school transport to primary pupils who live more than one mile by the recognised shortest walking route from their catchment school. This policy is more generous than the law requires. This means that the provision of transport could be reviewed at any time. Parents who consider they are eligible should complete 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 at [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:

#### (i) 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 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.

## **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)

## **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)

### **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](http://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](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 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 it’s commitment to care for and educate your child.



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

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

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

## Privacy Notice

### Introduction

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

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

### Using your personal information

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

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

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

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

### Information we collect at other times

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

- If you apply for an education service or benefit, such as school transport, free school meals, clothing grant, placing request or EMA, we will also ask for personal information as set out above. We will also ask for information about your income for education benefits applications.
- If you make a request for additional support such as an educational psychologist or other support for learning we will ask for more detailed information to allow us to provide the most appropriate support for your family. This may include information about family circumstances or medical conditions.
- If there are concerns about your child’s wellbeing and/or your child has needs that may require additional support, we will wish to work with you to collect and consider information to enable us to help you get the right support at the right time in line with the Getting it right for every child approach.





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

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

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

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

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

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

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

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

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

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

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





Education Resources

School Holiday Dates Session 2022/2023

| Break                    | Holiday dates                                   |                       |  |
|--------------------------|---|-----------------------|--|
| <b>First Term</b>        | <b>Teachers In-service</b>                      | <b>Monday</b>         | <b>15 August 2022</b>                          |
|                          | <b>In-service day</b>                           | <b>Tuesday</b>        | <b>16 August 2022</b>                          |
|                          | Pupils return                                   | Wednesday             | 17 August 2022                                 |
| September Weekend        | Closed on<br>Re-open                            | Friday<br>Tuesday     | 23 September 2022<br>27 September 2022         |
| October Break            | Closed on<br>Re-open                            | Monday<br>Monday      | 17 October 2022<br>24 October 2022             |
|                          | <b>In-service day</b>                           | <b>Monday</b>         | <b>14 November 2022</b>                        |
| Christmas                | Close on<br>Re-open                             | Friday<br>Monday      | 23 December 2022<br>(2.30pm)<br>9 January 2023 |
| <b>Second Term</b>       |   |                       |  |
| February break           | Closed on                                       | Monday and<br>Tuesday | 13 February 2023<br>14 February 2023           |
|                          | <b>In-service day</b>                           | <b>Wednesday</b>      | <b>15 February 2023</b>                        |
| Spring break/Easter      | Close on<br>Re-open                             | Friday<br>Monday      | 31 March 2023<br>(2.30pm)<br>17 April 2023     |
| <b>Third Term</b>        |   |                       |  |
| Local Holiday            | Closed  | Monday                | 1 May 2023                                     |
|                          | <b>In-service day</b>                           | <b>Tuesday</b>        | <b>2 May 2023</b>                              |
| Local Holiday            | Closed on<br>Re-open                            | Friday<br>Tuesday     | 26 May 2023<br>30 May 2023                     |
| Summer break             | Close on  | Tuesday               | 27 June 2023 (1pm)                             |
| Proposed in-service days | Monday 14 August 2023<br>Tuesday 15 August 2023 |                       |  |

Notes

- ◆ Good Friday falls on Friday, 7 April 2023
- ◆ Lanark schools will close Thursday, 8 June 2023 and Friday, 9 June 2023
- ◆ Schools will close at 2.30pm on the last day of terms 1 and 2 (Friday, 23 December 2022 and Friday, 31 March 2023)
- ◆ Schools will close at 1pm on the last day of term 3 Tuesday, 27 June 2023)  
\*Two in-service days proposed for August 2023 to be confirmed.





**Education Resources**

School holiday Dates Session 2021/2022

| Break                    | Holiday dates                |                                 |  |
|--------------------------|------------------------------|---------------------------------|--|
| <b>First Term</b>        | <b>Teachers In-service</b>   | <b>Thursday</b>                 | <b>12 August 2021</b>                                    |
|                          | <b>In-service day</b>        | <b>Friday</b>                   | <b>13 August 2021</b>                                    |
|                          | Pupils return                | Monday                          | 16 August 2021   |
| September Weekend        | Close on<br>Re-open          | Thursday<br>Tuesday             | 23 September 2021<br>28 September 2021                   |
| October Break            | Close on<br>Re-open          | Friday<br>Monday                | 8 October 2021<br>18 October 2021                        |
|                          | <b>In-service day</b>        | <b>Monday</b>                   | <b>15 November 2021</b>                                  |
| Christmas                | Close on<br>Re-open          | Wednesday<br>Wednesday          | 22 December 2021<br>5 January 2022                       |
| <b>Second Term</b>       |                              |                                 |  |
| February break           | Close on<br>Closed on        | Friday<br>Monday and<br>Tuesday | 11 February 2022<br>14 February 2022<br>15 February 2022 |
|                          | <b>In-service day</b>        | <b>Wednesday</b>                | <b>16 February 2022</b>                                  |
| Spring break/Easter      | Close on<br>Re-open          | Friday<br>Tuesday               | 1 April 2022<br>19 April 2022                            |
| <b>Third Term</b>        |                              |                                 |  |
| Local Holiday            | Closed<br>Re-open            | Monday<br>Tuesday               | 2 May 2022<br>3 May 2022                                 |
|                          | <b>In-service day</b>        | <b>Thursday</b>                 | <b>5 May 2022</b>  |
| Local Holiday            | Close on<br>Re-open          | Thursday<br>Tuesday             | 26 May 2022<br>31 May 2022                               |
| Summer break             | Close on                     | Friday                          | 24 June 2022   |
| Proposed in-service days | August dates to be confirmed |                                 |  |



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)**

