

WOODPARK

PRIMARY SCHOOL
AND NURSERY CLASS

School Handbook
January 2026



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

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

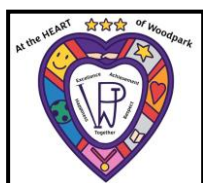


1) Introduction by the Head Teacher

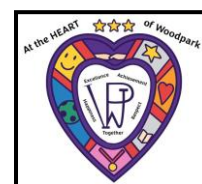
Welcome to Woodpark Primary School and Nursery Class

I would like to warmly welcome you and your children to Woodpark Primary School, which is one of 125 primary schools across South Lanarkshire. Our school consists of seven classrooms, a nurturing room, general purpose open area, gym hall and separate dining hall. Outdoors we have two outdoor playground areas, a large MUGA pitch, trim trail and Mrs Mochrie's garden. We also have two nursery rooms: Willow room for 2-3 year old children and Rowan room for children aged 3-5 years. Each nursery room also has their own dedicated outdoor play area.

At Woodpark we aim to make our school a happy and supportive place which allows all children to thrive. We aspire to deliver high quality learning and teaching through providing a range of learning experiences to engage and inspire all our learners thus enabling them to achieve success. Our children are supported through attachment-informed practice and our nurturing environment. We are extremely proud of our school, the learning opportunities and experiences we provide. Woodpark Primary is a friendly, inclusive, 'family' school with a warm, caring ethos which sits at the **HEART** of our values:



Happiness~Excellence~Achievement~Respect~Together



These values help guide how we behave and interact with others. *Happiness* means feeling good and finding joy in what we do. *Excellence* is about doing our best and always trying to improve. *Achievement* is celebrating the things we accomplish through hard work and determination. *Respect* is treating others kindly and understanding that everyone is different. Finally, *Together* reminds us that working as a team and helping each other makes us stronger. These values are at the core of everything we do, helping us grow and succeed in school and in life.

Our vision is:



We NURTURE so that we all GROW and ACHIEVE.

This means that we care for and support each other so everyone can become the best version of themselves. *Nurture* means giving kindness, encouragement, and help, whether it's at school or at home. When we nurture, we create a safe and positive environment where everyone feels valued. *Grow* is about learning new things, becoming better at what we do, and developing our skills and talents. *Achieve* means reaching our goals and feeling proud of our hard work. So, by nurturing each other, we all have the chance to grow and achieve amazing things together.

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. [This is available at Education Resources Plan 2025/26 Education and learning - South Lanarkshire Council.](#)



I hope that you find our handbook a useful source of information 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,

DMackenna

Mrs Debbie MacKenna
Head Teacher





2) About our school

Name of School	Woodpark Primary School and Nursery Class
Address	Priory Road Lesmahagow ML11 0AA
Phone Number	01555 892251
Website	www.woodpark-pri.s-lanark.sch.uk
Email	office@woodpark-pri.s-lanark.sch.uk
Stages Covered	Nursery to Primary 7
Present School Roll	126
Nursery 3 – 5 years	54
Nursery 2 year olds	15
Denominational Status	The school is non-denominational.
Planning capacity	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.
Gaelic Provision	The school does not provide teaching by means of the Gaelic language (as spoken in Scotland)
Woodpark PTA	Chair: Charlene Thomson
Nursery Class Hours	
9am-3pm	Doors open 8.45am and 2.45pm. Lunch served from 11.30am.

Primary School Hours

Start	Interval	Lunch	End
9am	10.30-10.45am	12.30-1.15pm	3pm

Staff

The head teacher is Mrs Debbie MacKenna. A full list of current staff can be found in section 4.

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. 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 Principal Teacher and Head Teacher informed of any concerns and action decided. Sometimes parents/carers may wish to speak directly to the Head Teacher/Principal 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
- 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.

Emergency Arrangements

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.



3) School Ethos

At Woodpark we place high and consistent focus on our core values which underpin our school ethos. Our recently reviewed values, agreed in consultation with children, staff and parents/carers are:

At the HEART of Woodpark:

*Happiness
Excellence
Achievement
Respect
Together*

Our vision is:

We NURTURE so that we can all GROW and ACHIEVE

We use the six Principles of Nurture as a basis to support children's health and wellbeing. Knowing all our children sits at the heart of our school family. We celebrate success and achievement together weekly and we strive for excellence in learning and teaching, positive relationships and behaviour in order that our children achieve success both now and in the future. Pupil voice is embedded through our Pupil Council, Captains and Vice Captains as well as a range of school committees and pupil leadership roles.

We promote positive behaviour and relationships consistently across the school, with the Woodpark Way setting out clear expectations for staff, parents/carers and pupils. You can read more about this in section 13: School Policies and Practical Information.

We regularly ask parents and children for their opinion on aspects of our school:

"I think Woodpark is a great place to learn, the teachers and students are nice and they provide a good education. I really like the Clyde in the Classroom project especially as we get to take care of the fish that we're going to release into the River Nethan." Learner.

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

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

"When we are doing different subjects we don't just write, we read and draw so that makes our learning more engaging and fun." Learner.

It is a fun place for people who like to learn a lot and who love learning. I'm really enjoying my Scottish Wars of Independence topic because we are learning all about the people that were in the Scottish Wars of Independence, like John Bailliol, Maid Margaret of Norway and Alexander III.' Learner.

"I feel in Woodpark we learn a lot of things which is fascinating for me, and will be good for our future and for what jobs we will have." Learner.

"It's good we don't have any bossy teachers so it makes learning fun!" Learner



4) Staff List

Head Teacher	Debbie MacKenna
Principal Teacher	Jennie Purton
Acting Principal Teacher	Rachel Goldie
Early Years Team Leader	Marian Faulds
Early Years Practitioners	Shirley Mitchell
	Lisa Scott
	Caroline Campbell
	Tammy Archibald
	Kat Caldwell
	Lisa Davidson
	Lauren Douglas
	Ellie Higgins
	Amy McDade
	Nicola Scott
	Siobhan McDonagh
Early Years Support Assistant	Alison Merchant
Primary 1	Gemma Finlay
Primary 2/1	Karoline Hunt
Primary 3	Lynn Connell
Primary 4	Duska McLeish/Carrie McPhee
Primary 5	Yasmin Brennen
Primary 6	Fiona Taylor
Primary 7	Stephen Hartley
CCC teacher	Duska McLeish
Nurture teacher	Lewis Broadhurst/Emma Peacock
Office Team Leader	Yvonne Gray
Support Staff	Angela Clarkson
	Claire Hardie
	Nadine Martin
	Julie McAdam
	Lynn Moffat
	Alanna Halliday
	Maggie Neilson
	Siobhan Steele
	Sheryl Storrie
Janitor	Tommy Jack
Cleaning supervisor	Martha Fleming
Cleaner	Janet Trolland
	Alison Hamilton
Cook in Charge	Lynda Sloman
Catering assistants	Jane Hollyoak
	Laura Cardwell



5) Attendance

Encouraging School Attendance

We believe that regular school attendance is key to raising attainment and achievement. It's a shared responsibility among parents/carers and the school to emphasise the importance of attending school. For your convenience, school holiday dates and in-service dates can be found on the council's website: www.southlanarkshire.gov.uk.

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

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

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

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

Family Holidays During Term Time

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

Information on emergencies

Emergency Information

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

Severe Weather Protocol

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

Communication

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

Things we need you to do:

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



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

6) Parental involvement and Parent Councils/PTA

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

Why Parental Involvement Matters

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

Our Commitment

We want parents and carers to:

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

Parent Forum and Parent Council

- Every parent with a child at school is part of the Parent Forum.
- At Woodpark Primary we have an active PTA: Friends of Woodpark.

Connect – Supporting Parent Councils

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

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

Other Helpful Resources

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

Getting Involved

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

Home and school links

We continue to build strong, supportive links with our parents and the wider community.

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

We also hold a range of information evenings, such as ICT/safe internet use; homework; reading/numeracy workshops. Our robust P1 transition programme supports children and



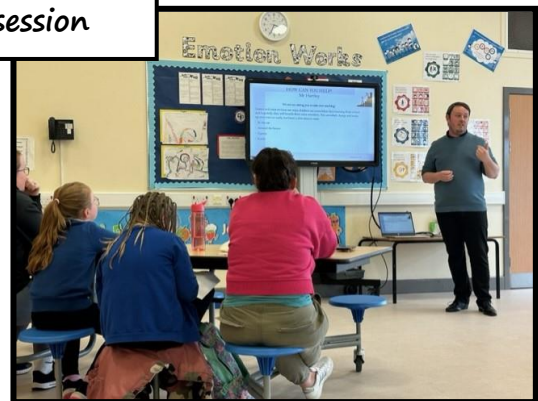
parents/carers to become familiar with the school thus promoting positive relationships from the outset.

Information about school life is communicated via ParentsPortal. We strongly encourage parents to sign up to ParentsPortal which is our main method of keeping parents/carers up to date with what's happening in school.

We welcome the support of parent helpers, either in school or accompanying groups/classes on excursions. Parents/carers can help within the school at a variety of tasks, for example in structured play, practical maths activity, art and craft activity. If you would like to join our parent helper team please get in touch with the school office to arrange for a PVG check to be carried out.



*Parent and child maths
information session*



7) The Curriculum



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

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



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

The curricular areas are as follows:

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

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

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

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



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.

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.

The school has a weekly assembly which deals informally with many issues – moral, social and, to a lesser degree, spiritual. On occasion we are joined by local clergy either at end of term services or visits to classes.

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.





Our classroom is split into areas to facilitate different types of play:

- Construction
- Library
- Creative
- Role-play
- Small world

Our P1 classroom and playbased activities

The children learn through child-led play, teacher-initiated learning experiences and teacher-led target tasks.

Our children are observed and their interactions are the basis for responsive planning based on their interests and areas for development.



Our children take pride in the work they produce and choose what they wish to be displayed in our 'Being Me' area.



Auldton



Bankhead



Eastwood



Gateside

Pupil Voice

At the beginning of each school year two pupils from Primary 4 to Primary 7 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 engage in regular self evaluation activities using 'How Good is **Our** School' framework.

The Pupil Council has a vital role at Woodpark in ensuring we live by our vision and values. They meet 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 it's really fun and a great opportunity to learn about responsibility.

You get to make decisions about what fun things the school can do, also what type of committees there can be. You lead the school assembly every Friday, it helps me be a bit more confident to speak out loud.

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

Every child belongs to one of four Houses: Auldton; Bankhead; Eastwood or Gateside. At the start of each school year our Captains and Vice Captains are appointed having delivered a speech to P7 classmates and the Senior Management Team. Our Captains and Vice Captains are very proud of their achievements and act as responsible role models for our school.

House Captain means to be a leader of the whole house, you help make decisions. I feel proud and I feel I have more courage, like when we were doing the speeches. I'm also happy that I get to fulfil many jobs and promises. I'm proud of my house for getting a lot of house points. It's good that we have vice captains as partners to help make decisions like the house treats.

It means to be a good role model. Being captain makes you feel good about yourself and proud, to feel like you've achieved. The best thing is getting to do jobs for the teachers and for the younger children.

It makes me feel really good and I'm thankful I was chosen. The best part is getting to help everyone and do jobs for everybody. I've got an amazing vice who helps a lot and will fill in for me if I'm off sick.

To be house captain means helping younger ones, and to make the school a better place. You need to be brave and encouraging and be an inspiration for the wee ones. To be in charge of your house is a responsibility. I am proud to be house captain.



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.

8) Assessment and tracking progress

At Woodpark, teachers assess 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, such as: spelling assessments; reading assessments eg Single Word Reading Assessment/New Group Reading Test; PM Benchmarking; numeracy confirmatory assessments, as well as self-assessment and peer assessment. Children in P1, P4 and P7 complete online Scottish National Standardised Assessments (SNSA) in literacy and numeracy. The range of 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. 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.

Termly tracking and monitoring meetings between teachers and senior management focus on pupil progress. Teachers 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. We want to share with you how your child's learning is progressing. We do this through twice yearly parents' evenings, annual pupil progress reports, open days and showcase events, ASN review meetings where appropriate as well as more informally through notes home in the diary/home link folder, phone calls home or conversations between teachers and parents/carers.

9) Reporting

Reporting to parents comprises of a range of activities which can include children presenting their learning for example at showcase events, newsletters, and ongoing oral discussions, as well as more formal methods such as learner reports and parents' evening appointments.

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. These reports are issued in the spring term. In addition, parents' meetings offer you the opportunity to discuss progress with your child's teacher. Parents' evenings are held twice a year, usually in October and May.

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



10) Enrolment and Transitions

Enrolment – how to register your child for school.

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

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

If you have any difficulty in identifying your catchment school, please email

Edsuppserv.helpline@southlanarkshire.gov.uk

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

Proof of where the child lives may also be needed.

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

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

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

Change of School/Placing Request

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

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

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

Transition from primary to secondary school

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



home address. Parents of P7 children will be informed of the transfer arrangements made for their child to attend secondary school.

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

11) Support for Pupils

Getting it right for every child.

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

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

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

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

Support for All (Additional Support Needs)

If your child is experiencing any difficulty at school we will keep you informed from an early stage. We work in close partnership with our parents/carers and recognise the fact that you are your child's first teacher.

At Woodpark we follow a staged intervention process, which begins by identifying additional supports given within the classroom and can, if required, progress to an Additional Support Plan or, where supports are provided by a range of external agencies, a Coordinated Support Plan. Our Additional Support Needs Coordinator is Mrs Purton, Principal Teacher. Currently we do not have any child requiring a Coordinated Support Plan.

Children will often be given differentiated materials to support learning in class and may work with the specialist support teacher for a short period to enable her to properly advise the class teacher on how best to meet your child's needs. We can also call on the support of teachers with expertise in visual or hearing impairments.

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

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

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

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

Enquire – the Scottish advice service for additional support for learning



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

Phone Helpline: 0345 123 2303

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

Email Enquiry service: info@enquire.org.uk

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

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

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

Attachment Strategy for Education Resources

Attachment – what we do to support children and young people

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

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

What does it set out to do?

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

How can I find out more?

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

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

Promoting Positive Relationships and Understanding Distressed Behaviour (PPRUDB)

PPRUDB is South Lanarkshire's framework for understanding and managing behaviour in schools. It emphasises that all behaviour is a form of communication, often indicating unmet needs, and stresses the importance of building positive relationships as a fundamental skill for teachers and a preventive



approach to distressed behaviour. The guidance aligns with key Scottish Government policies and legislation and supports the development of safe, inclusive, and nurturing school environments.

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

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

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

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

12) School Improvement

Our achievements in session 2024-25

- ◆ IT provision upgraded to provide a C-touch screen in every class, a set of iPads for every class and Sumdog online numeracy subscription for all learners.
- ◆ Providing educational experiences beyond the classroom across all stages, following Participatory Budgeting consultation with children, staff and parents/carers.
- ◆ Numeracy pedagogy across all stages incorporates Maths Recovery approaches
- ◆ Combined Achievement of a Level data at P1,4 and 7 in reading is 84.7%, in writing is 81.4% and in talking and listening was 100%.
- ◆ Combined numeracy Achievement of a Level data at P1,4 and 7 is 91.5%.
- ◆ A range of lunch and after school clubs promoting participation and engagement, and celebrated children's wider achievements regularly at assemblies.
- ◆ Participation in local football and netball tournaments

Our School Improvement Priorities for 2025-26 are:

- ◆ Health and Wellbeing: The Woodpark Way – behaviour management and policy
- ◆ Learning, Teaching and Assessment: learner engagement; pedagogy palette
- ◆ Early Years – family engagement; children's voice

Three year improvement cycle priorities:

Health and Wellbeing: Behaviour management; pupil leadership

Learning, teaching and assessment: Learner engagement; curriculum review; writing and reading pedagogy

Early years: Children's voice; early literacy development

An overview of our achievements in session 2024-25 and our Improvement Priorities for 2025-26 can be found on our school website.



PEF Funding

PEF funding is used to help close the poverty-related attainment gap. Following Participatory Budgeting consultation with learners, staff and parents/carers, this year a portion of Pupil Equity Funding is allocated to increasing opportunities for all classes to engage in educational activities and experiences beyond the classroom. Some examples of this to date include P5 visiting Stirling Castle and Bannockburn to deepen understanding of their topic The Scottish Wars of Independence; P6 visiting New Lanark as part of their Victorians topic, experiencing life in a Victorian classroom; Clyde in the Classroom project which gives learners the opportunity to learn about the importance of trout in the River Clyde, caring for the fish as they mature and releasing the fish into the local River Nethan as well as offsetting costs for primary 7 pupils to attend the residential trip to Lockerbie Manor.

We went to Stirling Castle because our topic was about that and it was really fun. I liked the cannons and we went to see the King and Queen's bedroom. There was art on the roof and all the superior people were on it. It's good to go out and have fun with your friends, it helped me to learn more about the topic. Layton P5

I really enjoyed the different work in the Victorian classroom, it was different because you sat on benches and had to share a cloth to rub out writing on your slate. The Victorian teacher was a bit strict. I liked going on the trip, it was a chance to get out of school and learn new things. Felicitee P6

The trip to Lockerbie Manor helped us to overcome fears. It was a new experience being away from home and our families. It taught us independence and bravery and the will to try new things. We all absolutely loved it! Lorelai and Harrison P7

Going to Lockerbie Manor helped our communication skills, talking to the workers and improving our friendships even with children in other schools. Experiences such as kayaking and paddleboarding were new for most of us, we might not have had the chance to try them out if we weren't on the residential. Oscar and Ben P7



13) School policies and practical information

School/Nursery Meals

Nursery class

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

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

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

Primary pupils

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

All primary schools run a Breakfast service. At Woodpark this runs from 8.30am to 8.50am with pupils being offered a selection of toast, cereal or fruit along with a cup of milk.

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

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

Pupils in:

Primary 1 - 5 receive a free school lunch.

Primary 6 - 7 meal cost is £2.62.

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

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

Adapted diets

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

Free School Meals

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

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



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

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

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



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 PTA and where appropriate consultation with parents, pupils and staff.



At Woodpark we wear our uniform with pride! We expect all children to be in uniform every day. Our uniform is:

- White/blue polo shirt
- White shirt
- Royal blue sweatshirt/cardigan
- Grey or black trousers/skirt
- School tie

It is **not** compulsory to wear uniform with the school logo embroidered.

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

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

Allergies

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

Health Care Plans

- Allergies can manifest at any time with symptoms ranging from mild to severe.



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

Mild Symptoms

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

Employee Training

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

Policy Adherence

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

Mobile Device Policy

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

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

At Woodpark Primary children are not permitted to bring personal mobile phones or electronic devices including smart watches, unless authorisation has been granted by the head teacher in discussion with the child's parent/carer.

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

Support for parent/carers

Clothing grant

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

Eligibility criteria and online applications can be found at www.southlanarkshire.gov.uk.

Or via this link [Clothing grants - South Lanarkshire Council](#)

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

School hours/holiday dates

9am-3pm

Morning break: 10.30-10.45am

Lunch: 12.30-1.15pm

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



Transport

School transport

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

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

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

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

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

A new application must be made each year.

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

Pick-up points

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

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

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

Mainstream School Transport contact details: e-mail: school_transport@southlanarkshire.gov.uk
tel: 0303 123 1023

Insurance for Pupils' Personal Effects

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

Insurance for Pupils' Personal Belongings

Personal Items

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



Clothing

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

Promoting positive behaviour

It is the responsibility of staff within the school to ensure that 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.

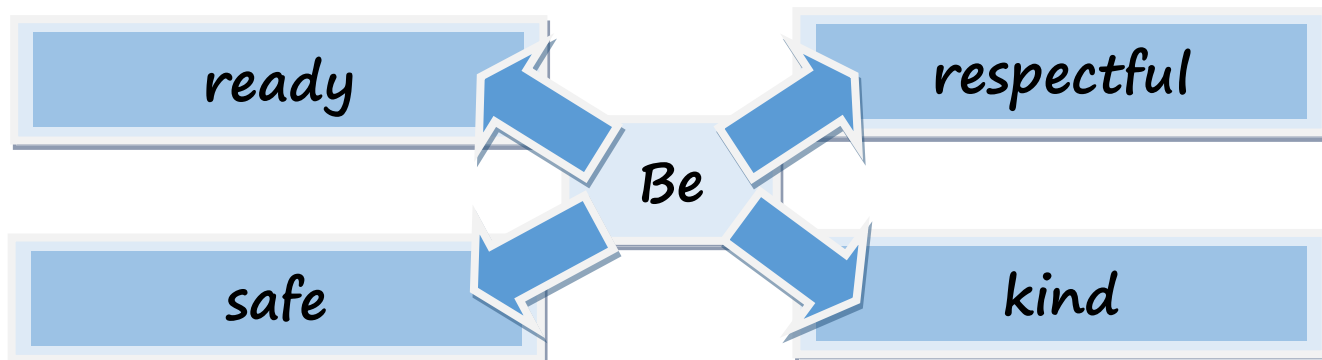
Our approach is to create an environment where better behaviour will encourage better learning. The school, along with the support of parents, can work together to create a learning environment which young people can enjoy and feel safe.

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.

Our Behaviour System

Our behaviour system is 'The Woodpark Way' which embeds our school rules:





Our adults will:

- Be consistent, calm and kind
- Set high expectations and be purposefully positive in recognising pupil effort and behaviour
- Be committed to building positive relationships with all pupils

Our children will:

- Be ready
- Be respectful
- Be safe
- Be kind

Our expectations:

- Lovely Listening
- Magnificent Manners
- Exceptional Environments
- Legendary Line ups
- Proud and Prepared



Recognition:

- Behaviour star in diaries
- Class chart
- Golden Gang
- Weekly Superhero
- Positive notes home
- Class reward systems
- House points and treats
- Headteacher's Award

The Woodpark Way

Gold: Take something for many, please to it



Silver: Follow the Woodpark Way and reach for the stars



Green: Everyone begins the day on green



Think Card: Reminder and a verbal chat then you will be given time to think (x3 privileges)



Calm Corner: Take 5 minutes to regulate



Think Sheet: Time to think and chat- how can we make this better together



Management

Making things right:

- Don't panic. We all make mistakes!
- Take some time to think.
- Calm corner time.
- Talk to us.
- An apology can go a long way.
- Everyone is accountable for their own behaviour.
- Remember all actions have consequences.

Examples of logical consequences:

If you...

- Help a friend...you earn house points.
- Make a mess...you tidy it up.
- Work hard in class...you may get a note home.
- Don't complete your work...you finish it in your own time.
- Follow the Woodpark Way...you may be in the Golden Gang.
- Use bad language repeatedly...you will have a restorative chat or phone call home.
- Use magnificent manners...you may receive a Headteacher's Award.
- Cause physical harm to another...you may need time away from others.
- Follow instructions...you may get a reward in your class.



The Woodpark Way clearly sets out expectations, logical consequences, as well as how to make things right. In Woodpark Primary, we use a range of strategies to promote positive behaviour:

- Explicit teaching, explaining, demonstrating and reminding children of the behaviours we expect to see
- Recognising and highlighting good behaviour as it occurs
- Praising children for behaving well and informing parents about their child's good behaviour
- Maintaining a calm atmosphere and try to avoid raising voice
- Circle times
- A range of extra-curricular activities
- Class systems promoting positive behaviour

Reward Systems

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

- Superhero Achievement Awards
- Monthly Values certificates
- Head Teacher's Award
- Behaviour star in diary
- Group points
- House points
- Monthly Golden Gang
- Extra playtime
- House treats



Child Protection

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

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

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

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

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

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

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



Our Commitment to Children's Rights

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

To achieve this, we will:

- Create opportunities for pupils to share their opinions through class discussions, pupil councils, and consultation activities.
- Ensure that decisions about school policies and practices consider the voice of the child.
- Promote an inclusive, rights-respecting environment where every child feels valued and heard.

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

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 service or other support. We will provide an additional privacy notice at these times.

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



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

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

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

Information that we collect from other sources.

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

exam results and assessment information.

information about health, wellbeing, or child protection.

Why do we need this information?

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

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

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

We will share your information with:

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

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

You have the right to access your personal information as well as the rights of rectification, erasure, restriction, and the right to object. For information on these rights and how to exercise them or for



information about how we manage your personal information, you can get a copy of our full privacy notice from our website:

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

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

The Freedom of Information (Scotland) Act 2002

The Freedom of Information (Scotland) Act 2002 came into force on 1 January 2005 and gives a person the right to request information held by Scottish public authorities.

The act refers to information held in a 'recordable' format and relates to information held within documents, not the documents themselves.

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

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

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

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



Appendix A

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

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

Additional Information

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

Parental Involvement

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

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

Please visit our school website for links to a range of school policies.

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