



Education Resources

Carstairs Junction Primary School & ELC Handbook 2024



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

Phone: 0303 123 1023

Email: education@southlanarkshire.gov.uk.

1.	Introduction by the Head Teacher
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Carstairs Junction Primary School is one of 124 primary schools throughout South Lanarkshire Council. South Lanarkshire Council is the fifth largest authority in Scotland. It covers the following main areas; Clydesdale in the south which features extensive rural areas, Cambuslang, Rutherglen, Blantyre and Uddingston to the north as well as the towns of East Kilbride and Hamilton.

The Council's Plan Connect sets out the Council's vision 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.

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


At Carstairs Junction Primary School and ELC we strive to uphold the Council's vision and commitments.

Welcome

Our team constantly strive to provide a nurtured, safe, healthy, achieving, and inclusive environment for all our children. Our newly reviewed values: 'happy', 'inclusive' 'nurturing', and 'respectful' were created in consultation with our whole school community, reflecting the ethos of our school.

We believe in close partnership working with our families and community, and our committed teamwork with enthusiasm and drive to meet the needs of our children. We adopt an open-door policy and strongly believe that partnership working is key to raising attainment and achievement throughout the school. We would ask that if you ever have any questions or queries to contact us.

Yours sincerely



Jill Armour
Head Teacher

2.	About our school
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Name and Address	Carstairs Junction Primary School Coronation Street Carstairs Junction ML11 9FY
Telephone Number	(01555) 870301
E-mail	gw14carstairsjoffice@glow.sch.uk
Website	http://www.carstairsjunction-pri.s-lanark.sch.uk/
Present Roll	90 (incl. ELC class)
Stages Covered	ELC & P1 - P7
Denominational Status	Non-Denominational
Community Facilities	The school is available for letting purposes through Community Education
Parent Council	carstairsjunctionpc@outlook.com





General information

Carstairs Junction Primary School is a non-denominational school with an operational capacity of 105 pupils. *Education is provided for both male and female pupils from ELC to P7.*

There are 78 children in the school at present, including 26 pupils in our Additional Support Needs classes.

Carstairs Junction Primary School also has an Early Learning and Childcare (ELC) class which provides early learning and childcare for young children from the age of three. The ELC is staffed by a Teacher, an Early Years

Team Leader and three Early Years Workers. The ELC follows the same holiday and term-time arrangements as the main school. We provide 1140 hours per year for up to 30 children. Please contact the school office for an appointment to register for a ELC place or to find out more about the ELC.

Parents from any area may apply to attend the ELC class, however this does not mean children will automatically transfer to primary education in the school. All children who move from early years to primary education must register separately for school in the month of January.

Currently we have 3 Additional Support Needs classes. The classes provide places for a maximum of 26 children in three classes. Each class is staffed by a class teacher and a school support assistant.

Parents should note that the working capacity of the school may vary, dependent on the number of pupils at each stage and the way in which classes are organised.

The new school was built in 2012/2013 and we moved into our new building in August 2013. The building has a biomass central heating system and has an oil-fired back-up system. The school is in very good condition and in excellent decorative order. There are six large classrooms, a small multi-purpose area, 2 Disabled Toilets, a Hygiene Room with a shower and a room for visiting Specialists and medical staff. We have a Quiet Room, Sensory Room and Nurture area. We also have a Hall/Canteen. Outside there is a multi-purpose pitch for activities such as football, basketball or netball. We also have a small wooded area with outdoor classroom.



The administration area of the school has a Staffroom, the School Office, the Head Teacher's Office, the Depute Head Teacher's Office and a Meeting Room.

It is Council Policy that school accommodation be made available out with school hours to the community. Use by groups, clubs etc. will be in accordance with approved letting procedures and enquiries should be directed to the Area Community Education Office.

Contacting the school

Parents with any concerns regarding their child's education are encouraged to contact the Head Teacher through the school office. Issues and incidents are fully investigated and will be dealt with in a professional manner and parents will be kept informed of developments.

Parental Concerns

Any parental concerns of any nature should be flagged up to the Head Teacher either by email or by phone. If the Head Teacher is unavailable then a message should be left with the School Support Staff asking for the Head Teacher to return the call as soon as possible. All concerns will be dealt with at the earliest possible opportunity.

Parental Complaints

The procedures outlined above would also apply to any parental complaints. Advice would also be sought, where necessary, from the Education Department in Hamilton.

School security

All parents and visitors to the school should enter only by the front door. No access will be granted at any other door.

Pupils should report to their class lines at 9.00 a.m. and 1.00 p.m. where they will be admitted to their classrooms by their teachers. After that, all external cloakroom doors will be locked. Latecomers should enter by the front door, report to the Office and make their way promptly to their classrooms.

Towards a safer school

Carstairs Junction Primary School places a strong emphasis on pupil safety and parents may wish to know that an adult presence is provided in playgrounds at break times in terms of the Schools (Safety and Supervision of Pupils) (Scotland) Regulation 1990.

Intervals

Children are not allowed to leave the school premises during the intervals.

Gym kit

Children are asked to come dressed in suitable clothing for PE days. The class teacher will inform parents of their child's PE day early in the new session. The school has a range of physical education equipment and P.E. is considered an important part of the curriculum. Children in all classes take part in P.E. activities and games at least 2 hours per week. Unfortunately we can't make full and safe use of facilities unless children are wearing suitable clothing i.e. well-fitting gym shoes, shorts and tee shirts. For outside P.E. the children will require tracksuit trousers/leggings, white polo shirt, school sweatshirt and outside trainers.



We ask them to remove items of jewellery such as rings, bracelets, watches and earrings. We recommend that these are not worn on P.E. days or when the children visit the Swimming Pool for swimming lessons. In this way, we hope to avoid accidents and the loss of personal items. Please note that there have been injuries to pupils caused by wearing earrings at other times.

School colours

The school colours are maroon and white. A range of sweatshirts, jackets etc. are available for order at reasonable cost. These are very popular with the pupils and parents. They are excellent value, look very smart and are easy to wear and easy to wash. All school clothing should be marked with your child's name or initials. The uniform can be purchased at ALJ Industrial Supplies, 27 St Leonard St, Lanark ML11 7AB. Tel: 01555 665715, Fax: 01555 661683, Web : aljonline.co.uk

3. School Ethos

Our Vision

At Carstairs Junction Primary School and ELC we provide a welcoming, safe and caring environment for our children, families and wider school community.

We strive to provide rich learning experiences which promote confidence and self-belief. Every child is encouraged and supported to reach their full potential.

Our Values

- Happy
- Inclusive
- Nurturing
- Respectful

Celebrating Success

We celebrate the successes of our pupils at whole school level, class level and on an individual basis.



Our weekly assemblies ('Get Together') contribute greatly to our positive school ethos and to celebrating our pupil's achievements.

Wider achievements from outside of school are celebrated at Get Together. Pupils share their experiences and achievements such as swimming certificates, sporting medals and charitable efforts and these are displayed with pride on our 'Wider Achievement Tree' which is on display in the main corridor.

On a daily basis, children are also given the opportunity to earn individual points in class, such as 'Star' points, and 'Busy Bee' points.

We also have recognition walls in each class where there is a particular focus each week. Pupils are praised for demonstrating a positive attitude to work, behaviour etc.

There is also a monthly focus on Curriculum for Excellence four capacities of Successful Learner, Effective Contributor, Responsible Citizen & Confident Individuals. Pupils are recognised and celebrated for demonstrating the four capacities. Pupils are also awarded on a monthly basis for reading achievements.

Promoting Health and Wellbeing

Every morning we run a breakfast club. It opens at 8.25am and runs until 8.50am. This club is free for all children to attend.

House System

We operate a House System within Carstairs Junction Primary School in order to motivate our learners to work together as a team and also to achieve high standards in work, behaviour and attitudes. Our Houses are as follows: Clyde (Blue) Strawfrank (Red) & Monteith (Yellow). We recruit a House Captain and Vice-Captain each year from P7 or P6 and they lead their House in a range of events throughout the year. House points are awarded daily to commend children for demonstrating the school values. Each week the points are counted and the house points weekly and running totals are announced at Get Together. Each term, the winning House is awarded a treat, with the overall winner at the end of the school year being rewarded with our special House shield.

Extra-Curricular Activities

We offer a range of Extra Curricular Activities within the school year in order to provide a rich variety of learning opportunities to promote Health and Wellbeing at all ages and stages. We have a range of clubs running throughout the school day and after school.

These include;	>Football club	>Multi-sports club	>Lego club
>Curling club	>Dance club	>Craft club	>Running

4.	Staff List
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(During current session 2023/24)

Class teachers and administrative staff

Head Teacher	Mrs Jill Armour
Depute Head Teacher	Miss Kimberley King
Principal Teacher	Mrs Hannah Wilson-Seaton
Primary 1/2 Teacher	Mrs Nichola Gordon (maternity leave) Mrs Angela Wilson & Mrs Christina Turner
Primary 3/4/5 Teacher	Mrs Vicky Simpson
Primary 6/7 Teacher	Ms Michelle Martin
Primary 1-3 Teacher (ASN)	Mrs Victoria Palmer
Primary 2-5 Teacher (ASN)	Ms Heather Stewart & Mrs Jenny Grey
Primary 5-7 Teacher (ASN)	Mrs Caitlin Allison
Inclusion Teacher/CCC	Mrs Jane Brown/ Miss Sarah Smith
School Support Assistant	Mrs Lorna Tolson
School Support Assistant	Mrs Diane Ashe
School Support Assistant	Mrs Clare Hislop
School Support Assistant	Mrs Michelle Gold
School Support Assistant	Mrs Jill Martin
School Support Assistant 0.8	Mrs Pamela Dougall
School Support Assistant 0.8	Mrs Lee Gentleman
School Support Assistant 0.8	Mrs Aileen Gibson
School Support Assistant 0.8	Mrs Gemma Wilson
School Support Assistant 0.6	Mrs Alison Stokes
Clerical School Support Assistant (Team Leader)	Mrs Natalie Japp
Early Years Team Leader	Miss Wendy Thompson
Early Years Worker	Mrs Caroline Joyce, Mrs Jill McQuigg, Miss Kayleigh Barr & Miss Charlotte Murphy
Early Years Support Worker	Miss Abby Ford
Janitor	Miss Nicola McCaig
Cook in Charge	Mrs Marion Lyons
Catering and Cleaning Assistant	Mrs Pearl Kyle

Cleaning Supervisor

Miss Emma Black

School Chaplain

Reverend Sumit Harrison

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



- If you know in advance of any reason why your child is likely to be absent from school, please tell someone at the school, telephone us or let us know in writing. Please also give your child a note on his/her return to school, telling of the reason for absence.
- Inform the school by letter or telephone, if your child is likely to be absent, and to give your child a note on his/her return to school, telling of the reason for absence.
- Notify the school first thing in the morning when your child is going to be absent. Let the school know the likely date of return and keep them informed if the date changes.
- Inform the school of any changes to the following: -
 - home telephone number
 - mobile number
 - emergency contact details

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

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

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 as soon as possible. We shall keep in touch by the most appropriate method at the time normally through Parents Portal (Primary) & Learning Journals (ELC), and via our social media channels.

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

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

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

Things we need you to do:

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

Your commitments

We ask that you:

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

Family holidays during term time

Every effort should be made to ensure that your child attends school during term time. Please contact the school as soon as possible if your child is unable to attend school.

Family holidays should be avoided during term time as this both disrupts the child's education and reduces learning time. If holidays are taken during times when the school is open parents should inform the school in advance by letter.



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

Clearly, absence with no explanation from parents will mean that the absence will be recorded as unauthorised.

In our approach to raising attainment and achievement it is recognised that attendance at school is something that should be continuously encouraged. Parents/carers, children and the school all have a part to play in encouraging and stressing the importance of attendance at school.

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

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



Parents, carers and family members are by far the most important influences on children's lives. Children between the ages of 5 and 16 spend only 15% of their time in school! Research shows that when parents are involved in their child's learning, children do better at school and throughout life. Parental involvement can take different forms but we hope you share the same aims and agree that by working together we can be partners in supporting children's learning.

As parents/carers we want you to be:

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

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

To find out more on how to be a parent helper, or a member of the Parent Council and/or the Parent Teacher Association contact the school or visit our website. We have also produced a guide on the role of a Parent Council which was produced by parents for parents.

Parent Council

What does the Parent Council do?

The school and the local authority are obliged to listen to what the Parent Council says and to respond to the issues raised.

Parent Councils decide such things as:

- How their Parent Council will be set up
- What it should be called (Parent Council or other name)
- What size it should be – e.g. in a very small primary school, all parents could be involved (no limit on size)
- Who should be a member of the Parent Council (majority of members must be parents)
- How parents can join and support the school
- How they can work together with the school and pupils to support children's learning
- When the most convenient time is to hold meetings
- What will be discussed at meetings – these might be topics such as school uniform, parking near the school, the school's anti-bullying policy, etc. However, it should be noted that a Parent Council cannot discuss issues attributed to individual pupils.
- More interesting is how parents can play an active part in helping the school to take forward, Curriculum for Excellence.

Our Parent Council meets regularly to discuss a variety of school related issues. Our annual Standards and Quality report and Improvement Plan are approved by the Parent Council.

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.

Our Parent Council

Chairperson	Mrs Margaret Turner
Secretary	Mrs Silviya Savova
Treasurer	Mrs Emma Henderson

Our Parent Council is a very enthusiastic group who work tirelessly organising events to raise money for school funds, to support learning and school improvement. They are always looking for new members to join or help out with organised activities. If you are interested in joining or helping out our Parent Council may be contacted via the school office.

Minutes of the meetings and information about the Parent Council are available on the school website and App.

Our Parent Council can be contacted via email: carstairsjunctionpc@outlook.com

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

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

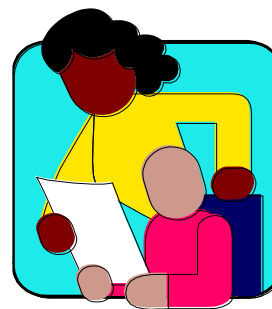
7. The Curriculum

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)

A statement of the school policy in relation to the development of pupils' spiritual, moral, social, and cultural values. This statement should be based on the national guidance issued by the Scottish Government on 21 February 2011 and the Education (Scotland) Act 1980. The statement must include reference to the parental right of withdrawal and how it may be exercised.

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.

Sharing Learning and Success

We have a number of methods of sharing our learning and success within the school. We have a school website (www.carstairsjunction-pri.s-lanark.sch.uk) that is regularly updated and shares successes. Parents Portal and the school website provide reminders of key events that are taking place within the school. We also have a school Twitter page where we share achievements. We use Learning Journals to share the learning that takes place within the classroom and thus increasing parental knowledge and understanding of the curriculum. The Learning Journals allow the teacher and/or keyworker to share photos/comments with you about what your child has been learning in school. It provides an area for parents to comment on the learning and also to upload any achievements from home. Individual targets are also shared via the Learning Journals.

8. Assessment and tracking progress
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Assessment plays a key role in planning for high quality, effective teaching and learning. It helps us to understand pupil progress and plan for their next steps in learning. At Carstairs Junction Primary we use a variety of approaches to assess and track the progress of our pupils. Regular assessments are made by the teacher on a daily basis and these are mostly informal and based on teacher judgement. Pupils are also involved in assessing their own and the work of their peers. We call these types of assessments – formative. Pupils will also participate in more formal assessments which are called, summative assessments. The information we gain from assessments informs a teacher's planning and ensures that pupils are progressing at the expected pace and remain challenged through their work. Teachers use assessment information to confirm their own judgements of how well pupils are doing in their learning. If assessments show gaps in the learning of individual or groups of pupils, future lessons are modified to ensure appropriate reinforcement and additional support is provided when required. At Carstairs Junction Primary, we track the progress of our pupils in order to ensure they are progressing at their expected pace. We use tracking information to record where pupils are working within each of the Curriculum for Excellence levels. This allows us to see what pupils have covered and what has still to be taught in order to achieve a level, it also allows us to identify pupils that require additional support or challenge within their learning. In our supported classes, we use BSquared, which is a tracking & monitoring system to measure incremental steps in pupil progress.

We want to share with you on how your child's learning is progressing. We do this through regular updates on Learning Journals, with regards to your child's learning within the class. We also share progress with you through our class showcases. Your child's progress is also shared through target setting via Learning Journals and Additional Support Plans (where required). You will also be kept well informed of your child's progress through meetings, as part of staged intervention planning (again, as required).

9. Reporting

Reporting will be ongoing and comprise of a range of activities which can include children presenting their learning, newsletters, and ongoing discussions. We will provide parents with reports so that you can see what your child is doing and how they are progressing. In addition, there will be parents' meetings, which offer you the opportunity to discuss how your child's progressing and how you can contact the school if you wish further information. The school will offer you an appointment time so that you can visit in person to discuss your child's education.

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.

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

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

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

Change of School/Placing Request

Normally children attend the school in their catchment area. However, there are times when parents may wish their children to go to other schools. If you wish your child to go to another school, then you may make what is known as a 'placing request'. If you live in South Lanarkshire and decide to

submit a 'placing request', we are unable to reserve a place in your catchment school until the Council have made a decision on the 'placing request'. Please note if your 'placing request' application is unsuccessful and all places at your catchment school are filled you will be offered a place at the next nearest appropriate South Lanarkshire School.

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

If you move 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 edsupportserv.help@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.

10.	Support for Pupils
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Getting it right for every child.

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

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

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

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

Support for All (Additional Support Needs)

The staged intervention process we use in Carstairs Junction Primary is from the SLC Framework for Inclusion and Equality. The process involves 4 stages of intervention as can be seen below;

Stage 1: Additional needs met with the use of resources/support available from within the class/playroom.

Stage 2: Additional needs met with the use of resources/support available from within the establishment (This may include time given from School Support Assistants or differentiated books/materials)

Stage 3: Additional needs met with the use of resources/support available from beyond the establishment and within Education Resources. (This may include support from our Education Psychologist or teachers from the Extended Community Team)

Stage 4: Additional needs met with the use of resources/support from partner agencies and services out with Education Resources. (This may include services such as Speech and Language Therapy or the Community Paediatrician)

If your child requires additional support at any time and is on the staged intervention process you will be informed by the school. In some situations a child may require an ASP (Additional Support Plan). This plan details the support that your child will be given and sets individual targets for them to work on. It is reviewed in co-operation with you and your child on a regular basis to make sure that progress is being made and that you are aware of the additional supports being put in place.

If you ever have any concerns about your child's progress in school or feel that they may require additional support please do not hesitate to contact the Head Teacher who will happily meet with you to discuss your concerns.

Additional Support for Learning Needs

It is the policy of the school to assist all pupils to achieve their full potential. Individual pupil progress is regularly monitored by all class teachers in consultation with the Head Teacher and Depute Head Teacher who are responsible for co-ordinating learning support throughout the school. Pupils' needs are identified, addressed and appropriate learning and teaching is provided. Some pupils may need an Additional Support Plan (ASP) or a Co-ordinated Support Plan (CSP).

Additional support and advice is also provided for pupils by a Specialist Support Teacher from the Extended Community Team base. Individual children or small groups of children may receive support from the visiting Specialist Support Teacher.

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. These are available through the school or on the South Lanarkshire Council website www.southlanarkshire.gov.uk

- The Additional Support for Learning Act
- Requesting an Assessment
- Planning for Learning – ASP
- Planning for Learning – CSP
- Transitions
- Future Planning
- Information for Parents and Carers about moving on from school.
- Inclusive Education
- ICT Assessment
- Visual Impairment Support
- Early Years Specialist Support
- Independent Adjudication



Additional information may also be found through Enquire, the Scottish advice service for Additional Support for Learning.

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

Enquire – the Scottish advice service for additional support for learning

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

Phone Helpline: 0345 123 2303

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

Email Enquiry service: info@enquire.org.uk

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

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

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

Attachment Strategy for Education Resources

Attachment – what we do to support children and young people

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

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

What does it set out to do?

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

How can I find out more?

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

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

12.	School Improvement
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As a school, we are continuously seeking to improve and develop areas of the curriculum in order to ensure our pupils are being challenged and are experiencing the best possible education. Each year we create an Improvement Plan to prioritise what areas of the school we will focus on developing during that session.

For session 2022/23 our School Improvement Plan priorities focused on the following areas:

- Play based learning –Develop a shared vision of play-centred learning, enabling quality experiences and interactions through social experiences and discovery (P1/2 & supported classes)
- Moderation activities focused on further developing a shared and deeper understanding of each element of the moderation cycle and the development of high-quality assessment
- In ELC, further develop child-initiated play, through providing experiences to develop natural curiosity and discovery
- Further embed B Squared tracking & monitoring systems in ASN provision and use this to inform both daily planning for learning and teaching and longer-term targets and assessment of progress
- Further develop sensory approaches to support learners with complex needs in school & ELC
- Increase opportunity in school & ELC for outdoor learning with a focus on communication and teamwork
- Further use Augmentative and Alternative Communication (AAC) methods to ensure every child has a voice in all areas of their learning and they are confident to share their voice using their preferred method
- Develop practical coping skills to manage emotional wellbeing through Bounce Back programme
- Develop skills and knowledge of sustainability and the role learners have to play in climate change through STEM in the primary & ELC
- Introduce SLC Key Skills Framework: Supporting Skills development in P5-7, using this to enable learners to set and track individual skill development
- Further develop life skills and communication through snack provision
- Targeted supported through YFCL to support families with attendance
- Review Cost of the School Day (CoSD) position statement to reflect current views of all stakeholders resulting in creation of CoSD policy
- Focused intervention to support learners in order to raise attainment in Literacy & Numeracy
- Engage identified cohort in Family Learning in Literacy to raise attainment in Literacy
- Participatory Budget (PB) will continue to empower stakeholders to make decisions around budgeting for the benefit of all
- In ELC, engage families in family learning experiences to develop early literacy skills.

A full account of progress can be located on our school website in the school Standards & Qualities Report 2022/23.

For session 2023/24 our School Improvement Plan priorities focuses on the following areas:

1. All stakeholders will continue to focus on curriculum development; contributing to the school rationale with a focus on the four contexts of learning.

School & ELC: Review curriculum rationale (interdisciplinary learning and curriculum areas) with all stakeholders.

Further support the needs of all learners through whole staff professional development on 'Attention Autism'.

2. Provide high quality learning & teaching experiences in writing through use of learning intentions and success criteria. Talking and listening opportunities to be used as a vehicle to raise attainment in writing.

School: Review learning intentions and success criteria across the school to impact positively in writing.

Increase range of 'texts' to motivate and engage learners in writing. Identified cohort will show improved levels of engagement where applicable.

Review strategies to support vocabulary development through talking & listening.

Extend the use of AAC and digital technology to increase pupil voice and support written work.

ELC: Further develop early writing skills through engaging writing experiences in the playroom and outdoors.

3. Further develop Play based learning pedagogy at Early level and introduce play based principles to First & Second level.

School: Further raise awareness of Play pedagogy across the school and with families.

Develop creativity and problem - solving skills using outdoor space and discovery opportunities in identified classes.

Pupil progress and skills progression will be tracked and monitored through play experiences.

School & ELC: Increased opportunities for high quality teaching & assessment in STEM.

Provide further access to outdoor learning experiences for all stages both in the school grounds and local community to promote wellbeing, self-evaluation of risk, as well as team building and resilience.

4. Equity Priorities:

School: Work in close partnership with YFCL to track, monitor and address barriers to attendance with families (<90%).

Raise attainment in Literacy through 1.1 and small group early intervention with identified groups.

Introduce Nuffield Early Literacy Intervention (NELI) & Foundation in Literacy in Primary (FLIPP) to support.

Provide targeted Nurture intervention to improve wellbeing with identified cohort, maintaining our clear focus on attachment informed practice.

Provide targeted support in Numeracy with identified individuals and groups.

School & ELC: CoSD policy to be understood by all stakeholders and inform planning in committees & Parent Council.

Throughout the school year we continuously review and evaluate our Improvement Plan priorities to ensure that we are on track to improve the learning and teaching within the establishment. More in-depth details regarding our journey to school improvement can be found on our school website under our Standards & Quality Report 2022/23. Our School Improvement Priorities for 2023/24 can also be found on our school website as a one-page document for ease of reference.

In session 2023/24 we continue to make best use of our Pupil Equity Funding, targeting funding at directly closing the poverty-related attainment gap. Our funding currently provides additionality in support and opportunities we can provide during the school day, as well as out with the school day. We carefully plan, monitor and evaluate the use of our funding in line with our school improvement plan priorities. This session, in consultation with pupils, families and staff, our Participatory Budget (5% of our PEF allocation for 2023/24) has enabled us to identify where this proportion of funding is needed most within the context of our school.

13. School policies and practical information
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Nursery Class

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

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

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

School Meals

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

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

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

Pupils in:

- Primary 1 - 5 receive a free school lunch
- Primary 6 - 7 meal cost is £2.05

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

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

Adapted Diets

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

Free School Meals

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

Income Support, Universal Credit (where your take home pay is less than £726 per month), Job Seeker's Allowance (income based), Employment and Support Allowance (income related), Working Tax Credit and Child Tax Credit (where your gross annual income does not exceed £8,717 as assessed by the HM Revenues and Customs), Child Tax Credit Only (where your gross annual income does not exceed £18,725 as assessed by the HM Revenues and Customs) or receive support under Part VI of the Immigration and Asylum Act 1999.

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

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

South Lanarkshire Council also offers a free Breakfast service. All primary aged pupils are also offered a free breakfast within their school. The selection available includes cereal, toast, fruit and milk. It opens at 8.25am and runs until 8.50am.

Packed lunches

Accommodation is also provided in the cafeteria for children who bring packed lunches. Children may bring non fizzy drinks in cartons, or plastic containers. Glass bottles are not permitted.



Lunchtime supervision

Children staying at school for lunch must remain within the school grounds throughout the lunch hour. In this way, we hope to ensure the children's safety and well being during lunch hour.

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

We have a grab rail with nearly new uniform items. Parents/carers are encouraged to visit this throughout the year as required. This is situated in our main foyer.

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.

Medical and health care

The medical examination of children is undertaken during each child's school life, normally in the first year of primary school and then at the ages 10/11 years and at 13/14 years by staff of Lanarkshire Health Board. You may refer your child at other times to the Clinical Medical Officer for examinations and advice if you wish. We will notify you by letter when the doctor is due to call and request that you are present at the examination.

Dental care

Dental inspections are also carried out on a routine basis in primary schools.

Routine health checks

The school nurse is available to make visits to the school to carry out checks on vision, hearing and height.

The Audiometrician and Orthoptist checks the children's hearing and eyesight at Nursery before they come to Primary School.

Illness in School

If your child becomes ill in school, he or she will be cared for until you can be contacted and arrangements made for him or her to be taken home. Cuts or bumps resulting from play at intervals are dealt with by trained First Aiders.

Medical Information

We rely on parents to tell us if a child has a serious or recurring problem which may affect his or her school activities. Any information should be notified to the school office straight away.

Emergency Contact

It is *essential* that you keep the school up to date with emergency contact numbers.

Medicines

Only in very special circumstances can we administer prescribed medicines. If you wish this to be arranged, please contact the school office and complete an administration of medicines form.

Hospital and Clinic Appointments

Please advise the school in advance of any hospital or clinic appointments which have been made for your child by providing a letter or appointment card. Pupils may be collected from school by a parent or another adult if prior notification has been provided by the parent.

Please report to the School Office and advise our Team Leader of your intentions.



School Security Regarding Carstairs State Hospital

South Lanarkshire Council has agreed on a formal operating procedure with regard to emergency procedures following an incident at Carstairs State Hospital.

These emergency procedures affect five local schools including Carstairs Junction Primary and the details are listed below.

1. If at any time a patient is unaccounted for at the State Hospital, a warning siren will sound.

2. If the siren sounds during the school day all staff and pupils will remain in the school building. All doors and windows will be locked. Police Scotland will liaise with the Head Teacher. When the 'all clear' siren is sounded school routine will return to normal.
3. If the 'all clear' siren has not sounded by the end of the school day pupils will be kept in school. Parents will be advised of the situation. Where no general all clear signal is given parents should take children home from school only if advised that it is safe to do so by the Police Scotland.
4. Parents' will be contacted to arrange for safe evacuation of pupils from school. No pupil will be allowed to leave the school without parental or authorised guardian escort. The school must have up-to-date emergency contact numbers for parents and authorised guardians.
5. If an incident occurs at interval time or lunchtime, pupils will immediately be brought in to the school and a register taken. All doors and windows will be locked and any pupils returning to school from home should use the main door for access to the building.

Parents should be aware that when an incident at the State Hospital occurs it may be necessary for pupils to be retained beyond the end of the school day or possibly that the school may be late opening following an overnight incident whereby staff have been prevented from getting to school.

Support for Parents/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. 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

P1 - P7 children 9.00am – 3.00pm daily

Interval 10.30-10.45am daily

Lunch 12.15-1.00pm daily

Nursery session 8.45am – 2.45pm daily, lunch 11.45am-12.15pm.

See attached list showing school holiday dates.

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 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

www.southlanarkshire.gov.uk/info/200188/secondary_school_information/545/school_transport or phone **0303 123 1023**.

Pick-up points

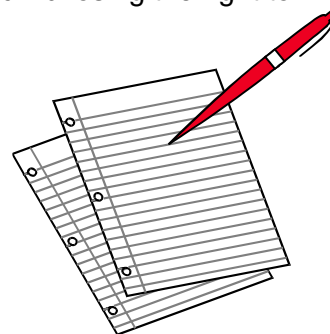
Where school transport is provided, it may be necessary for pupils to walk a certain distance to the vehicle pick-up point. Walking distance in total, including the distance from home to the pick-up point and from the drop-off point to the school in any one direction, will not exceed the authority's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

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 free 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:



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

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

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

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

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

Damage to clothing

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

Promoting positive behaviour

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

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

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

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

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

Privacy Notice

Introduction

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

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

Using your personal information

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

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

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

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

Information we collect at other times

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

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

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

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

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

Information that we collect from other sources

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

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

Why do we need this information?

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

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

We will share your information with:

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

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

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

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

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

Data Protection Act 1998

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 Data Protection Act 1998 with South Lanarkshire Council defined as the Data Controller. The Council have established a Data Protection policy that applies to all of its schools. For further information please contact the school.

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).

Disclaimer

Although this information is correct at time of printing, there could be changes affecting any of the matters dealt with in the document before the commencement or during the course of the school year in question in relation to subsequent school years. We will do all we can to let parents know about what is going on in our school.

Rights of Parents / Carers

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

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

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

Equalities

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

Education Resources has produced guidelines on Religious Observance Policies and these are available in all establishments.

“Parents may request that their children be permitted to be absent from school 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.”

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

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

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 with an update on school inspection outcomes being available via the Education Scotland website.



Education Resources

School holiday Dates Session 2023/2024

Break	Holiday dates		
First Term	Teachers In-service	Monday	14 August 2023
	In-service day	Tuesday	15 August 2023
	Pupils return	Wednesday	16 August 2023
September Weekend	Closed on Re-open	Friday Tuesday	22 September 2023 26 September 2023
October Break	Closed on Re-open	Monday Monday	16 October 2023 24 October 2023
	In-service day	Monday	13 November 2023
Christmas	Closed on Re-open	Monday Monday	25 December 2023 8 January 2024
Second Term			
February break	Closed on	Monday & Tuesday	12 February 2024 13 February 2024
	In-service day	Wednesday	14 February 2024
Spring break/Easter	Closed on Re-open	Friday Monday	29 March 2024 15 April 2024
Third Term			
	In-service day	Thursday	2 May 2024
Local Holiday	Closed	Monday	6 May 2024
Local Holiday	Closed on Re-open	Friday Tuesday	24 May 2024 28 May 2024
Summer break	Close on	Wednesday	26 June 2024

Notes

- ◆ Good Friday falls on Friday, 29 March 2024
- ◆ Lanark schools will close Thursday, 6 June 2024 and Friday, 7 June 2024
- ◆ Schools will close at 2.30pm on the last day of terms 1 and 2 (Friday, 22 December 2023 and Thursday, 28 March 2024)
- ◆ Schools will close at 1pm on the last day of term 3 Wednesday 26 June 2024)
*Two in-service days proposed 15 & 16 August 2024.



Education Resources

School holiday Dates Session 2024/2025

Break	Holiday dates		
First Term	Teachers In-service	Monday	12 August 2024
	In-service day	Tuesday	13 August 2024
	Pupils return	Wednesday	14 August 2024
September Weekend	Closed on Re-open	Friday Tuesday	27 September 2024 1 October 2024
October Break	Closed on Re-open	Monday Monday	14 October 2024 21 October 2024
	In-service day	Monday	11 November 2024
Christmas	Closed on Re-open	Monday Monday	23 December 2024 6 January 2025
Second Term			
February break	Closed on	Monday & Tuesday	17 February 2025 18 February 2025
	In-service day	Wednesday	19 February 2025
Spring break/Easter	Closed on Re-open	Monday Tuesday	7 April 2025 22 April 2025
Third Term			
	In-service day	Thursday	1 May 2025
Local Holiday	Closed	Monday	5 May 2025
Local Holiday	Closed on Re-open	Friday Tuesday	23 May 2025 27 May 2025
Summer break	Close on	Wednesday	25 June 2025
Proposed in-service days	15 & 16 August 2024		

Notes

- ◆ Good Friday falls on Friday 18 April 2025
- ◆ Lanark schools will close on Thursday 12 and Friday 13 June 2025
- ◆ Schools will close at 2.30pm on the last day of terms 1 and 2 (Friday, 20 December 2024 and Friday, 4 April 2025)
- ◆ Schools will close at 1pm on the last day of term 3 Wednesday 25 June 2025)

