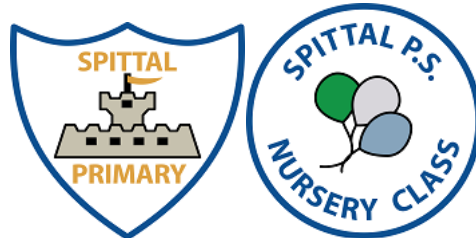




Education Resources



# Spittal Primary School Handbook 2024



# Contents



1. Introduction
2. About our School
3. School Ethos
4. Staff List
5. Attendance
6. Parental Involvement / Parent Council
7. The Curriculum
8. Assessment and Tracking Progress
9. Reporting
10. Enrolment and Transitions
11. Support for Pupils (Additional Support Needs)
  - Getting it Right for every child
  - Support for All (Additional Support Needs)
  - Enquire
  - Attachment Strategy for Education Resources
12. School Improvement
  - Achievements over the last year
  - Pupil Equity Funding
  - Participatory Budgeting
13. School Policies and Practical Information
  - School/Nursery Meals
  - Free School Meals
  - Allergies
  - School Uniform
  - Clothing Grant
  - School Hours/Holiday Dates
  - Transport
  - Insurance for Schools – Pupils' Personal Effects
  - Promoting Positive Behaviour
  - Child Protection
  - General Data Protection Regulation as Supplemented by the Data Protection Act 2018 (GDPR)

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

# 1) Introduction by the Head Teacher

Dear Parent/Carer,

On behalf of all staff, pupils, and parents, may I extend a very warm welcome to Spittal Primary School and Nursery Class.

We hope that you will find our School Handbook interesting and informative - and that it gives you an insight into our school.

In Spittal Primary School, our ethos is one of inclusion where the rights of everyone are respected. We value each individual and aim to educate the whole child in a nurturing, stimulating and challenging manner. Our aim is to provide learning opportunities which will encourage children to become confident individuals, successful learners, effective contributors, and responsible citizens who have a love of learning which will stay with them for life.

All members of staff have high expectations of our pupils - in attitude, application, and behaviour. We want the best for our pupils and we want them to have high aspirations for themselves. We promote positive attitudes towards learning and encourage an "I can do ..." attitude. We encourage the children to take responsibility for their learning and behaviour. We strive for success and continual improvement and we celebrate the success and achievements of all.

At Spittal Primary School and Nursery, all staff work together to provide learning and teaching opportunities of the highest quality in line with the Scottish Government priorities and Curriculum for Excellence. In addition to providing a rich variety of learning experiences in the curriculum areas we value the benefits of providing extra-curricular opportunities e.g., before/after school clubs or lunchtime clubs, educational visits etc....

We promote positive relationships with our parents and believe that working in partnership with families enhances the learning experience for the child. We regularly consult with pupils, staff, and parents/carers to ensure we agree on the same high expectations for achievement and attainment.

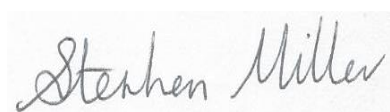
We are extremely privileged to be working within our fabulous building which provides all the facilities necessary to create an excellent learning environment fit for education in the 21<sup>st</sup> century. We have a full-size all-weather pitch which is used for a variety of sports and games.

We value partnership and community links and welcome the inputs from local organisations. We aim to be a positive contributor in the local community, and we also have strong links with local schools within the Stonelaw Learning Community within South Lanarkshire Council.

We hope the following pages will give you a flavour of our school. Should any questions remain unanswered, we will be only too happy to help. The handbook is updated annually by the end of January.

We look forward to working in partnership with you, to provide your child with a very positive learning experience at Spittal Primary and Nursery Class and look forward to their many achievements and successes.

Yours sincerely

A handwritten signature in cursive script that reads "Stephen Miller". The ink is dark and the signature is written on a light-colored background.

Mr. Stephen Miller  
Head Teacher



*Mural in Spittal Primary School*

### **Introduction to 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.

## 2) About our school

Spittal Primary School  
Lochlea Road  
Spittal  
G73 4QJ

### Phone Numbers

School 0141 634 5861  
Nursery 0141 634 9349

Website address: [www.spittal-pri.s-lanark.sch.uk](http://www.spittal-pri.s-lanark.sch.uk)

Email address: [office@spittal-pri.s-lanark.sch.uk](mailto:office@spittal-pri.s-lanark.sch.uk)

We provide education for children from age 3 to 12:

Nursery (age 3-5)

Primary 1 to Primary 7

The current roll is 145 in the school and 40 children in the nursery.

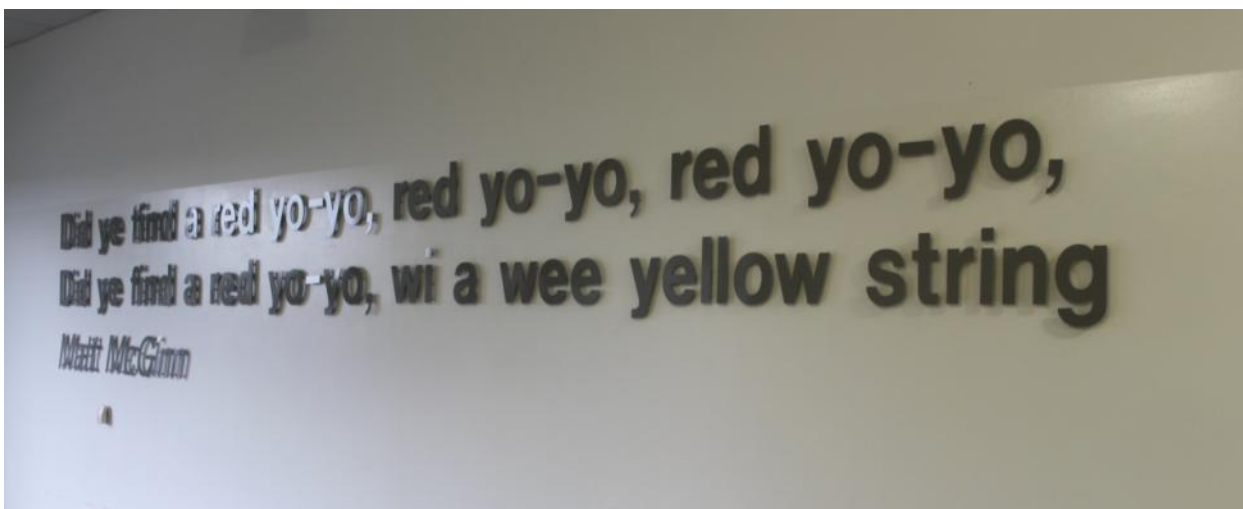
Spittal Primary is a co-educational, non-denominational school.

Spittal Primary School is part of the Stonelaw Learning Community. We have links with all Pre 5 and Primary school within the learning community and regularly work together.

### School Opening Times:

Monday –	Friday	9.00 – 3.00
	Interval	10.40 – 10.55
	Lunch	12.35 – 1.20

*Spittal Primary School – Dinner Hall*



## **Concerns about your child**

- If any parent/carer would like to contact the school, they are invited to contact the Head Teacher or the Principal Teacher to make an appointment.
- The HT or PT will work with the child's Class Teacher and Support Staff, as appropriate to deal with any concerns.
- Parents/carers have two opportunities each year to meet formally with their child's Class Teacher to discuss general academic progress, however appointments can be made out with these times to discuss issues as and when they arise throughout the school year.

## **Procedures for Pupil Attendance**

Attendance at school is very important. We would encourage you to ensure that your child attends school every day. If your child is absent from school, please contact the School Office so that the class register can be updated and his/ her teacher informed. An answerphone is available to leave a message. The Head Teacher monitors absence monthly and is required to contact parents/carers by letter if their child's absence is 85% or below.

We encourage children to arrive at school for 9am each day. At Spittal Primary, we have a South Lanarkshire Council run Breakfast Club. The club runs from 8.15am until 8.45 am every day and all children are welcome to come into the Dining Hall to enjoy a healthy, free breakfast before school starts. The children leave breakfast club by 8.45 and go to the playground. The children are supervised in the Breakfast Club and playground by a member of Support Staff.

## **School Enrolment**

Primary 1 enrolments take place in January. Dates are usually advertised in the local press and nurseries. For a parent who wishes to visit the school please contact the school Office. The Head Teacher will meet with you to discuss procedures for enrolment and answer any queries you may have about the school (in line with the Covid-19 guidance, as described above).

If Spittal Primary is your catchment school (you live in the catchment area) you will be required to complete an enrolment form and provide your child's birth certificate and two forms of proof of address. Only a Parent can enrol their child.


If Spittal Primary is not your catchment school but you wish your child to attend, you will be required to enrol at your catchment school and also complete a Placing Request Form and a decision will be made by South Lanarkshire Council. Placing requests can be made on South Lanarkshire Council's website [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk)



### 3) School Ethos


The staff team has worked with pupils and parents/carers in establishing our school vision and values. These are:

#### Vision and Aims:




## SPITTAL PRIMARY SCHOOL AND NURSERY CLASS VISION AND AIMS


*Vision: We inspire and nurture our children to discover and reach their full potential by...*



*Delivering high quality Learning and Teaching*  
We aim to raise standards using creative and innovative pedagogical approaches; ensuring we support, motivate, challenge and encourage learners to engage and participate fully.


*Removing barriers to learning*  
We will promote fairness, equity and equality in all that we do.





*Developing partnerships within and beyond our school community*  
Working hand-in-hand to create a happy, nurturing and co-operative school community.

*Nurturing and developing skills for learning, life, and work*  
Enabling children to become responsible, successful, independent and effective learners by promoting and developing skills for now and in the future.





*Providing and celebrating opportunities for personal achievement*  
In the classroom and beyond, giving children a sense of satisfaction and building motivation, resilience and confidence.

*Motto: We SHINE Like Spittal STARS!*

## Motto and Values:



### SPITTAL PRIMARY SCHOOL AND NURSERY CLASS MOTTO AND VALUES



*Our School Values*



**Safe**  
We will make everyone feel safe, welcome and included.

**Happy**  
We are happy, engaged in our learning and show kindness towards one another.





**Inspiring**  
We strive to do our best and be the best! Learning and teaching is fun!

**Nurturing**  
We support and care for one another. Spittal is a place where we ALL belong!





**Equity and Excellence**  
What we do, we do well!  
Delivering our very best (for everyone) in all that we do!

We strive for equity by making sure everyone has what they need, whilst recognising this isn't necessarily the same for each individual.

*Motto: We SHINE Like Spittal STARS!*



We recently asked our pupils about the types of behaviour they wanted at Spittal Primary School and how this could be achieved. Here are some of their responses:

We want our school to be a place where-

1. Pupils are polite and friendly to each other.
2. Everyone is respected.
3. Pupils are responsible, sensible and have good manners.
4. Pupils look after our school, resources and each other's' belongings.

Pupils and staff believe this can be achieved in the following ways:

1. Listening and following instructions
2. Trying our best at all times
3. Celebrating our successes-individual, group, class and school
4. Zero tolerance to bullying.

We value the promotion and celebration of positive behaviour throughout our school.

We encourage our children to be actively involved in their learning and we listen to their ideas and suggestions. The following Pupil Groups operate-

- Pupil Council – Leaders of Learning Group (LOL Group)
- Eco Group
- Junior Road Safety Officers (JRSO)
- Committees e.g., Community Links, Sports Ambassadors, Reading Schools, Kindness Council and Rights Leaders, and Digital Leaders.

During weekly assemblies we highlight the work of our Pupil Groups, achievements in and out of school and class projects. We celebrate learning in a variety of ways and invite parents/carers to share our learning through termly events such as Class led assemblies, Learning Showcases etc.



## 4) Staff List

### Our Staff Team

Head Teacher                Mr Stephen Miller  
Principal Teacher        Miss Sarah Thomson (parental leave)  
Acting Principal Teacher(s)   Miss Gillian Elliott and Miss Hazel Rennie

### Class Teachers (Session 23-24)

P1/2     Miss R Dowling  
P2/3     Miss Priestley and Mrs Houston  
P3/4     Mr N. Houston  
P4/5     Miss Carroll  
P5/6     Miss Eadie  
P6/7     Miss Gould  
CCC     Mrs Houston

**Non-class Contact**   - Primary teachers have non-contact time every week when they are planning out with their class. Other teachers cover aspects of the curriculum and are responsible for the class at that time. At the moment, classes are covered by Mrs Houston.

### Support Staff

Office Team Leader        Mrs E. Loughrie  
Office Support Staff       Mrs P. Dolan  
School Support Staff       Mrs C. McAllister, Miss S. Johnston. Miss W. Whiteside, Mrs A. Wright  
and Mrs Hussain

### Nursery Staff

Team Leader                Mrs L. O'Kane  
Early Years Workers       Miss H. Cameron (maternity)  
                                     Miss V. Allan  
                                     Miss V Campbell  
                                     Mrs S Burke  
                                     Miss K McKenna  
                                     Miss J Harrison

Early Years support Worker   Mrs G O'Donnell

### Janitor, Catering and Cleaning Staff

Janitor                        Mrs T. Glencross  
Kitchen Staff                Mrs A. Hunter  
Cleaning    Staff               Mrs                               Lindsay                Mrs    M.    Martin  
                                     Mrs Doris Odunukan    McCann

**Specialist Support Teacher**   Mrs B Clark (visiting)

**EAL Teacher**                        Mrs R. Macintosh (visiting)

**Educational Psychologist**        Mr C. Thomson

**Active Schools Coordinator**    Mr J. Anderson

## 5) Attendance

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

Call in advance and speak with a member of the office or leave a message on the school answering machine giving full details for your child's absence by 9am and everyday thereafter – unless you have stated that your child will not return until a known date.

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).

### 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 text message, 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](http://www.southlanarkshire.gov.uk) will be used to let you know if the school is closed or has a delayed start. Further information will be provided later in the day as to whether the school will be open as normal the next day.

### Things we need you to do:

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

#### a. Your commitments

We ask that you:

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

### **Family holidays during term time**

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

Family holidays should be avoided during term time as this 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](http://www.southlanarkshire.gov.uk)

## **6) Parental involvement/Parent Council**

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

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

As a parents/carer 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.

[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.

Our Parent Council, "Friends of Spittal" meet regularly to discuss and plan a variety of activities for pupil and parents/carers to engage in for the benefit of all children. They organise fund raising events and provide funding for transporting children to/from special events such as outings at Christmas and in the Summer Term. They also provide treats such as goodie bags for the Christmas Pantomime and host discos throughout the session e.g., Welcome Back and Friendship Disco. Weekly Catch-Up Cafes are also arranged through our Parent Council 'Friends of Spittal'. All Parents are welcome to be part of our "Friends of Spittal" group.

To find out more on how to be a parent helper, or a member of the Parent Council just contact the school or visit our website. Our Parent Council, "Friends of Spittal" have a Facebook page with lots of useful information. We have also produced a guide on the role of a Parent Council which was produced by parents for parents.



*Book Vending Machine funded in its entirety from our hard-working and dedicated Parent Council*



## 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 a forward; looking, coherent, more flexible and enriched curriculum that provides young people with opportunities to engage with the knowledge, skills and attributes they will need if they are to flourish in life, learning and work, now and in the future.

The curriculum includes all of the experiences that are planned for children and young people to support the development of their skills, wherever they are being educated, for example in the family and community, pre-school centre, nursery and school. This broad, general education will allow them to become successful learners, confident individuals, responsible citizens and effective contributors to life in the 21<sup>st</sup> century.

In taking this forward our school will work closely with South Lanarkshire Education Resources and other services to enable Curriculum for Excellence to be fully embedded, ensuring 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



Inter Disciplinary Learning is when learners are encouraged to make links across the curriculum. This method of planning is used by teachers to really bring learning alive and to help to support learners to understand the connections in their learning. It helps the children to realise the relevance of what they are learning and how they can apply different skills to different kinds of learning.

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

Spittal Primary School is a non-denominational school, and we welcome pupils and staff from all faiths.

Schools and local authorities must provide religious and moral education in non-denominational schools to every child and young person in accordance with legal requirements. This is statutory for all pupils attending primary and secondary education. We have strong links with Burnside Blairbeth Church with termly visits from the Chaplaincy Team and we visit the church for an Easter Service. In school, children learn about the 6 main world religions. We do not promote or practise any religion, although we do respect the rights of others.

### **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. The rights of parents' wishes will be respected. When a child is withdrawn from religious observance, schools will make suitable arrangements for the child to participate in a worthwhile alternative activity.

### **Equalities:**

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

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

## **8) Assessment and Tracking Progress**

We want to share with you on how your child's learning is progressing. We do this by teachers gathering evidence of learning daily. This may take the form of pupil's written work, photographs of things children have made or done, and notes about what children have said. This involves careful planning and observations of what children write, do make or say. Teachers regularly talk with children about their learning and children are beginning to become more involved in their learning by being involved in setting Next Steps and by reflecting on not only what they have learned but also how they have learned it and how they can use that learning.

Teachers use a range of formative assessment strategies in school - this includes talking to children about their learning and involving all children in class discussions. For example, a child may be asked to "Traffic Light" their work. This means they allocate a colour to reflect their understanding; green for good, amber for not sure and red for I need some help.

Staff use a variety of Assessment for Learning strategies to assess and evaluate learning and teaching.

At times, Teachers will give children written assessments mainly in the areas of Literacy and Mathematics, in order to assess progress made over a period of time.

In line with National guidance and guidance from South Lanarkshire Council, we use the Scottish National Standardised Assessments at P1, P4 and P7.

## 9) Reporting

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

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](http://www.southlanarkshire.gov.uk/info/200186/primary_school_information/392/enrolling_your_child_for_school)

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

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

Proof of where the child lives may also be needed.

If your child is due to start school in August 2024, you can enrol online from Monday 8 January 2024. Your catchment school will contact you between Monday 15 to Friday 19 January 2024 to confirm your enrolment.

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

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

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

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

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

If you move 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.help@southlanarkshire.gov.uk](mailto:edsuppserv.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.

## 11) Support for pupils

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

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. The 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 teacher) in Secondary.

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

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

Some children may require some additional support in order to meet their educational needs. This may be a short-term arrangement or a permanent need. The school has access to a Specialist Support Teacher and Educational Psychologist, who can help with identifying additional needs and will provide advice to staff and parents/carers to help support individual children. The school also works closely with the EAL service to support children with English as an additional language.



We strive to meet the needs of pupils who require additional support through the setting of individual targets. This is recorded on an ASP (Additional Support Plan.) This is monitored and reviewed regularly. At times a child may require specialist support for learning, behaviour or emotional difficulties.

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. Further information can be accessed on South Lanarkshire Council's website- [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk)

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

**Enquire** – the Scottish advice service for additional support for learning.

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

Phone Helpline            0345 123 2303

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

Email enquiry Service: [info@enquire.org.uk](mailto:info@enquire.org.uk)

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

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

If you would like to order leaflets, postcards or guides please contact [info@enquire.org.uk](mailto:info@enquire.org.uk)

### **Attachment Strategy for Education Resources**

#### **Attachment – what do 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 all education practitioners understand the importance of attachment and how positive relationships can make a difference to outcomes.

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

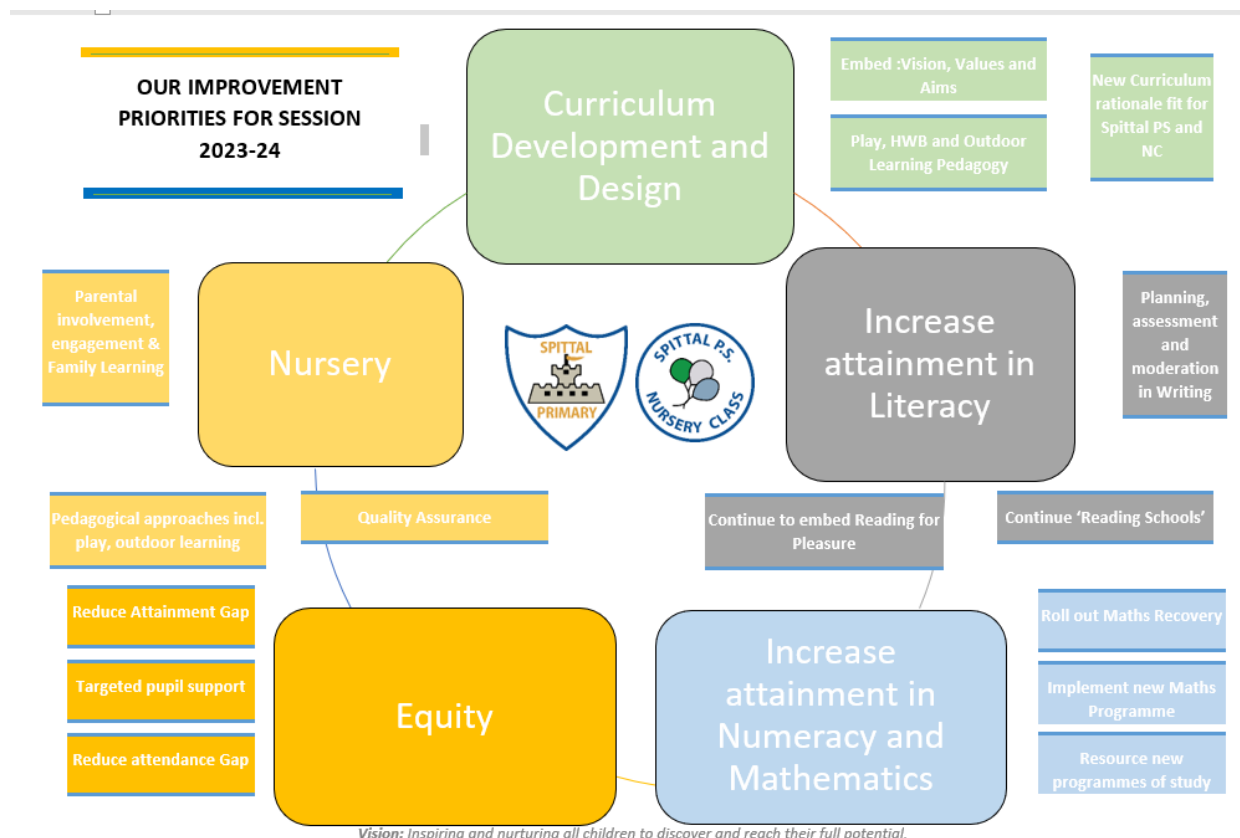
South Lanarkshire Council Education Resources have published a series of leaflets and posters for parents/ carers, which aim to share information on attachment theory and how this can inform the ways in which we support children and young people.

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

## 12) School Improvement

Each year the Head Teacher produces a School Improvement Plan. This Plan is written in consultation with school staff and takes account of the needs of learners in the school at the time. The views of pupils and parents/carers are taken into consideration when devising the School Improvement Plan. The Head Teacher leads and manages the implementation of the Plan and report progress to parents/carers through newsletters. Our School Improvement Plan can be accessed on our school website.

This session our Priorities include:





## 13) School policies and practical information

### School/Nursery Meals

#### Nursery

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

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

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

#### Primary Pupils

##### Nursery

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, a snack option plus a vegan / vegetarian option. These are all served with vegetables or side salad. All **meals** also come with fresh chilled drinking water, salad, seasonal fruit and depending on the day - soup or a dessert.

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

Pupils in:

- Primary 1 - 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.

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

#### Adapted Diets

If your child within Nursery, Primary or Secondary requires a special 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 cultural diet request for your child please speak to the school/office nursery 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 £660 per month), Job Seeker's Allowance (income based), Employment and Support Allowance (income

related), Working Tax Credit and Child Tax Credit (where your income does not exceed £8,717 as assessed by the HM Revenues and Customs), Child Tax Credit only (where your income does not exceed £18,725 as assessed by the HM Revenues and Customs) or receive support under Part V1 of the Immigration and Asylum Act 1999.

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

### **Breakfast Club**

South Lanarkshire Council also offers a free breakfast service. The service runs from 8.15 – 8.45 each school day at Spittal Primary School.

### **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.



### **Spittal Primary School Uniform**

- **Grey trousers or skirt**
- **Blue or white shirt**
- **Grey jumper or cardigan**
- **Blue Sweatshirt**
- **School tie**
- **Black school shoes**
  
- **On gym days, the children may also wear the Spittal Primary blue polo shirt and sweatshirt.**
  
- **Gym kit – sandshoes or trainers**
- **dark shorts**
- **school polo shirt**

## 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, school staff 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.

Staff 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 staff will operate in accordance with South Lanarkshire Council's Safe Systems of Work / risk assessment and national guidance on the administration of medicines.

## Support for parent/carers

### Clothing grant

In certain circumstances the Council provides support to parents/carers for the purchase of school wear. *We would encourage families if they are eligible to apply for these benefits.*

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

## School hours/holiday dates

School starts at 9am and finishes at 3pm

Pupil Playtime is 10.40-10.55am

Pupil Lunchtime is 12.35-1.20pm



## Education Resources

### *2024/25 school holidays (approved)*

These school holiday and in-service dates have been approved by the Education Resources Committee.

Types of holiday listed by month	Holiday dates
<b>August 2024</b>	
Teachers return on Monday 12 August 2024	
In-service days - all schools	Monday 12 and Tuesday 13 August 2024
Pupils return to school	Wednesday 14 August 2024
<b>September 2024</b>	
September weekend	Friday 27 and Monday 30 September 2024
<b>October 2024</b>	
October break	Monday 14 to Friday 18 October 2024  Pupils return on Monday 21 October 2024
<b>November 2024</b>	
In-service day - all schools	Monday 11 November 2024
<b>December 2024 and January 2025</b>	
Christmas/New Year	Schools close at 2.30pm on Friday 20 December 2024

Types of holiday listed by month	Holiday dates
	Schools re-open on Monday 6 January 2025
<b>February 2025</b>	
February break	Monday 17 and Tuesday 18 February 2025
In-service day - all schools	Wednesday 19 February 2025
<b>March/April 2025</b>	
Spring break/Easter	Schools close at 2.30pm on Friday 4 April 2025*  Schools re-open on Tuesday 22 April 2025
<b>May 2025</b>	
In-service day - all schools	Thursday 1 May 2025
May day	Monday 5 May 2025
Local holiday	Friday 23 and Monday 26 May 2025**
<b>June 2025</b>	
Summer break	Schools close at 1pm on Wednesday 25 June 2025

\* Good Friday falls on Friday 18 April 2025

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

Pupils attend school for 190 days and teachers attend for 195 days.





## Transport

It is the responsibility of parents/carers to ensure their child arrives safely at school, on time, each day. In school, children will learn about safe and active methods of school travel and will be encouraged to walk to school, where possible.

During Primary 5 and 6 children may have the opportunity to participate in Cycle Training. After they have completed this training, they may cycle to school. We have covered bike storage in our Playground. Children younger than P5 who wish to cycle to school should be accompanied by a parent/carer.

Our school has a “drop off” area outside the main entrance. Parents/carers may use this dedicated area to drop off children **but not to park**. This area will also be used by buses collecting and returning children for outings or those attending after school care in local provisions.

**We ask that you take great care in and around our school car park and show consideration to other drivers and to pedestrians. Please only park in marked bays and avoid parking in the “Drop Off” area.**

### School transport

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

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

Any spare capacity will be allocated using agreed priorities. More information on school transport is available at:

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

### Pick-up points

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

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

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

### **Insurance for schools – pupils' personal effects**

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

#### **(i) Theft/loss of personal effects**

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

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

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

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

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

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

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

### **Promoting positive behaviour**

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

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

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

In addition, a guideline (Promoting Positive Relationships and Behaviour) has been produced to support all teaching and support staff and inform them of their roles and responsibilities in respect of dealing with the small number of children and young people who display challenging behaviour. Early identification is crucial so that intervention can be provided to support children and young people to help them address their issues and concerns. Staff training is provided to

help develop the skills needed to respond to and manage challenging behaviour. A wide range of appropriate staff development opportunities has been developed for this purpose.



## Child Protection

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

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

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

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

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

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

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

## **14) 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.
- South Lanarkshire Leisure and Culture Limited, where children and young people are participating in sports and leisure activities.
- Other schools/local authorities – if a child moves or transfers to another school the Council has an obligation to pass on information with regards to pupil records to the new school/local authority.

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



([https://www.southlanarkshire.gov.uk/info/200235/meta/1730/general\\_privacy](https://www.southlanarkshire.gov.uk/info/200235/meta/1730/general_privacy)).

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





## **Appendix A**

This annex gives a list of useful information and the links to the content is now available from the Council's website by accessing the following link [http://www.southlanarkshire.gov.uk/info/200186/primary\\_school\\_information/1264/curriculum\\_for\\_excellence/3](http://www.southlanarkshire.gov.uk/info/200186/primary_school_information/1264/curriculum_for_excellence/3)

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

### **Contact Details**

Education Scotland's Communication Toolkit for engaging with parents

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

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

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

### **Parental Involvement**

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

Parentzone provide information and resource for parents and Parent Councils

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

### **School Ethos**

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

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

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

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

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

### **Curriculum**

Information about how the curriculum is structured and curriculum planning

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

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

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

Information on the Senior Phase

Information on Skills for learning, life and work

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

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

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

### **Assessment and Reporting**

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

Information about Curriculum for Excellence levels and how progress is assessed

Curriculum for Excellence factfile - Assessment and qualifications

Information on recognising achievement, reporting and profiling

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

### **Transitions**

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

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

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

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

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

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

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

### **Support for Pupils**

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

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

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

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

### **School Improvement**

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

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

The Scottish Survey of Literacy and Numeracy (SSLN) is an annual sample survey which will monitor national performance in literacy and numeracy.

Scottish Credit and Qualifications Framework (SCQF).

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

Amazing Things - information about youth awards in Scotland.

Information on how to access statistics relating to School Education.

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

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