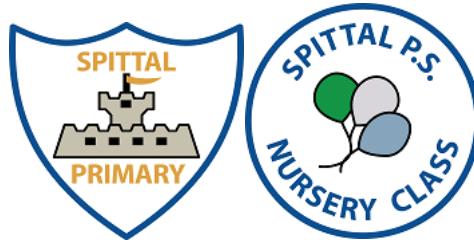




Education Resources



Spittal Primary School Handbook 2026



Contents



- 1. Introduction by the Head Teacher**
- 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**
 - **Promoting Positive Relationships and Understanding Distressed Behaviours (PPRUDB)**
- 12. School Improvement**
 - **Achievements over the last year**
 - **Future Planning (3-year Cycle)**
 - **Pupil Equity Funding (used to support equity and attainment)**
- 13. School Policies and Practical Information**
 - **School/Nursery Meals**
 - **Free School Meals**
 - **Allergies/Adapted Diets**
 - **School Uniform**
 - **Mobile Device Policy**
 - **Clothing Grant**
 - **School Hours/Holiday Dates**
 - **Transport**
 - **Insurance for Schools – Pupils' Personal Effects**
 - **Promoting Positive Behaviour**
 - **Child Protection**
- 14. 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.

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

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 a "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.

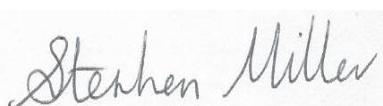
We are extremely privileged to be working within our fabulous building which provides all the facilities necessary to create an excellent learning environment fit for education in the 21st century. We have a full-size all-weather pitch which is used for a variety of sports and games.

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.

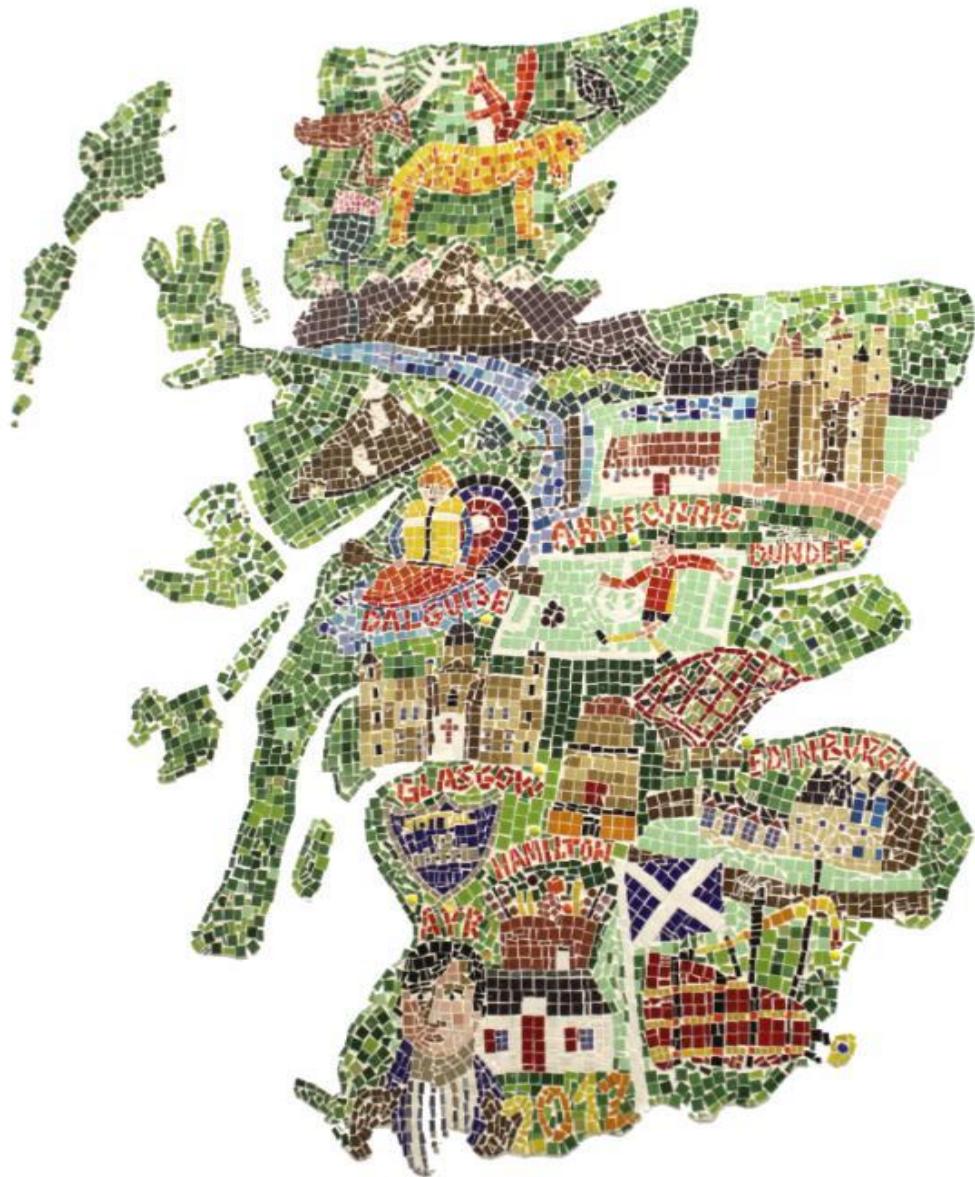
We hope the following pages will give you a flavour of our school. Should any questions remain unanswered, we will be only too happy to help. The handbook is updated annually by the end of January.

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



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 lives and prospects for everyone in South Lanarkshire"***.

For Education Resources this means delivering services of the highest quality as well as striving to narrow the gap. It is about continually improving the services for everyone at the same time as giving priority to children, young people, families and communities in most need. The priorities for schools and services are set out in the Education Resources Plan which confirms the commitment to provide better learning opportunities and outcomes for children and young people. This is available at [Education Resources Plan 2025/26 Education and learning - South Lanarkshire Council](#)

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

Email address: 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 163 in the school and 40 children in the nursery.

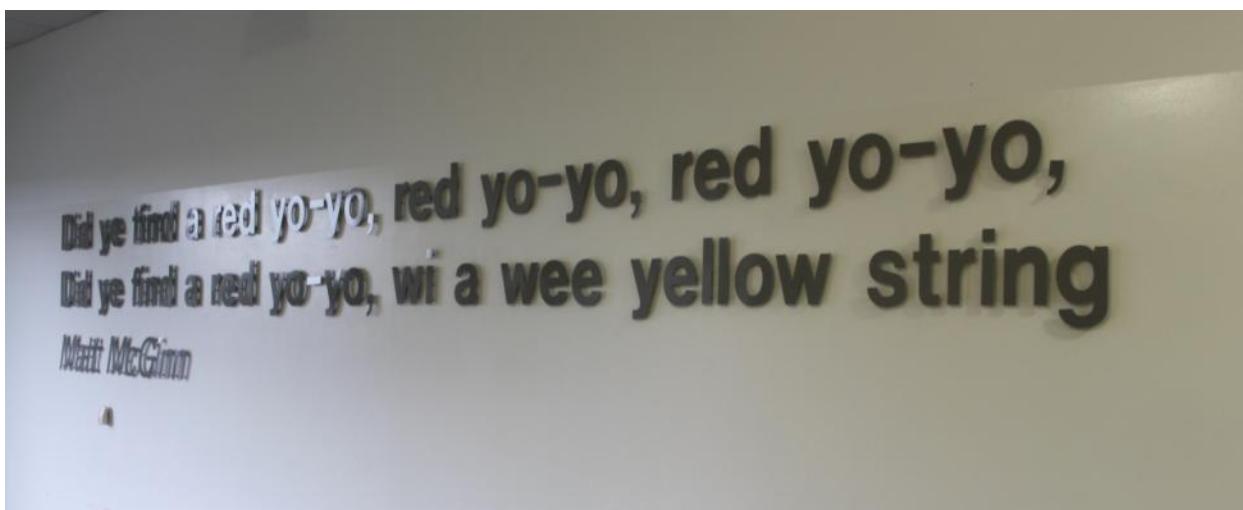
Spittal Primary is a co-educational, non-denominational school.

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).

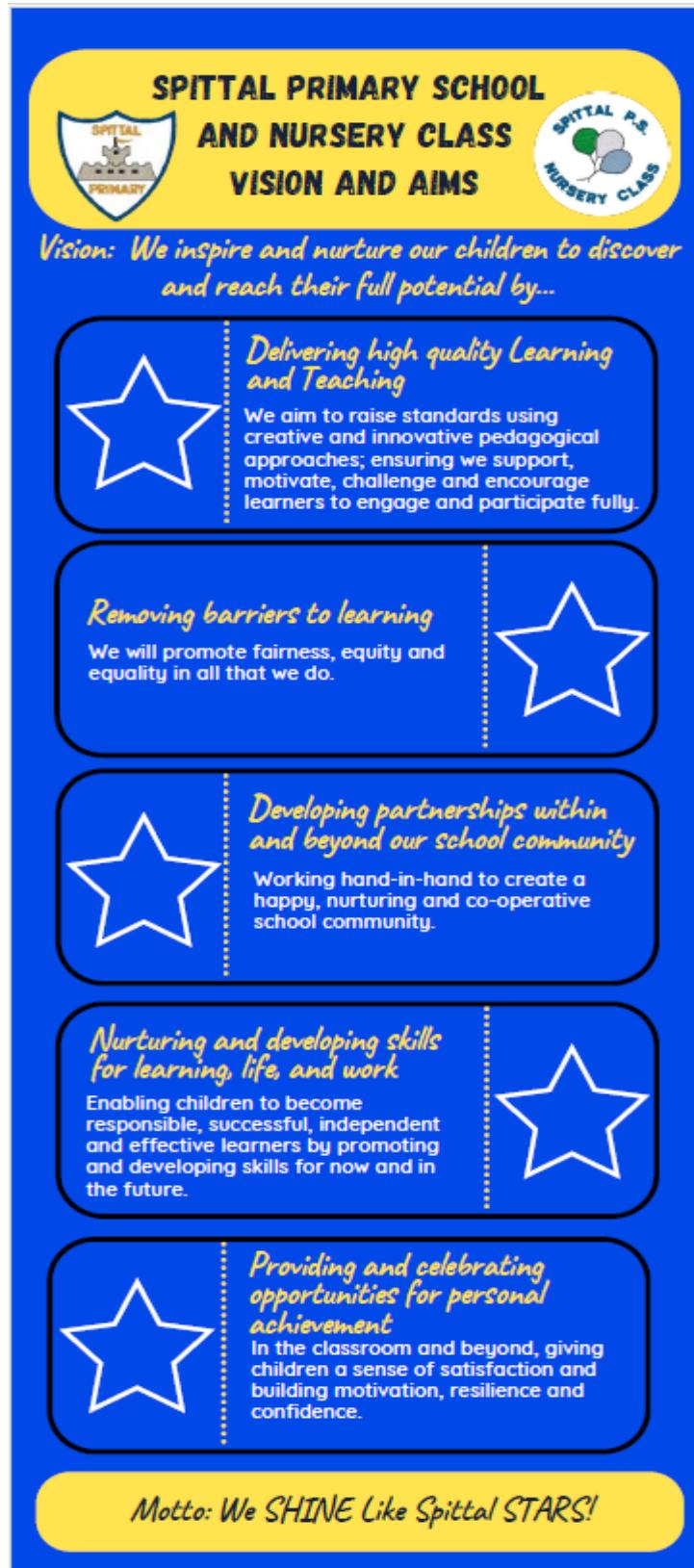
If Spittal Primary is your catchment school (you live in the catchment area) you will be required to complete an enrolment form and provide your child's birth certificate and two forms of proof of address. Only a Parent can enrol their child.

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

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:



**SPITTL 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
Acting Principal Teacher(s) Miss Gillian Elliott and Miss Hazel Rennie

Class Teachers (Session 25-26)

P1 Mrs H Houston
P2 Miss R Dowling
P3 Miss Caitlin Black / Miss Hazel Rennie
P4 Mrs S Lyon
P5 Mr N Houston
P6 Mrs N Gold and Mrs J Brown
P7 Miss A Carroll

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 Miss Elliott and Miss Thomson.

Support Staff

Office Team Leader Mrs A. Wright
School Support Staff Miss S. Johnston, Miss W. Whiteside, Mrs Michelle Keenan, Mrs Farley and Mrs M. Hussain

Nursery Staff

Team Leader Mrs L. O'Kane
Early Years Workers Miss H. Cameron
Miss V. Allan
Miss V Campbell
Mrs G O'Donnell
Miss J Harrison
Mrs H Rankin
Mrs C. Evans

Early Years support Worker Mrs R. Haddow

Janitor, Catering and Cleaning Staff

Janitor Mrs T. Glencross
Cleaning Staff Mrs M Martin. Mrs L McCann. Mrs D Odunukan
Kitchen Staff Mrs A. Hunter

Specialist Support Teacher Mrs B Clark (visiting)

EAL Teacher Mrs L. Giulianotti (visiting)

Educational Psychologist Mr C. Thomson

Active Schools Coordinator Mr J. Anderson

5) Attendance

Encouraging School Attendance

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

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

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).

Family Holidays During Term Time

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

Information on Emergencies

Emergency Information

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

Severe Weather Protocol

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

Communication

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

Things we need you to do:

- It is important for parents/carers to let the school know of any change to your mobile/home phone number and change of address.

- If for any reason, you are unsure if the school is open visit the website at www.southlanarkshire.gov.uk or email: education@southlanarkshire.gov.uk

6) Parental involvement and Parent Councils

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

Why Parental Involvement Matters

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

Our Commitment

We want parents and carers to:

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

Parent Forum and Parent Council

- Every parent with a child at school is part of the Parent Forum.
- Each school has a Parent Council, a formal group that represents parents' views and works with the school to improve learning and experiences.

Connect – Supporting Parent Councils

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

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

Other Helpful Resources

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

Getting Involved

Interested in joining the Parent Council or helping in school? Contact our school office.

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 many resources, activities and so much more. 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 21st 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 \(Scotlandcurriculum.scot\)](http://Scotland's Curriculum for Excellence (Scotlandcurriculum.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 is 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

If you have any difficulty in identifying your catchment school, please email Edsuppserv.helpline@southlanarkshire.gov.uk

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

Proof of where the child lives may also be needed.

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

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

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

Change of School/Placing Request

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

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

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

Transition from primary to secondary school

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

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

11) Support for pupils

Getting it right for every child, (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

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

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 leaflets, postcards or guides please contact 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).

Promoting Positive Relationships and Understanding Distressed Behaviour (PPRUDB)

PPRUDB is South Lanarkshire's framework for understanding and managing behaviour in schools. It emphasises that all behaviour is a form of communication, often indicating unmet needs, and stresses the importance of building positive relationships as a fundamental skill for teachers and a preventive approach to distressed behaviour. The guidance aligns with key Scottish Government policies and legislation and supports the development of safe, inclusive, and nurturing school environments.

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

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

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

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

12) School Improvement

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 plans for future improvement of the school's performance over a 3-year cycle, including the school's plans to involve parents in that future improvement, e.g. Participatory Budgeting is an example of how parents/carers can express their views on school spending plans. 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 including the use of funding to support pupil equity. Our School Improvement Plan can be accessed on our school website.

This session our Priorities are shortened below – please find a copy of last year's achievements of the school (Standards and Qualities Report 2024-25 and this year's full School Improvement Plan 2025-26 – including our 3-year cycle of improvement either online (school website) or within our school app (within the important documents section).



Strategic Priority	Year 3 (25-26)
1.	<p>Develop integrated curricular pathways focusing on STEM, and Inquiry (IDI), aligning with national initiatives like DYW, children's rights (UNCRC), skills development and Digital Schools.</p> <p><i>Learning Community Priority – extend and track skills based learning at all levels to develop an approach to pupil profiling of skills.</i></p>
2.	<p>To increase attainment within Literacy, implement consistent pedagogical approaches and review Spittal's reading programme to enhance assessment rigor. Our Phonics programme will be reviewed, and interventions will expand to incorporate research-based methodologies. Strategies for writing moderation and enjoyment in reading will be refined through the Reading/Writing Schools Action Plan.</p>
3.	<p>To enhance learner experiences in Numeracy and Mathematics, provide consistent, high-quality teaching that ensures suitable challenges, differentiation, and pace through VCPA as a pedagogical approach. This includes robust assessment approaches, tracking via platforms like Sumdog, VCPA, Number Talks, Maths Recovery interventions, and the You+Me family engagement programme.</p>
4. Nursery	<p>Focus: High-quality Planning (Planning in the Moment), observations and intentional planning. Developing our understanding of UNCRC principles and sustainability objectives. Highlight the importance of collaborative and effective transitions facilitated by family learning. The incorporation of digital technologies, STEM, and the formulation of short-term action plans for nursery improvement.</p>

Maintenance Agenda (Continue to do...)

Key actions	Relevant stakeholder involvement	Timeline for completion
VISION, VALUES AND AIMS: Ensure Vision, Values and Aims remain embedded and at the forefront of Spittal Primary School & Nursery Class ethos.	All staff	Ongoing throughout session 2025-26
NURTURE: Continue to support Nurture: Nurture groups and whole-school nurturing approaches – including Attachment Informed, Trauma Sensitive accreditation	SLT, All SSA, teaching staff and whole - school	Ongoing session 2025-26
CURRICULUM PEDAGOGICAL APPROACHES: Continue to embed the following approaches: Numeracy Recovery, Leckie and Leckie, and Active Literacy are resulting in high-quality learning, teaching and assessment systems are consistent and written into Spittal PS Learning, Teaching and Assessment Policy and Staff Handbook.	Teaching Staff	Ongoing session 2025-26
COMMUNITY, SCHOOL AND HOME LINKS: Continue with parental engagement calendar, Nursery Natter group, Grow 73, Healthy n Happy, Harry Heaney, Outerton Park and other establishment visits. Nursery	All Nursery staff	Ongoing session 2025-26
RISKY PLAY: Continue to develop understanding and practice of risky play and Creativity, review 'Being Me' in SLC and the messages within the Together We Can and We Will – sway. Ensuring SIMOA is embedded through checklists and daily discussions. Nursery	All staff	Ongoing session 2025-26
Further develop Outdoor learning across the school, embedding into everyday curriculum. Build confidence in staff by taking learning outdoors. Whole School		
Sport Scotland GOLD AWARD: Continue to gather evidence and create a robust action plan for Sport in Spittal PS going forward. Link in with Active Schools and the local community to explore links to clubs etc.	All Staff- HR to lead Sports Committee	Ongoing session 2025-26

13) School policies and practical information

School/Nursery Meals

Nursery

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

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

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

Primary Pupils

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

All primary schools run a Breakfast service from 8.15am to 8.45am with pupils being offered a selection of toast, cereal or fruit along with a cup of milk.

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

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

Pupils in:

- Primary 1 - 5 receive a free school lunch.
- Primary 6 - 7 meal cost is £2.62.

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

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
- Income-based Job Seeker's Allowance
- Income-based Employment and Support Allowance
- Scottish Child Payment (P6 and P7 pupils)

- Support under Part VI of the Immigration and Asylum Act 1999
- Universal Credit (and your earned income is less than £850 as assessed by the Department for Work and Pensions in the assessment period immediately preceding the application for free school meals)

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

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

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



Enter information on any breakfast school provision within the school.

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 and is open to Primary 1-7 pupils. Our provision does not extend to our nursery children.

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

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

Health Care Plans

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

Mild Symptoms

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

Employee Training

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

Policy Adherence

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

Mobile Device Policy

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

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

Within Spittal Primary School, pupils are discouraged from bringing mobile phones to school, however if brought to school these will be switched off on school premises and only switched back on after leaving the school grounds. These will remain either with the child switched off and in their school bags or taken by the teacher, switched off and locked away until the end of the school day. Misuse of mobile phones on school grounds will result in removal until the end of the day and parents will be contacted to discourage their child from bringing their phone to school. We accept that in some circumstances children will need access to a mobile phone after 3pm.

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

Support for parent/carers

Clothing grant

In certain circumstances the Council provides support to parents/carers for the purchase of school wear. This also now includes nursery children aged 3 and 4 years old. *We would encourage families if they are eligible to apply for these benefits.*

Eligibility criteria and online applications can be found at www.southlanarkshire.gov.uk or via this link [Clothing grants - South Lanarkshire Council](#)

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

School hours/holiday dates

School starts at 9am and finishes at 3pm

Pupil Playtime is 10.40-10.55am

Pupil Lunchtime is 12.35-1.20pm

School holidays 2026/27 (approved)

These school holiday and in-service dates were approved by the Education Resources Committee on Tuesday 9 September 2025.

August 2026

- Tuesday 11 August - teachers return
- Tuesday 11 and Wednesday 12 August - in-service days (all schools)
- Thursday 13 August - pupils return to school

September 2026

- Friday 25 September and Monday 28 September (September weekend holiday)

October 2026

- Monday 12 October to Friday 16 October (October break)

November 2026

- Monday 9 November (in-service day)

December 2026 and January 2027

- Tuesday 22 December (schools close at 2.30pm)
- Wednesday 6 January 2027 - pupils return to school

February 2027

- Monday 15 February and Tuesday 16 February (February break)
- Wednesday 17 February (in-service day)

March 2027

- Friday 26 March (Good Friday)
- Monday 29 March (Easter Monday)

April 2027

- Friday 2 April (schools close at 2.30pm)
- Monday 5 April to Friday 16 April (Spring break)
- Monday 19 April - pupils return to school

May 2027

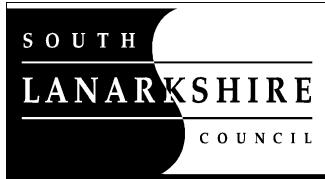
- Monday 3 May (May day)
- Thursday 6 May (in-service day - all schools)
- Friday 28 May and Monday 31 May* (Local holiday)

June 2027

- Friday 25 June (schools close at 1pm for summer break)

*Lanark schools will close on Thursday 10 and Friday 11 June 2027

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



Education Resources



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

More details on school transport can be found at the following link including the online application form: https://www.southlanarkshire.gov.uk/info/200186/primary_school_information/545/school_transport

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

A privilege transport scheme is operated on mainstream school contracts where a pupil is not entitled to school transport. Privilege Transport will only be provided where there is a space on an existing school contract and will be from and to designated pick-up and drop-off points. It will

not be provided where a service bus is used on the school run. Any spare capacity will be allocated using agreed priorities.

A new application must be made each year.

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

Pick-up points

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

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

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

Mainstream School Transport contact details:

e-mail: school_transport@southlanarkshire.gov.uk
tel: 0303 123 1023

Insurance for Pupils' Personal Effects

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

Personal Items

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

Clothing

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

Promoting positive behaviour

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

Our Commitment to Children's Rights

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

To achieve this, we will:

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

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

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

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

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

Information that we collect from other sources.

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

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

Why do we need this information?

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

- for the education of children, young people and adult learners.
- for teaching, enrolment and assessment purposes and to monitor the educational progress of children, young people and adult learners.
- to keep children and young people safe and provide guidance services in school.
- to identify where additional support is needed to help children, young people and adult learners with their learning.
- to maintain records of attendance, absence and behaviour of children and young people (including exclusions).

- to support children and young people moving on each year from nursery to primary, primary to secondary and when they move or leave school.
- to help us develop and improve education services provided for young people, adult learners or families.
- In accordance with our legitimate interests as an education authority we will also use your information to create statistical reports.

We will share your information with:

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

- The Scottish Government and bodies such as Education Scotland, Scottish Qualifications Authority, Skills Development Scotland and other organisations that support children and young people's learning.
- Other parts of the Council when required for services such as school meals, school transport, education benefits and with social work in connection with any child protection concerns we become aware of.
- 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.



Appendix A

For a comprehensive list of useful information, please visit the Council's website: http://www.southlanarkshire.gov.uk/info/200186/primary_school_information/1264/curriculum_for_excellence/3

Additional Information

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

Parental Involvement

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

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

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.

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

Local school policies are either available directly from the school office, Senior Leadership Team, or will be widely available on the school's website and/or school app.

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.