



***St Louise Primary School  
Handbook  
January 2025***



# Contents

- 1. Introduction**
- 2. About our School**
- 3. Our community**
- 4. Parental Involvement / Parent Council**
- 5. School Ethos**
- 6. Attendance**
- 7. The Curriculum**
- 8. Assessment, Reporting and Tracking Progress**
- 9. Enrolment / Transitions (Change of school / Placing requests)**
- 10. Support for Pupils**
- 11. School Improvement**
- 12. School Policies and Practical Information**
- 13. 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](mailto:education@southlanarkshire.gov.uk)

# 1 Introduction

Dear Parent/Carer

The staff of St Louise share with you a common goal in that we want your child to be happy at school and to enjoy being a valued member of the school community. We achieve this by striving to provide a quality educational service, where every child is given the opportunity to reach his or her potential. We aim to promote positive behaviour and a healthy attitude to school life. We achieve this by showing a respect for our pupils and their needs and by treating them with fairness, consistency and understanding. We aim to provide a secure but welcoming environment, where expectations are high, achievements recognised and respect for self and others is fostered in a Catholic atmosphere.

We cannot, however, do this in isolation. We need you as an active partner in your child's education. This will ensure a quality of education which will equip your child for life and their future.

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.

Siobhan Mooty  
Head Teacher

Our Outdoor Classroom



Life in our School



## 2 About Our School

Saint Louise Primary School  
Whitehills Terrace  
East Kilbride  
G75 0NF

Phone: 01355 230804  
Web Site: [www.st-louises-pri.s-lanark.sch.uk](http://www.st-louises-pri.s-lanark.sch.uk)  
Email: [gw14stlouiseprimary@glow.sch.uk](mailto:gw14stlouiseprimary@glow.sch.uk)  
Twitter: @stlouiseprimary

Saint Louise is a Roman Catholic co-educational school for children aged 5 to 12 years.  
The present role of the school is 186.

### School Day

School opens at **8.55am** and closes at **2.55pm** for pupils.

Interval 10.25am - 10.40am

Lunch 12.10pm - 12.55pm

### Currently the teaching staff who will care for your child are:

Head Teacher		Mrs S Mooty
Acting Depute Head Teacher		Miss L Clarke
Class Teachers	P1/2	Mrs D McAllister
	P2/1	Miss C Mooney
	P3	Mrs S McGhee and Mrs S Docherty
	P4	Mrs J Brown
	P5	Mrs L Mack
	P6	Miss A Yardley
	P7	Mrs C Docherty
	CCC	Mrs S Docherty

### Total Number of Teaching Staff ~ 9 FTE

These are the support staff who will care for your child:

School Support Assistant (Office)	Miss L Dunnachie
School Support Assistant	Miss E Duffy
School Support Assistant	Mrs J Gayne
School Support Assistant (Office)	Mrs A Ritchie
School Support Assistant	Mrs J Hughes
School Support Assistant	Mrs I Beaton
School Support Assistant	Mrs R Purdie
School Support Assistant	Mrs N Jamieson

Janitor	Mr C Nobes
Cook Supervisor	Mrs L Sweeney

### School Chaplains

Father Kenny Campbell	Our Lady of Lourdes Parish
-----------------------	----------------------------

Father Romanus Enyinnia	St Vincent de Paul Parish
-------------------------	---------------------------

### 3 Our Community



#### **St Andrew's and St Bride's Learning Community**

A learning community is made up of schools and education establishments from the area including the secondary school, primary schools, early years establishments, early years partners and school bases which provide specialist additional learning services. It is about working together to plan better outcomes for children and young people.

The learning community develops ways of working between establishments and with other agencies and organisations to ensure services are responsive, accessible and are delivered as effectively as possible. A Head of Education (Area) manages each learning community. The Head of Education for our area is Mr Stewart Nicolson.

#### **Youth Family and Community Learning Service**

Education Resources is a key partner in developing an approach, which promotes the delivery of better-integrated services to children, young people and their families.

Our vision for children and young people in South Lanarkshire is to ensure that they live in a community where they feel safe, included, nurtured and respected. They should be part of a society where they have the opportunity to maximise their full potential and have access to good quality health, education and leisure services and to have co-ordinated support for the most vulnerable.

Learning communities will strengthen the integration agenda at both strategic and local levels to enable a more collaborative approach in delivering services to all children.

A support team works across four education areas, and within the Council, enabling all services to children and families to plan and work together, to achieve our vision.



## 4 Parental Involvement / Parent Council

### Parental Involvement

The Scottish Schools (Parental Involvement) Act 2006 offers guidance for education authorities, Parent Councils, and others.

Parentzone [Parentzone Scotland | Education Scotland](#) provides resources for parents and Parent Councils, and the National Parent Forum for Scotland offers additional information at [www.npfs.org.uk](http://www.npfs.org.uk).

### Parental Involvement/Parent Council

South Lanarkshire Council values parents as partners in their child's education and has published a strategy called 'Making a difference – working together to support children's learning', available on 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)

### The Importance of Parental Involvement

- Parents, carers, and family members are the most significant influences on children's lives.
- Children spend only 15% of their time in school between the ages of 5 and 16.
- Research shows that parental involvement in learning leads to better outcomes at school and in life.

### Our Aims for Parents/Carers

- To be welcomed and involved in the life of the school.
- To be fully informed about their child's learning.
- To be encouraged to contribute actively to their child's learning.
- To be able to support learning at home.
- To be encouraged to express views and participate in discussions on education-related issues.

### Parent Forum and Parent Council

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

### Getting Involved

- To learn more about becoming a parent helper or joining the Parent Council and/or Parent Teacher Association, contact the school or visit our website. <https://www.st-louises-pri.s-lanark.sch.uk/index.htm>

A guide on the role of a Parent Council, created by parents for parents, is available via this link [Parent Councils](#)

The office-bearers for 2024-25 are: -

Chair:	Mrs Bonner
Secretary:	Mrs Gardner
Treasurer:	Mrs Gill
Church Representative:	Mrs Harris

The contact details are:

Email - [St.LouisePSG@gmail.com](mailto:St.LouisePSG@gmail.com)

Facebook - St Louise Parent Staff Group

## **Parentzone Scotland**

- A unique website for parents and carers in Scotland, offering information from early years to beyond school.
- Provides up-to-date information about learning in Scotland and practical advice to support children's learning at home.
- Offers more detailed information on additional support needs
- Explains how parents can get involved in their child's school and education.
- Includes details about schools, performance data for school leavers from S4-S6, and links to national, local authority, and school-level data on the achievement of Curriculum for Excellence levels.





## 5 School Ethos



The ethos of St. Louise Primary has been the subject of widespread praise, both locally and nationally. The staff, pupils, parents and everyone associated with the St. Louise community takes great pride in their successful, popular and inclusive school. Our aim is simple: to provide children with a learning environment where everyone is safe, secure and happy to ensure that all pupils maximise their opportunities to achieve their potential. We aim to provide opportunities, which will enhance and enrich our children's lives and enable them to display the school values of **Equality, Equity, Compassion, Fairness, Empathy, Commitment and Gospel Values**.

Achievements are celebrated throughout the school and showcased at the weekly whole-school assemblies.

As a Catholic School, we offer our children a learning environment which is conducive to spiritual growth and which is characterised by mutual respect and gospel values.

The Catholic Church's commitment to the importance of education is founded on the Christian belief of the importance of each person's talents and capacities being developed to their full potential throughout life.

We aspire to meet all the demands of The Charter for Catholic Schools, in particular: "... a commitment to the integrated education and formation of the whole person." "... Working in close partnership with parents as the first educators of their children", And of course, "the pursuit of excellence through the development of each young person's unique God-given talents".

Some of the areas that have been given special praise are:

- The positive ethos and strong identity as a community of faith.
- The children's behaviour and enthusiasm for learning.
- The children's ability to work independently and effectively with others.
- Our close links with the learning community, our parish priests and local businesses.
- Our well-used interactive website and Twitter page which helps parents to be more involved in their child's learning.
- The outstanding commitment and teamwork of all staff to improve learning for children.
- The staff who have very positive relationships with children and each other.
- Our children are very well behaved, supportive of each other and very proud of their school.
- Our broad curriculum which develops their skills in key curricular areas.

It is not possible to stress enough the importance of parents taking an interest in their children's work, talking to them about it and above all encouraging them. Full co-operation between both the school and parents is vital if children are to gain the maximum benefit from their education.

This co-operation can be achieved in the following ways:

Parents may visit the school to enquire about their children's progress by prior arrangement or to raise any concerns they may have. If parents wish to discuss a child with any member of staff, they are asked to contact the school office, so that a mutually suitable time for a meeting can be arranged.

There exists in the school a team of parents who give of their free time to support the staff and pupils. This support is most welcome and very much appreciated.

At our recent HMLe Inspection (September 2023) our positive ethos was experienced by the inspectors who found:

"The positive, welcoming ethos and culture of St Louise Primary School is tangible and reflects the school community's commitment to building positive and encouraging relationships for all."

## 6 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:

Let us know as soon as possible if your child is absent from school. Please note that if we have not heard from you the school office will contact you asking you to let us know the reason for your child's absence.

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.

### 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 school 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](http://www.southlanarkshire.gov.uk), will provide updates on school closures or delays including further information about the next school day.

### Parental Responsibilities

- Inform the school of any changes to your contact details.
- If unsure about the school's status, visit the website [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk) or email [education@southlanarkshire.gov.uk](mailto:education@southlanarkshire.gov.uk).

### Your Commitments

We ask that you:

- Support and encourage your child's learning.
- Respect and adhere to the school's policies.
- Respect school staff and support the school's commitment to your child's education.

### Family Holidays During Term Time

Please ensure your child attends school during term time and avoid holidays during this period as it disrupts education and reduces learning time. If a holiday during term time is unavoidable, inform the school in advance by letter.

Holidays during term time will be marked as unauthorised absences, except in exceptional circumstances where parents can demonstrate the inability to obtain leave during school holidays. Unexplained absences will be recorded as unauthorised.

### **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](http://www.southlanarkshire.gov.uk).

All of these procedures are in place to help ensure the safety of our children and I thank you in advance for your co-operation with these.

### **Arrangements for Visiting the School**

If you wish to visit our school to discuss any matter, please contact the school office and an appointment will be arranged. In some circumstances these visits may need to take place after the school day depending on the request.

### **Complaints Procedures**

If you wish to raise any concerns about your child or the school, please do this in writing, by email or by phone, directly to the school office. This will then be dealt with by the appropriate member of school staff who will endeavour to respond to your concern within 3-5 working days.

If you are not satisfied with the school response, South Lanarkshire Council have a complaints procedure where you can raise your concerns further with the council.

### **South Lanarkshire Council 'Have Your Say'**

Your feedback, comments and opinions are important to help us understand what we do well and where we need to improve. You can also use this if you wish to complain about a service.

This can be done on the council's website -

[https://www.southlanarkshire.gov.uk/info/200170/comments\\_complaints\\_and\\_consultations](https://www.southlanarkshire.gov.uk/info/200170/comments_complaints_and_consultations)

## 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 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
- Sciences
- Social studies
- Technologies

If you want to know about 'Curriculum for Excellence', please visit [Scotland's Curriculum for Excellence \(scotlandscurriculum.scot\)](http://Scotland's Curriculum for Excellence (scotlandscurriculum.scot)) or [parentzone@scotland.gsi.gov.uk](mailto:parentzone@scotland.gsi.gov.uk)

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

<b>Level</b>	<b>Stage</b>
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.

The purpose of Curriculum for Excellence is encapsulated in the four capacities – to enable each child or young person to be a successful learner, a confident individual, a responsible citizen and an effective contributor. It is underpinned by the values inscribed on the mace of the Scottish Parliament - wisdom, justice, compassion and integrity.

Our curriculum is developed in response to the principles for curriculum design as outlined in the Curriculum for Excellence guidelines. These seven principles are as follows:

**Challenge and Enjoyment** Our pupils find their learning challenging, engaging and motivating. We encourage high aspirations and ambitions for all. Our learners experience an appropriate level of challenge, to enable each individual to achieve his or her potential. They are active in their learning and have opportunities to develop and demonstrate their creativity. We provide encouragement and motivation for our pupils to sustain their efforts and commitment.

**Breadth** Our children have opportunities for a broad, suitably weighted range of experiences, so that they will learn and develop through a variety of contexts within both the classroom and other aspects of school life.

**Progression** We ensure that our pupils experience continuous progression in their learning within a single curriculum framework. At each stage we build upon earlier knowledge and achievements. Our pupils are able to progress at a rate which meets their needs and aptitudes.

**Depth** We provide opportunities for our pupils to develop their full capacity for different types of thinking and learning. As they progress, we support the development and application of increasing intellectual rigour, draw different strands of learning together, and support them in exploring and achieving more advanced levels of understanding.

**Personalisation and Choice** Our curriculum responds to the individual needs of our children and supports particular aptitudes and talents. Our children are given opportunities to exercise responsible personal choice as they move through our school.

**Coherence** Our pupils' learning activities combine to form a coherent experience. There are clear links between the different aspects of our children's learning, including opportunities for extended activities which draw different strands of learning together.

**Relevance** We ensure that our children understand the purposes of their activities and understand the value of what they are learning and its relevance to their lives, present and future.

## **English Language**

It is our aim to provide children with the opportunity to develop language skills in listening, talking, reading and writing.

## **Reading**

The core of our language and reading programme is the Lanarkshire Active Literacy approach. It provides structure and balance in the four areas mentioned above and develops reading from basic skills to higher order reading skills. P1-3 pupils benefit from a book banded approach to reading and P4-7 use novels to enrich their experiences of learning the reading strategies recommended. This approach enables staff to ensure all areas are developed:

**a) Developmental Reading** - where the main purpose is to bring about an improvement in reading skills. Learning to read and comprehend is the main goal.

**b) Functional Reading** - where the primary aim is to obtain information. The child learns to use reading effectively as a learning tool.

**c) Recreational Reading** - to foster a love of reading for enjoyment and appreciation. Research and reference skills begin in a simple way in infants and develop to locating information using catalogues and indexes in seniors.

## **Writing**

From the early stages children are encouraged to express their ideas, thoughts and experiences in writing. As well as writing stories and poems, children's writing is extended to include functional writing, note taking, writing reports and summarising. This is also incorporated into the interdisciplinary work. Grammar and spelling are taught according to the needs and stages of development of the children.

## **Talking and Listening**

A programme of Talking and Listening activities has been developed to ensure an appropriate and progressive experience for the children. All curricular areas involve aspects of talking and listening which staff incorporate into their planning.

## **French and Spanish**

French is introduced in Primary 1, the emphasis being very strongly on oral work. This is extended to one hour per week in Primaries 6 and 7. More written work is introduced at this stage. The children studying French make use of ICT to further develop their learning. The children are also being introduced to Spanish from P1 – P7.

## **Mathematics**

We develop skills in the following areas:

Number, money and measure

Shape, position and movement

Information handling

A differentiated programme of study currently using T Jay Maths, Big Maths and Scottish Heinemann Mathematics, develops the concepts and language of mathematics. There is a strong emphasis placed on mental and practical maths and problem-solving activities. Co-operative learning and games development by the teacher, child and drawn from the web are used to teach maths at every level. This allows children to learn from each other and receive immediate feedback on their progress while having fun.

If a parent wishes to help a child at home, it is important to check the particular language and process in use by the class teacher in order to avoid confusing the child.

## **Health and Wellbeing Education**

Learning in health and wellbeing ensures that children and young people develop the knowledge and understanding, skills, capabilities and attributes, which they need for mental, emotional, social and physical wellbeing now and in the future. Learning through health and wellbeing enables children and young people to make informed decisions in order to improve their mental, emotional, social and physical wellbeing, experience challenge and enjoyment and the positive aspects of healthy living and activity for themselves.

We have 4 teachers trained by psychologists in listening to children using a solution focussed approach. These teachers run a listening service in St Louise for all children to access. We encourage children to come and share their worries big or small. The 'Listen To Me' service has been running for 11 years and children say that they find it very helpful. We also have staff trained in Give Us A Break (GUAB) and this is utilised for children who are identified as needing further support after a personal trauma etc. We also have a staff member trained in nurture who is working with staff to identify and support pupils who need a more nurtured approach to their learning. All staff have been trained in the 'Bounce Back' approach and we are implementing this across the school as part of the health and wellbeing curriculum.

## **Social Subjects**

Through social studies, children and young people develop their understanding of the world by learning about other people and their values, in different times, places and circumstances. They also develop their understanding of their environment and how it has been shaped. The framework includes: 'people, past events and societies', 'people, place and environment', 'people in society, economy and business'. The curriculum is delivered through a blend of topic studies featuring learning outdoors, field trips, visits and input by external contributors. We hope to help children to understand the relationship between humans, the environment and living things. We would aim to develop in the children, positive attitudes and prepare them for active participation in decision making about the environment.

## **Sciences**

Through learning in the sciences, the children will engage in a wide range of collaborative and investigative tasks which allow them to develop the important skill to become creative and inventive.

The key concepts covered are: Planet Earth, Forces, Biological systems, Materials and Topical science.

## **Technologies**

This provides scope for developing technological skills, knowledge, understanding and attributes through creative, practical and work-related activities. The use of IT is integrated into all areas of the curriculum and all pupils are given the opportunity to experience their use and develop their skills. Food technologies are also developed across the school and often support interdisciplinary work covered in class.

## **Art**

Our aim in all artwork is to ensure that every child enjoys the subject and feels successful in it, while acquiring techniques in colour, pattern, texture etc. Skills, techniques and the use of media are taught through a structured programme.

## **Music**

All classes have a set weekly time for music throughout the year and the core programme used from P1 - P7 is Charanga. This provides the children with a very wide and varied experience of musical activities involving singing, listening and playing musical instruments. Primary 5 pupils also take part in the Scottish Government's Youth Music Initiative each year.

## **Physical Education**

Classes are timetabled for 2 hours of Physical Education per week. Throughout the year a balanced programme is presented in Inventive Movement, Expressive Movement, Games Skills and Fitness activities.

## **Drama**

This is also timetabled on a weekly basis for all classes. Some lessons are based on interdisciplinary work, or a particular theme, but all teachers follow a programme developed by the school. Children are encouraged to take part in and gain confidence in improvisation, role-playing, mime etc.

## **Sustainable Education**

Children are taught about subjects which promote global responsibility and every year study a project which develops sustainable themes such as Recycling, Natural Resources and Pollution etc.

## **Outdoor Education**

Classes can benefit from our outdoor classroom and newly painted resources in the school playground to further enhance their lessons. This is carried out no matter the weather and has proven to develop local responsibility towards their area and community.

## **Religious and Moral Education**

Our religious education programme provides a wide variety of opportunities for our pupils to:

- Develop knowledge and deepen understanding of the Catholic faith.
- Investigate and understand the relevance of the Catholic faith to questions about truth and the meaning of life.
- Highlight, develop and foster the values, attitudes and practices which are compatible with a positive response to the invitation of faith.
- Develop the skills of reflection, discernment, critical thinking, and deciding how to act in accordance with an informed conscience when making moral decisions.
- Nurture prayer life as an individual and as part of the school community.
- Understand and appreciate significant aspects of other Christian traditions and major world religions.
- Make a positive difference to myself and the world by putting my beliefs and values into action.

### **The strands of Faith of Catholic Christianity which are explored are:**

Mystery of God	In the Image of God
Revealed Truth of God	Son of God
Signs of God	Word of God
Hours of God	Reign of God

### **Other World Religions:**

Beliefs  
Values and issues  
Practices and traditions

The core resources used to enhance children's learning experiences are:

This Is Our Faith Religious Education Programme and God's Loving Plan, in line with Motherwell Diocesan guidelines.

### **Spiritual, Social, Moral and Cultural Values**

Fr Kenny Campbell from Our Lady of Lourdes Parish and Father Romanus Enyinnia from Saint Vincent de Paul Parish pay frequent visits to the school.

On Holy days of Obligation all pupils attend Holy Mass in Our Lady of Lourdes Church or the school hall, when parents are invited to take part in the celebration of Mass. These are particularly happy occasions.

Regular arrangements are made for the pupils in P4 - P7 to make their Confession in the Sacrament of Reconciliation in the school. Religion is not just a subject but more a way of life and the Catholic school is really an extension of the Catholic home. Pupils are prepared in P3 to make their First Confession. They receive First Confession in one of our joint parishes in the evening. A letter will be sent home giving details. Pupils are prepared for First Communion in P4 and for Confirmation in P7. Our RE programme plays a vital role in our policy of ensuring that all pupils, irrespective of belief, race, culture, gender or disability are provided with an education which allows them to develop their potential.

### **Rights of Parents / Carers**

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

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



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

### **Equalities**

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

In the case of those children who are not Catholic, parents can be reassured that religious education is approached sensitively and in a climate of great respect for those of other faiths and none.

In a letter of guidance issued by the Scottish Government in February 2011, it is acknowledged that Catholic schools take a distinctive approach to the provision of Religious Observance:

Scottish Government Ministers welcome the tradition that, in Roman Catholic denominational schools, Catholic Liturgy will largely shape the nature and frequency of religious observance activities in the classroom and in the wider school community. So, at times, children and young people will be invited to participate in, and sometimes to lead, prayer and reflection in classrooms and at assemblies. At other times, to honour particular occasions or feasts, chaplains will lead school communities in the celebration of Mass and other forms of liturgical celebration.

## **8 Assessment, Reporting and Tracking Progress**

In St. Louise Primary School, we are committed to developing and implementing effective assessment and tracking strategies in order to ensure that our curriculum is designed and delivered in a manner which ensures the highest quality of learning and teaching experiences for our pupils.

We have based our core curricular experiences on Curriculum for Excellence principles of curricular design in order to provide challenge and enjoyment, breadth, progression, depth, personalization and choice, coherence and relevance. Our assessment strategies ensure that we apply these principles in an inclusive way by planning high quality learning experiences which stimulate and challenge our pupils and engage them in their learning.

We use a wide range of approaches to gather good quality evidence of children's progress to effectively track each child's knowledge and understanding, skills, attributes and capabilities in order to fully develop the four capacities. In addition, this evidence of learning enables us to provide detailed information to parents and carers on their child's progress.

Our strategies are applied on an ongoing basis with formative assessment being carried out by the teaching staff in a variety of ways including daily observations, regular discussions, partnership working with colleagues and other staff members. Teaching staff provide high quality oral feedback to pupils who benefit from individual discussion on their progress.

Pupils are fully involved in the evaluation process through self-evaluation and peer assessment. They are encouraged to set goals and targets for themselves which are compiled and evaluated by each pupil regularly.

In addition to this, more formalised summative assessments are administered by way of end of topic assessments, check-ups in numeracy and mathematics, and moderated assessment in literacy and numeracy which are administered at each level from Early to Second as well as end of level assessments to establish pupil competence before the next level is introduced. A variety of strategies are employed to track pupil progress including recording each pupil's daily/weekly

results in our class assessment folders, gathering and displaying written and photographic evidence for individual and group tasks and activities and recording the results of summative assessments at the end of a topic or level. Teaching staff maximise opportunities to share information on children's learning during periods of transition, whether it be from nursery to Primary 1, internal transition from class to class or Primary 7 to S1 to ensure continuity as pupils progress through each stage of school.

**The Scottish National Standardised Assessment (SNSA)-** 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.

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

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

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

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

Achievements and successes of all pupils are tracked and our quality assurance and monitoring calendar enables us to have a clear picture of all our pupils and their needs. Staff work closely with all stakeholders.

## 9 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.help@southlanarkshire.gov.uk](mailto:Edsuppserv.help@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 2025, you can enrol online from Monday 6 January 2025. Your catchment school will contact you between Monday 13 to Friday 17 January 2025 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.

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

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

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

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

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

## **10 Support for Pupils**

### **Getting it right for every child (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. Your school will let you know who this is. It is likely to be the Head Teacher in a primary school and a principal teacher (pupil support) in Secondary.

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

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

There are times when children, at all levels of their ability, have additional needs in education. It is our policy to identify these needs at an early stage and make provision for them. These needs may arise in any aspect of learning and at any stage in the curriculum. In the first instance the class teacher will arrange a programme of individual attention to try to help the child. When necessary, this will be supplemented and supported by a special programme on a one-to-one basis by myself or another member of staff.

Extension programmes will be devised for children who require greater challenge in specific areas of the curriculum. These will be carried out in special group situations and/or individually. This will be organised by the class teacher.

In this way, children who need help with any part of the curriculum work and those with a demand for greater challenge will be sought out and catered for. If the difficulties are very serious, we contact the parents to inform them and ask their permission to refer their child to the educational psychologist. If permission is granted, the psychologist will visit the school, speak to the child and, if necessary, make arrangements to interview the parents to make them aware of the difficulties, which their child may have. Parents and children have benefited from this arrangement.

A Specialist Support teacher visits the school each week to give appropriate advice and help to children with learning difficulties. She works co-operatively in designated areas each term with teachers who have children with particular learning 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. These are available through the school or on the South Lanarkshire Council 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 are also available at [www.enquire.org.uk](http://www.enquire.org.uk)

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

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

## **Attachment Strategy for Education Resources**

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

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

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

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

The aim of the strategy is to promote better experiences of attachment for South Lanarkshire's children and young people and to ensure that all education practitioners understand the importance of attachment 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 on how this can inform the ways in which we support children and young people.

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

## **11 School Improvement**

The aim of a **School Improvement Plan** is to help Head Teachers organise school self-evaluation and plan a programme of activities aimed at sustaining and improving specific aspects of the school's work. It offers a means of organising information about where the school is and where it is going. Formulating the plan encourages and assists staff to take accurate and systematic stock of the schools' current performance, to consider the most effective use of available finance and resources, to think and plan strategically for the phased introduction of new initiatives, to consolidate recent developments and to report on existing practice and performance. In essence, the aim of our School Improvement Plan is to improve the quality of our learning and teaching – it is a process of going forward for the better.

Each session the school and the associated Learning Community formulate Improvement Plans which outline their developmental agenda for the year and their proposed targets of achievement.

This session (2024-2025) St. Louise Primary will be paying special attention to the following areas:

### **Strategic Priorities 3 Year Cycle (Year 2)**

Improvement Priority 1 – Curriculum (Numeracy)

Improvement Priority 2 – Play Based Learning at Early/First Level

Improvement Priority 3 – Parental Engagement and Children's Rights

Improvement Priority 4 – Developing in Faith – Honouring Jesus Christ as the Way, the Truth and the Life

A fuller version of the School Improvement Plan is available on our school website and our Standards and Quality Report gives a detailed outline of our achievements over the past 12 months and how we have improved standards for our pupils and how we will continue to do this.



## 12 School Policies and Practical Information

### School Meals

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

All primary aged pupils are also offered a free breakfast within their school from 8.15-8.45am. The selection available includes cereal, toast, fruit and milk.

For their lunch each day pupils have the option to choose from four meal options every day. These are all served with vegetables or side salad. All meals also come with fresh chilled drinking water, 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 £2.17.

School lunches and milk can be paid for through your ParentPay account or Pay Point facilities in local shops.

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

### Adapted diets

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

## Free School Meals

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

Income Support, Universal Credit (where your take home pay is less than £796 per month), Job Seeker's Allowance (income based), Employment and Support Allowance (income related), Working Tax Credit and Child Tax Credit (where your gross annual income does not exceed £9,552 as assessed by the HM Revenues and Customs), Child Tax Credit Only (where your gross annual income does not exceed £19,995 as assessed by the HM Revenues and Customs) or receive support under Part VI of the Immigration and Asylum Act 1999.

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

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

South Lanarkshire Council also offers a free Breakfast service. Check your child's school for details: - the service runs from 8.15am to 8.45am each school day.

## School Uniform

We have a beautiful uniform at St Louise:

Inverness Blue blazer (Optional) with Royal Blue Ribbon,  
**White** shirt/blouse,  
**Grey** skirt/trousers,  
**Grey** v-neck jumper/cardigan with/without school badge,  
The school tie may be purchased from school using the ParentPay system

The PE Kit is White T shirt and Royal blue shorts/dark plain leggings or tracksuit bottoms with or without school badge. All children must change out of their PE clothes following their lesson.

School uniform items with badges can be purchased from our official suppliers Border Embroideries <https://www.border-embroideries.co.uk/schools/st-louise-primary-school.html>  
Or alternatively, school uniform items without badges can be purchased from any local supermarkets or uniform stockists.

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

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

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

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

- the wearing of football colours
- clothing with slogans that may cause offence (anti-religious, symbolism or political slogans)

- clothing which advertises alcohol, tobacco or drugs
- clothing which can be deemed unsuitable in terms of health and safety grounds such as shell suits, combat style clothing, dangling earrings, loose fitting clothes particularly in practical classes.
- articles of clothing that could be deemed to inflict damage on other pupils or be used by others to do so.
- footwear that may damage flooring.

### **Allergies**

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.

## **Support for parent/carers**

### **Clothing grant**

In certain circumstances the Council provides support to parents/carers for the purchase of school wear.

Applications can be made online at [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk). If you are required to submit evidence of your Tax Credit income or your Universal Credit Statement, it is important that all pages of this evidence is submitted with 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 Holiday Dates**

A list of holidays is included in the Appendices and can also be found on the council's website - [https://www.southlanarkshire.gov.uk/info/200140/education\\_and\\_learning/82/school\\_holidays](https://www.southlanarkshire.gov.uk/info/200140/education_and_learning/82/school_holidays)



## **Transport**

### **School transport**

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

The calculation on the measurement of distance from home to school is measured using a Geographical Information System (GIS), which is used for all measurements to ensure that Council Policy is consistently applied across the Authority.

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](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 free school transport. Privilege Transport will only be provided where there is a space on an existing school contract and will be from and to designated pick-up and drop-off points. It will not be provided where a service bus is used on the school run. Any spare capacity will be allocated using agreed priorities.

A new application must be made each year.

More details on Privilege school transport may be found here:

[https://www.southlanarkshire.gov.uk/info/200186/primary\\_school\\_information/784/privilege\\_transport\\_to\\_school](https://www.southlanarkshire.gov.uk/info/200186/primary_school_information/784/privilege_transport_to_school)

### **Pick-up points**

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

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

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

Mainstream School Transport contact details:

e-mail: [school\\_transport@southlanarkshire.gov.uk](mailto: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:

#### **Theft/Loss of Personal Effects**

- The Council is not responsible for the loss or theft of pupils' personal items, such as mobile phones or tablets. These items are brought to school at the pupil's and parents' own risk.
- To prevent loss, please avoid bringing valuable or unnecessarily expensive items to school.

- Staff members are instructed not to take custody of any personal items.
- This policy also applies to musical instruments and other equipment used for school activities. If such items are left at school, it is at the pupil's and parents' own risk.
- For valuable items like musical instruments, parents should ensure they are covered by their own household insurance.

### **Damage to Clothing**

- The Council is only liable for damage to pupils' clothing if it is caused by the negligence of the Council or its employees. Claims for other reasons 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 distressed 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 distressed 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)

### **13. 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 schools.

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**

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.

- When 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 you wish to participate in activities or support for young people through our youth centres, or through adult learning programmes within the community, we will also ask for your personal information to support your application. This may include information about family circumstances or medical conditions.

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.

## **The Freedom of Information (Scotland) Act 2002**

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

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

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

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

Or email: [foi.request@southlanarkshire.gov.uk](mailto:foi.request@southlanarkshire.gov.uk)

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

### **Appendix A**

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

[http://www.southlanarkshire.gov.uk/info/200186/primary\\_school\\_information/1264/curriculum\\_for\\_excellence/3](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](http://www.npfs.org.uk)



## Education Resources

### School Holiday Dates Session 2024/25

#### August 2024

- Monday 12 August - teachers return
- Monday 12 and Tuesday 13 August - in-service days (all schools)
- Wednesday 14 August - pupils return to school

#### September 2024

- Friday 27 September and Monday 30 September (September weekend holiday)

#### October 2024

- Monday 14 to Friday 18 October (October break)

#### November 2024

- Monday 11 November (in-service day)

#### December 2024 and January 2025

- Friday 20 December (schools close at 2.30pm)
- Monday 23 December to Friday 3 January 2025 (Christmas/New Year break)
- Monday 6 January 2025 - pupils return to school

#### February 2025

- Monday 17 and Tuesday 18 February (February break)
- Wednesday 19 February (in-service day)

#### April 2025

- Friday 4 April 2025\* (schools close at 2.30pm)
- Monday 7 April to Monday 21 April (Easter/Spring break)
- Tuesday 22 April - pupils return to school

#### May 2025

- Thursday 1 May (in-service day - all schools)
- Monday 5 May (May day)
- Friday 23 May and Monday 26 May\*\* (Local holiday)

#### June 2025

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

\*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.



Education Resources

### School Holiday Dates Session 2025/26

#### August 2025

- Tuesday 12 August - teachers return
- Tuesday 12 and Wednesday 13 August - in-service days (all schools)
- Thursday 14 August - pupils return to school

#### September 2025

- Friday 26 September and Monday 29 September (September weekend holiday)

#### October 2025

- Monday 13 to Friday 17 October (October break)

#### November 2025

- Monday 10 November (in-service day)

#### December 2025 and January 2026

- Friday 19 December (schools close at 2.30pm)
- Monday 22 December to Friday 2 January 2026 (Christmas/New Year break)
- Monday 5 January 2026 - pupils return to school

#### February 2026

- Monday 16 and Tuesday 17 February (February break)
- Wednesday 18 February (in-service day)

#### April 2026

- Thursday 2 April\* (schools close at 2.30pm)
- Friday 3 April to Friday 17 April (Easter/Spring break)
- Monday 20 April - pupils return to school

#### May 2026

- Monday 4 May (May day)
- Thursday 7 May\*\* (in-service day - all schools)
- Friday 22 May and Monday 25 May\*\*\* (Local holiday)

#### June 2026

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

\*Good Friday falls on Friday 3 April 2026

\*\*In-service day proposed to coincide with Scottish Parliamentary Election. Subject to change.

\*\*Lanark schools will close on Thursday 11 and Friday 12 June 2026

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