

Saint Peter's Primary School



Handbook Information 2026



Education Resources

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**
- 9. Reporting**
- 10. Enrolment and Transitions**
- 11. Support for Pupils**
- 12. School Improvement**
- 13. School Policies and Practical Information**
- 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

Welcome to St. Peter's Primary School



St. Peter's Primary School is a denominational Primary School in South Lanarkshire Council, serving catchment localities in areas of Laighstonehall, Fairhill, Little Earnock and Meikle Earnock in Hamilton. The school is one of six associated primary schools within St. John Ogilvie High School Learning Community. Children transition to St. Peter's Primary School from a variety of nurseries within the local area and beyond. The spiritual direction of the school is guided by the School Chaplain, the parish of St. Peter's RC and the Diocese of Motherwell.

St. Peter's Primary School is proud to promote a caring and welcoming ethos based on Gospel values. All staff invest in nurturing the care, welfare and health and well-being of all children and families, within a culture of inclusion, equality and equity. The school strives to provide high quality, exciting, inspirational and challenging learning opportunities and experiences, in an aspirational learning environment which promotes excellence in attainment and achievement. The school's vision is to foster excellence, innovation and belonging. The school values of excel, ambition, nurture, teamwork and kindness seek to encourage all members of the school community to work together in partnership to support and guide our children to become global citizens in a digital world. The school aims to

- foster excellence and achievement by setting high standards and expectations for learning, progression and engagement.
- offer motivating and challenging learning, play and social experiences which provide opportunities for learners to excel, succeed and achieve in learning, life and positive destinations.
- inspire learners to demonstrate ambition, aspiration and commitment to achieving success in their personal learning journey, wider interests and contributions to a sustainable global society.
- nurture learners to build attachments, self-esteem, confidence and resilience through creating a safe environment in a culture of care, positive relationships and quality health education.
- promote belonging and inclusion through offering a range of opportunities and experiences for involvement in the life of the school and wider community, celebrate our unique identity and diversity and respect children's rights. The school applies the principles of GIRFEC (Getting it Right for Every Child) in identifying and adapting provision to meet the needs of learners.
- identify and meet learners' needs through well-planned learning experiences, targeted support intervention and quality partnerships with parents/carers, families and linked agencies.
- to develop leadership and voice opportunities at all levels and participate effectively in teamwork to build capacity, encourage empowerment and drive innovation.
- model faith life values by demonstrating kindness, compassion, mutual respect, tolerance, integrity, empathy and care for others in partnership with our families, school and parish community.

All staff endeavour to foster quality partnerships with parents/carers, families, the whole school and parish community through: mutual trust, respect, informative communications, positive opportunities, faith practices and contributions to the wider life of the school. The views of every child and member of the wider team are fully valued and respected. A range of pupil leadership roles and responsibilities throughout the school offer excellent opportunities for children to voice their opinions and ideas regarding learning and school life. A range of afterschool clubs are offered to provide children with the opportunity to experience achievement and success. Out of school achievements are regularly celebrated through virtual assemblies.

Opportunities for parental engagement are offered regularly to encourage parents/carers to support the school in considering School Improvement Priorities/ Parents/carers are encouraged to actively engage in organising school enterprise events.

Bi-annual reporting opportunities, curriculum presentations, online digital communications provide information for parents/carers and families on pupil learning and experiences. The school website, App and Instagram Posts are regularly updated to provide relevant useful information. In addition, the school offers paperless e-communications using email. Parents/carers are encouraged to be participative in their child's learning and are offered opportunities to engage in dialogue and planning related to the school's approach to meeting their child's needs.

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](#)

At St. Peter's Primary School, the children are encouraged and motivated to embrace their personal learning journey with the mantra of "I can do, you can do and we can do together, reaching for the stars to infinity and beyond!" As partners in your child's education, we welcome you into our school community and look forward to working with you in the years ahead to support our children to maximise excellence in learning, form sustainable friendships and embrace school life with positivity, inspiration and aspiration.

Yours Sincerely

CL Mullen

Head Teacher

2. About our school

School: St. Peter's Primary School

Address: Highstonehall Road
Laighstonehall
Hamilton
ML3 8LU

Phone: 01698 281277

Website: <http://www.st-peters-pri.s-lanark.sch.uk>

Email: office@st-peters-pri.s-lanark.sch.uk
gw20stpetersprimary@glow.sch.uk

Instagram: st_peters_pri

Stages: Primary 1 to Primary 7

Present Roll: 101

Denominational Status: Roman Catholic



Contacting the School

If you wish to contact the school, please telephone or email the school office on the contact details provided. The school office will direct your request to a relevant member of staff who will return your call or respond to your email.

The Complaints Procedure

At Saint Peter's Primary we strive to create an atmosphere in which children, parents and staff feel welcomed, valued and supported. It is, therefore, important that when a situation arises which impacts either you or your child and with which you feel worried, concerned or dissatisfied, that it is brought to the attention of school staff as soon as possible. School staff will work in partnership, within a culture of mutual trust and respect to address any issues.

Currently the school is unable to offer our usual Open Door Policy due to Covid-19 Health and Safety restrictions. As a result, we ask that you contact the school office to arrange a return telephone call or request a pre-arranged meeting time with a relevant member of the school staff. The Head Teacher or Principal Teacher will attend to your request as soon as possible.

Aims of our procedure:

- To ensure an effective complaints procedure is available to all those who use our provision. This includes children, parents, students, staff, visitors and the wider community.
- To enable children, parents, staff etc to bring concerns to the attention of Head Teacher, Principal Teacher, teachers and support staff.
- To act promptly to ensure an issue is resolved.
- To ensure that all parties are treated with dignity and respect.
- To improve the quality of practice within our establishment by viewing complaints as a source of valuable information and a mechanism for improvement.
- To be fair and impartial to all parties concerned.
- Respect confidentiality.
- To promote reconciliation between all parties involved.
- To publicise the complaints procedure by posting it on the school notice board.

We strive to ensure your complaint will be dealt with satisfactorily. We continue to work hard to develop positive relationships with our parents/guardians and other members of the community. We wish our parents to be partners in supporting the care and welfare of your child/ren. We value your views and will welcome suggestions for improvement.

Parental Visits

Any parent or carer who wishes to visit St. Peter's Primary School is very welcome to make an appointment to visit the school. The Head Teacher will be happy to arrange a tour of the school for you and answer any questions.

3. School Ethos



In St. Peter's Primary School, we are committed to working together, in faith, to maintain a vibrant, happy and respectful culture where all children and families feel welcome and valued. We promote a strong child centred Catholic ethos built on mutual trust, honesty, respect, co-operation and care for others in our whole school community. Our school values of excel, ambition, nurture, teamwork and kindness seek are fully embedded in the life and work of the school, ensuring a positive, faith rich, school community. To paraphrase the words of St. Peter the Apostle 'Upon this rock, we together will build our school'.

We aim to provide our children with opportunities to be active participants in their own learning and wider world. Learners are afforded a range of experiences to participate in active, independent and collaborative learning, both indoors and outdoors. The school enjoys excellent playground facilities which enable the children to explore learning and play in the school grounds and nearby local forest. We value pupil voice and leadership opportunities and take account of learners' opinions and views. The children are involved in decision-making regarding school improvement and contribute to innovative initiatives, enterprise events and leadership clubs. Examples of Pupil Leadership roles include: Pupil Leadership Captains, House System Captains, Pupil Council, Eco Committee, Health Committee, Play Leaders and Junior Road Safety Officers.

We regularly promote positive behaviour and celebrate children's achievements both in school and at home through a range of awards and recognition approaches. A selection of these includes 'Stars of the Week', 'Wonderful Work', 'Act of Kindness', 'Blissful Behaviour', 'Special Mention' awards and House Points, which are awarded weekly. These awards were chosen by the children to reflect our school values in action.



A Charter for Catholic Schools in Scotland

The mission of the Catholic school is to develop as a community of faith and learning, providing the highest quality of education, and offering formation through the promotion of Gospel values, through celebration and worship, and through service to the common good.

The school takes pride in developing, nurturing and sustaining quality partnerships with children, parents/carers, families, whole school and parish communities. As a denominational school Catholic Gospel values are integral to the life and work of the school. The values of integrity, care and compassion are embedded in learning, attitudes and behaviour. We communion in close faith partnership with Rev Fr King of St. Peter's RC Hamilton, our school chaplain, who provides spiritual direction and support to the school community. Rev Fr King regularly visits the school, celebrates Mass and religious observance with all classes.



The Sacraments of First Reconciliation, First Holy Communion and Confirmation are celebrated in partnership with St. Peter's RC. St. Peter's Primary School welcomes the children of all faiths in a culture of dignity, diversity, equality and respect. The school community actively engages in charitable activities and generously donates monies, food or specific items to the local Foodbank and a number of charities in the course of the school year.

All Catholic schools in Scotland, in honouring Jesus Christ as the Way, the Truth and the Life, will feature the following characteristics:

- a commitment to the integrated education and formation of the whole person, in close partnership with parents as the first educators of their children;

- an inclusive ethos which aims to honour the life, dignity and voice of each person, made in the image of God;
- a commitment to the search for wisdom in life and to the pursuit of excellence, through the development of each person's unique God-given talents;
- a commitment to the spiritual formation of the school community, through the shared experience of prayer and liturgy, and in partnership with local parishes;
- the provision of religious education programmes which will enable young people to develop their understanding of Gospel values and of how to apply them to life;
- a commitment to uphold the moral teaching, faith tradition and sacramental life of the Catholic Church;
- a commitment to communicate Catholic social teaching and thereby to promote social justice and opportunity for all;
- a commitment to ecumenical action and the unity of Christians;
- the promotion of respect for different beliefs and cultures and for inter-faith dialogue;
- a commitment to support the continuing professional and spiritual development of staff.

Additional Partnerships

We strive to ensure positive communications with Education, Active Schools, Health, Police, Social Work and other relevant agencies in our aim to meet the needs of all learners. Over time we have established partnerships with local businesses and wider enterprises to enhance experiences and opportunities.

Extra Curricular Activities

The school offers a range of after school clubs for year groups across the school. The school works in partnership with our associated SLC Active Schools Co-ordinator to offer: dance, football, basketball and athletics clubs. School staff currently lead: cooking, choir, coding, art and play clubs. The school organises Bikeability training, swimming and sports events for children of specific year groups. During the summer term we organise a Sports Day which has been well attended by parents/carers pre Covid-19 restrictions. We consult the children on the variety of clubs on offer and try to provide a range of options to encourage high levels of participation.



4. Staff List

Head Teacher	Miss CL Mullen		
Principal Teacher	Mrs L Wilson		
Teachers	Mrs C Kane Ms A Keatings Mrs K Roy and Miss K Baker Mr E Tarrier Mr P Milwain	Primary 1/2 Primary 2/3 Primary 4/5 Primary 5/6 Primary 6/7	Room 1 Room 3 Room 4 Room 5 Room 6

SLC Specialist Support Team

EAL Outreach Specialist Support Teacher Educational Psychologist	Mrs K Meinicke Mrs J Cowan Mr C Waddell
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School Support Team

Team Leader	Ms S Clark
School Support Assistants	Ms L Wilson Mrs A Ballantyne Mrs N Hamilton Mrs L Longwe Mrs C Lee

Facilities Team

Janitor Catering Manager	Mr G Mackie Mrs N Dorricott
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Parent Council

Chairperson	Position Vacant
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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 comply with the following procedures:

- If you know in advance of any reason (e.g. hospital / dental appointment) why your child is likely to be absent from school, please telephone, email or contact the school in writing in advance. Please also give your child a note on his/her return to school, explaining the reason for absence to the class teacher.
- If your child is unable to attend school, please notify the school early in the morning, preferably before 9am on the first day of absence. Let the school know the likely date of return and keep the school informed if the date changes.
- Inform the school of any change to the following:
 - home telephone number
 - mobile telephone number
 - emergency contact details
- Requests for your child to be absent from school to make an extended visit to relatives must be made in writing to the Head Teacher detailing the reason, destination and duration of absence and arrangements for their continuing education. Under these circumstances, the pupil will be marked as an authorised absentee in the register.
- 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 your school office or visit the Council website for details.

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 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 enrich the curriculum, to provide the best possible education for all children and young people. We wish you to feel confident that your child is encouraged and supported to develop their literacy, numeracy and other skills whilst they attend our school. The curricular areas are as follows:

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

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

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

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

Learners are supported to:

1. Be successful learners; this means

- be enthusiastic and motivated for learning
- be determined to reach high standards of achievement
- be open to new thinking and ideas, use literacy, communication and numeracy skills
- use technology for learning
- think creatively and independently
- learn independently and as part of a group
- make reasoned evaluations
- link and apply different kinds of learning in new situation



2. Be confident individuals; this means

- have self-respect
- have physical, mental and emotional well-being
- have secure values and beliefs
- have ambition
- relate positively to others and manage themselves
- pursue a healthy and active lifestyle
- be self-aware
- develop and communicate their own beliefs and view of the world
- live as independently as they can

- assess risk and take informed decisions
- achieve success in different areas of activity

3. Be responsible citizens; this means

- have respect for others
- have commitment to participate responsibly in political, economic, social and cultural life
- develop knowledge and understanding of the world and Scotland's place in it
- understand different beliefs and cultures
- make informed choices and decisions
- evaluate environmental, scientific and technological issues
- develop informed, ethical views of complex issues.



4. Be effective contributors; this means

- have an enterprising attitude
- have resilience
- have self-reliance
- communicate in different ways and in different settings
- work in partnership and in teams
- take the initiative and lead
- apply critical thinking in new contexts
- create and develop
- solve problems



Religious Education and Faith Life Practices

The syllabus for Catholic Education in Scotland is guided by 'This is Our Faith' and 'God's Loving Plan' documentation which direct learning within eight strands of Faith. The school adheres to the National Guidance issued by the Scottish Government on 21 February 2011 and the Education (Scotland) Act 1980. The syllabus supports learners and staff to:

- develop their knowledge and understanding of Catholic faith
- nurture respect for other Christian traditions and world faiths
- experience opportunities for spiritual growth
- acquire the skills of reflection, discernment and moral decision-making
- commit to beliefs, values and actions in a positive response to God's invitation to faith.



The school works towards supporting the children to communion in faith practices. The school incorporates learning relating to the Pope Francis Award and Laudato Si Schools within learning, teaching and faith actions. The children also participate in learning relating to other world religions. 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.

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.

Under section 9 of the Education (Scotland) Act 1980, parents have a statutory right to withdraw children from participation in religious education and religious observance. However, in Catholic schools, parents should consider that, in choosing a denominational school for their child's education, they choose to opt in to the school's ethos and practice which is embedded with religious faith and it is therefore more difficult to extricate a pupil from all experiences which are influenced by the school's faith character.

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. Anyone who has any questions or would like more specific information please contact the Head Teacher.

If you wish your child to opt out of any religious activities you should contact the school office in the first instance.

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 operate a policy of continuous assessment from Primary 1 to Primary 7 to analyse learners' progress. Continuous assessment information is used to inform planning to ensure programmes of work, learning activities and resources are used effectively to meet learners' interests and needs. 'Assessment is For Learning' is used widely to share learning intentions and criteria to enable learners to self-assess their own learning. Peer assessment is also used to promote collaborative learning. Staff aim to provide high quality feedback to ensure learners are aware of their progress and areas for improvement.

More formal standardised assessments are used at specific intervals or for specific purposes to measure learners' progress against National and other generated standards. This information enables class teachers to build a full and accurate picture of your child's learning progress and next-steps. Current assessments in use include:

- SNSA - Scottish National Standardised Assessments
- PAST - Phonological Awareness Skills Test
- POLAR – Primary One Literacy Assessment and Action Response
- Literacy Profile
- Common Words/Key Word Assessments/ Dolch Word Assessments
- GL New Group Reading Test
- GL Single Word Spelling Test
- Schonell Spelling Test
- Burt Reading Assessment
- New Salford Reading Assessment
- MALT – Mathematics Assessment for Learning and Teaching

Health and Well-being Assessments focus on 'Getting it Right for Every Child' principles and involve assessment relating to the SHANARRI Indictors: Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible and Included.

Some learners may require more specific diagnostic assessments relative to learning or health and well-being. These will be undertaken by the School Leadership Team, Additional Support Needs Co-ordinator, Support for Learning Teacher, English as an Additional Language Teacher, Educational Psychologist or other relevant agencies. Children, parents/carers and staff are fully consulted in the outcomes of Additional Support Needs diagnostic assessments and are involved in the completion of Additional Support Plans, if required.

Assessment data and diagnostic information is regularly monitored and tracked by the School Leadership Team, in consultation with class teachers, relevant staff and/or agencies.

9. Reporting

St. Peter's Primary School recognises the importance of quality parent/carer partnerships and the role of parents/carers as the first educators of all children. We are fully committed to providing timely and meaningful information to parents/carers regarding their child's education, learning and health and well-being development. Written and oral reports will be provided at specific times in the school year.

Formal written reporting will provide information on your child's health and well-being at school and their progress in attainment and achievement across the curriculum. 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.

Throughout the year, the school provides opportunities for parents/carers to attend curriculum presentations and family learning activities. These opportunities offer parents/carers the opportunity to learn more about school life and learning and how they can best support their child. The school endeavours to provide regular e-communications detailing school news using the website, email, school app, Instagram and Google Platforms to ensure parents/carers feel well informed of wider school improvement developments.

A range of parental consultation tools are used to welcome any comments, feedback or additional information from parents/carers to help us understand how you feel the school can best support your child and to help us provide the best possible education for your child. Google Forms are currently used for this method of consultation.

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](mailto:edsuppserv.helpline@southlanarkshire.gov.uk) or phone **0303 123 1023**.

Change of School/Placing Request

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

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

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

Transition from primary to secondary school

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

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

11. Support for Pupils

Getting it right for every child.

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

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

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

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

Support for All (Additional Support Needs)

St. Peter's Primary School operates Staged Intervention protocols in line with South Lanarkshire Council guidance. We work collaboratively with children, parents/carers, SLC Specialist Pupil Support Teams, Educational Psychologist and wider Health, Police and Social Work agencies to identify and cater for the needs of individual learners. Through robust assessment and collaboration, meaningful target setting can be completed. Specific interventions, which aim to support children to make progress in learning and well-being, are considered and implemented.

Examples of partnerships include:

The Specialist Support for Learning Teacher is scheduled to visit the school one afternoon per week to support individuals or small groups of children to overcome specific targets. The Specialist Support for Learning Teacher also completes diagnostic assessments and liaises with staff to provide advice and recommendations.

The Educational Psychologist visits the school on a regular basis. He consults with the Head Teacher, Additional Support Needs Co-ordinator and class teachers about pupils with specific educational needs; such as specific learning difficulties, Autism Spectrum Disorder, Attention Deficit Disorder, Dyslexia, Dyscalculia etc and emotional or behavioural challenges etc. The Educational Psychologist undertakes assessments and offers support and guidance to pupils, staff and parents/carers and provides staff training to help staff to keep informed of recent updates in Additional Support Needs strategies and provision.

Health agencies including: School Nursing Team, Occupational Health, Physiotherapists, Speech and Language, CAMHS and Community Paediatrics support children and families regarding health and well-being needs and provide information and advisory guidelines.

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. In keeping with duties set out in the Education (Additional Support for Learning) (Scotland) Act 2004 (as amended) the guidance states that handbooks should specifically mention Enquire, the Scottish advice service for additional support for learning.

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

Enquire – the Scottish advice service for additional support for learning

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

Phone Helpline: 0345 123 2303

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

Email Enquiry service: info@enquire.org.uk

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

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

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

Attachment Strategy for Education Resources

Attachment – what we do to support children and young people

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

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

What does it set out to do?

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

How can I find out more?

South Lanarkshire Council Education Resources have published a series of leaflets and posters for establishments and for parents/carers which aim to share information on attachment theory and on how this informs the ways in which we support children and young people. These are available in schools and on the SLC Staff Learning Centre Sway accessible by teachers and staff.

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

The School Improvement Plan Priorities for School Session 2024-2025 include:

Priority 1: Raise Attainment in P1 and P2 Literacy through Targeted Play Based Learning

Raise attainment in P1 CfE Early Level 3 and P2 First Level 1 Literacy through developing the use of aspects of Targeted Play Based Learning at Primary 1 and 2

Priority 2: Develop Links Between Digital Technologies and the Skills Framework

Continue to develop the use of SLC Digital Technologies and Digital Literacy and Computer Science learning pathways at CfE Early to Second Level and introduce the use of Read and Write tools at CfE First and Second Level, with a focus on referencing the Skills Framework, raising attainment in CfE First and Second Level writing and achieving the Digital Education Level 1 Award.

Priority 3: Develop Outdoor Learning Experiences with a focus on Numeracy Learning

Develop curriculum planning and learning experiences in outdoor learning in numeracy from CfE Early to Second Level including learning experiences in real life and sustainable learning contexts.

Learning Community Priority 4: Improve School Attendance

Adopt a shared Learning Community approach to improving attendance by implementing a Learning Community Attendance Policy and sharing strategies for attendance improvement and targeted interventions.

Maintenance

Continue to raise attainment in numeracy, reading and writing from CfE Early to Second Level. Continue to explore the use of data tools for data analysis, assessment and moderation tracking. Continue planning for and implementing the development of 'Reading Zen Den' areas indoors and outdoors. Continue to supplement library reading materials to take account of learner interests and diversity towards achievement of Reading Level 1 Award Accreditation. Continue to expand Health and Well-being and Equalities learning experiences relating to Anti-Racism and Anti-Sectarianism as they relate to UNCRC rights and responsibilities towards achievement of UNCRC Level 1 Award.

13. School policies and practical information

School/Nursery Meals

Nursery class – if relevant

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 vegetarian option) plus a sandwich selection everyday.

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.

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

Adapted diets

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

Free School Meals

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

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

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

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

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



South Lanarkshire Council also offers a free Breakfast service. At St. Peter's Primary School, Breakfast Service is offered to all children from Primary 1 to Primary 7 and runs from 8.15am to 8.45am each school day.

School Uniform

The school endeavours to promote inclusion, equity and equality in all aspects of school life. The school embeds a strong sense of belonging and works hard to maintain high standards of uniform and presentation. The school takes account of the 'Cost of the School Day' in encouraging all children to present in full school uniform. A 'Unicycle Pop-Up Shop' is available on the first Friday of each month, weather permitting, for the sale of recycled items.

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.

The uniform of St. Peter's Primary School is:

- school tie of St. Peter's PS (red and yellow in colour),
- white shirt,
- **grey** trousers, skirts, pinafores or dress shorts,
- **no** tartan or black coloured trousers, skirts, pinafores or dress shorts to be worn to school,
- leggings and jeans are not permitted to be worn as the school uniform,
- **red** school jumper or cardigan,
- red school jacket is available,



- school blazer is available,
- black or red school shoes (trainers can be worn only if they are fully black in colour).
- white polo shirt for PE days only.
- black shorts for PE
- red and white summer dresses can be worn in the summer months.
- black plimsolls are worn in the school building.

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

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

Allergies

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

Health Care Plans

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

Mild Symptoms

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

Employee Training

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

Policy Adherence

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

Mobile Device Policy

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

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

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

Support for parent/carers

Clothing grant

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

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

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

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

School hours/holiday dates

School starts at 9am and finishes at 3pm. School gates are opened for children to arrive at school between 8.45am and 9am. Gates for children entering the Breakfast Service are opened between 8.15am and 8.45am. Morning intervals are scheduled for 10.30 to 10.45am. Lunches are 12.45 to 1.30pm. School collection time is 3pm. Children from P1-4 are requested to be collected by a responsible adult aged 16 or over. Parents/carers of children in P5-7 can complete a Collection Permission Form to advise the school of collection arrangements.

School holiday dates and in-service dates are available from the website

www.southlanarkshire.gov.uk

Transport

School transport

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

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

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

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

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

A new application must be made each year.

More details on Privilege school transport may be found here:

https://www.southlanarkshire.gov.uk/info/200186/primary_school_information/784/privilege_transport_to_school

Pick-up points

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

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

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

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

Insurance for Pupils' Personal Effects

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

Insurance for Pupils' Personal Belongings

Personal Items

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

Clothing

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

Promoting positive behaviour

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

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

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

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

Privacy Notice

Introduction

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

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

Using your personal information

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

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

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

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

Information we collect at other times

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

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

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

Information that we collect from other sources

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

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

Why do we need this information?

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

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

We will share your information with:

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

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

You have the right to access your personal information as well as the rights of rectification, erasure, restriction and the right to object. For information on these rights and how to exercise them or for information about how we manage your personal information, you can get a copy of our full privacy notice from website (https://www.southlanarkshire.gov.uk/info/200235/meta/1730/general_privacy).

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

The Freedom of Information (Scotland) Act 2002

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

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

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

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

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

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

Appendix A

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

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

Additional Information

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

Parental Involvement

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

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

School Ethos

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

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

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

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

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

Curriculum

Information about how the curriculum is structured and curriculum planning.

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

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

[Broad General Education in the Secondary School – A Guide for Parents and Carers](#)

Information on the Senior Phase

Information on Skills for learning, life, and work

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

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

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

Assessment and Reporting

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

Information about Curriculum for Excellence levels and how progress is assessed.

[Curriculum for Excellence factfile - Assessment and qualifications](#)

Information on recognising achievement, reporting, and profiling.

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

Transitions

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

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

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

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

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

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

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

Support for Pupils

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

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

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

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

School Improvement

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

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

Scottish Credit and Qualifications Framework (SCQF)

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

Amazing Things - information about youth awards in Scotland

Information on how to access statistics relating to School Education

School Policies and Practical Information

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