

St. John's Primary School



School Handbook
2025 - 2026



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

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

1. Introduction by the Head Teacher

Dear Parents and Carers,

Welcome to St. John's Primary School where we are delighted to have you as part of our community. This handbook is designed to provide you with important information about our school and the values that guide us.



At St. John's, we are committed to ensuring that every child receives the highest quality education in a safe, welcoming, and inclusive environment. Our dedicated and talented staff work together to create a stimulating and effective learning space where all pupils are encouraged to reach their full potential. We aim to foster an atmosphere where children are not only confident and happy but also motivated to take responsibility for their own learning.

Our values are based on the Gospel values and the school effectively promotes the spiritual development of all members of the school community through its links with the school chaplains, local parishes and regular opportunities for religious observance.

We believe that strong partnerships with parents and carers are vital in enhancing the educational experience for our children. We are pleased to offer opportunities throughout the school year for you to meet with staff and get involved in the school community. Communication is key, and we encourage you to stay connected with us through our website, X, Parents Portal, and monthly newsletters.

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.

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

We are proud to be part of this larger vision and share the commitment to providing better learning opportunities and outcomes for all pupils. Our goal is to nurture well-rounded, responsible, and respectful young people who are prepared to succeed in the next stages of their education and beyond.

I hope this handbook answers any questions you may have about St. John's Primary. If you require further information or assistance, please don't hesitate to contact us. We look forward to working with you and to making your child's time with us a positive and enriching experience.

Wendy Gallacher
Acting Head Teacher

2. About our School

St. John's RC Primary School is a co-educational school, which serves the areas of Blackwood, Kirkmuirhill and Lesmahagow. As part of South Lanarkshire School's Modernisation process, we opened the doors to our new school in August 2014, this took over from our former school, which was situated on Carlisle Road for 132 years. The school comprises of 3 classrooms, a GP room, Wellbeing room, school library and a canteen/gym hall. The school currently has an Acting head teacher, an Acting Principal Teacher, 3 full time members of staff, 1 part time member of staff, 4 support staff, 2 canteen staff and 1 janitor.

Name	St. John's Primary School
Address	Heathfield Drive Blackwood ML11 9SR
Phone	01555 892491
Website	http://www.st-johns-blackwood-pri.s-lanark.sch.uk
Email	office@st-johns-blackwood-pri.s-lanark.sch.uk headteacher@st-johns-blackwood-pri.s-lanark.sch.uk
X	@StJohnsBwd
Stages	Primary 1 – Primary 7
Present roll	72
Denominational status	Roman Catholic

Our School Day

School hours	9.00 am – 3.00 pm
Interval	10.45 am – 11.00 am
Lunch	12.45 pm – 1.30 pm

Contacting the School

Parents are always welcome in St John's, and we believe good communication with parents and carers is of vital importance. We communicate in a variety of ways, including Parents Portal monthly newsletters, letters, phone calls, meetings, assemblies, our school website and X (formally known as Twitter) Occasionally, parents may have a question or query regarding an aspect of their child's learning or school experience. Parents can contact staff through the school office, either in person, by telephone or by email. If the question or query can be addressed by the class teacher, then a convenient time can be arranged via the school office. If parents have a complaint or concern, then they should contact the school and ask to speak to Mrs Gallacher or in her absence Mrs Kelly. Where possible, we will contact you on the same day to discuss your complaint or concern, and keep you informed of any action that we plan to take.

Visiting the School

Visitors are welcome at St John's. If you wish to visit the school for a tour, please contact the Head Teacher who will arrange this.



Emergency Arrangements

After enrolling your child in the school, all parents will be asked to complete a data form which will ask for emergency contact details. In the case of an emergency, the school will contact parents/carers in the first instance and if this is not successful, will use the emergency contact.

Contact Details

It is important that parents and carers keep records up to date regarding the following:

- home telephone number
- mobile number
- work number
- emergency contact details

This information can be amended via Parents Portal at any time. If you have any questions, please contact the school office.

Attendance at school

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 in encouraging all 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:

- Contact the school by telephone, email or letter, if you know in advance of any reason why your child is likely to be absent from school.
- Notify the school first thing in the morning when your child is going to be absent. Let the school know the likely date of return and keep them informed if the date changes. Please also give your child a note on his/her return to school, telling of the reason for the absence.
- Inform the school of any change to the following:
 - home telephone number
 - mobile number
 - emergency contact details
- If there is no communication to the school, a member of support staff will contact you to enquire why your child is not at school.
- As part of our monitoring attendance procedure, parents will receive a letter if their child's attendance falls below 90%.

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.

Complaints Procedure

As part of our overall commitment to giving the best possible service and to working in partnership, at St. John's we continually seek feedback. We are, therefore, interested in feedback of all kinds, whether it be compliments, suggestions or complaints. If you want to register a comment about the school, you can do this by completing our suggestion slip on our monthly newsletter, writing, emailing, telephoning or making an appointment to see someone. All feedback is welcome.

If, in particular, you have a complaint about the school, please let us know. It is better that these things are shared openly and resolved fairly, rather than being allowed to damage the relationship between family and school. There will be no negative consequences arising from making a complaint and we will deal with the issue as confidentially as possible.

There are some things which you should take note of in relation to making a complaint:

- It is helpful if complaints are made initially to the Head Teacher. This makes sure that the school knows what is going on and has an opportunity to respond and resolve the issue.
- It is helpful if you can give some details of the issue and ask for an early appointment to discuss it.
- We will try to respond as quickly as possible, but often issues are complex and we need time to investigate.
- If you are still unhappy with the service or with our response, then you will have the right to take up the matter further by contacting South Lanarkshire Council on 0303 123 1023.

3. School Ethos

Our School Vision

At Saint John's Primary School, we strive to create a caring community of faith, enabling learners to reach their full potential.

Creating a positive learning environment throughout the school is essential for effective teaching and learning. Success in teaching and learning relies on building and nurturing strong, positive relationships among all stakeholders. This is a fundamental aspect of our school's strategy for encouraging positive behaviour. At St John's Primary School, we are committed to fostering a positive ethos by setting clear expectations that are shared and understood by every member of the school community. Our expectations for all learners are:

Be Ready, Be Safe, Be Responsible

Our school values are: Courage, Determination, Faith, Gratitude, Kindness and Respect.

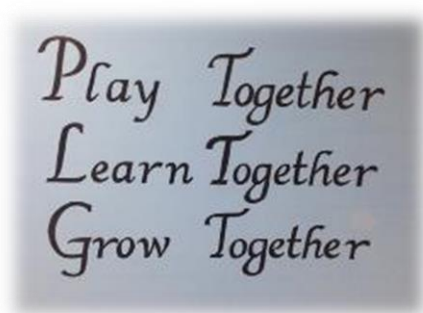
Our School Aims

At St John's Primary School, we aim to prepare pupils to develop skills for learning, life and work by:

- ✚ Ensuring a broad and varied curriculum ensuring continuity and progression.
- ✚ Providing learning environments that motivate, stimulate and challenge pupils.
- ✚ Allow pupils to have opportunities for responsibility and leadership.
- ✚ Providing opportunities for pupils to work with others, develop their social and life skills.
- ✚ Promoting confidence, independence and risk-taking.
- ✚ Ensuring high standards of behaviour.
- ✚ Developing strengths and celebrating successes
- ✚ Work in partnership with parents, the church, and the community by maintaining open communication and valuing the contribution of all stakeholders.



Our School Motto is



Promoting Positive Relationships

Our approach to promoting positive relationships and behaviour is underpinned by the principles of the United Nations Convention on the Rights of the Child (UNCRC) and the Wellbeing Indicators outlined in Getting It Right For Every Child (GIRFEC). Our school policy is in line with South Lanarkshire Council's guidelines "Promoting Positive Relationships and Understanding Distressed Behaviours" (2019) and the Scottish Government's "Better

Relationships, Better Learning, Better Behaviour” (2013). This document reflects the key policy drivers of the Scottish Government.

We are working towards becoming an accredited attachment informed, trauma sensitive school, ensuring that kindness and respect is the golden thread that runs through everything we do. We have received our first pledge – Act to Make a Difference.

Learners are aware of the United Nations Charter on the Rights of the Child (UNCRC) and that the rights of our learners are upheld. Children are encouraged to understand that with those rights comes the responsibility to ensure that others’ rights are valued and respected too.

All families new to the school will receive a copy of our Parent/Carer Relationships Policy which is signed and returned to the school.



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.

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.

All staff appointed to a Catholic school are expected to support and promote the aims, mission, values and ethos of the school, as illustrated in this Charter.



Pope Francis Faith Award Candidates



Education Sunday Mass

St. John's Primary School has a strong, positive, shared vision and ethos that has the concept of learning at its core. As a Catholic School our ethos is underpinned by the Gospel Values. We provide an inclusive ethos where the dignity and value of each individual is respected and valued.

Our school House System is led by their Captain and Vice-Captain who are elected annually by the pupils. Every child belongs to a House and they all work together to earn points when lining up in the yard, in the classrooms and when sitting as a house group at assemblies. The House which has the most points at the end of term receives a reward, which is chosen by members of the winning House. The overall winners are presented with the House shield at the end of the school year.



*House and Vice-Captain
Craignethan
2024-2025*



*House and Vice-Captain
De Vere
2024-2025*



*House and Vice-Captain
Heathfield
2024-2025*



*House and Vice-Captains
Lancaster
2024-2025*

In St. John's all pupil achievements are regularly celebrated. At the entrance to our school, we have our Achievement Tree. This display celebrates the achievements of all of our pupils outside of school. Any child who receives a certificate, takes part in an event or has an achievement can share it with the rest of the school at assemblies.

In the dining hall, we also have our Achievement Wall, which recognises children's' success in school. Children's achievements are also celebrated at school assemblies, on our school website, SLC education newsletter and in the local press.

Working in Partnership

Within our school, an emphasis is placed on our school being a community of Faith. Our charity work is an important part of school life; we encourage children to be responsible citizens by

teaching them about those less fortunate than ourselves. We support many charities throughout the session.



Our Summer Fayre was a hit with all our families as well as members of the local community.

We are business partners with St. Andrew's Hospice. We raise money in various different ways.



Our children enjoy a visit to our local library each year.



Pupils work hard to keep their local community tidy by holding litter picks.

Working in Partnership with Our Lady of Fatima Parish

The faith life of our school is enriched by whole school attendance at Mass on a regular basis, where family and friends are invited to join us.

As a parish community, we celebrate the Sacraments of First Confession, First Holy Communion and Confirmation.



Sacrament of First Confession 2024



First Communicants 2024



Sacrament of Confirmation 2024

Working in Partnership with the Community

The school encourages children to participate in all aspects of the community, as today's children are tomorrow's citizens. We have close links with local Nurseries, St. Vincent de Paul, Community Police, Health Visitors, and associated Secondary Schools, Parishioners, School

Nurses and a number of visiting specialists. We also enjoy using our talents to work with others.



Children enjoy learning in lots of different ways.



Pupils working in our Community Garden



Fairtrade Coffee Morning

Missio Cheque presentation



We learn about helping others in the local community and being global citizens.

Lenten Fundraising for the local Food Bank



Opportunities for children to share their learning with others.



Sports Day is always great fun with friendly rivalry between our School Houses!

1. Staff List

Head Teacher	Mrs. Wendy Gallacher (Acting)
Class Teachers 2024/2025:	
P1/2/3	Mrs. Melissa Reid
P3/4/5/6	Mrs. Louise Kelly (Acting Principal Teacher)
P6/7	Mr. Stephen Hall
CCC Teacher	Mrs. Lynn McKie
Team Leader:	Mrs. Rebecca Birtles
Support Staff:	Mrs. Gillian Jamieson Mrs. Jacqueline Carty Mrs. Elaine Thompson
Area Specialist Support	Mrs. Maria Mulgrew
Janitor	Mrs. Luminita Hughes
Catering Manager	Mrs. Theresa Gormley
Catering Assistant	Mrs. Jay Douglas
Youth Music Initiative Tutor	Mrs. Una Cunningham



4. Attendance

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

- Call or email the school office before 9am to report your child's absence. It is possible to leave a message on the answer phone before 8.30am. Please let us know when you expect your child to return to school. •
- If your child has a planned absence from school, please let the school office staff know in advance.

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

Parents may request that their children be permitted to be absent in order to celebrate recognised religious events. Advance notice should be provided to the school when children will be absent. Appropriate requests will be granted, and the pupil noted as an authorised absentee in the register. (See section 7).

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.

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 or email 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.

5. Parental Involvement

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

www.southlanarkshire.gov.uk/downloads/file/13457/parents_as_partners_-_strategy_2019

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

As a parents/carers we want you to be:

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



Partnership Group

Every parent with a child at school is automatically a member of our parent forum. The Parent Partnership Group is a formal group, with a constitution, and acts as the Parent Voice of the school. Our Partnership Group is very active and provides holistic support to the school and the immediate school community. The Partnership Group supports the school's implementation of Curriculum for Excellence. It consults on aspects improving communication with parents, fundraising and other school improvement plan priorities. The Partnership Group works very hard at raising much needed funds for the school and organising events and evenings for parents, children and families. Meetings are held bimonthly and minutes of meetings are shared to keep all parents/careers updated on the work being undertaken. Please come along and lend your support either by volunteering for the committee, attending meetings or helping at events.

Some useful information contacts for parents to find out more on education are as follows:-

- Parentzone – www.parentzonescotland.gov.uk
- Engage Parent Forum – www.engageforeducation.org
- National Parent Forum for Scotland – www.educationscotland.gov.uk/parentzone
- South Lanarkshire Council – www.southlanarkshire.gov.uk

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

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

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.

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

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.

6. The Curriculum

Curriculum for Excellence is the name given to the curriculum in Scotland for all children and young people aged 3-18. It is forward looking, coherent, flexible and an enriched curriculum that provides young people with opportunities to engage with the knowledge, skills and attributes they will need to flourish in life, learning and work.

The curriculum places learners at the heart of education and at its centre are four fundamental capacities - successful learners, confident individuals, responsible citizens, and effective contributors. It includes all of the experiences that are planned for children and young people to support the development of their skills, wherever they are being educated, for example in the family and community, pre-school centre, nursery, and school.

In taking this forward our school will work closely with South Lanarkshire Education Resources and other services to enrich the curriculum, to provide the best possible education for all children and young people. We wish you to feel confident that your child is encouraged and supported to develop their literacy, numeracy and other skills whilst they attend our school. The curricular areas are as follows:

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

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

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

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

In St. John's Primary School, we actively embrace the principles within Curriculum for Excellence. In planning stimulating and motivating activities for our pupils, we actively seek out links within and across a variety of curricular areas, particularly Literacy and Numeracy, providing meaningful contexts for learning.



We promote a love of books and reading for enjoyment through events such as Scottish Book Week and World Book Day



The boys and girls have lots of fun during outdoor learning activities at Loch Wood.

Active learning strategies, cooperative learning approaches and interdisciplinary learning are key features of all learning in our school.



Opportunities for celebrating achievements in and out of school.



Learning how to work together as a team.



Educational excursions enhance learning and bring it to life.

Pupils have access to a variety of technological equipment, which supports their learning across all curricular areas. The focus on STEM subjects gives our young people the skills for learning and work that they will need for the jobs of the future.



We learn in lots of different ways.



We use our iPads, Chrome Books and interactive whiteboards to help us with our Literacy and Numeracy & Mathematics work.



Children and staff do the Daily Mile around Blackwood Park, 3 times a week!!



Members of our Junior Road Safety Officers took part in an SLC event at Chatelherault

Teachers plan meaningful, challenging tasks for pupils, taking into account prior learning. Pupils may work individually, in pairs or in groups. Often many curricular areas and activities are linked to 'topic work' e.g. Technology and Science tasks are incorporated into a 'Health and Wellbeing' topic. In our school we have a dedicated 'Kid's Kitchen' where we cook and bake to make connections between various curricular areas.



Each session pupils will participate in an educational excursion to support their learning. Pupils from Primary 6/7 also have the opportunity to participate in an outward-bound residential experience. Our pupils visit Lockerbie Manor.



Pupil Voice is very important in St. John's with pupils' views regularly sought.



In our school, we promote all pupils' opportunities to work together in the area of Expressive Arts, including Art & Design, Drama and Music.



Religious, social, moral and cultural values (religious observance)

As a Roman Catholic School our religious beliefs permeate all aspects of our curriculum and are the foundation for our positive, Christian ethos. Religious instruction and observance play an important and vital part in the education of Roman Catholic pupils. Whole school Masses are celebrated regularly, with parents and friends of our school being invited to attend. A detailed list of these is provided for all Parents / Guardians at the beginning of the session. As a parish community, we celebrate the sacraments of Reconciliation, Holy Eucharist and Confirmation. Our Primary 6 and 7 pupils put their faith into action by participating in the Pope Francis Faith Award.

Since the introduction of Curriculum for Excellence, our Religious Education programme has been updated to include the document '*This Is Our Faith*'. '*This Is Our Faith*' provides guidance

to teachers on the religious education curriculum, which has been developed for children and young people in Scotland. In publishing this document, the Church is exercising its right and duty to determine the content of the religious education curriculum in Catholic Schools. The key sources on which *'This Is Our Faith'* is based, are Sacred Scripture and Tradition, expressed in the teaching documents of the Church, the Catechism of the Catholic Church and the General Directory for Catechesis. *God's Loving Plan* is a programme that provides guidance to Primary schools on how children can be helped to develop healthy and respectful attitudes to their bodies and to relationships with families and friends. This important resource connects children's learning about who they are and how they relate to others, to their learning about God and their relationship in faith.

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.

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.

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 imbued 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.

7. Assessment and Tracking Progress

Teachers assess learning every day using a variety of methods that are part of their daily planning. This helps each child learn at their own pace and level, whether in groups or individually. Teachers track each child's progress based on the outcomes for each subject, following the Curriculum for Excellence. They then plan activities that support each child's ongoing development. We keep records of each child's progress, which is shared with parents. Throughout the year, teachers have regular discussions about how learners are doing, both individually and in groups. Our planning ensures a consistent approach to tracking progress across all subjects, making transitions smooth as students move through the school and into S1.

From time to time, each year group undertakes diagnostic tests in aspects of literacy and numeracy, to ensure progress and identify any additional support needs. We aim to ensure each child is given the opportunity to achieve his/her full potential and our children are encouraged and guided to assess their own work and to become independent learners. The outcomes of all assessment tasks are used to inform the next steps in planning to ensure our

pupils are achieving their full potential. We place high value in recognising and celebrating this success and achievements of our pupils and do this in a variety of ways.



Celebrating Success

8. Reporting

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

Three times per year, the children complete their work in their Snapshot Jotter, which are then sent home to be shared with parents. 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 2 parents' meetings throughout the year, which offer you the opportunity to discuss how your child is progressing and how you can contact the school if you wish further information. The school will offer you an appointment time so that you can visit in person to discuss your child's education.

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

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

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

If you have any difficulty in identifying your catchment school, please email 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 or by contacting edsuppserv.helpline@southlanarkshire.gov.uk or phone **0303 123 1023**.

Change of School/Placing Request

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

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

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

Transition from primary to secondary school

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

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

10. 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)

A statement of the school policy in relation to pupils with additional support needs, including the assistance given to pupils experiencing learning difficulties who do not have a co-ordinated support plan should be given.

The range of additional support for learning catered for, and the specialist services provided along with details on unit(s) and/or class(es) that the school offers.

The number of pupils who have a co-ordinated support plan should be shown. (Where the number of pupils who have a co-ordinated support plan is between 1-4 inclusive, it should not be published in the school handbook).

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.



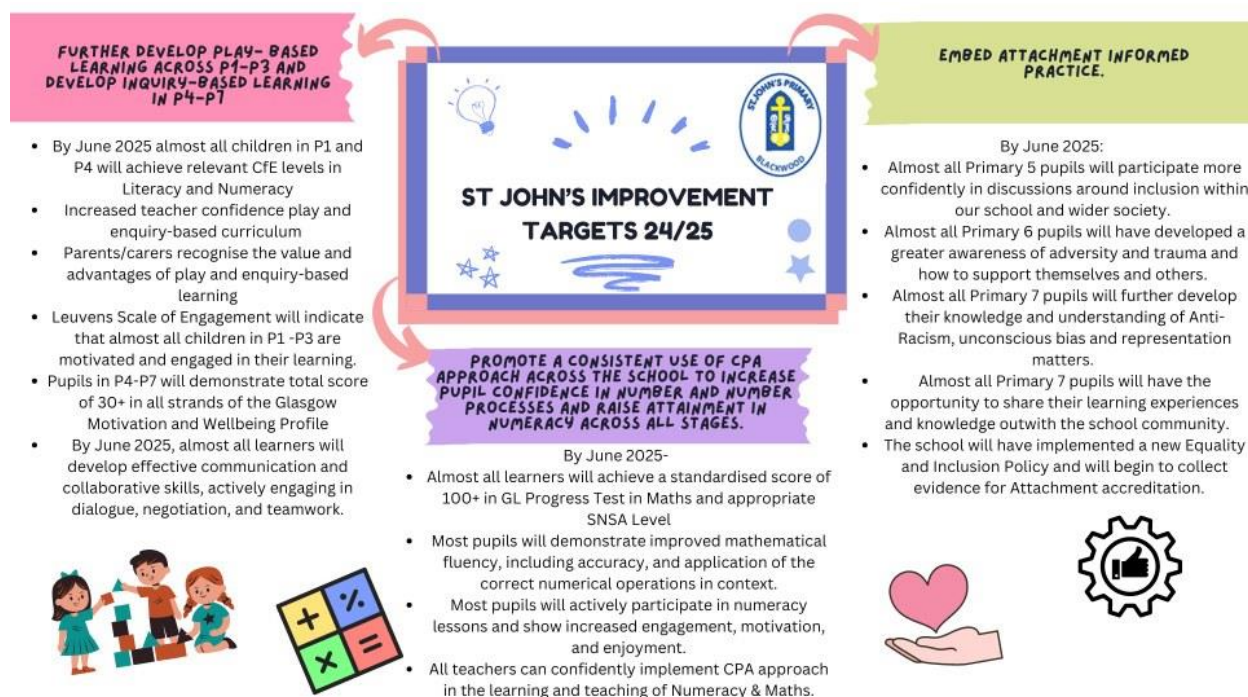
11. School Improvement

The School Improvement Plan helps our school team review how the school is currently doing and make thoughtful plans to keep improving. It provides a clear picture of where we are now and what we want to achieve in the future.

Through this plan, staff can carefully evaluate the school's performance, make the best use of resources and funding, and introduce new ideas step-by-step. It also helps us build on recent successes and reflect on what's already working well.

Ultimately, the goal of our School Improvement Plan is to make learning and teaching the best they can be. It's all about moving forward and continually making our school better for everyone.

Our Priorities for 2024/25 are:



Pupil Equity Fund (PEF)

For session 2024-2025, St. John's was awarded £17, 321 to raise attainment in Literacy, Numeracy and Health & Wellbeing. A consultation took place with pupils, parents/carers and school staff. Their ideas and suggestions formed part of our strategic improvement plan priorities and PEF monies were allocated against each priority. Here is how we are spending some of these monies:

Literacy- Focus in closing the poverty related attainment gap by providing high quality resources to support learning and teaching. We will be using online resources to improve reading and spelling as well as electronic supports for spelling.

Numeracy- Focus in closing the poverty related attainment gap by developing a Concrete, Pictorial, Abstract approach in the teaching and learning in Numeracy and Mathematics.

HWB- The PEF monies will be used to enhance our play-based learning, outdoor learning and introduction of Inquiry Based Learning.

Participatory Budget- A further consultation took place with all stakeholders in October 2024, when 6% of our PEF budget was set aside for a whole school learning experience such as an educational trip.

At St John's Primary School, we strive to create a caring community of faith, where all learners are encouraged to reach their full potential. We aspire through our values of Courage, determination Faith, Gratitude, Kindness and Respect to nurture every child towards reaching their full potential and enabling them to have the skills and confidence to embrace the world in which we live. We promote positive relationships within the school and foster an ethos, which encourages all pupils to respect themselves and others. In our school, we aim to:

- Develop successful learners and effective contributors by carefully planning and teaching interesting and exciting lessons, where pupils work hard, listen to each other, share ideas and try their best.
- Develop responsible citizens who care for each other and help others in our community and around the world.
- Develop confident individuals by encouraging all pupils to be positive and not scared to try anything and foster a growth mindset. Our pupils will inspire others through their actions and speaking to others at assemblies.
- Develop effective contributors by working in partnership with each other, parents and carers, the church and local community by communicating well and listening to the ideas of others.
- We ensure that everyone is treated equally by treating others the way we would want to be treated.

Opportunities for pupils to demonstrate leadership skills can be seen throughout the school. Primary 6 and Primary 7 pupils take many lead roles such as P1 Buddies, House and Vice-Captains and Library Monitors. Pupils across the stages take on roles of responsibility as members of our Wellbeing Ambassadors, John Muir Ambassadors, Young Leaders of Learning, and our Eco Committee. We have an active football and netball team where pupils have opportunities to compete in tournaments against local schools in the area.

Over the next three years, St. John's Primary will continue to develop the curriculum in line with Curriculum for Excellence guidance. We will continue to raise attainment and achievement for all our learners and be rigorous in our approach to self-evaluation in order to continue to improve in all areas. We will strive to keep all parents/guardians up to date with all developments and achievements within this plan. The views of our parents and pupils are heard through the medium of our Partnership Group, Eco Committee, Junior Road Safety Officers (JRSO) and our Wellbeing Ambassadors. As parents and carers, we encourage you to be active partners in children's learning your views are sought in a variety of ways.



Literacy workshops for parents and carers



Our Waste Warriors raising awareness of food waste at lunchtime.

12. School policies and practical information

Healthy Eating

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 four meal options everyday. 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 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, 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 lunch time.



We teach food technology as part of our curriculum .



School uniform

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

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

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 Partnership Group 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.

St John's School Uniform is as follows:

BOYS

Blue shirt
School tie
Navy trousers
Navy jumper or pullover



GIRLS

Blue shirt / blouse
School tie
Navy skirt or pinafore
Navy jumper / pullover / cardigan
Navy trousers
Blue summer dress

Parents are asked to put their child's name on footwear and clothing. Ties can be purchased from the school office.

P.E. KIT

Full school uniform should be worn each day, with pupils bringing their PE kit, navy shorts and blue polo shirt with badge, to change.

All pupils should change into soft black shoes each day.



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. This also now includes nursery children aged 3 and 4 years old.

Applications can be made online at 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 hours/holiday dates

Breakfast Club 8.15 am
Entry to school 9.00 am
Morning interval 10.45 – 11 am
Lunchtime 12.45 - 1.30 pm
Dismissal 3 pm

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



Education Resources

School holiday Dates Session 2024/2025

Break	Holiday dates		
First Term	<i>In-service day</i>	<i>Tuesday</i>	<i>12 August 2025</i>
	<i>In-service day</i>	<i>Wednesday</i>	<i>13 August 2025</i>
	Pupils return	Thursday	14 August 2025
September Weekend	Closed on Re-open	Friday Tuesday	26 September 2025 30 September 2025
October Break	Closed on Re-open	Monday Monday	13 October 2025 20 October 2025
	<i>In-service day</i>	<i>Monday</i>	<i>10 November 2025</i>
Christmas	Closed on Re-open	Monday Monday	22 December 2025 5 January 2026
Second Term			
February break	Closed on	Monday & Tuesday	16 February 2026 17 February 2026
	<i>In-service day</i>	<i>Wednesday</i>	<i>18 February 2026</i>
Spring break/Easter	Closed on Re-open	Friday Monday	3 April 2026 20 April 2026
Third Term			
Local Holiday	Closed	Monday	4 May 2026
	<i>In-service day</i>	<i>Thursday</i>	<i>7 May 2026</i>
Local Holiday	Closed on Re-open	Friday Tuesday	22 May 2026 26 May 2026
Summer break	Close on	Friday	26 June 2026
Proposed in-service days	15 & 16 August 2024		

Notes

- ◆ Good Friday falls on Friday 18 April 2025
- ◆ Lanark schools will close on Thursday 12 and Friday 13 June 2025
- ◆ Schools will close at 2.30pm on the last day of terms 1 and 2 (Friday, 20 December 2025 and Friday, 4 April 2026)
- ◆ Schools will close at 1pm on the last day of term 3, Friday, 26 June 2026)

School Transport

At St. John's, we have a school bus whose route operates the Lesmahagow area and 2 school taxis who bring pupils from further afield, for example, Coalburn.

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

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

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. Where there is a request to place a child under school age in a school within the local catchment area they may receive transport in line with the Council's transport policy.

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:

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, 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 improving our services to ensure children, young people and their families get the right support at the right time.

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

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

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

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

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

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

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

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

Privacy Notice

Introduction

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

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

Using your personal information

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

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

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

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

Information we collect at other times

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

- 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 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.
- 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;
- The NHS, to support health initiatives in accordance with the legal obligation on the Council in terms of section 39(3) of the National Health Service (Scotland Act 1978)
- South Lanarkshire Leisure and Culture Limited, where children and young people are participating in sports and leisure activities;
- Other schools/local authorities – if a child moves or transfers to another school the Council has an obligation to pass on information with regards to pupil records to the new school/local authority.

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

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

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

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

Schools and local authorities should consider the most relevant school, local and national policies and include details or links for parents to sources of further 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.**