

# St. John's Primary School



School Handbook  
2026 - 2027



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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](mailto:education@southlanarkshire.gov.uk)

Phone: **01555 892491**    Email: [office@st-johns-blackwood-pri.s-lanark.sch.uk](mailto:office@st-johns-blackwood-pri.s-lanark.sch.uk)  
[headteacher@st-johns-blackwood-pri.s-lanark.sch.uk](mailto:headteacher@st-johns-blackwood-pri.s-lanark.sch.uk)



# 1. Introduction by the Head Teacher

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, Parents Portal, and 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.

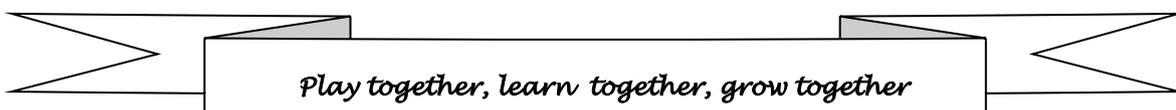
The Council's Plan Connect sets out the Council's vision which is, "to improve the lives and prospects for everyone in South Lanarkshire".

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. This is available at [Education Resources Plan 2025/26 Education and learning - South Lanarkshire Council](#)

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.

Elaine Campbell  
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 a 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.

<b>Name</b>	St. John's Primary School
<b>Address</b>	Heathfield Drive Blackwood ML11 9SR
<b>Phone</b>	01555 892491
<b>Website</b>	<a href="http://www.st-johns-blackwood-pri.s-lanark.sch.uk">http://www.st-johns-blackwood-pri.s-lanark.sch.uk</a>
<b>Email</b>	<a href="mailto:office@st-johns-blackwood-pri.s-lanark.sch.uk">office@st-johns-blackwood-pri.s-lanark.sch.uk</a> <a href="mailto:headteacher@st-johns-blackwood-pri.s-lanark.sch.uk">headteacher@st-johns-blackwood-pri.s-lanark.sch.uk</a>

<b>Stages</b>	Primary 1 – Primary 7
<b>Present roll</b>	64
<b>Denominational status</b>	Roman Catholic

### Our School Day

<b>School hours</b>	9.00 am – 3.00 pm
<b>Interval</b>	10.45 am – 11.00 am
<b>Lunch</b>	12.45 pm – 1.30 pm



*Play together, learn together, grow together*

## **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. 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 Campbell 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.

## **Pupil Absence**

South Lanarkshire Council operates a policy of checking on a child's whereabouts to ensure the safety and wellbeing of every child. School staff will contact parents if any child is absent without notification. Therefore, if you know in advance that your child will not attend school, we ask that you please notify the school office by email or telephone before 9.30am.

## **Emergency Arrangements**

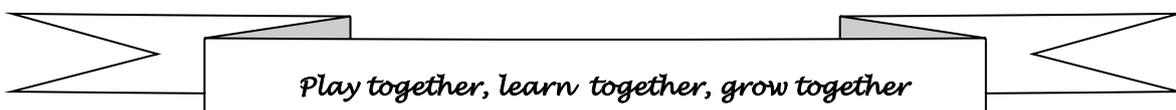
After enrolling your child in the school, all parents will be asked to complete a data form which will ask for emergency contact details. In the case of an emergency, the school will contact parents/carers in the first instance and if this is not successful, will use the emergency contact.

## **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.



### 3. School Ethos

#### Our School Vision

At Saint John's Primary School, we strive to create a caring community of faith, where all learners are encouraged to reach their full potential. Our recently reviewed school values are: Courage, Determination, Faith, Gratitude, Kindness and Respect.

#### Our School Aims

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. We will do this through our Eco Group, Wellbeing Ambassadors, John Muir Ambassadors and JRSOs as well as our House and Vice-captains.
- ❖ Develop confident individuals by encouraging all pupils to be positive and not scared to try anything. Our pupils will inspire others through their actions and speaking to others at assemblies.
- ❖ Work in partnership with each other, parents, the church and community by communicating well and listening to the ideas of others.
- ❖ Make sure that everyone is treated equally by treating others the way we would want to be treated.

Our school motto is



Play Together  
Learn Together  
Grow Together



*Play together, learn together, grow together*



# 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.

*Play together, learn together, grow together*

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 vision, that we strive to create a caring community of faith, where all learners are enabled to reach their full potential, is closely linked with our approach to promoting positive behaviour.

It is our aim at St John's to promote positive behaviour through a range of strategies, which highlights sound self-esteem for all children.

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.

More information can be found in our Relationships Policy.

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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.

In St. John's all pupil achievements are regularly celebrated both in class and at assemblies. We also have our Achievement Wall, which recognises success achieved, both within and out with the school.

### **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.



*Play together, learn together, grow together*



*We are business partners with St. Andrew's Hospice. We raise money when we have our Teddy Bear's picnic and dress up in yellow and walk around the park. We also fundraise at St. Andrew's Day and Christmas.*



*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**

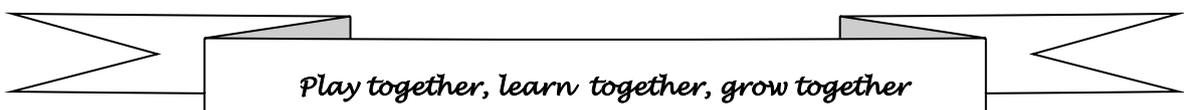
The faith life of our school is enriched by whole school attendance at Mass on a regular basis, where family and friends are invited to join us.

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

Each year we have a Nativity performance in the school as well as a Christmas Carol Service, to celebrate the holy season with family and friends.

### **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.*



Missio Cheque presentation



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



Lenten Fundraising for the local Food Bank



Pupils working in our Community Garden



*Opportunities for children to share their learning with others.*

*Play together, learn together, grow together*

## 4. Staff List

**Head Teacher** Mrs Elaine Campbell

**Class Teachers 2025/2026:**

**P1/2/3** Mrs. Melissa Reid

**P3/4/5** Mrs. Louise Kelly

**P5/6/7** Mr. Stephen Hall

**CCC Teacher** Mrs Lynn McKie

**Team Leader:** Mrs Rebecca Birtles

**Support Staff:** Mrs. Jacqueline Carty

Mrs. Elaine Thompson

**Area Learning Support** Mrs. Maria Mulgrew

**Janitor** Mrs Luminita Hughes

## 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](http://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:

Let us know by 9.30am on the first day of absence.



If you know they have a hospital/dental appointment, please let us know in advance.

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

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

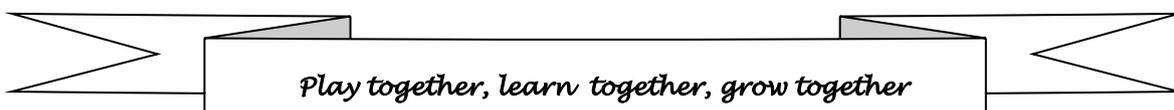
The Council's website, [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk), will provide updates on school closures or delays including further information about the next school day.

#### **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](http://www.southlanarkshire.gov.uk) or email: [education@southlanarkshire.gov.uk](mailto: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](#)
- National Parent Forum of Scotland – Guidance and updates for parents: <https://www.npfs.org.uk>.

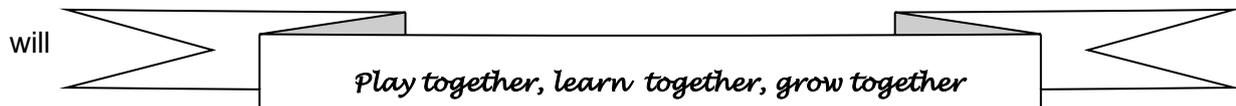
### **Getting Involved**

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 new 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 needed 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



allow them to become successful learners, confident individuals, responsible citizens and effective contributors to life in the 21<sup>st</sup> century.

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

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

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

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

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

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.*

*Play together, learn together, grow together*

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.*



*Heath Week*

*Educational excursions enhance learning and bring it to life.*



*Play together, learn together, grow together*

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, every day!*

*Members of our Eco Committee took part in SLC's COS1 Event at Hamilton Palace Grounds*



*Play together, learn together, grow together*

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. Last year all classes went on a whole school outing to Blair Drummond Safari Park

Pupils from Primary 6/7 also have the opportunity to participate in an outward-bound residential experience.



*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.*

*Play together, learn together, grow together*



### **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.

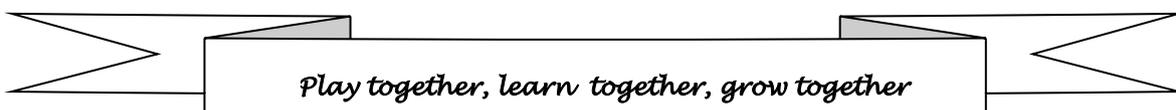
### **Rights of Parents / Carers**

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.

### **For Roman Catholic Schools**

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

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

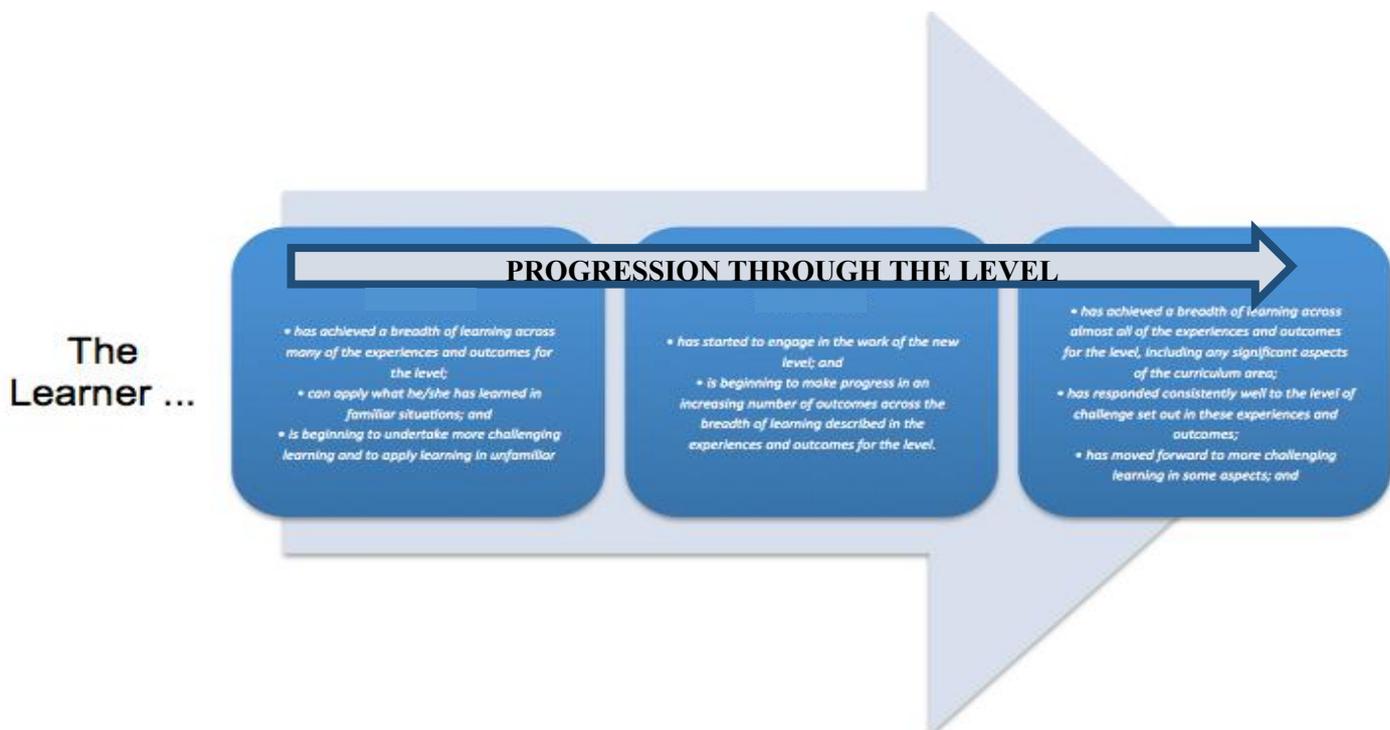


## 8. Assessment and Tracking Progress

Assessment is an integral part of learning and teaching. It helps provide a picture of the learner's progress and achievements, and identifies the next steps in learning. Children progress and achieve in different ways and at different rates. The focus for progression is not only about "how fast" but also about "how much" and "how well" children are learning. At St. John's Primary School, we operate a policy of continuous assessment. This helps build a clear picture of each child's ongoing progress. Assessment is a tool used by teaching staff to plan and prepare programmes of work that challenge and extend pupils' skills and knowledge. It also allows teaching staff to evaluate the effectiveness of teaching methods and resources.

Information gathered by teachers and students modifies and improves teaching by ensuring:

- pupils understand clearly what they are trying to learn, and what is expected of them
- pupils are given feedback about the quality of their work and what they can do to make it better
- pupils are given advice about how to go about making improvements pupils are fully involved in deciding what needs to be done next, and
- who can give them help if they need it



### Tracking learners' progress

Information on learners' progress is recorded. This allows teachers to have a clear picture of how learners are progressing. It will also allow teachers to identify next steps in learning and inform reporting on progress and achievement.





*Celebrating Success*

## 9. 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 parents' meetings, which offer you the opportunity to discuss how your child is progressing and how you can contact the school if you wish further information. The school will offer you an appointment time so that you can visit in person to discuss your child's education.

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

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

## 10. Enrolment and Transitions

### **Enrolment – how to register your child for school.**

To register your child for school you should complete our online registration form. This can be done using the South Lanarkshire website.

[www.southlanarkshire.gov.uk/info/200186/primary\\_school\\_information/392/enrolling\\_your\\_child\\_for\\_school](http://www.southlanarkshire.gov.uk/info/200186/primary_school_information/392/enrolling_your_child_for_school)

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

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

*Play together, learn together, grow together*

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](http://www.southlanarkshire.gov.uk) or by contacting [edsuppserv.help@southlanarkshire.gov.uk](mailto:edsuppserv.help@southlanarkshire.gov.uk) or phone **0303 123 1023**.

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

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

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

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

### **Transition from primary to secondary school**

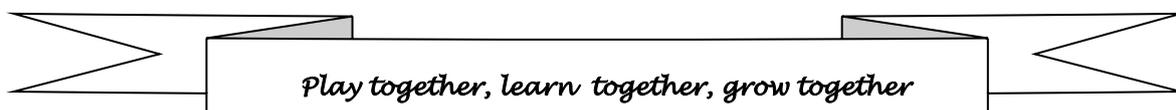
Pupils normally transfer from primary to secondary school between the ages of 11½ and 12½, so that they will have the opportunity to complete at least 4 years of secondary education. Arrangements are made by the school to transfer children to the associated secondary school as determined by their home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

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

## **11. Support for Pupils**

### **Getting it right for every child.**

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 at: [www.scotland.gov.uk/gettingitright](http://www.scotland.gov.uk/gettingitright)

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

In St. John's Primary, high standards are consistently demanded of all pupils and the curriculum is differentiated to ensure that all pupils achieve their full potential. Group teaching and collaborative learning methods are used in all classes and each child is taught at his/her age, aptitude and ability. If a class teacher believes that a pupil may require additional support, they may request additional resources or additional teaching support for the pupil. This could be provided within the school, by using different resources, Support Staff time, or perhaps time with another member of the Teaching Staff, either in a small group or on a 'one-to-one' basis.

Support for pupils with additional support for learning needs is co-ordinated by the head teacher, in consultation with the class teacher.

Our specialist support teacher visits the school weekly, providing advice for teachers and extra help and resources for children experiencing learning difficulties. Parents are advised on how they can support their child at home. Additional support from other agencies for example, speech and language therapy, the educational psychologist, when considered appropriate, is conducted in consultation with the parents.

South Lanarkshire Education Resources have published a series of leaflets available that cover information for parents and carers about the Additional Support for Learning Acts. These are available through the school or on the South Lanarkshire Council website [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk).

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

Enquire – the Scottish advice service for additional support for learning

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

Phone Helpline: 0345 123 2303



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

Email Enquiry service: [info@enquire.org.uk](mailto:info@enquire.org.uk)

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

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

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

## **Attachment Strategy for Education Resources**

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

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

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

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

The aim of the strategy is to promote better experiences of attachment for South Lanarkshire's children and young people and to ensure that all education practitioners understand the importance of attachment 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



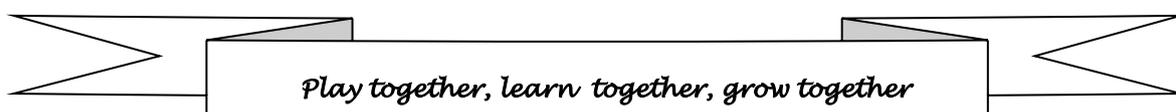
teachers and a preventive approach to distressed behaviour. The guidance aligns with key Scottish Government policies and legislation and supports the development of safe, inclusive, and nurturing school environments.

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

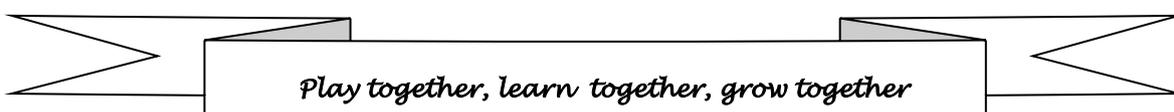
Each year the school compiles an improvement plan outlining the progress made over the last 12 months in performance, the main areas for focus in the oncoming year and plans for improvement over the next three years. In line with the national agenda and our own school context, we have a relentless focus on supporting pupils Health and Wellbeing and raising attainment in Literacy and Numeracy. We seek feedback from parents/carers on a regular basis to ensure that they are included in evaluation and constructing our improvement plan. We also take regular opportunities to seek the view of pupils.

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.



## 13. School policies and practical information

### School Meals

#### 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 -



Our school also offers a free Breakfast service. The service runs from 8.15am to 8.45 a.m. each school day.

### **School uniform**

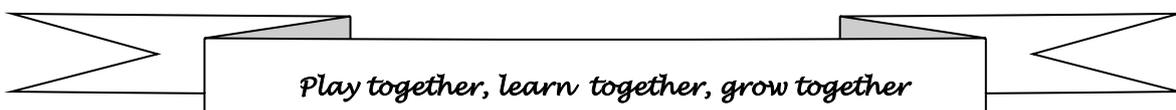
We ask all parents/carers to support the school by encouraging your child (ren) to adhere to the agreed dress code and the wearing of our school uniform. The wearing of a school uniform helps promote the identity of the school in the local community and helps create an ethos of sharing and pride in the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



*Play together, learn together, grow together*

**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.

*Play together, learn together, grow together*

## 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](http://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

### Monday to Friday:

Mornings	9.00am-10.45am
Morning Interval	10.45am- 11am
Lunch	12.45pm – 1.30pm
Afternoons	1.30pm- 3.00pm

School holiday dates and in-service dates are available from the website [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk)



## 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.

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

[https://www.southlanarkshire.gov.uk/info/200186/primary\\_school\\_information/545/school\\_transport](https://www.southlanarkshire.gov.uk/info/200186/primary_school_information/545/school_transport)

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

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

A new application must be made each year.

More details on Privilege school transport may be found here:

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

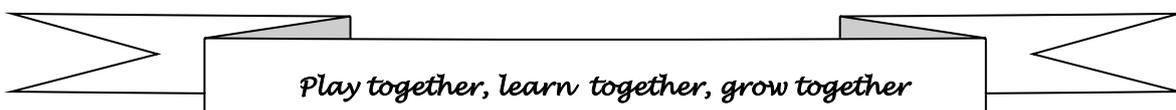
### Pick-up points

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

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

Parents are asked to note that South Lanarkshire Council does not provide transport for those pupils who attend school via a placing request. Mainstream School Transport contact details: e-mail: [school\\_transport@southlanarkshire.gov.uk](mailto:school_transport@southlanarkshire.gov.uk)  
tel: 0303 123 1023

*Any other information on transport appropriate to the school should be mentioned.*



### **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](http://www.childprotectionsouthlanarkshire.org.uk)

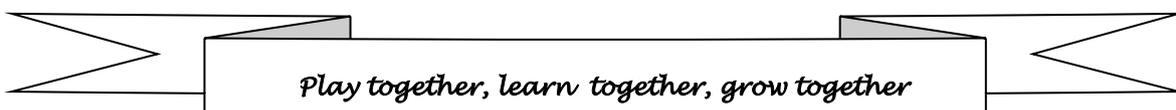
## **Our Commitment to Children’s Rights**

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

To achieve this, we will:

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

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



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

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

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

### Privacy Notice

#### Introduction

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

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

#### Using your personal information

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

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

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

parent/carer contact details (name, address, phone, email).

the child’s name, date of birth, gender, and address.

information about medical conditions, additional support needs, religion, and ethnicity.

any information you may wish to provide about family circumstances.

#### Information we collect at other times.

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

If you apply for an education service or benefit, such as school transport, free school meals, clothing grant, placing request or EMA, we will also ask for personal information as set out above. We will also ask for information about your income for education benefits applications.

If you make a request for additional support such as an educational psychologist or other support for learning, we will ask for more detailed information to allow us to provide the most appropriate support for your family. This may include information about family circumstances or medical conditions.

If there are concerns about your child’s wellbeing and/or your child has needs that may require additional support, we will wish to work with you to collect and consider information to enable



us to help you get the right support at the right time in line with the Getting it right for every child approach.

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

**Information that we collect from other sources.**

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

**Why do we need this information?**

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

- for the education of children, young people and adult learners.
- for teaching, enrolment, and assessment purposes and to monitor the educational progress of children, young people and adult learners;
- to keep children and young people safe and provide guidance services in school;
- to identify where additional support is needed to help children, young people and adult learners with their learning;
- to maintain records of attendance, absence and behaviour of children and young people (including exclusions);
- to support children and young people moving on each year from nursery to primary, primary to secondary and when they move or leave school;
- to help us develop and improve education services provided for young people, adult learners, or families

In accordance with our legitimate interests as an education authority we will also use your information to create statistical reports.

**We will share your information with:**

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

- The Scottish Government and bodies such as Education Scotland, Scottish Qualifications Authority, Skills Development Scotland, and other organisations that support children and young people’s learning.
- Other parts of the Council when required for services such as school meals, school transport, education benefits and with Social Work in connection with any child protection concerns we become aware of.
- 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](https://www.southlanarkshire.gov.uk/info/200235/meta/1730/general_privacy)).

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

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

The Freedom of Information (Scotland) Act 2002 came into force on 1 January 2005 and gives a person the right to request information held by Scottish public authorities. The act refers to information held in a 'recordable' format and relates to information held within documents, not the documents themselves.

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

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

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

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



## Appendix A

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

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

### Additional Information

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

### Parental Involvement

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

Parentzone provide information and resource for parents and Parent Councils  
National Parent Forum for Scotland; [www.npfs.org.uk](http://www.npfs.org.uk) and [www.connect.org.uk](http://www.connect.org.uk)

### School Ethos

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

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

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

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

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

### Curriculum

Information about how the curriculum is structured and curriculum planning.

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

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

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

Information on the Senior Phase

Information on Skills for learning, life, and work

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



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

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

### **Assessment and Reporting**

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

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

Curriculum for Excellence factfile - Assessment and qualifications.

Information on recognising achievement, reporting, and profiling.

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

### **Transitions**

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

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

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

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

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

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

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

### **Support for Pupils**

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

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

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



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

### **School Improvement**

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

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

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](http://www.gov.scot) with an update on school inspection outcomes being available via the Education Scotland website.**

