



## **Education Resources**



***Blacklaw Primary School***

***Handbook 2025/26***



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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).



# 1. Introduction by the Head Teacher

A very warm welcome from the pupils and staff of Blacklaw Primary School!

We are delighted to present our school handbook for 2025/26 which contains key information about our school for staff, parents/carers and partners.

The dedicated staff promote a happy, caring and friendly atmosphere within our school. Our BPS values of Belonging, Persevering and Succeeding sit at heart of all we do. We value the importance of positive relationships across our school community and pupils are supported to demonstrate self-respect, respect for others and respect for the local community and environment.

Our vision of Caring, Believing and Achieving encapsulates our wish to develop confident, independent learners who can achieve success both now and in the future. Our approaches to teaching and learning are inclusive, engaging and enjoyable. We value and nurture individual strengths, talents and interests with successes both in and out-with of school recognised and celebrated.

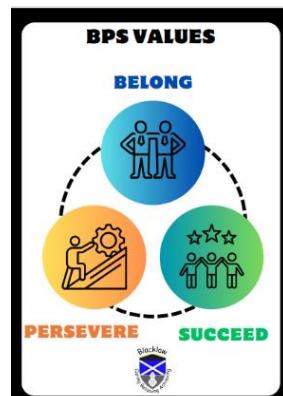
Blacklaw Primary School enjoys many partnerships across the local community and is committed to encouraging our young people to become effective contributors and responsible citizens. We place high importance on developing positive relationships with parents/carers and look forward to working in partnership with you during your child's time in our school.

The school is within South Lanarkshire Council which 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 look forward to working in successful partnership with you and your child.

Warmest wishes, Natalie Currie Head Teacher





## 2. About our school

**School Name:** Blacklaw Primary School

**Address:** Glen Arroch  
St Leonards  
East Kilbride  
G74 2BP

**Phone:** 01355 232064

**Website:** <http://www.blacklaw-pri.s-lanark.sch.uk/>

**Email:** [gw14blacklawpsoffice@glow.sch.uk](mailto:gw14blacklawpsoffice@glow.sch.uk)

**Present Roll:** 157

**Maximum Capacity:** 300

Parents should note that the working capacity of the school may vary, dependent upon the number of pupils at each stage and the way in which the classes are organised.

Blacklaw Primary does not provide teaching by means of the Gaelic language.

**Stages Covered:** Primary 1 to Primary 7

**Denominational Status:** Non-Denominational

**Learning Community:** Calderglen

**Community Facilities:** Assembly Hall/Gymnasium, Dining Hall with separate Kitchen, MUGA Pitch





## Enrolment – How to Register Your Child for School

If your child is starting school for the first time or your child is moving school you must enrol your child at their catchment school. If parents want their child to go to another school, they must enrol in the first instance with their catchment school and ask for an information leaflet that provides details on how to make a placing request.

Forms are available from the SLC website – [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk) or by contacting Education Resources, Almada Street, Hamilton, phone 0303 123 1023. Completed forms should be returned as soon as possible to Education Resources, Almada Street, Hamilton ML3 0AE.

## School Hours

Start	Interval	Lunch	End
9am	10.30 – 10.45am	12.15- 1.30pm	3pm

Holiday dates are in the appendices.

## Breakfast Club

Our Breakfast Club is open from 8.15am – 8.45am Monday to Friday. Toast, cereal, milk, yoghurt, are examples of what is available on the breakfast club menu. Breakfast club is free and there is no need to book a space currently.

## After School Care

We do not operate an after-school care facility but there is one available within the school building. Details below. There are also several after care and child-minding facilities available within the local area.

B.O.S.C After-School Care  
Blacklaw Primary School Community Wing

## Parent Helpers

We are very fortunate to have several parent helpers who regularly work with staff and pupils. We try to enrich the curriculum by using the local community and by taking part in local events. All Parent helpers hold PVG certification. If you would like to become a parent helper, please contact the school office.

## Visiting the School

All new pupils to Blacklaw will have an opportunity to visit the school and meet the staff. This can be done by calling the school office and organising a time to come in. Primary 1 pupils will have a number of visits as part of our transition programme.

## Parental Concerns

We ask all parents/carers to share any concerns they have with us. All class teachers are keen to build strong partnerships but sometimes parents/carers may wish to speak directly to the Head/Principal Teacher, and this can be done by calling the school office. Concerns of

any type are discussed openly, and a solution is sought. Parents/carers are encouraged to monitor any action to ensure it is being effective in dealing with the concern and communication to and from the school is encouraged.

## Complaints

We hope that your concerns will be answered to your satisfaction. However, we know that there may be times when you are unhappy, or you may want to suggest ways to improve things. We can normally resolve concerns, mistakes and misunderstandings quickly. However, if we cannot sort out your problem this way, the complaints procedure is here to help you.

**When should I complain?**

Our complaints procedure is intended for those times when you feel we have failed to deliver what we should.

**How can I complain?**

We want to make it as easy for you as possible to let us know if you feel something has gone wrong

**You can complain:**

- By telephone to our Head Teacher or via our Principal Teachers if our Head Teacher is not available
- In writing either by letter or by emailing: [gw14blacklawps@glow.sch.uk](mailto:gw14blacklawps@glow.sch.uk) marked FAO Head Teacher.

**What will we do?**

We will contact you and talk about what we can do to ensure we are delivering the best possible service and if you do not feel the matter is resolved then we will put you in contact with our quality improvement officer who can assist with this.



### 3. School Ethos

At Blacklaw Primary School we have a welcoming, friendly and caring ethos where everyone is valued. We believe that, working together, we will provide opportunities for all members of our community to achieve their full potential and experience success.

#### Vision and Aims

Working together, as a school community, to achieve the best outcomes for all learners by encouraging and supporting them to be Caring, Believing Achieving.

#### Values

Our school values are visible in all aspects of our work and interactions.



**BELONG**

**PERSEVERE**

**SUCCEED**

We promote positive relationships within the school and foster an ethos, which encourages all pupils to work cooperatively with others, show respect and strive to achieve their best. We work in partnership with parents/ carers and other agencies to support us to achieve this ethos.

In Blacklaw Primary School, all our pupils belong to a House; *Burns*, *Castle*, *Thistle* or *Saltire*. Each house regularly meets to take forward projects which contribute positively to the overall life and ethos of the school. Each of our pupils can also earn house points, with the winning house receiving a 'House Treat' at the end of term.

Partnership with parents and the wider community is an important feature of the learning and teaching process in Blacklaw. We wish for all parents to feel welcomed and be given opportunities to be involved in the life of the school. We ensure they are fully informed about their child's learning, are encouraged to make active contributions to their child's learning journey and feel equipped to support learning at home.

Thank you for welcoming my child so warmly to Blacklaw Primary School! She is so excited to start school.

Parent of Primary 1 pupil (2025)

There is a welcoming ethos within Blacklaw and they have good links with the local community, especially the local library.

Parent of Primary 2 pupil

At Blacklaw we have a wide range of extra-curricular activities that our pupils can be involved in. Activities include football, netball, athletics, multi-sports, tennis, gardening club, reading for pleasure, Lego, dance and art club. We also work in partnership with our local community and have close links with Claremont Parish Church.

We have lots of clubs to join in our school like Lego Club, Choir, Football, Athletics and more.

Primary 6 pupil



I like being a leader in my school as a House Captain. We help to lead school events and welcome our families in for things like our Christmas Show and our Blether Wi' The bairns to celebrate Burns Night.

Primary 7 pupil

We like to support lots of charities like MacMillan Cancer Care, Loaves and Fishes and Kilbryde Hospice.

Primary 6 pupil



## 4. Staff List

**Head Teacher** Miss Natalie Currie

### Principal Teacher(s)

Mrs Stephanie Sangray (0.6)

Mrs Stephanie Jackson (0.4)

### Class Teachers

P1	Mrs S Jackson / Mrs K Wilkinson
P2/3	Mrs D Henshaw / Mrs S Jackson
P3/4	Mrs P Bignall
P4/5	Mrs J Strathearn/ Mrs A Jones
P5/6	Mrs J Walker/ Mrs S Forster
P6/7	Miss Fields
P7	Mrs A Watson

Non- Class Contact Cover Mrs Forster/ Mrs Sangray

### Support Staff

Team Leader	Mrs K Tierney
	Mrs L Auld
	Mrs C Heaney
	Mrs S MacInnes
	Mrs C Webb
	Miss A Young
	Mrs J Anderson
	Miss R MacInnes

### Facilities Staff

Cook-in-Charge	TBC
Catering Staff	Mrs L Dempster
Catering Staff	Mrs L Divers
Janitor	Mr J Mackay
Cleaners	Mrs A Hamer
	Mrs Linda Connor
	Mrs Wendy Faith

Music Tutors Mr J McCrory  
Mr C Murray

## 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).

In our approach to raising attainment and achievement, it is recognised that attendance at school is something that should be continuously encouraged. Parents/carers, children and the school all have a part to play in encouraging and stressing the importance of 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/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:

if you know in advance of any reason why your child is likely to be absent from school, please tell someone at the school, telephone us or let us know in writing.

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 note that school staff will contact parents and carers if your child is absent and there has been no communication from home.***

***If children become ill while they are at school, we will contact you using these details, and ask that you plan for your child to be taken home.***

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.

### 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.

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).

## School Holiday Dates

You can find holiday dates for the 2025/26 academic year using the link below where you will also find more information on proposed and approved school holiday dates for future academic years.

[https://www.southlanarkshire.gov.uk/info/200140/education\\_and\\_learning/82/school\\_holidays](https://www.southlanarkshire.gov.uk/info/200140/education_and_learning/82/school_holidays)

## 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)

## WHAT IS YOUR ATTENDANCE?



**Right to an Education (Article 28)**

## 6. Parental involvement/Parent Council

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

### Why Parental Involvement Matters

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

### Our Commitment

We want parents and carers to:

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

### Parent Forum and Parent Council

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

### Connect – Supporting Parent Councils

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

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

### Other Helpful Resources

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

### Getting Involved

Interested in joining the Parent Council or helping in school? Contact your school office or visit the Council website for details.

## 7. The Curriculum

To achieve our school vision, our curriculum ensures that all children are provided with learning opportunities that recognise and celebrate their uniqueness, develop their potential, allow them to fulfil their aspirations within and beyond school boundaries and prepare them to meet the challenges of the 21<sup>st</sup> Century.

Through providing high quality learning and teaching experiences and promoting the active engagement of all pupils in their learning we strive to deliver a broad, progressive and challenging curriculum. We are committed to continually improving our practice to ensure the best outcomes for pupils.

We have high aspirations and ambition for all our learners and ensure attainment, achievement and participation are recognised and celebrated.

Curriculum for Excellence is the name given to the curriculum 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.



in

The curriculum places learners at the heart of education and 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.

*Schools may wish to describe the specifics pertaining to their own establishment. You may also wish to add some pictures and stories of CfE in action.*

## Curriculum Areas and Subjects

At Blacklaw Primary School our learners will experience a Broad General Education, which will include all the experiences and outcomes across all 8 curricular areas, progressing through the levels, as far as this is consistent with their learning needs and prior achievements.

## Ethos and Life of the School

Our curriculum offers a broad range of learning experiences. Our pupils are encouraged to contribute to the school community at every stage, where they have opportunities to be active participants in bringing about change and improvement. A wide variety of opportunities take place regularly throughout the school year to develop School and House Identity. Opportunities for leadership are provided through Pupil Council, JRSOs, Technicians, Buddy System, Rights Respecting Committee, Sports Leaders etc. allowing pupils to grow, develop and support the work of the school.



## Interdisciplinary Learning (IDL)

At Blacklaw Primary inter-disciplinary learning is a key feature of our curriculum. IDL allows opportunities for learners to apply and deepen their learning within real and relevant contexts.

## Opportunities for Personal Achievement

We value opportunities to celebrate pupils' personal achievements at our Achievement Assemblies, which are held regularly throughout the school year.

Each week recognition is made within each class for achievements across the curriculum: Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors.

Children are also recognised by school staff or their peers for displaying our school values.



## Learning and Teaching

High quality learning and teaching approaches ensure the effective delivery of our curriculum. Staff have worked collaboratively to create a learning and teaching policy which captures our vision and values and ensures consistency across the school. Key components of this include:

- Opportunities to share and co-create learning intentions and success criteria
- Questioning which ensures understanding and promotes thinking skills
- A balanced approach to self, peer and teacher feedback
- Opportunities for play and enquiry where pupils lead their own learning.
- Collaborative and independent activities
- A stimulating, engaging learning environment
- Appropriate use of digital technologies
- Use of the outdoor learning environment

## Accreditation & Affiliations

We are proud to have been the first school in East Kilbride to have been awarded Reading Schools accreditation. Blacklaw Primary is committed to creating and developing a culture of reading for pleasure and we work hard to ensure our pupils foster a love of reading. We are currently working towards gaining Gold Accreditation as a Reading School which demonstrates our commitment to this area.

Sporting opportunities and successes also feature prominently. We offer a wide range of educational opportunities and extra-curricular activities linked to a variety of sports. Key partners also offer valuable opportunities across all stages of the school. This year we are working towards achieving our Gold SportScotland Award.

## **Spiritual, social, moral and cultural values (religious observance)**

Guidelines in Religious Education are followed at each stage. Whole school assemblies take place regularly and are intimated in the School Newsletter. Parents, carers, family and friends of the school are warmly invited to attend our class assemblies.

Harvest and Christmas are celebrated with special services and most take place in Claremont Parish Church.

The school programme of study and policy adheres to the national guidelines issued by the Scottish Government and the Education (Scotland) Act 1980 and is based on the CFE religious and moral education Principles and Practice paper and guidelines.

This embraces the main outcomes outlined in the document, which are: - Christianity – Beliefs, Values, Practices and Traditions

Other World Religions - Beliefs, Values, Practices and Traditions Development of Beliefs and Values

The Religious Education programme in school will therefore help children to:

Find out more about religious traditions; what people believe how they worship and celebrate and how religion affects their everyday lives. The course will concentrate on a study of Christianity, including helping the children to appreciate the importance of the Bible. However, aspects of religions other than Christianity will also be studied.

Think about what they themselves believe and value; and to ask questions such as; what is important to me in life? Is it enough to think only of myself?

Become more sensitive to others by understanding why and how they think as they do. See how they might contribute positively to society.

### 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.

Parents who wish to exercise this right, to withdraw their child from religious observance, should make a request in writing to the Head Teacher at the beginning of the school session. Parents may request that their children be permitted to be absent in order to celebrate recognised religious events. Advance notice should be provided to the school when children will be absent. Appropriate requests will be granted, and the pupil noted as an authorised absentee in the register.

## 8. Assessment and Tracking Progress

Assessment of pupil progress is ongoing by class teachers throughout the academic year. Teacher will assess using a variety of approaches, including:

At Blacklaw assessment is integral to learning and is incorporated into planned learning experiences. Effective approaches to assessment actively involve learners in identifying and creating suitably challenging learning outcomes, reflecting on what they have learned and enabling them to plan the next steps in their learning.

Teacher professional judgements are the key measure of pupil progress and achievement. A variety of check-ups, class assessments, standardised tests and pupil dialogues help to inform all judgements of where a child is within their learning journey.

All pupils have an assessment folder which contains key documents and information for tracking and monitoring purposes. We also have Snapshot Jotters which are shared with parents/ carers twice per year.

Teachers meet regularly with the Senior Leadership Team to discuss the progress of each individual child and we pride ourselves on early intervention in order to ensure the best possible outcomes for our learners. We use a variety of interventions including Reading Eggs, IDL, Catch Up Literacy, Education City resources and Nurture based approaches to support pupils in Literacy, Numeracy and Health and Wellbeing.

If a child is not making expected progress, we have a range of diagnostic assessment which support our staff in determining additional appropriate learning resources or approaches. Parents/ carers would be fully consulted as part of this process. Children with additional support needs may be referred to relevant other agencies for further assessment.

### Useful websites:

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

[http://www.educationscotland.gov.uk/Images/BtC5Framework\\_tcm4-653230.pdf](http://www.educationscotland.gov.uk/Images/BtC5Framework_tcm4-653230.pdf)

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

<http://www.educationscotland.gov.uk/thecurriculum/howisprogressassessed/stages/index.asp>

## 9. Reporting

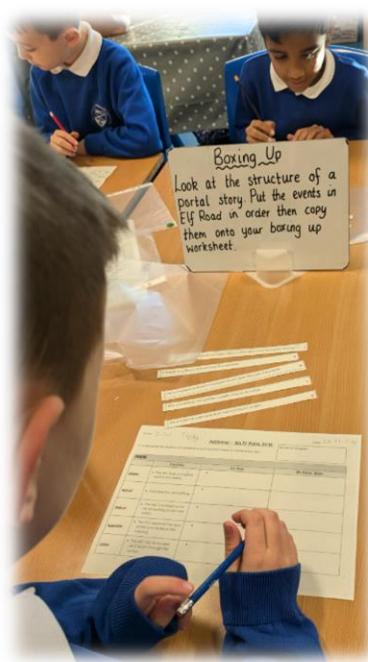
We value the important role parents/ carers have in their child's learning journey. We will work in partnership to ensure up-to-date and relevant information about your child's progress is shared effectively.

The school 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 two parents' meetings which offer you the opportunity to discuss how your child's progressing and how you can contact the school if you wish further information. The school will offer you an appointment time so that you can discuss your child's education. An annual calendar is available to all parents with details of dates for parent consultations and written reports, as well as a range of other important dates. This is shared with you at the start of each session and is also available on the website.

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.

Regular opportunities to come into school to work with your child on learning experiences are also provided throughout the year. These will include class showcases, workshops, 'Book, A Blether and A Brew' and 'Stay, Play and Learn' sessions.

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.helpline@southlanarkshire.gov.uk](mailto:Edsuppserv.helpline@southlanarkshire.gov.uk)

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

Proof of where the child lives may also be needed.

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

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

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

At the point of registration in January, all prospective new Blacklaw Primary 1 pupils and their parent/carers will be provided with a transition events guide which details the extended work the school does to enable the new Primary 1 children and parents to become familiar with the work of the school.

### Change of School/Placing Request

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

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



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

## 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.

This is the Calderglen Learning Community P7 Transition Road Map for 2025/26.

## Calderglen Learning Community P7 Transition 2025-26



Road map to a successful transition for all learners

### Ongoing Transition events

P7 Open Evening: Thursday 6th November 2025, 1800-2000  
PE visits: Friday 27<sup>th</sup> February and Friday 6<sup>th</sup> March TBC  
P7 French event: TBC

### April-May 2026

P7 visits to Calderglen to meet Heads of House and become familiar with the school.

### May 2026

Parent/Carer Information Evening at Calderglen. Tuesday 19th May 2026, 1815-1915.



### November 2025 – February 2026

Enhanced transition reviews at all schools followed by enhanced transition visits to Calderglen in April/May 2026.

### February – April 2026

Calderglen Class Visits – Calderglen staff will visit to discuss pupils with P7 Teacher, and Heads of House will work with P7 pupils.

### June 2026

Transition visit for all P7 who will attend Calderglen. Monday 8<sup>th</sup> and Tuesday 9<sup>th</sup> June 2026.

## 11. Support for Pupils

### Getting it right for every child

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

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

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

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

### Support for All (Additional Support Needs)

It is our aim to assist all pupils to achieve their full potential through the provision of an appropriate curriculum for the full range of pupils. We recognise the importance of motivation and encouragement in developing our pupils' confidence in their own progress.

We aim to identify difficulties as soon as they occur. Once identified, many difficulties are resolved within the classroom situation by the class teacher, under the guidance of promoted staff. Where severe or long-term difficulties occur, regular assistance will be provided on an individual basis, or in a small group situation. Children who are encountering this level of prolonged difficulty will be supported through a programme of small attainable targets using specific differentiated resources and a range of teaching methodologies.

For children with additional support needs, the school will work in close co-operation with Psychological Services and the local Health Board. In some cases, where further guidance is thought desirable, and after discussion with the parents concerned, the advice or involvement of the Specialist Services may be sought.

At Blacklaw Primary School, we recognise that every child may need a little extra support at some time in their school journey. Some children may need more support than others. It is our duty to recognise when your child may need this additional support and to work in partnership with you to meet your child's needs.

There are many different reasons why a child may require some additional support. Here are a few examples –

- A bereavement in the family
- Additional challenge in learning for more able learners
- Struggling with an aspect of learning in e.g., reading or another area
- A friendship issue.
- Lateness or poor attendance
- A physical barrier to learning.
- Challenging or distressed behaviours
- Autism
- ADHD
- Dyslexia etc....

### **What happens if the teacher has a concern about a child?**

Pupils with additional support needs, including health or behaviour needs, are given targeted help from the class teacher in the first instance, either individually or in small groups. Staff, liaise with parents/carers, support staff and outside agencies to plan for the use of available resources to meet the needs of the individual. This is represented on Stage 1 Intervention.

At Stage 2 intervention, a member of the school team may support the class teacher to deliver appropriate intervention to support the child.

A comprehensive suite of support within the school is used effectively. SLC Education Department Well Being Assessment forms (identification of the strengths and needs of a child) and systems, Additional Support Plans and Coordinated Support Plans are used as appropriate to plan next steps for children, in partnership with parents/carers, services and agencies. Technology is used effectively to support needs including the needs of able pupils.

The Senior Management Team, class teachers and classroom assistants work collaboratively to differentiate the curriculum for children. A visiting Specialist Support Teacher may work with prioritised pupils (intervention level stage 3 and above).

A visiting Educational Psychologist also works with school staff, children and parents/carers. In addition, staff work collaboratively with many services, agencies and partners to meet children's needs and plan for optimum levels of attainment and success.

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).



The leaflets available are:

- The Additional Support for Learning Act
- Requesting an Assessment
- Planning for Learning – Additional Support Plan
- Planning for Learning – Coordinated Support Plan
- Transitions
- Future Planning
- Information for Parents and Carers about moving on from school.
- Inclusive Education
- ICT Assessment
- Information Sharing Protocol
- Visual Impairment Support
- Early Years Specialist Support
- Independent Adjudication

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](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

Self-evaluation and continuous improvement are integral to our practice. The school, its staff and community work together to identify areas for improvement. We have identified key areas for focus which link to South Lanarkshire priorities as well as the National Improvement Framework.



Further details outlining these priorities are contained in our School Improvement Plan. A copy of our Improvement Plan is available from the school office or can be viewed on our school website.

## 13. School policies and practical information

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

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

### Free School Meals

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

- Income Support
- 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 -



## **Breakfast**

All primary aged pupils are also offered a free breakfast within their school. The selection available includes cereal, toast, fruit and milk. Our breakfast club runs from 8.15-8.45am each morning in the lunch hall.

## **School Uniform**

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

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

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





Having consulted with our parents, pupils and staff our school uniform colours are as follows:

- Black blazers (optional), trousers, skirts and pinafores (school tartan also available for skirts and pinafores)
- Royal Blue sweatshirts, cardigans and all woollen items (available from our supplier or local supermarkets etc)
- White polo shirts, shirts or blouses (polo shirts are also available from our supplier)
- Black school shoes/indoor shoes/gym shoes
- Our school tie is blue, black and grey striped.

Our Gym kit consists of black shorts, a white polo shirt and suitable black indoor footwear. Pupils may bring a pair of jogging trousers to change into for outdoor learning experiences across the curriculum.

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

The wearing of football colours

Clothing with slogans that may cause offence (anti-religious, symbolism or political slogans)

Clothing which advertises alcohol, tobacco or drugs

Clothing which can be deemed unsuitable in terms of health and safety grounds such as shell suits, combat style clothing, dangling earrings, loose fitting clothes particularly in practical classes

Articles of clothing that could be deemed to inflict damage on other pupils or be used by others to do so

Footwear that may damage flooring.

## Allergies

### Allergies

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

### Health Care Plans

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

### Mild Symptoms

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

### Employee Training

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

## Policy Adherence



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

## Mobile Device Policy

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

Devices should not be used during class unless specifically permitted for learning purposes. The policy has been developed in consultation with pupils, parents, and staff to balance the benefits of technology with the need to minimise distractions and protect privacy. We ask parents to support this approach by reinforcing responsible use at home and ensuring that devices are used appropriately.

## Support for parent/carers

### Clothing grant

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

Eligibility criteria and online applications can be found online 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

School Hours (for pupils)	Monday – Friday	9:00 am – 3:00 pm
	Interval	10:30 am – 10:45 am
	Lunch	12:15 pm – 1:00 pm

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

## Transport

### School transport

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

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



[https://www.southlanarkshire.gov.uk/info/200186/primary school information/545/school transport](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

### **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. GDPR

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

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

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

#### Privacy Notice

##### Introduction

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

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

##### Using your personal information

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

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

When you enrol for a nursery or school, we ask for the following information:  
parent/carer contact details (name, address, phone, email).

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

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

any information you may wish to provide about family circumstances.

##### Information we collect at other times.

We will also collect information at other times such as when you apply for a benefit, request a service or other support. We will provide an additional privacy notice at these times. If you apply for an education service or benefit, such as school transport, free school meals, clothing grant, placing request or EMA, we will also ask for personal information as set out above. We will also ask for information about your income for education benefits applications.

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

If there are concerns about your child's wellbeing and/or your child has needs that may require additional support, we will wish to work with you to collect and consider information to enable us to help you get the right support at the right time in line with the Getting it right for every child approach.

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

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

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

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

### **Why do we need this information?**

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

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

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

### **We will share your information with:**

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

- The Scottish Government and bodies such as Education Scotland, Scottish Qualifications Authority, Skills Development Scotland, and other organisations that support children and young people's learning.



Other parts of the Council when required for services such as school meals, school transport, education benefits and with Social work in connection with any child protection concerns we become aware of.

The NHS, to support health initiatives in accordance with the legal obligation on the Council in terms of section 39(3) of the National Health Service (Scotland) Act 1978.

South Lanarkshire Leisure and Culture Limited, where children and young people are participating in sports and leisure activities.

Other schools/local authorities – if a child moves or transfers to another school the Council has an obligation to pass on information with regards to pupil records to the new school/local authority.

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

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National Parent Forum for Scotland; [www.npfs.org.uk](http://www.npfs.org.uk)

### School Ethos

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

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

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

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

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

## Curriculum

Information about how the curriculum is structured and curriculum planning

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

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

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

Information on the Senior Phase

Information on Skills for learning, life, and work

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

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

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

## Assessment and Reporting

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

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

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

Information on recognising achievement, reporting, and profiling.

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

## Transitions

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

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

[Choices and changes](#) provides information about choices made at various stages of learning.

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

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

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

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

### **Support for Pupils**

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

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

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

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

### **School Improvement**

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

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

Scottish Credit and Qualifications Framework (SCQF)

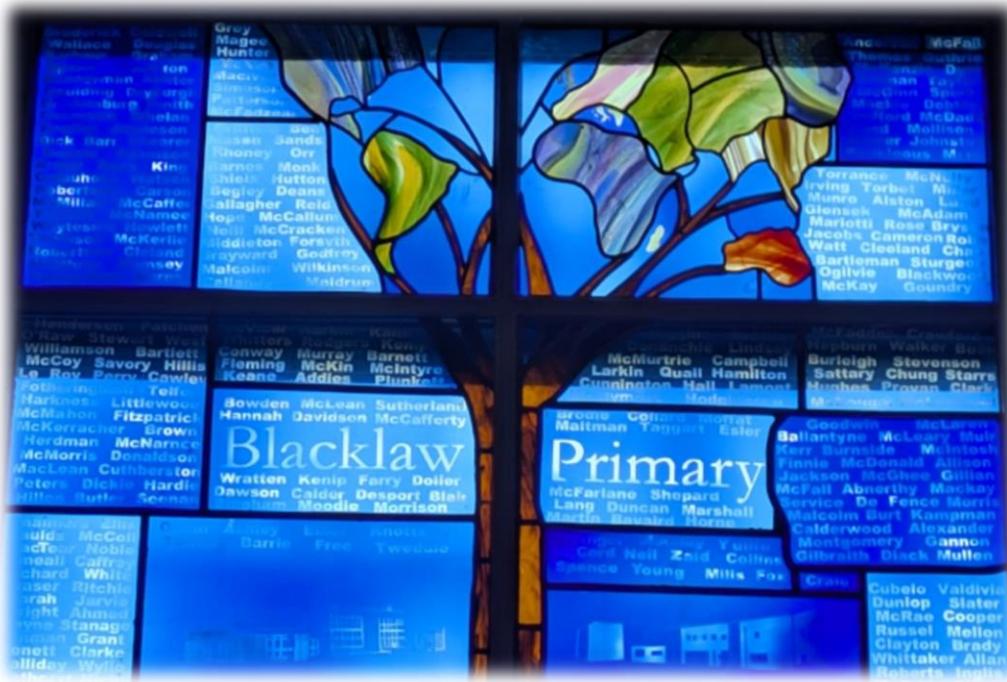
Scottish Qualifications Authority provides information for teachers, parents, employers, and young people on qualifications.

Amazing Things - information about youth awards in Scotland

Information on how to access statistics relating to School Education

### **School Policies and Practical Information**

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



We look forward to being a part of your child's learning journey!



## Education Resources

### School holiday Dates Session 2025/2026

Break	Holiday dates		
<b>First Term</b>	<b>Teachers In-service</b>	<b>Tuesday</b>	<b>12 August 2025</b>
	<b>In-service day</b>	<b>Wednesday</b>	<b>13 August 2025</b>
	Pupils return	Thursday	14 August 2025
September Weekend	Closed on Re-open	Friday Tuesday	26 September 2025 30 September 2025
October Break	Close on Re-open	Friday Monday	10 October 2025 20 October 2025
	<b>In-service day</b>	<b>Monday</b>	<b>10 November 2025</b>
Christmas	Close on Re-open	Friday Monday	19 December 2025 5 January 2026
<b>Second Term</b>			
February break	Closed on	Monday & Tuesday	16 February 2026 17 February 2026
	<b>In-service day</b>	<b>Wednesday</b>	<b>18 February 2026</b>
Spring break/Easter	Close on Re-open	Thursday Monday	2 April 2026 20 April 2026
<b>Third Term</b>			
	Closed	Monday	4 May 2026
Local Holiday	<b>In-Service day</b>	<b>Thursday</b>	<b>7 May 2026</b>
Local Holiday	Closed on Re-open	Friday Tuesday	22 May 2026 26 May 2026
Summer break	Close on	Thursday	25 June 2026

#### Notes

- Good Friday falls on Friday 3 April 2026.
- Lanark schools will close on Thursday 11 and Friday 12 June 2026.
- Schools will close at 2.30pm on the last day of terms 1 and 2 (Friday, 19 December 2025 and Thursday 2 April 2026)
- Schools will close at 1pm on the last day of term 3 Thursday 25 June 2026)