



Education Resources

Lanark Primary School Handbook 2024



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

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

1. Introduction by the Head Teacher

Welcome to Lanark Primary School

Lanark Primary is a non-denominational school of approximately 250 pupils. We have an Early Learning and Childcare service for 3-5 year olds, providing fully funded 1140 hours.

Our Vision

At Lanark Primary School and ELC, learning is at the heart of all we do. We strive to provide rich learning experiences that build confidence and self-belief. We foster a 'can do' attitude which enables everyone to reach their full potential.

We work in strong partnership with our parents and the wider community to ensure that we feel safe, included and valued within our school community...and beyond.

Our Values

Active
Good Manners
Hard Working
Teamwork
Responsibility
Respect
Trust and Honesty
Kindness
Learning

Our school rebuild was completed in November 2013 and has a varied catchment area which draws from a mix of private and council housing. The school is set in beautiful grounds with its own forest and gardens which are used to deliver outdoor education and woodland play. The school currently has four Forest School trained teachers who work alongside staff to deliver a creative outdoor curriculum throughout the school. The school has one shared play area, outdoor covered areas and each class has its own outdoor learning space. There are many extra facilities such as an outdoor stage, outdoor classroom, gardens and multi - purpose games arena.

As always you are free to contact the school at any time and we aim to make sure that any enquiries are dealt with as quickly as possible.

Farah Crook
Head Teacher

South Lanarkshire Council is the fifth largest authority in Scotland. It covers the following main areas; Clydesdale in the south which features extensive rural areas, Cambuslang, Rutherglen, Blantyre and Uddingston to the north as well as the towns of East Kilbride and Hamilton.

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

For Education Resources this means delivering services of the highest quality as well as striving to narrow the gap. It is about continually improving the services for everyone at the same time as giving priority to children, young people, families, and communities in most need. The priorities for schools and services are set out in the Education Resources Plan which confirms the commitment to provide better learning opportunities and outcomes for children and young people.

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

2. About our School

School Information

Lanark Primary School and Early Learning and Childcare (ELC)
Rhyber Avenue
Lanark
ML11 7HQ

Phone: 01555 662806

Email: office@lanark-pri.s-lanark.sch.uk

Website: www.lanark-pri.s-lanark.sch.uk

Lanark Primary School and ELC is a non-denominational school set in the Burgh of Lanark within the rural area of Clydesdale. The school has ten classes and an ELC class. Currently we have 280 pupils from early learning to Primary. The catchment area is varied and draws from a mix of private and council housing. The school does not provide Gaelic Education.

Our new and wonderful flagship school has been built for quality learning and teaching both indoors and outdoors.



The building is single storey and set within attractive large grounds which are used to deliver outdoor education and woodland play. The design of the building embraces the outdoors and we believe in good quality teaching and learning both in the class and outside. The school has Forest School trained teachers and parents who delivers a creative Forest School curriculum, alongside valuable members of the community. A planned programme of supervised woodland play will also be delivered during break times.

Should you have a concern or an issue you may wish to discuss, please contact the school office for an appointment or a telephone chat. Your child is of utmost importance to us, and we will deal with any concern as soon as possible.

School Hours

Lanark Primary School operates between 9.00am and 3.00pm.

School begins	9.00am
Morning break	10.30– 10.45am
Lunch break	12.15– 1.00pm
School closes	3.00pm

ELC Hours: Doors open 8.50am and 2.50pm each day

Information to Proposed Transfer of School

Children and young people may transfer school for a number of reasons such as families moving house, parental choice and so on. If you are proposing a change of school for your child please provide as many contact details as possible in relation to the new school so that we can ensure a smooth transfer of information relating to your child. This will help us all to ensure the continued well being of your child.

Complaints Procedure – Making your Complaint **Guide to our complaints procedure**

You can make your complaint in person, by phone, by email, using our comments and complaints form or in writing. We have a two-stage complaints procedure in line with South Lanarkshire Council. We will always try to deal with your complaint quickly. But if it is clear that the matter will need a detailed investigation, we will tell you and keep you updated on our progress and follow the procedures set out below.

Stage 1: frontline resolution

We will always try to resolve your complaint quickly, within **five working days** if we can.

If you are dissatisfied with our response, you can ask us to consider your complaint again.

Stage 2: investigation

We will look at your complaint at this stage if you are dissatisfied with our first response. We may also look at your complaint immediately at this stage, if it is clear that it is complex or needs detailed investigation.

We will acknowledge your complaint within **three working days**. We will give you our decision as soon as possible. This will be after no more than **20 working days** unless there is clearly a good reason for needing more time.

It is important to provide feedback, in particular, when members of the public have concerns about the delivery of the service. When this happens you should have easy access to an effective procedure to allow a quick resolution to your complaint.

You can also contact South Lanarkshire Council in the following ways:

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

Care complaints- Early Learning and Childcare

We provide care services that must be registered with the Care Inspectorate. Anyone receiving care services from us has the right to complain, either directly to the Care Inspectorate, or to us. Service users may also receive care or support from other agencies under a contract with us. They may direct complaints about these services either to us (just like complaints about any council service) or directly to the Care Inspectorate.

To contact the Care Inspectorate and for more information visit:

Care Inspectorate: (Nearest Office) – Princes Gate, Castle Street, Hamilton, ML1 6BU

General Enquiries – 0345 600 9527

Email – www.careinspectorate.com

This Complaints Procedure is readily accessible to users of our service. Copies are available from the School Office.

3. School Ethos

We work in strong partnership with our parents and the wider community to ensure that we feel safe, included and valued within our school community...and beyond.

We work hard to support the school values of being **active**, showing **good manners**, being **hard working**, valuing **teamwork**, taking **responsibility** for ourselves and other, showing **respect**, building **trust** and being **honest**, showing **kindness** to others and valuing all learning opportunities.

Opportunities for children to participate responsibly in decision making, to contribute as leaders and role models, and play an active role in putting the values of the school community into practice:

- Roles and responsibilities within each class
- Pupil Leadership Teams (PLT)- all are part of an identified PLT each year
- Playground leaders – Pupils organise playground activities for others
- Outdoor Learning- e.g. leading Outdoor Classroom Days
- Nativity/Assemblies/Showcases
- Office/Canteen/Wet Play Monitors
- Extra-Curricular Activities
- Homework Club
- Awarded second Eco Green Flag
- Fairtrade Recognised School
- Gardening Group – maintaining school grounds
- Litter picks – within school and the wider community
- LPS Uniform Swap Shop- led by P7
- Charity support –Children in Need, Clydesdale Foodbank, St. Andrew's Hospice, Poppy Appeal, Comic Relief, identified charities linked to class learning
- Working to support our local community – Lanimers, Youth at Heart Club (intergenerational) Christmas Carol singing at McClymont House (Care Home) and local Tesco supermarket, Community Litter Picks, Local Art Exhibition at Tolbooth, Lanark Flowerfest, Beat the Street
- Pupil Voice – planning for improvement as individuals, groups, classes and school
- Enterprise projects involving local community – Christmas Fayre
- Opportunities for transition – P7 attend events with children from Lanark Learning Community to build readiness for secondary school; Nursery/P1 transition planned events

Some thoughts from our learners:

Lanark Primary School has kind caring children. The school encourages everyone to be active *during* lessons.

Our school has a wide variety of ways to learn including active learning, ICT, physical education and expressive arts.

The pupils in our school are very active and always very hard-working. We are work smart. We also are a caring school who help others.

Everyone in Lanark Primary makes us feel safe and comfortable even when we are sad. We are encouraged to be respectful and responsible. The school prepares us for secondary school and later on life.

We think Lanark Primary is a very respectful school because everyone is nice and kind to others. We are allowed to do lots of activities both inside and outside of school. It is a tidy and welcoming because everyone works as a team.

Lanark Primary School is a very active school who are like one big family. We learn in lots of fun ways and are very respectful to everyone. We also do fund raisers for St Andrews Hospice and other charities. We are kept safe.

At Lanark Primary I get a lot of chances to do sports and learning outdoors. I get lots of help with my work too.

We are an active school where the children get lots of chances to learn new skills. We learn new sports and games as well as learning in the classroom.

We are a very active and healthy school. Everyone who comes to our school feels at home. We have lots of pupil committees who get to make decisions for the school.

Our school encourages us to learn in lots of ways not just from textbooks. The pupils in the school are very kind to others and really make new children feel welcome. The teachers are good at helping you and give us lots of opportunities.



4. Staff List

Teaching Staff:

Lanark Primary School teaching staff is as follows:

Head Teacher	Mrs Farah Crook
Depute Head Teacher	Miss Marguerite Elkin
Principal Teacher	Mrs Susan Hayes (on Maternity Leave until Aug 2024)

ELC	Mrs K Lyons (Team Leader) Ms Yvonne Graham, Mrs Elinor MacKenzie, Miss Ford, Mrs Sophie Logan, Mrs Louise McKay and Miss Chantelle Geddes Nicole Watt (EYSA)
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P1:	Mrs Jane Gracie/ Mrs Kelly Forsyth
P2:	Mrs Gayle Morton
P2:	Miss Ailie Legatte
P3/2:	Mrs Margo Callan/ Miss Montana Muir
P4/3:	Mrs Lisa Nicholas
P5/4:	Miss Aimee Jones
P5:	Miss Mhairi Speedie
P6:	Mrs Caroline Mulvey
P7/6:	Mrs Melissa Ross/ Miss Chloe Lamarra
P7:	Miss Rachael MacLeod
CCC:	Miss Shona Forbes

Specialists:

Learning Support:	Mrs Eleanor Yorkston
ELC Learning Support:	Mrs Alison Stevenson
Woodwind:	Mr Michael Brawley

Non-Teaching Staff:

School Support Assts:	Mrs Elaine Brown (Team Leader) Mrs Siobhan Lumsden, Mrs Karen O'Donnell, Mrs Alison Snow, Mrs Shona Devlin, Mrs Kirsten Steele, Miss Katie Morris
Janitors:	Mr Alan Warren
Catering Supervisor:	Mrs Tracy McCamon
Cleaning Supervisor:	Mrs Fiona Crombie

5. Attendance

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

If your child is unable to attend school you are asked to let us know on the first day of absence, by calling 01555 662806 and choosing Option 1 for the Absence Line. Alternatively, you can now report an absence online via ParentsPortal.

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).

Information on emergencies

We make every effort to ensure the school remains open during term-time for pupils. However, on occasions circumstances may arise which can affect the school. Schools may be affected by, for example, severe weather, power failures or through any other circumstances that may impact on the school day. In such cases we shall do all we can to let you know as soon as possible. We shall keep in touch by the most appropriate method at the time normally through text message, and via our social media channels.

In cases of severe weather in the morning such as snow and a heavy frost and if there is a reason the school cannot open in the morning at the normal time, we will adopt the protocol for a delayed start until 10am.

If this is the case a message via social media and on the council's website will be posted.

The Council's website www.southlanarkshire.gov.uk will be used to let you know if the school is closed or has a delayed start. Further information will be provided later in the day as to whether the school will be open as normal the next 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 telephone number and change of address.
- If for any reason, you are unsure if the school is open visit the website www.southlanarkshire.gov.uk or email education@southlanarkshire.gov.uk

a. Your commitments

We ask that you:

- support and encourage your child's learning – ask them what they have been doing.
- respect and adhere to the school's policies and guidance.
- accept your responsibility to respect staff who work in the school and for the school to be proactive in taking forward its commitment to care for and educate your child.

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Family holidays during term time

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.

Family holidays should be avoided during term time as this both disrupts the child's education and reduces learning time. If holidays are taken during times when the school is open parents should inform the school in advance by letter.

If your child is taken on a family holiday during term time, then in line with Scottish Government advice this will be classified as an unauthorised absence. However, in exceptional circumstances schools may register a family holiday during term time as an authorised absence when for example, parents are able to demonstrate they have been unable to obtain leave during the school holiday period.

Clearly, absence with no explanation from parents will mean that the absence will be recorded as unauthorised.

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.

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

6. Parental involvement/Parent Council

South Lanarkshire Council recognises the importance of parents as partners in the education of their child and has published a strategy entitled, 'Making a difference – working together to support children's learning'. This is available from the Council's website: www.southlanarkshire.gov.uk/downloads/file/13457/parents_as_partners_-_strategy_2019

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

As a parents/carers we want you to be:

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

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

To find out more on how to be a parent helper, or a member of the Parent Council and/or the Parent Teacher Association contact the school or visit our website on:

<http://www.lanark-pri.s-lanark.sch.uk/index.php/parent-committees/parent-council>

[Parentzone Scotland](http://www.parentzone.scot) is a unique website for parents and carers in Scotland, from early years to beyond school. The website provides up-to-date information about learning in Scotland, and practical advice and ideas to support children's learning at home in literacy, numeracy, health and wellbeing and science. Information is also available on Parentzone Scotland regarding additional support needs, how parents can get involved in their child's school and education.

Parentzone Scotland also has details about schools, including performance data for school leavers from S4-S6 and links to the national, local authority and school level data on the achievement of Curriculum for Excellence levels.

7. The Curriculum

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

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

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

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

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

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

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

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.

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

A statement of the school policy in relation to the development of pupils' spiritual, moral, social, and cultural values. This statement should be based on the national guidance issued by the Scottish Government on 21 February 2011 and the Education (Scotland) Act 1980. The statement must include reference to the parental right of withdrawal and how it may be exercised.

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.

Language and Literacy

We use a variety of text and strategies to teach language and literacy throughout the levels. We use Blooms Taxonomy to develop higher order reading skills and make use of resources including:

Book banded readers, novels, Talk for Writing, GL Spelling and LC Active Literacy approaches.

Reading, Writing, Listening and Talking activities are the basis of our Literacy throughout P1 – P7 and are planned for and developed within the daily classroom programme.

Reading – Pre-reading activities have started with your child long before school starts, and these continue until he/she is ready for more 'formal' reading.



The teaching of reading is based on phonological awareness. All materials and teaching develop the higher order reading skills. All children work within a group situation suited to their age and ability level.

Our school and class libraries encourage the children to read for pleasure and books may be sent home to encourage parents to participate in reading sessions with their children (reading to them, reading with them, listening to them and discussing).

Numeracy & Mathematics

Much of our work in Maths is taught using active and interactive approaches. We use a variety of teaching methods and resources for teaching maths. We place great emphasis on our children learning basic number bonds, mental calculations and tables. These are done in an interactive way and are catered for at every stage of the child's mathematical development. Children are continually assessed from the first term of P1 and their mathematics programme planned accordingly. The school mathematics policy takes the child through a wide range of practical activities in money, time, measure, shape, position and movement and problem-solving.

Information handling skills are being developed from P1 to P7.

Whenever possible, these activities are linked to real-life situations so that pupils can relate what they are learning in school to actual contexts.

Health and Wellbeing

Physical Education now comes under the area of health and wellbeing. Healthy physical development is important for all children. We promote a healthy, open attitude to life, where exercise and fun go together, encouraging a better more health-conscious life style. We provide children with a minimum of 2 hours core PE per week. However, our extensive range of activities ensures children exceed these government recommendations. This was evident in our school winning a SportsScotland Gold Award in 2018. We adopt a Better Movers Better Thinkers approach to ensure PE skills are transferable.

Swimming lessons are offered to P5 for one term each year. P6 undertake Bikeability Training. P7 participate in a residential outdoor activity week and cross country running.

Fun at Lockerbie Manor!

 LanarkPrimarySchool&ELC
@LanarkPrimary

Our P7s will be in 3 groups
(Known as Group 3, Group 4
and Group 5)

Here's Group 5 Abseiling
[#LPSatLockerbie23](#)



 LanarkPrimarySchool&ELC
@LanarkPrimary

Our P7s will be in 3 groups
(Known as Group 3, Group 4
and Group 5)

Here's Group 3 on the High
Ropes [#LPSatLockerbie23](#)



A variety of after school and early morning physical activities are normally offered in our school. We offer a varied choice of extracurricular activities over the year including Football, Badminton, Dance, Golf, Netball, Get Up and Go Club, Hula Hooping, Gardening, Reading Club, Speed Stacking Club and Choir. We participate in sport as an affiliated member of the Active Schools Programme, taking part in gymnastics, swimming and athletics events.

Our children have the opportunity to participate in a variety of musical events during the year e.g. community concerts, performing to the elderly, Sing A Song for Christmas and Lanimers. Outings to places of interest are arranged to coincide with ongoing work in classes, transport costs being subsidised by the School Fund or School Activities budget.

Our Health and Wellbeing programme is valued and is a core teaching area which incorporates healthy living, healthy eating, protective behaviours, massage, drug awareness, sex education, and personal safety, whilst being underpinned by the wellbeing indicators of Safe, Healthy, Achieving, Nurtured, Active, Respect, Responsible and Included.

The materials are interesting for children and put their message across in a way which engages the child's attention and invites discussion and questions.

Topics are dealt with in varying degrees of depth and each progressive stage, thus building up the child's knowledge and understanding of how we live and how to cope with the varying aspects of growing up in our society.

Sexual Health and Relationships

Sexual Health and Relationships Education is part of our Health Education Programme.

The topics present facts in an objective, balanced, and sensitive manner within a framework of sound values and awareness of the law on sexual behaviour. All pupils will be encouraged to appreciate the value of a stable family life, parental responsibility in bringing up children and offering them security, stability and happiness, and the value placed on marriage by religious groups or others in Scottish society.

All parents/guardians have the right to be informed about the contents of any sex education lesson and to discuss any issues with the Head Teacher or Health Education Coordinator. Parents/carers have the right to ask for their child to be removed from sex education lessons and offered alternative education.

Social Studies/Sciences

The aim of our Social Studies and Sciences programme is to give our pupils the chance to learn about, and from, our environment. In line with Curriculum for Excellence many of our topics or themes will have an integrated approach. This means that various areas of the curriculum may be covered within the one theme. Themes are developed from P1 to P7 to ensure that every class studies areas of significant local, national and international interest. Topics or themes are designed to give continuity and progression in the study of our homes, the local area, our country, and our place in the world, past, present and future.

Within our Social Studies programme, the children will learn about history, geography and people in society. In Science they will have opportunities to investigate our world and its materials thus developing both the skills and knowledge required to become responsible citizens and lifelong learners.

We aim to foster in our children an interest in current affairs, an appreciation of and care and concern for our environment. We also aim to instil in children a caring and considerate attitude towards other people of different races and cultures, tolerance of differences, responsible use of world resources and conservation issues for the future of our planet.

The themes offer ample opportunities for active learning, visits to places of interest, fieldwork and involvement with the local community.

Technologies

Lanark Primary is fortunate to have state of the art technology. Each class has a wall mounted Clever Board which operates rather like a giant iPad and allows teachers to teach interactively from it and children to use it interactively. Each class also has its own iPads or Chromebooks. ICT is used to support and enhance the learning across the school and can be used in the outdoors.



We aim to develop skills in ICT from ELC to P7 throughout all area of the curriculum making good use of digital technologies.

Parents/guardians and children in Lanark Primary will be asked, annually, to sign an internet agreement to abide by safe internet rules.

Expressive Arts

Expressive Arts covers Art and Design, Music, Dance and Drama. These areas are linked to specific topics and covered in Interdisciplinary learning. The children are afforded a great range of experiences from the curriculum and work builds on prior learning.

A variety of opportunities are available for children throughout the school to take part in music/drama activities, including Sing A Song For Christmas, Music Festivals, Lanimers, Community Events and class assemblies.

Children from P4 – P7 are given the chance to learn to play an instrument – current choices are clarinet, saxophone and flute

P5 children take part in Swimming and have an extra session of Music for two terms of the year.

Homework



Home /school links are vital to us at Lanark Primary. All children and parents are given a copy of the Homework Policy and guidelines for information. Each child is provided with a homework /communication diary which is an important tool for sharing information between home and school.

Homework given by class teachers is a consolidation and/or extension of work taught in the class or practice in necessary skills. It is a way of building strong home/school links and allows parents the opportunity to see what their children are doing in school and to be involved in this work. This may be from any area of the curriculum, e.g. visits to the library, questionnaires, problem-solving, sketching, preparing talks, gathering information, as well as number, words and spelling practice. As a guide, homework should take about 20 minutes for infants and 30 minutes for junior/senior pupils to complete. It should then be signed by an adult. Information is given regularly to parents to assist with homework. Sometimes there will be workshops on offer to share new resources and ideas.

8. Assessment and tracking progress

At Lanark Primary we assess children on an ongoing basis both formally and informally. Children are set learning intentions on a daily basis and use a variety of strategies to self and peer assess their learning. Each child has a personal learning journey folder to keep a record of their achievements and attainment children in Primary 7 create a personal profile of their learning as part of transition. Teachers use dialogue, questioning, photography and filming to assess progress and carefully moderate work against the Curriculum for Excellence outcomes to provide a judgement on whether children are developing, consolidating or secure at each level.



We want to share with you on how your child's learning is progressing. We do this through the use of formal assessments each February/March to test the children in Literacy and Numeracy. These results are tracked to show progress and, as they are diagnostic, are used to plan next steps. This information helps teachers share learner progress with parents and carers. The Assessment Folders contain current assessed pieces of Writing and the formal assessments. We believe in providing children with a broad general education and hope that we use a balance of formal and informal assessment to ensure each child is attaining and achieving well and is happy whilst learning and aiming high.

9. Reporting

The school's arrangements and approaches for tracking and assessing pupils' progress include the issuing of two written reports each session- a 'Settling In' Report in September and a full report in June. We offer two parent/carer consultations each session too- one in October and one in February/March.

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

If you have any difficulty in identifying your catchment school, please email Edsuppserv.help@southlanarkshire.gov.uk

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

Proof of where the child lives may also be needed.

If your child is due to start school in August 2024, you can enrol online from Monday 8 January 2024. Your catchment school will contact you between Monday 15 to Friday 19 January 2024 to confirm your enrolment.

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

If parents want their child to go to another school, they must enrol in the first instance with their catchment school and intimate that they wish to make a placing request. An online placing request form is available from the SLC website – www.southlanarkshire.gov.uk or by [contacting Edsuppserv.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.helpline@southlanarkshire.gov.uk or **0303 123 1023**.

Transition from primary to secondary school

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

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

11. Support for Pupils

Getting it right for every child.

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



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

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

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

Support for All (Additional Support Needs)

It is school policy to assist all pupils to achieve their potential. The assessment programme, teachers' observations/discussions and parents' concerns expressed help us to identify problems and thereafter take appropriate action. Extra help will be provided according to the child's needs and the resources available. This can take any of the following forms:

- teaching materials and resources, including use of digital technologies aimed at providing the proper level of teaching and learning
- additional help from the class teacher
- support from school support staff
- help from another teacher within the school whose remit is learning support (this may vary from year to year dependent on staffing levels and the current number on the roll)
- the specialist support for learning teacher who visits the school weekly
- the speech and language therapist
- the occupational therapist and physiotherapist
- the Extended Community Pupil Support Team
- the Educational Psychological Service

At an early-stage parents and Head Teacher/DHT will discuss the provision for the child, and thereafter parents will be kept regularly informed of progress. Additional Support Plans will be put in place where needed along with parents and children and termly reviews will be set up to track progress and plan next steps. At crucial transition stages i.e. Early Years to P1 and P7 to S1 appropriate personnel will be invited along too so that relevant information is shared. Extension work is given for more able pupils and pace and challenge is there for all.

South Lanarkshire Education Resources have published a series of leaflets available which cover information for parents and carers about the Additional Support for Learning Acts. These are available through the school or on the South Lanarkshire Council website - www.southlanarkshire.gov.uk The leaflets available are;

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

**There are currently no learners with a Coordinated Support Plan in the school or ELC*

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

Phone Helpline: **0345 123 2303**

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

Email Enquiry service: info@enquire.org.uk

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

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

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

Attachment Strategy for Education Resources

Attachment – what we do to support children and young people

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

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

What does it set out to do?

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

How can I find out more?

South Lanarkshire Council Education Resources have published a series of leaflets and posters for establishments and parents/carers which aim to share information on attachment theory and on how this can inform the ways in which we support children and young people.

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

12. School Improvement

Every year we publish a Standards and Quality Report which reflects our improvement journey for the session. This is made available to you on our website, or you can ask for a paper copy if you wish.

Key Successes and Achievements

Almost all learners increased their knowledge and understanding of SLC Key Skills from prior to implementation of the new framework. Teaching Staff were introduced to the new framework and as they worked together to identify skills at each stage, it became apparent that it was difficult to prioritise certain skills without having had a chance to use them first with learners. It was agreed that all classes would have access to all 'keys' and our newly developed associated 'padlocks'. Staff would record over Term 1 and 2 the skills referenced most often with learners at each stage. This information was then used to identify the most relevant Key Skills. Due to this work, we will look to support all P1-P7 learners to set targets for their learning linked to SLC Key Skills next session.

Almost all learners increased their knowledge and understanding of SLC Key Skills from prior to implementation of the new framework.

Teaching Staff were introduced to the new framework and as they worked together to identify skills at each stage, it became apparent that it was difficult to prioritise certain skills without having had a chance to use them first with learners. It was agreed that all classes would have access to all 'keys' and our newly developed associated 'padlocks'. Staff would record over Term 1 and 2 the skills referenced most often with learners at each stage. This information was then used to identify the most relevant Key Skills. Due to this work, we will look to support all P1-P7 learners to set targets for their learning linked to SLC Key Skills next session.

Almost all learners in P1 -P7 have experienced an increasingly play-based approach to Numeracy. Through this work it was highlighted that in order to develop experiences in learner-led play, we would now need to look beyond specific subject areas.

We were delighted that our work on Reading for Enjoyment led to the achievement of our Reading Schools - Gold Status Award. We received the following feedback:

"Thank you very much for submitting your evidence plan for your Reading Schools accreditation. It was amazing to read about all of your fantastic Gold-level initiatives, while seeing all of the other fantastic reading activities you have been sustaining."

Alongside the school, our ELC gained the Reading Schools- Gold Award status. This was helped by the continued focus on our Bookbug sessions with parent/carers, the ELC Lending Library, Community Book 'drop' and a focus on our 'Book of the Month'.

The ELC has implemented the 'More than Words' programme alongside Speech & Language Therapists for individuals with language and communication needs. Learners with English as an additional language have been supported through the increased use of visuals in the Playroom. Universally, language and communication development has been supported through planned play opportunities with our Play, Talk, Read partners. Feedback for parents/carers who attended the Play, Talk, Read sessions reported that they now more confident and knowledgeable about exploring play activities at home to develop their child's language and communication skills.

This session, we have continued to build upon our knowledge and understanding of Emotion Works cogs 1-5. Teaching Staff then worked together to create Grey Cog (6) that could be used across the ELC to P7 (adapted to suit each stage of development) and P1-7 were introduced to the Purple Cog (7). Almost all targeted learners increased their ability to regulate their own behaviour with the help of a trusted adult and a calm, quiet environment (Sensory Room, Woodlands, Rainbow Room, ELC Cosy Corner).

By May 2023, the new Sexual Health & Relationship programme had been introduced and implemented across P1-P7, including a parent/carers workshop to share the resource.

Improvement Planning 2023-24

At Lanark Primary School and ELC, we will focus on several priorities to support our improvement plan for 2023-24, linked to the National Improvement Framework and SLC priorities.


1 Developing the Young Workforce

Supporting children and young people to develop their skills for learning, life and work.

Having introduced the SLC Developing Young Workforce Framework across the school and created a framework for the progression in woodworking skills for learners in the ELC, we have highlighted a need for learners to develop their understanding of the skills that they need to develop and how to target these. We will build on the work started in Session 2022/23 to support learners to lead their own learning a set targets for improvement.

School & ELC

- ✓ All staff to engage in collegiate activity to identify Key Skills at each stage
- ✓ Finalise LPS Key Skills Learner Booklets for each stage (P3-P7)
- ✓ Further develop use of target setting for learners in the ELC.
- ✓ Begin to explore online learning journals with EY staff



Lanark Primary School & ELC

Our Priorities on a Page

2 Raising Attainment


Providing a rich and stimulating curriculum that helps raise standards in literacy and numeracy.

Through our robust self-evaluation practices and teacher PRDs, we have highlighted good practice from 2022-23 that we wish to further develop. This has included building on our Enjoyment of Reading and Writing work, further targeting of learners for additional Writing Support and the use of the Learning, Teaching and Assessment Cycle for raising attainment in Reading.

We will also look to target individual and small groups of learners in Numeracy utilising staff trained in Maths Recovery. Universally, Play pedagogies will be used to help support learner engagement.

School & ELC

- ✓ Teaching Staff to engage in and plan collegially for Reading over the session using the Learning, Teaching and Assessment Cycle, led by the school QAMSO (Quality Assurance & Moderation Support Officer)
- ✓ Staff to engage with SLC Pedagogy Packs, specifically looking at Providing Effective Feedback in order to support learner progress in Writing
- ✓ Explore and develop further a range of activities and resources to support the Enjoyment of Writing including assistive technologies
- ✓ Staff trained in Maths Recovery will work with groups and individuals to support progress in Numeracy. Staff will share good practice with colleagues across P3-P7
- ✓ ELC Staff to agree and implement a range of activities to support the development of Reading both indoors and outdoors
- ✓ ELC to receive input from Early Level Teacher trained in Maths Recovery to support professional learning on how to use mathematical instructional language
- ✓ Staff to look at our Whole School Approach to Play including the Role of the Adult
- ✓ Play pedagogies to be fully implemented at end of Early Level. Staff at First and Second Level to plan weekly play session using SLC C/PL 'Managing Learning, Teaching & Assessment'



3 Health & Wellbeing

Improving health and wellbeing to enable children and families to flourish.

Through our self-evaluation work and completion of the Attachment-Informed South Lanarkshire Early Implementation Evaluation, we have identified that where we employ effective nurturing practices across the school, we have less knowledge of whole-school attachment informed practices. We will now look to link this to our previous Emotion Words development in order to support the health and wellbeing of all learners.

School & ELC

- ✓ Use information gathered from the Attachment-Informed South Lanarkshire baseline to identify next steps.

4 Equity

Ensuring inclusion, equity and equality are at the heart of what we do.

School & ELC

- ✓ PEF funded Play materials and activities will be specifically purchased to engage the identified learners.
- ✓ SMT to work directly with learners and parents/carers to improve attendance where possible.
- ✓ PEF funded staff will be timetabled to work with identified using a range of interventions including 5-minute box, IDL Literacy, Catch-Up Literacy and Reading Engagement Sessions including Reading Eggs and supported Writing Sessions.
- ✓ These sessions are over and above learners' core literacy sessions
- ✓ PEF funded staff will be timetabled to work with identified using a range of interventions including 5-minute Numeracy box, IDL Numeracy and individual and group Maths Recovery sessions
- ✓ These sessions are over and above learners' core numeracy sessions
- ✓ Transition support for learners with HWS and ASN needs
- ✓ Secure swimming block for all P3 learners
- ✓ Secure residential experience for all P7 learners
- ✓ Register and provide kit for participation community and competitive events, funding transport as necessary
- ✓ Purchase learners' hoodies for P7 learners
- ✓ Zero cost excursions

Use of funding to support pupil equity

Our Pupil Equity Funding will be spent of Literacy, Numeracy and HWB Resources and Interventions and staffing to work towards the following goals for targeted learners:

Through our work in engaging with learners and their families, we reduced the number of learners with an attendance of less than 80% by 45% (11 learners to 6). This was just short of our 50% target. Targeted learners in the ELC and school have been supported across the year to enhance their ability to regulate their own behaviour, on most occasions. This has been evident through our early learners choosing 'calming' strategies or moving to the Cosy Corner when feeling overwhelmed, the increased use of our Sensory Room in the school and targeted Art, Lego and Outdoor Nurture sessions been sought out by learners themselves.

Attainment in Numeracy

- By June 2023, 25% (5 learners) of the targeted learners achieved the appropriate levels of attainment related to their age and stage in Numeracy.

Attainment in Reading

- By June 2023, 31.5% (6 learners) of the targeted learners achieved the appropriate levels of attainment related to their age and stage in Reading.

Attainment in Writing

- By June 2023, 17.4% (4 learners) of the targeted learners achieved the appropriate levels of attainment related to their age and stage in Writing.

Attainment in Listening & Talking

- By June 2023, 22.7% (5 learners) of the targeted learners achieved the appropriate levels of attainment related to their age and stage in Listening & Talking.

The above attainment data was in line with the targets set at the beginning of the session.

As well as this, 5% of our Participatory Budget (PB), a total of just over £2430, was allocated from this budget and we worked with all stakeholders to decide on how best to spend it.

Parents/carers, pupils and staff were invited to vote for their preference.

The majority votes went to 'maintaining a zero or reduced cost for class trips' and buying resources to support 'extra- curricular' activities.

13. School policies and practical information

Nursery (ELC)

All children attending a local authority nursery will be provided with a free lunch. In addition, if your child attends long mornings or afternoons e.g., over 4 hours 30 minutes they will be provided with a 'brunch' or 'afternoon tea'.

Nursery lunches and snacks are based on nutritional requirements from the NHS "Setting the Table" guidance.

Nursery age children will also receive milk and a healthy snack free of charge under the Milk and Healthy Snack scheme 2021. This will be provided by the establishment.

School

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 plus a snack option. These are all served with vegetables or side salad. All meals also come with fresh chilled drinking water, salad, 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 £2.05.

School lunches and milk can be paid for through your Parentpay account or Paypoint facilities in local shops.

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

Adapted diets

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

Free School Meals

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

Income Support, Universal Credit (where your take home pay is less than £726 per month), Job Seeker's Allowance (income based), Employment and Support Allowance (income related), Working

Tax Credit and Child Tax Credit (where your gross annual income does not exceed £8,717 as assessed by the HM Revenues and Customs), Child Tax Credit Only (where your gross annual income does not exceed £18.725 as assessed by the HM Revenues and Customs) or receive support under Part VI of the Immigration and Asylum Act 1999.

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

We would encourage parents of children who are in receipt of any of the above benefits to take up this opportunity of having a meal provided for their child when they are at school. Arrangements are in place so that children who receive free meals are not singled out and we encourage all children to remain in school at lunch time.

The school also offers a free Breakfast service, the service runs from 8.15am to 8.45am each school day, funded by South Lanarkshire Council. There is no need to book and children should enter via the canteen doors.

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.

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.

Our School Uniform



Black trousers, skirts and pinafores

White shirt with LPS tie

Red polo-shirt

Black jumper/cardigan/tank top

Black shoes (an outdoor and indoor pair)

A pair of gym shorts and t-shirt in a gym bag

All uniforms can be purchased from:

ALJ INDUSTRIAL SUPPLIES
18 BLOOMGATE
LANARK
ML11 9ET

Tel: 01555665715

Fax: 01555661683

E-Mail: aljindsupplies@btconnect.com

Allergies

A significant number of children and young people in our schools will have allergies and it is important that parents keep the school fully informed on these matters.

Allergies can present in a variety of ways and can occur at any point in a person's life. Symptoms range from mild to severe. Children and young people known to have an allergy with moderate to severe symptoms will likely have a Health Care Plan drawn up by the NHS. This will detail symptoms and appropriate interventions.

It is vital that parents share this information with the school and continue to provide any updated information.

Where symptoms are mild and a Health Care Plan is not in place, parents should still continue to liaise regularly with the school on any new triggers, medications and actions required.

In all cases, our employees need to know your child's symptoms, treatments and any actions required to help prevent exposure to the allergen and minimise the risk of allergic reactions.

Employees in schools will receive training on allergies and will liaise with parents and NHS on any additional specialist training required.

In supporting children and young people with allergies, school employees will operate in accordance with South Lanarkshire Council's Safe Systems of Work / risk assessment and national guidance on the administration of medicines.

We are a **nut free** school.

Support for parent/carers**Clothing grant**

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

Applications can be made online at www.southlanarkshire.gov.uk. If you are required to submit evidence of your Tax Credit income it is important that a copy of this evidence is attached to your online application. Should you require further information, or you are unable to submit an application online then please contact the helpline number **0303 123 1011** (option 5).

School hours/holiday dates

Start Time: 9am

Lunch: 12.15-1pm

Finish Time: 3pm

Information on holiday dates (including in-service days) should be provided for the forthcoming session.

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

www.southlanarkshire.gov.uk

Transport

South Lanarkshire Council has a policy of providing school transport to primary pupils who live more than one mile by the recognised shortest walking route from their catchment school. This policy is more generous than the law requires. This means that the provision of transport could be reviewed at any time. Parents who consider they are eligible should complete a form online www.southlanarkshire.gov.uk or contact **0303 123 1023**. These forms should be completed and returned before the end of March for those pupils starting the school in August to enable the appropriate arrangements to be made. Applications may be submitted at any time throughout the year and will be considered by Education Resources.

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

www.southlanarkshire.gov.uk/info/200188/secondary_school_information/545/school_transport or phone **0303 123 1023**.

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.

Insurance for schools – pupils' personal effects

South Lanarkshire Council is concerned at the level of claims being received for loss or damage to pupils' clothing or personal effects. Parents are asked to note the Council's position in terms of insurance for pupils' personal effects:

Theft/loss of personal effects

The Council is not liable for the loss or theft of pupils' clothing or personal effects for example mobile phones, tablets etc. and any items are therefore brought into the school is done so at the pupil/parents' own risk.

Parents can assist by ensuring that valuable items and unnecessarily expensive items of clothing are not brought to school.

Teachers and other staff have been advised not to accept custody of any such items.

The same principle applies to musical instruments and other equipment used for activities within the school, which belong to the pupil, but are brought into the school. Parents should be aware that if such equipment is left in school, it is done at the pupil/parents' own risk.

In the case of valuable items such as musical instruments, parents should ensure that these items are covered by their own household insurance.

(ii) Damage to clothing

The Council is only liable for damage caused to pupils' clothing where the damage has resulted from the negligence of the Council or one of its employees. Claims arising otherwise will not be accepted by the Council's insurers.

Promoting Positive Behaviour

It is the responsibility of staff within the school to ensure that parent council members, parents and pupils are involved in the creation of a positive school ethos that encourages good behaviour. Equally, the school whilst trying to promote positive behaviour must support young people should incidents or bullying occur. Parents have a significant role to play in working with the school so that teachers, parents and pupils know what is expected of them in trying to change the behaviour and attitudes that contribute to bullying behaviour.

Our approach is to create an environment where better behaviour will encourage better learning. The school, along with the support of parents, can work together to create a learning environment which young people can enjoy and feel safe.

Incidents of bullying should be reported to the school immediately so that each alleged incident can be looked at. Together we can work towards creating a safer school for children and staff.

In addition, a guideline (Promoting Positive Relationships and Behaviour) has been produced to support all teaching and support staff and inform them of their roles and responsibilities in respect of dealing with the small number of children and young people who display 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.

It is our firm belief that Better Behaviour promotes Better Learning. Our school is a place of learning which should be safe and fun to be in. Children play a part in setting the class rules and all clearly follow our Assertive Discipline Policy to encourage good behaviour at all times. Children who are consistently well behaved are rewarded and those who make wrong choices have agreed sanctions which they must abide by. At all times we encourage our children to make correct choices. If, however, a child continues to break the school rules, parents/carers will be invited in to help resolve any issues. Guidelines for our Assertive Discipline procedures are available and will be issued to all new parents and pupils.

Lanark Primary School places a strong emphasis on pupil safety and parents may wish to know that an adult presence is provided in playgrounds at break times in terms of the Schools (Safety and Supervision of Pupils) (Scotland) Regulations 1990.

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

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

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

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

Privacy Notice

Introduction

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

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

Using your personal information

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

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

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

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

Information we collect at other times

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

- 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).

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

Appendix A

This annex gives a list of useful information and the links to the content is now available from the Council's website by accessing the following link

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

The list is not intended to be exhaustive, and authors may wish to consider additional sources of school, local and national information, material, and resources.

Contact Details

Education Scotland's Communication Toolkit for engaging with parents.

The Scottish Government Guide Principles of Inclusive Communications provides information on communications and a self-assessment tool for public authorities.

Choosing a School: A Guide for Parents - information on choosing a school and the placing request system

A guide for parents about school attendance explains parental responsibilities with regard to children's attendance at school.

Parental Involvement

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

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

School Ethos

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

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

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

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

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

Curriculum

Information about how the curriculum is structured and curriculum planning.

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

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

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

Information on the Senior Phase

Information on Skills for learning, life, and work

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

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

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

Assessment and Reporting

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

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

Curriculum for Excellence factfile - Assessment and qualifications

Information on recognising achievement, reporting, and profiling.

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

Transitions

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

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

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

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

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

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

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

Support for Pupils

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

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

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

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

School Improvement

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

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

Scottish Credit and Qualifications Framework (SCQF)

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

Amazing Things - information about youth awards in Scotland

Information on how to access statistics relating to School Education

School Policies and Practical Information

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