



## Education Resources



## West Coats Primary

### Handbook

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

## 1. Introduction by the Head Teacher



Dear Parents and Carers,

Welcome to West Coats Primary School. Our school handbook aims to give you up to date information about West Coats Primary School and provide a guide to all aspects of school life. Children from the school have provided some information about their learning, in their own words, giving you a child's perspective of learning at West Coats PS.

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 quality of life for all within 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.

These priorities are at the heart of everything we do at West Coats PS and we aim to ensure that all pupils are nurtured, safe, active, healthy, achieving, included, respected and responsible.

West Coats Primary School is a welcoming, caring and inclusive environment where the staff team strives to provide a challenging and motivating learning environment, promoting positive attitudes, self-esteem and self-confidence in all our children.

We work hard to ensure that our children continue to progress, achieve and attain, and are equipped to become successful learners, responsible citizens, confident individuals and effective contributors. Partnership with parents and the wider community is an important feature of West Coats Primary School. We aim to work with each family with integrity, fairness, and mutual respect to meet the needs of learners.

I hope this handbook will answer many of the questions you have about our school. I would encourage you to visit our school website and X (twitter) feed, where you can access information about the activities of the school.

Please do not hesitate to contact the school if we can be of any assistance.

With best wishes,

Kirsty Duff  
Head Teacher

## 2. About our school

West Coats Primary School  
Brownside Road  
Cambuslang  
Glasgow  
G72 8NH  
Tel. 0141 641 1384  
Fax. 0141 641 4685

E-mail: [gw14westcoatsoffice@glow.sch.uk](mailto:gw14westcoatsoffice@glow.sch.uk)

Website: [www.westcoats-pri.s-lanark.sch.uk/](http://www.westcoats-pri.s-lanark.sch.uk/)

Twitter: @WestCoatsPS

West Coats is one of five primaries which are part of the Cathkin Learning Community. As part of the Cathkin Learning Community we work in partnership with Cathkin High School, Rutherglen High School, Cathkin Community Nursery, Cathkin Primary School, Cairns Primary School, Hallside Primary School and Loch Primary.

West Coats Primary School is non-denominational and provides educational provision for children across the seven yearly stages of primary education in Scotland (Primary 1- Primary 7). The school, at the time of writing (January 2024), has a roll of 390 children taught across 15 classes.



*Our historic building from West Coats Road*

### 3. School Ethos

We foster a culture of kindness and respect at West Coats PS and recognise the value of team work and friendship. Our children are encouraged to be active partners in their learning and their views are listened to and respected. We have active committees, led by the children. The School Pupil Council and Wilbur Post, an internal communication system, ensures that all pupils are able to share their views and participate in evaluating our school using the document, "How Good is OUR School?".



*Our Wilbur Post box*

The establishment of a positive learning environment in all areas of the school is key to effective teaching and learning. Effective teaching and learning is dependent on establishing and maintaining positive relationships between all stakeholders. This is a core element of our school's approach to promoting positive behaviour. At West Coats Primary School we strive to create a positive ethos by having clear expectations of behaviour which are understood by all members of the school community. The expectations of all learners is to:

***"Be kind, be safe, be ready to learn"***



*Pupils sharing their learning with Wilbur*

Our approach to promoting positive relationships and behaviour is underpinned by the principles of the United Nations Convention on the Rights of the Child (UNCRC) and the Wellbeing Indicators outlined in Getting It Right For Every Child (GIRFEC). Our school policy is in line with South Lanarkshire Council's guidelines "Promoting Positive Relationships and Understanding Distressed Behaviours" (2019) and the Scottish Government's "Better Relationships, Better Learning, Better Behaviour" (2013). This document reflects the key policy drivers of the Scottish Government.

We are working towards becoming an accredited attachment informed, trauma sensitive school, ensuring that kindness and respect is the golden thread that runs through everything we do. Learners are aware of the United Nations Charter on the Rights of the Child (UNCRC) and that the rights of our learners are upheld. Children are encouraged to understand that with those rights comes the responsibility to ensure that others' rights are valued and respected too.

Our aim is to:

- ensure everyone in the school community understands that behaviour is a form of communication and unsettled behaviour needs to focus on understanding the child's needs.
- enable pupils to learn and grow in every aspect of their development: academic; personal; physical; social and emotional.



- create and maintain a positive school ethos that supports learner behaviour and celebrates success.
- build open, positive and supportive relationships with children and families based on mutual respect.
- raise standards of attainment, behaviour and attendance for all pupils.
- be sensitive and responsive to the wellbeing of each child.

The relationship between pupils and school staff is based on mutual respect, trust and consideration. The positive ethos of our school will be maintained by all children and adults demonstrating mutual respect and supporting our school values and vision.

Staff at West Coats PS will always show respectful behaviour towards parents and extended family members and request that parents raise any concerns in a respectful manner with staff in a way that reflects the positive school ethos for children.

## **Bullying**

West Coats PS aims to prevent bullying through ongoing education programmes and support for individual pupils. The key message of choosing kindness and respect underpins the ethos fostered at West Coats PS. There is a pupil leadership team of anti-bullying ambassadors who support children and ensure any observed incidents of bullying behaviour are shared with staff. Incidents of bullying should be reported to the school immediately so that each incident can be investigated and next steps identified. Together we can work towards maintaining a safe learning environment for children and staff.

An important element of our Health and Wellbeing Programme encourages children to discuss and reflect on bullying and strategies to deal with it, to ensure all young people feel safe in school.



*Anti-bullying Ambassadors sharing their work at our parents/carer's consultation evening*

## Role in the Community

The school is held in high regard in the neighbourhood, and as opportunities arise, the school joins in local events organised by South Lanarkshire Council and the Community Council. We make good use of the local sports grounds, local swimming pool and the Cambuslang library.



*Our local community regularly support the delivery of our curriculum*



*Vice House Captains volunteering at local charity 'Rain or Shine'*

Fund raising events in aid of local and national charities are held each year. Close links have been formed with the wider community. The school has also taken opportunities to make links with local businesses and other local educational establishments and South Lanarkshire College.

## Achievement

At West Coats Primary School we believe that every child can achieve success in a wide variety of ways, and challenge every learner to explore the opportunities that will encourage them to fulfil the four capacities of the Curriculum for Excellence, to become **Successful Learners, Effective Contributors, Responsible Citizens and Confident Individuals**.

We celebrate success regularly, showcasing a wide range of skills and talents and demonstrate the achievement of skills across those four capacities.



*Our Girls' Football team representing our school at the local league*



*Pupils viewing their artwork at our Winter Art Gallery*

## **Equality and Fairness**

We ask for parents' co-operation to encourage children to develop attitudes to help them achieve their full potential unaffected by discrimination of any form.

We aim to encourage and motivate all pupils to be involved in all aspects of the curriculum and out of school activities. Teaching and learning through Health and Wellbeing encourages the development of positive attitudes and personal social skills.

Courses are built on the principles of equality, justice, mutual respect and focus on issues such as:-

- keeping safe
- challenging stereotyped assumptions
- raising self-esteem
- fostering positive relationships
- promoting cultural identity
- acting independently and decision-making
- taking responsibility for one's actions
- working with others
- rights and responsibilities
- leadership

Diversity is celebrated through teaching and learning in Religious and Moral Education, and through assemblies and story-telling. We aim to foster tolerance in our children so that they will be caring individuals who will be able to take their place in a democratic society as responsible and caring citizens.



## Contacting West Coats Primary School

### Communication

Parents are always welcome in West Coats Primary School and we believe communication with parents and carers is of vital importance. We communicate in a variety of ways, including the weekly newsletter, Head Teacher's pupil letter, X (twitter), email, phone calls, meetings, assemblies and the website:

[www.westcoats-pri.s-lanark.sch.uk/](http://www.westcoats-pri.s-lanark.sch.uk/)

Parents may wish to contact the school to discuss an aspect of their child's learning or experience at school. Concerns will be addressed by the member of the Senior Leadership Team linked to your child's stage at school. The Senior Leadership Team links are:

Mrs Laura Miller (Primary 1-3)  
Mrs Shona Cameron (Primary 4-7)

Mrs Kirsty Duff has overall responsibility for the school and the welfare of pupils. Concerns of a serious or sensitive nature by telephone or by emailing [gw14westcoatsht@glow.sch.uk](mailto:gw14westcoatsht@glow.sch.uk).

Wherever possible, we will make contact with you on the same day to discuss any concerns, and keep you informed about any action we take.

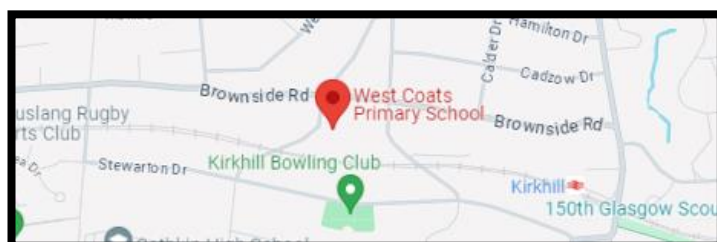
Should you have a concern or issue, would like more information about West Coats Primary School, would like to share an idea or give of your time, please do not hesitate to contact us in person, by phone, letter or e-mail. ([office@westcoats-pri.s-lanark.sch.uk](mailto:office@westcoats-pri.s-lanark.sch.uk)).

If you have discussed your concerns with staff at West Coats Primary School and it has remained unresolved, you may contact South Lanarkshire Council directly to 'Have Your Say' using the following link:

[https://www.southlanarkshire.gov.uk/info/200170/comments\\_complaints\\_and\\_consultations/579/comments\\_compliments\\_and\\_complaints\\_procedure](https://www.southlanarkshire.gov.uk/info/200170/comments_complaints_and_consultations/579/comments_compliments_and_complaints_procedure)

### Visiting West Coats Primary School

We are happy to arrange a visit to our school for existing or prospective parents. During the visit, we will offer a tour of the school facilities and answer any questions you may have. Please contact the school office to arrange a visit to West Coats PS.



## **4. Staff List**

### **Leadership Team**

Head Teacher  
Depute Head Teacher  
Depute Head Teacher  
Principal Teacher

Mrs Kirsty Duff  
Miss Laura Miller  
Mrs Shona Cameron  
Mrs Shauna Sloan

### **Teaching Staff**

Mrs Jane Anderson  
Mrs Louise Barrie  
Miss Lisa Beaver  
Miss Rachel Brownlie  
Mrs Natalie Crozier  
Mrs Nicola Harkin  
Miss Susan Hume  
Mrs Lynsey Jack  
Ms Gurvinder Kalsi  
Miss Karen Kelly  
Mrs Carly Marshall  
Mrs Leanne McKendry  
Mr Derek Miller  
Mr Paul Murray  
Mrs Lynn Pace  
Mrs Gillian Richardson  
Miss Jeanie Robin  
Mrs Stephanie Robinson  
Mrs Pamela Scott  
Mrs Caroline Telfer

### **School Support Staff**

Ms Dianne Bain  
Mrs Paula Boan  
Ms Celia Clark  
Mrs Claire Docherty  
Ms Kathy McDonald  
Mrs Tracey McGowan  
Miss Megan McSalley  
Mrs Lyndsey Morrison  
Mrs Nicola Thomas (Team Leader)

### **Janitorial Staff**

Mr John Duffy

### **Visiting Staff**

Specialist Support Teacher

Mrs Toni Cameron

Educational Psychologist

Ms Jenny Thorne

Music Tutor

Mr John Bryce (Woodwind)  
Mr. James McAleenan (Brass)  
Mrs Shona Robertson (Strings)

Active Schools Coordinator

Mr Logan Kidd

## Support Staff & Facilities



**Mrs Thomas**  
Team Leader



**Ms Bain**  
Pupil Support



**Mrs Boan**  
Pupil Support



**Mrs Docherty**  
Pupil Support



**Mrs Dowie**  
Pupil Support



**Mrs McDonald**  
Pupil Support



**Mrs McGowan**  
Pupil Support



**Miss McSalley**  
Pupil Support



**Mrs Morrison**  
Pupil Support



**Mr Duffy**  
Janitor

## Teaching Staff



**Mrs Telfer**  
P1a



**Mrs Harkin**  
P1b Mon-Wed



**Mrs Jack**  
P1b Wed-Fri



**Mrs Robinson**  
P2a



**Miss Kelly**  
P2b



**Miss Beaver**  
P2c



**Miss Kalsi**  
P3a



**Mrs McKendry**  
P3a / Interventions



**Miss Allerdycce**  
P3b



**Mrs Pace**  
P4a



**Mrs Anderson**  
P4b Mon/Tues



**Mrs Marshall**  
P4b Wed-Fri



**Miss Robin**  
P5/4



**Mr Murray**  
P5



**Mrs Crozier**  
P6/5 Mon-Wed



**Miss Hume**  
P6/5 Wed-Thur



**Mrs Scott**  
P6



**Mr Miller**  
P7/6



**Mrs Richardson**  
P7



**Miss Barrie**  
CCC / Interventions



**Miss Brownlie**  
CCC / Interventions

## Senior Leadership Team



**Mrs Duff**  
Head Teacher



**Miss Miller**  
Depute Head Teacher



**Mrs Cameron**  
Depute Head Teacher



**Mrs Sloan**  
Principal Teacher / P3b

## **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:

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

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

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

### **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](http://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](http://www.southlanarkshire.gov.uk) or email [education@southlanarkshire.gov.uk](mailto: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.

### **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](http://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](http://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.

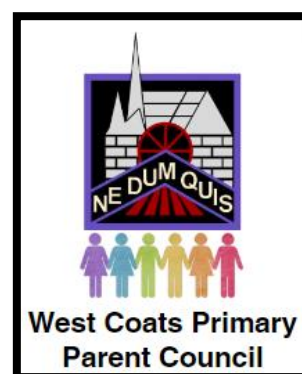
As a parents/carers we want you to be:

- 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.

### Parent Council

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. West Coats Primary School has an active Parent Council.

The Parent Council provides holistic support to the school and the immediate school community. The Parent Council supports the school's implementation of Curriculum for Excellence. It consults on aspects of home learning, improving communication with parents and other school improvement plan priorities. The Parent Council works very hard at raising much needed funds for the school and organising events and evenings for parents, children and families.



Meetings are held monthly, on the first Thursday of the month starting at 7pm. The Annual General Meeting is held in October. New committee members are elected each year in October. The Committee produces minutes of meetings to keep all parents/carers updated on the work being undertaken.

Please come along and lend your support either by volunteering for the committee, attending meetings or helping at events.

### **Office Bearers**

Mrs Tammy Gilpin – Vice Chairperson (Acting Chairperson)  
Mrs Mary Anne Wilberton – Treasurer  
Mrs Christine Rodger - Secretary

### **Committee Members:**

A group of very committed parents and teachers regularly attend meetings.

Minutes of Parent Council committee meetings and diary dates are sent out on newsletters and posted on our school website.

The Parent Teacher Council can be contacted by email at [westcoatsparentcouncil@gmail.com](mailto:westcoatsparentcouncil@gmail.com)

### **Parentzone**

Parentzone Scotland 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.





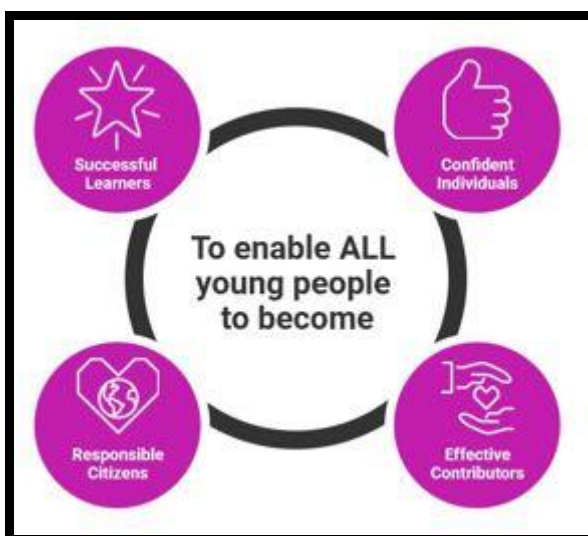
*Our pupils experience a broad curriculum and maximise opportunities for outdoor learning*

## 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



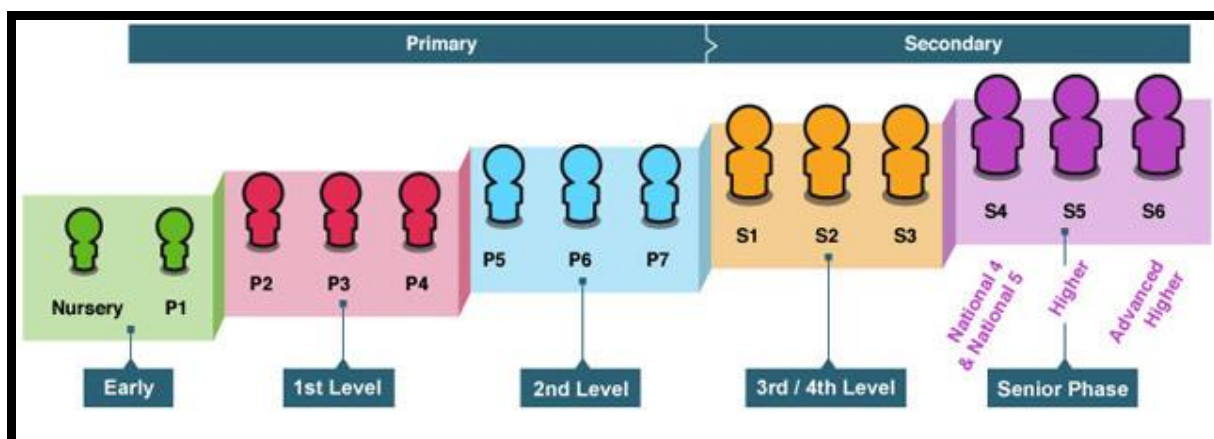
*Real life experiences provide a platform for learners to investigate and discover*

- 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.



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

Our values promote equality and respect and this forms part of the overall ethos of the school. Throughout the school year there are opportunities for religious observance. At West Coats PS, religious observance forms part of the RME /PSE curriculum in Broad General Education and encourages learners to reflect on a range of views and form their own. Pupils are encouraged to reflect on the beliefs of others and the world around them through a 'big question' approach and in response to current affairs.

**Discussions:** A range of personal and social education resources are available in the school and encourage learners to consider religious and moral issues affecting their local community. We support and encourage young people to reflect on their own views and engage critically with others. Our school values promote equality and respect and this forms part of the overall ethos of the school.

**Personal Research;** Through the taught religious and moral education curriculum, learners can research the views of others, deepen their understanding of their own

views and consider differing viewpoints. There are frequent opportunities to consider conflicting views and moral issues through literature and multimedia resources.

**Partnerships:** Our partnerships in the local community provide opportunities for learners to engage with people whose experiences are far different from their own. We celebrate diversity across the West Coats PS community and promote tolerance and respect.



*We invite parents to work as partners to enhance the learning opportunities for all children.*

**Outdoor learning:** There are frequent opportunities to engage in outdoor learning which provides a natural backdrop for 'big questions' around each person's place in the world and responsibility towards it.

**Assemblies:** Assemblies and discussions promote the opportunity to reflect on views. Faith assemblies are held monthly at West Coats Primary School.

**Equity:** Pupils attending West Coats PS are supported to complete religious rites of passage and sacraments in partnership with their local faith group.

**Interfaith Events:** West Coats PS celebrates themes of religious festivals (kindness, giving, light) through the Christian festivals of Harvest, Christmas and Easter. The focus is on exploring and reflecting on views and considering the needs of others (e.g. Collecting for homeless, food hampers etc).

West Coats Primary School has a designated quiet space (Tower Room) ,which is used as a reflection, rest and prayer space by children and adults in the school community.

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.



## 7. Assessment and tracking progress

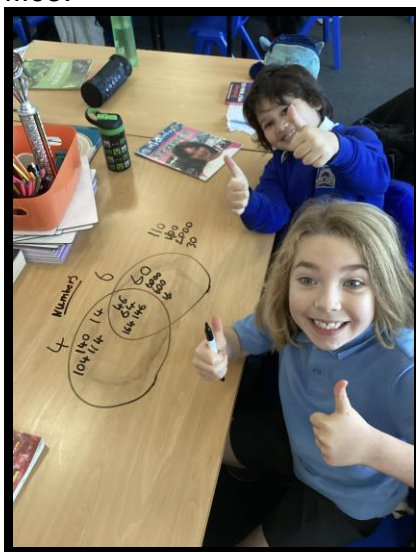
Teachers assess pupils' learning on a daily basis, using a variety of formative assessment strategies, integral to the learning and teaching. Group and individual teaching allows each child to work at his/her pace and level. Teachers use the range of assessment activities to record each child's progress in relation to the outcomes for each curricular area, and track their progress across each level of Curriculum for Excellence. Teachers then plan for learners' continued progress in relation to Curriculum for Excellence outcomes, and learning activities are matched to individual needs. A record of each child's progress is kept and reported to parents. Throughout the session planned opportunities allow staff to discuss the progress pupils are making individual and in groups. Our planning formats ensure a consistent approach to tracking of learning across all curricular areas through Curriculum for Excellence enabling a smooth transition across each stage of the school and into S1.

In addition to this, termly learning targets are shared with learners. These are broad statements which allow a dialogue about progress between learners, their parents and school.

From time to time, each year group undertakes diagnostic tests in aspects of literacy and numeracy, to ensure progress and identify any additional support needs.

We aim to ensure each child is given the opportunity to achieve his/her full potential and our children are encouraged and guided to assess their own work and to become independent learners. The outcomes of all assessment tasks are used to inform the next steps in planning to ensure our pupils are achieving their full potential. We place high value in recognising and celebrating this success and achievements of our pupils and do this in a variety of ways.

Parents are welcome to call at the school to discuss their child's progress with the class teacher, or a member of the school leadership team by arranging an appointment at the school office.



*We invite parents to work as partners to enhance the learning opportunities for all children*

## **8. Reporting**

We will provide parents with reports outlining each child's progress across the curriculum, and identifying their strengths and next steps in learning. 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.

Individual appointments between teachers and parents take place twice a year and more often if required. The school will offer you an appointment time so that you can visit in person to discuss your child's education.

We have Open Doors days throughout the school session, where parents are invited to come and see the "school at work" and view a sample of children's work.

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

## 9. Enrolment and Transitions

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

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

[www.southlanarkshire.gov.uk/info/200186/primary\\_school\\_information/392/enrolling\\_your\\_child\\_for\\_school](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 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](http://www.southlanarkshire.gov.uk) or by contacting [edsuppserv.helpline@southlanarkshire.gov.uk](mailto:edsuppserv.helpline@southlanarkshire.gov.uk) or phone **0303 123 1023**.

### Change of School/Placing Request

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

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

If you move outwith your catchment primary school a 'request to remain form' must be completed. If you move outwith your catchment primary, this may affect your

right to transfer to the associated Secondary School. Please note the secondary school is determined by the pupil's permanent home address and chosen denomination. If you require further information, please contact Education Support Services on [edsuppserv.helpline@southlanarkshire.gov.uk](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.

## 10. Support for Pupils

### Getting it right for every child

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

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

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

More information can be found on:

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



*Our Nurture Room provision*

### Support for All (Additional Support Needs)

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

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

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

South Lanarkshire Education Resources have published a series of leaflets available which cover information for parents and carers about the Additional Support for Learning Acts.



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

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

Enquire – the Scottish advice service for additional support for learning

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

Phone Helpline: 0345 123 2303

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

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

## **11. School Improvement**

Every school session, the School Improvement Plan is published which outlines our main development priorities for the year ahead. This is as a result of a range of evaluation activities designed to find out how well we are doing. Ongoing activities, such as evaluations of events, comments at parents' meetings and on samples of work are examples of how we can measure our success and identify improvements that could be made.

Each school session we seek to engage parents, children, staff and partners in a range of self-evaluation activities to help us to evaluate our performance and plan how we can improve. From last year's self-evaluation we have a number of key priorities that are set out in the School Improvement Plan. A copy of this is available from the school office.

The Standards and Quality report is published annually on the website and highlights the school's achievements over the last 12 months and identified areas for improvement.

During session 2023/2024, the school will:

- raise attainment in writing through a consistent approach to the use of Learning Intentions & Success Criteria with a particular focus on a progressive approach to teaching technical aspects of writing and enhanced use of data at all levels
- ensure wellbeing, equality and inclusion by reviewing the school community's understanding of attachment and trauma informed practice and develop approaches to promoting positive relationships and understanding distressed behaviour.
- improve health and wellbeing of learners and play based learning at all stages through the implementation of Outdoor Play and Learning (OPAL).
- develop a strong sense of community through the development of a positive school culture founded on mutual respect where staff, children and families feel fully included, engaged and involved in school life.

## 12. School policies and practical information

### School Meals

#### Primary pupils

Healthy eating is something that the school supports, and a range of meals are available at lunchtime that meet the Nutritional Requirements for Food and Drink in Schools (Scotland) Regulations 2020

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.



*Our salad bar encourages children to develop an appetite for a healthy and varied diet*

#### Adapted diets

If your child 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.

West Coats PS operates a breakfast club each day from 8.15-8.45am. Children have the options of toast, cereal and fruit with water or milk. The breakfast served meets the Nutritional Requirements for Food and Drink in Schools (Scotland) Regulations 2020. There is no charge for breakfast club and all children enrolled at the school are welcome to attend.

## 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.

## 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

Our uniform consists of:

Blazer	- Royal Blue
Shirt	- White
Trousers	- Grey
Polo Shirts	- Pale Blue

Sweat Shirts	- Grey / Royal Blue
Skirt	- Grey
Tie	- Navy with stripes



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.

## **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](http://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**

Breakfast Club	8.15 am
Entry to school	9.00 am
Morning interval	10.40 - 10.55 am
Lunchtime	12.35 - 1.20 pm
Dismissal	3 pm

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

### **Transition into Primary 1**

Pupils entering Primary 1 will be invited to school in May/June as part of our Transition Programme to prepare children for the move from nursery into primary. Parents and children will participate in workshops looking at the early stages of development, particularly emotional and social as well as early literacy and numeracy. Parents will meet with school staff to discuss ways of ensuring a smooth transition from nursery to primary. Follow-up meetings will be held later in the session when the Primary 1 Curriculum will be further explained to parents.

### **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](http://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](http://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.

## **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)

### **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 if this happens. We shall keep you in touch by phone, text, where appropriate, letters, web news and through local radio stations particularly if there are prolonged periods of severe weather. The Council's website [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk) will be used to let you know if the school is closed and when it will re-open.

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, please contact the school or Education Resources, Operations Service, Almada Street, Hamilton. (Phone 0303 123 1023) or email us at: [education@southlanarkshire.gov.uk](mailto:education@southlanarkshire.gov.uk) or visit the website [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk)



## **Your commitments**

We ask that you:

- support and encourage your child's learning
- respect and adhere to the schools policies and guidance
- let the school know if you change your mobile/telephone number and/or address
- enjoy and take part in school activities
- 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.

### **13. 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](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](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](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.**