



Education Resources

Carstairs Primary School Handbook 2026



#TeamCarstairs

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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

A warm welcome is extended to you from all at Carstairs Primary School. Working as a team, we aim to create a happy, safe, stimulating and wholly nurturing environment where every child has access to a broad, balanced and meaningful curriculum. We aim to ensure that all teaching and learning is enjoyable. A strong focus on partnership working to support all children to reach their full potential is prevalent in our school. We celebrate achievement and attainment and strive to create an ethos in which all members of our community feel valued.



Our school vision statement:

'Be safe, be happy, be all you can be'

Our school values:

****Effort *Respect *Confidence *Kindness***

We operate an open-door policy. Our team believes strongly in the benefits of partnership working, in aiming to provide the best possible education for your child and strives to foster strong links with our parents and families. We look forward to getting to know you and your child.

If you have any questions/queries at any time, do not hesitate to contact us. We will be delighted to hear from you.

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

The work of our school is set within this context. Carstairs Primary School strives to uphold the Council's vision and commitments.

Angela Sneddon
Head Teacher

2. About Our School

Carstairs Primary is a non-denominational co-educational school, catering for P1 to P7 pupils. The total capacity of the school is 198 and our current roll is 93. Parents should note that the working capacity of the school may vary depending on the number of pupils at each stage and the way in which classes are organised. We currently have five classes, a mixture of composite and straight stages. Our school does not cater for Gaelic provision.

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Green Avenue
Carstairs
South Lanarkshire
ML11 8PT

Phone: 01555 870462

Email office@carstairs-pri.s-lanark.sch.uk
School Website www.carstairs-pri.s-lanark.sch.uk
Carstairs Parent Partnership email carstairspc@gmail.com



Pupil Absence or Sickness

In the event of a child being off school for any reason, then it is important that parents contact the school to let us know. This can be done at any time out with school hours by leaving a message stating the child's name, class and reason for absence on our school answering machine. During school hours a message can be given to our School Support Team.

If we do not receive a message from parents, then staff will use the numbers that we have on our system to contact parents. Although this can be a time-consuming procedure it is important that we can account for all our children.

How to contact the school

Day to day communication with our staff, including via our online Google Classroom diaries, is encouraged. Parents should feel free to note any questions, queries, or concerns, with our staff in day-to-day communication. As required, parental concerns should be flagged up to the Head Teacher either by phone or by letter. If the Head Teacher is unavailable, then a brief message should be left with School Support Staff asking for the Head Teacher to return the call as soon as possible. All staff will always endeavour to address any concerns raised as promptly as possible.

Parental Complaints

The procedures outlined above would also apply to any parental complaints. In the first instance, we would always seek to actively listen to and fully resolve any complaint at school level. Advice would also be sought, where necessary, from South Lanarkshire Council Education Department. Further details of the council's complaints procedure can be found online at South Lanarkshire Council - Have Your Say.

Parental Visits

These should be arranged by contacting the school office, either by phone or email.

New Pupils

Throughout the year we can have many new families move into our catchment area. We are delighted to welcome them. Please contact the school to make an appointment to come along and meet us, see the wonderful building we have and discuss how we can best support your child.

Emergency Arrangements

In the event of an emergency for your child, we will call the main contact identified for your child in the first instance and then work our way through the other contacts provided, if we are unable to reach the first number, in order to reach a family member as quickly as possible. We ask that all families ensure that we are promptly and accurately informed of any changes to details and / or circumstances.

3. Staffing

Head Teacher	Miss A Sneddon
Principal Teacher	Mrs N Whitehead 0.8 FTE Class Committed (4 days)
Class Teachers	
Mrs D Allan	0.4 FTE (2 days)
Mrs K Casserly	0.6 FTE (3 days)
Miss Colligan	1.0 FTE (5 days)
Mrs G Guthrie	1.0 FTE (5 days)
Mrs C Hardie	0.6 FTE (3 days)
Mrs J Hodge	1.0 FTE (5 days)
Mrs L Hunter	1.0 FTE (5 days)
Support Staff	
Support Assistant - Team Leader	Mrs L Ewart
School Support Assistant	Mrs F Dunlop
School Support Assistant	Mrs L Johnstone
School Support Assistant	Mrs K Smyth
School Support Assistant	Miss A Thompson
Community Resources Staff	
Facility Janitor	Mr L Derbyshire
Cleaning Supervisor	Mrs C Thomson
Cleaning Assistant	Miss A Hodge
Catering Manager	Miss K Kerr
Catering Assistant	Mrs D Turner

4. School Ethos

Our Belief

We believe strongly in the importance of a positive, welcoming, and nurturing school ethos, which values respect, effort, confidence and kindness and encourages all pupils to be the very best they can be. All staff strive to ensure that a positive, warm and welcoming atmosphere and high-quality relationships are nurtured, daily. We seek to provide a happy, supportive, and challenging environment, where children can fulfil their potential and become Successful Learners, Confident Individuals, Effective Contributors and Responsible Citizens. We recognise the valuable role that parents, and partners have to play in supporting us to ensure best educational outcomes for our learners. We encourage and welcome partnership working. We believe that positive relationships are vital to helping ensure that our learners experience a 'can-do' culture, where achievement and attainment are given high priority.

Our Facilities

We moved into our wonderful new school building in October 2013 and our new school grounds were completed in February 2014. Our school has excellent facilities, which help us to deliver a high-quality education. Our facilities are conducive to high levels of motivation, in both pupils and staff.

Recognised Awards

Our school has achieved recognition for the high-quality promotion of Health, Sustainability and Children's Rights. We have gained a Gold Health Promoting Schools Award, Gold Sport Scotland Award, our Seventh Eco Flag, our Rights Respecting School Level 1 Award and we have been awarded Rights Made Real recognition from our Local Authority. In addition, we are proud owners of a Nurturing Schools Award and a Digital Schools Award.

Out of School Hours Activities – Enhancing our Curriculum

We aim to provide a rich variety of learning opportunities out with classroom hours for example, before school, during lunchtimes and after 3pm. Some previous activities have included Roller Rascals, Dodgeball and Toasty/Smoothie Fridays. Lunch and break times benefit from clubs run by our pupils, such as our art club, ably led by P4, and gymnastics club led by P7. Our programme of clubs is robust. Pupils have enjoyed Dance, Tennis, Gymnastics, Art, Netball, Football, Multi-sports, Games, Lego, Drama and Movie Making, amongst the many additional experiences provided.

In addition to teacher led clubs, we work well in partnership with Active Schools and parental/family volunteers and seek funding, where appropriate, to help secure the necessary resources to enable us to provide as many out of school hours activities as possible. We aim to ensure that all pupils from P1 to P7 have received opportunities to participate in a range of extra-curricular activities over the course of the school year.

Residential Experience

As far as possible, our school participates in an outdoor residential experience - a week of outdoor challenges, biannually. Pupils in P6 and P7 have the opportunity to develop their independence, teamwork and problem-solving skills, in addition to undertaking the challenge and adventure of being away from home and family. Experiences provided here lead to long lasting memories and there is always a great deal of excitement, leading up to the experience, during it and bringing the adventures home to share with families and the rest of our school community.

Celebrating Success – Whole School Assembly

Our weekly assemblies contribute greatly to our school ethos. These provide an opportunity for all staff and pupils to come together and share in celebrating pupil achievements when we announce and celebrate our Stars of the Week. This award can be achieved for a wide range of accomplishments, including outstanding class work and extra special efforts. Star of the Week is presented to each class every week.

Our learners' achievements from outside of school are celebrated with our 'Magnificent Me' awards. Pupils share their experiences and achievements such as swimming certificates, football achievements, dancing medals, support for other members of the community and charitable efforts. We issue rewards and praise for these as well as proudly displaying children's achievements in school.

Additionally, we use our assemblies as an opportunity to celebrate and reward acts of kindness displayed by our pupils on *Kind Kid* week and we also currently reward *Exciting Writers*, *Marvellous Mathematicians*, *Remarkable Readers*, *Heroic Handwriting*, *Sensational Speller* and *Wellbeing Whizzkid* part of our weekly assembly cycle.

Head Teacher Awards and an Honour Roll are also presented in assembly, for outstanding achievements. These awards are presented as and when required. In addition, HT awards are presented for consistently demonstrating school values – effort, respect, confidence, and kindness.

We also have Build Up Boss certificates awarded to pupils who go out of their way to support and cheerlead others. All staff can nominate children to receive this award.

School Committees

We believe that pupils should have their voice heard in our school and believe that change will be all the more sustainable when children have been at the heart of our developments. With this in mind and a strong desire to engage pupils as fully as possible and have their voice heard.

In previous years, all pupils have been part of a committee, however this format is currently under review.

Examples of our pupils' committee work includes our Eco Committee working on reducing waste and have organised an upcycling event and battery recycling, our Junior Road Safety Officers have run

whole school competitions to promote being safe on the darker nights and our Health Committee are helping to lead other pupils in the school in relaxation and meditation sessions. Our Rights Committee organised a donation station for the Clydesdale Food Bank who were delighted to receive our contributions. Our Pupil Council and pupil representatives discuss whole school issues and help to contribute to our pupil voices being heard and making a difference. Pupil voice displays, to note the difference children's voices make, can be seen in all our classes.

We utilise our weekly assemblies, as well as group discussions and pupil surveys, to take pupil feedback and share pupil voice and the impact of this. Assemblies help us to ensure that all pupils are aware of new developments and improvements and how their views help shape our work.

House System

We also operate a school House System and use this to help motivate our learners to achieve high standards. Our Houses are as follows: Tinto, Clyde, Castledykes and Monteith. Our Captains and Vice Captains (voted for by our pupils) take charge of tallying up House Points, awarded for good manners, kindness, good citizenship and following instructions well, and scores are announced on a weekly basis. An award for the winning House is up for grabs each term and termly points are banked, so that these may be added up at the end of the year so that we can calculate the overall winning House for the school session to receive our introduced House Trophy! Captains and Vice Captains take responsibility for organising and running special event such as an Easter Egg Hunt, House sports, and our annual talent show.

Rewards, Praise and Nurture

In Carstairs, we believe strongly in a positive approach, where pupils feel safe, supported and valued and with this in mind, we seek to ensure that pupils receive plenty of praise and encouragement. We believe that success breeds success. Each class has its own system of reward. Pupils receive praise in many different ways including stickers, notes and phone calls home! Respect for all is a key message that permeates all that we do in Carstairs Primary School.

All pupils are encouraged at all times to stick to their Classroom and Playground Charters, rules that help with happy class and playtimes. These have been made up by the children themselves, and a system of consequences is in place to be used in the event that Charters are not adhered to. Further details of our approach to rewards and consequences are available in our school rewards leaflet and class letters to parents, issued early in the first term of each school year.

All staff actively promote the six principles of Nurture:

- Children's learning is understood developmentally.
- The importance of transitions in children's lives.
- All behaviour is communication.
- The classroom offers a safe base.
- The importance of nurture for wellbeing.
- Language is a vital tool of communication.

Our staff are also trained in attachment and trauma informed practice.

'Can-do' Culture

We place great importance on getting the ethos of our school right. We believe that promoting a 'can do' culture where pupils believe in themselves and what they can achieve, both themselves individually and collectively as part of 'Team Carstairs,' helps ensure that our children are in the best frame of mind to learn as well as they can, throughout the curriculum.

We warmly welcome involvement from our community and invite parents and friends into our school regularly, to share in children's learning and in our special events. Parents, families, and friends of our school community, including the Minister of the local church, are always made most welcome and comment favourably on our work. We are fortunate to be well supported by local businesses. For example, recent partnership working has helped us to secure an excellent amount of funding to support the redevelopment of our Village Green play area, we have recently had an outdoor

classroom installed thanks to parental partnerships and resulting business links and we are set to have a polytunnel installed for use by all classes, thanks to our partnerships with parents and grant funding applications.

5. Attendance

Encouraging School Attendance

We believe that regular school attendance is key to raising attainment and achievement. It's a shared responsibility among parents/carers and the school to emphasise the importance of attending school.

For your convenience, school holiday dates and in-service dates can be found on the council's website: www.southlanarkshire.gov.uk.

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 contact our school office by telephone or email before 9am on the first day of absence, providing reason for the absence and expected duration of absence.

If children have a hospital/dental appointments, parents should let us know, in advance, in order to arrange any pick up times that fall out with the normal school day arrangements.

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

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

Family Holidays During Term Time

Family holidays taken during school term time will be recorded as unauthorised absences in line with Scottish Government and South Lanarkshire Council policy. The school is not required to provide work during this period, and parents are asked to avoid arranging holidays that disrupt their child's learning.

Emergency Information

We strive to keep the school open during term-time. However, there may be instances such as severe weather or power failures that could affect the school day. In such cases, we will inform you as soon as possible through text messages and our social media channels.

Severe Weather Protocol

In the event of severe weather like snow or heavy frost, if the school cannot open at the usual time, we will delay the start until 10 am. Notifications will be posted on social media and the council's website.

Communication

The Council's website, www.southlanarkshire.gov.uk, will provide updates on school closures or delays including further information about the next school day.

School Security – Carstairs State Hospital

South Lanarkshire Council has agreed on a formal operating procedure with regard to emergency procedures following an incident at Carstairs State Hospital. These emergency procedures affect five local schools including Carstairs Primary and the details are listed below.

1. If at any time a patient is unaccounted for at the State Hospital, a warning siren will sound.
2. If the siren sounds during the school day all staff and pupils will remain in the school building. All doors and windows will be locked. The State Hospital will send a three-person team to the school within 5 minutes of the siren sounding. They will remain at the school and liaise with the Head Teacher. When the 'all clear' signal is sounded school routine will return to normal.
3. If the 'all clear' siren has not sounded by the end of the school day pupils will be kept in school. Parents and transport contractors will be advised of the situation. Where no general all clear signal is given parents should take children home from school only if advised that it is safe to do so by the police or State Hospital security staff.
4. If an incident occurs at interval time or lunchtime pupils will immediately be brought into the school and a register taken. All doors and windows will be locked and any pupils returning to school from home should use the main door for access to the building.

Parents should be aware that when an incident at the State Hospital occurs it may be necessary for pupils to be retained beyond the end of the school day or possibly that the school may be late opening following an overnight incident whereby staff have been prevented from getting to school.

The Head Teacher works closely with security staff at Carstairs State Hospital to ensure safety is paramount.

6. Parental Involvement and Parent Councils

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

Why Parental Involvement Matters

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

Our Commitment

We want parents and carers to:

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

Parent Forum and Parent Council

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

Connect – Supporting Parent Councils

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

- Free training and advice for Parent Councils.

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

Other Helpful Resources

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

Getting Involved

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

Home School Links

The school endeavours to establish a close working relationship with our parents. Parental help and interest in the learning that our children do in school is invaluable. There are many ways in which you can help your child but by far the most important is to give your child generously of your time: time to hear reading and complete homework, time to discuss what has been done in school and time to use leisure time profitably.

We offer two parents' evenings per year, for parent/teacher consultations, as well as two report cards per year. Parents are always welcome to contact the school to discuss the progress of their child. In addition, we invite families in to participate in our bespoke Parental Engagement Programme for families, known as *Carstairs Connect*. This is an opportunity for parents / carers from every class to work 1:1 (or 2:1) with children in school, to learn more about their learning in school and find out ways to help with the development of specific knowledge and skills. and a wide variety of showcase events.

We also send home pupil Learning Targets for parents to see how children are progressing with specific targets in Literacy and Numeracy. These are made available in a digital format, four times per year (termly) for all children and this allows parents to see the targets, evidence of progress and how children are meeting targets, and also to have the opportunity to make comments upon children's progress, offering support and encouragement. These also act as a further opportunity to provide parents information on particular aspects of learning they can be supporting children with and encouraging, either deliberately or 'coincidentally' at home. Click the link here to see a short video that explains more what our Learning Targets are all about - and to understand your key role in these!

Please watch our Team Carstairs Learning Targets Video to find out more, see link below.

<https://photos.app.goo.gl/FQWbqrf9iCHEpDqH7>

Regular updates are issued to keep you abreast of the work of the school. These are delivered to families both via email and Parents Portal. Our updates contain details of what has been taking place in school, upcoming events, details of school policy and procedures and curricular information for parents. Our updates are also added to our school website (newsletters section), for your information. As of January 2024, communication will come from us through South Lanarkshire's communication system, Parents Portal. All families are urged to sign up to ParentsPortal as soon as possible.

Throughout the school year, parents are invited along to various pupil events, either held in our school hall or the local area. Examples are our Scottish Celebrations, Cultural Diversity Celebrations, Climate Conference, Enterprise Morning, Christmas Extravaganza, Christmas Carols Coffee Morning, Easter Service and Enterprise Morning and our School Sports. Where necessary, we make good use of digital solutions – but we do love to get together in person! You will be informed of any such activities via Parents Portal, and diary dates are kept as up to date as possible on our app (Parents Portal) / website calendars.

Pupil homework diaries are another opportunity for the promotion of positive home school links. We ask that you refer to your child's diary each evening, when supporting their homework. We appreciate you taking the time to sign your child's diary. Diaries can also be useful for short notes from parent to teacher and vice versa, as required. Since October 2020, an online diary system has been operational. At present, diaries remain in electronic format via Google Classroom. P1 will use a paper diary in Term 1 (August – October), giving us time to bring new families onboard with the Google Classroom home / school diary set up. However, use of digital diaries is currently under review.

Any parent wishing to enrol their child in our school, whether catchment or placing request, is welcome to get in touch by telephoning our school office and we will be happy to arrange a school tour at a mutually suitable time.

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 a forward looking, coherent, more flexible, and 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, now and in the future.

The curriculum includes all of the experiences that are planned for children and young people to support the development of their skills, wherever they are being educated, for example in the family and community, pre-school centre, nursery, and school. This broad, general education will allow them to become successful learners, confident individuals, responsible citizens, and effective contributors to life in the 21st century.

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 curriculum 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 these websites: www.educationscotland.gov.uk/thecurriculum/ or www.parentzonescotland.gov.uk.

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.

At Carstairs we promote the following in our approach to teaching:

*“Tell me and I’ll forget,
Show me and I might remember,
Involve me and I’ll understand”*

Our curriculum is rich and varied. Pupils are encouraged to see the relevance of their learning for real life and to make connections across different areas of their learning. In a supportive and challenging environment, staff are encouraged to provide innovative and exciting learning experiences for our children.



We enjoy taking our learning outdoors wherever possible and taking up as many opportunities to be as fit and healthy as possible.

Visitors to our school help us learn!



We believe in partnership working to support and enhance



We love to learn with and from others



Spiritual, Social, Moral & Cultural Values

Rights of Parents / Carers

Scottish Government Ministers consider that religious observance complements religious education and is an important contribution to pupils' development. It should also have a role in promoting the ethos of a school by bringing pupils together and creating a sense of community.

There is a statutory provision for parents to withdraw children from participation in religious observance. This right of parents' wishes will be respected.

Where a child is withdrawn from religious observance, school will make suitable arrangements for the child to participate in a worthwhile alternative activity.

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 on the register.

8. Assessment and tracking progress

Assessment is an integral and vital part of high quality, effective teaching, and learning. It helps us to understand pupil progress and achievements and is a vital tool in helping staff and pupils identify next steps in learning.

We want to regularly share with you information on how your child's learning is progressing. We do this through interim report cards and parent consultation meetings in Term 1, parent consultation meetings in Term 3, end of year Pupil Reports in Term 4, as well as sharing learning through class showcases/assemblies, and via newsletters, Twitter, and the school website. Our Head Teacher and class teachers will also use Google Diaries and phone calls to share learning information with parents and carers, as well as pupil Learning Targets folders in Google Classroom.

As promoted by Education Scotland, different forms of assessment are appropriate at different stages and in different areas of learning. Carstairs Primary School staff use a variety of approaches to assessing pupil learning. We assess pupils informally on a daily basis, during pupil / teacher dialogue and daily marking of pupils' efforts. These situations provide frequent opportunities for pupils to receive feedback on their learning and progress and how to continue to move forward. Our pupils are encouraged to self-assess against given success criteria and are also encouraged to engage in peer assessment.

Staff also use more formal assessment procedures. Information gained is used as part of an ongoing process to identify children who need additional help to support their progress. It is also used to identify children whose excellent progress indicates that they need to be challenged.

Tracking and monitoring of progress is an ongoing process in Carstairs Primary School, with pupil progress being discussed regularly at planning meetings between staff and the Head Teacher. Pupils identified at these meetings as needing extra support will continue to be monitored while the class teacher implements intervention strategies. This process is outlined in the section in this handbook on Additional Support for Learning.

9. Reporting

Reporting will be ongoing and comprise of a range of activities which can include children presenting their learning, newsletters, and ongoing oral discussions. We seek to ensure that strengths, development needs and next steps are clear for all.

We will provide parents with reports so that you can see what your child is doing and how they are progressing. In addition, there will be parents' meetings which offer you the opportunity to discuss how your child's progressing and how you can contact the school if you wish further information. The school will offer you an appointment time so that you can visit in person to discuss your child's education.

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

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

10. Enrolment and Transitions

Enrolment – how to register your child for school

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

www.southlanarkshire.gov.uk/info/200186/primary_school_information/392/enrolling_your_child_for_school

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 2026, you can enrol online from Monday 5 January 2026. Your catchment school will contact you between Monday 12 and Friday 16 January 2026 to confirm your enrolment.

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

If parents want their child to go to another school, they must enrol in the first instance with their catchment school and intimate that they wish to make a placing request. An online placing request form should then be completed. This is available from the SLC website – www.southlanarkshire.gov.uk or by contacting 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 out with your catchment primary school a 'request to remain form' must be completed. If you move out with your catchment primary, this may affect your right to transfer to the associated Secondary School. Please note the secondary school is determined by the pupil's permanent home address and chosen denomination. If you require further information, please contact Education Support Services on edsuppserv.help@southlanarkshire.gov.uk or **0303 123 1023**.

Transition from primary to secondary school

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

We will also provide you with information at this time and 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)

Our school is a mainstream primary. We do not have any additional support needs classes.

Most needs will be met at classroom level by the class teacher based on observations, assessments, discussion, and appropriate target setting and planning for groups or individuals. Where staff feel needs are not being wholly met, further support within the school in the first instance, discussing concerns with SMT and liaising with parents, as appropriate. Teachers will contribute to planning and the review of individualised plans for identified pupils where the needs are judged to be out with the normal range.

In school supports take many different forms. Some examples of these are differentiation within the classroom setting, small group and / or 1:1 support from the class teacher, small group or 1:1 support from a School Support Assistant, participation in specific interventions such as Toe by Toe or use of the 5 Minute Literacy or Numeracy Box and small group or 1:1 nurture time within the school day.

Where further supports continue to be required beyond that which school staff can offer, parental permission will be sought to enlist the support of other agencies and referrals / requests for assistance made, as appropriate to the need.

Our school whole heartedly is committed to working in partnership with our children, families, and a range of partners, including health services, other education agencies and with the third sector, to best meet the needs of all learners.

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

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

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

Enquire – the Scottish advice service for additional support for learning. Enquire offers independent, confidential advice and information on additional support for learning through:

Phone Helpline: 0345 123 2303

Address: Enquire
Children in Scotland

Rosebery House, 9 Haymarket Terrace
Edinburgh, EH12 5EZ

Email Enquiry service: info@enquire.org.uk

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

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

Attachment Strategy for Education Resources

Attachment – what we do to support children and young people

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

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

What does it set out to do?

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

How can I find out more?

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

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

Promoting Positive Relationships and Understanding Distressed Behaviour (PPRUBD)

PPRUBD is South Lanarkshire's framework for understanding and managing behaviour in schools. It emphasises that all behaviour is a form of communication, often indicating unmet needs, and stresses the importance of building positive relationships as a fundamental skill for teachers and a preventive approach to distressed behaviour. The guidance aligns with key Scottish Government policies and legislation and supports the development of safe, inclusive, and nurturing school environments.

Children and young people who feel safe, healthy, respected, and included are more likely to develop self-confidence and resilience. South Lanarkshire Council's attachment-informed, trauma-sensitive approach, aims to create a secure base and safe haven to reduce the impact of adverse childhood experiences. School staff recognise that distressed behaviour can stem from disrupted attachment, anxiety, and other complex needs, including neurodevelopmental conditions and limited communication skills.

When incidents of distressed behaviour arise in schools, staff will use a range of strategies to de-escalate situations and prevent re-occurrence. Strategies include structuring the environment with consistent routines and quiet areas, adapting communication to accommodate speech and sensory needs, and building positive relationships based on shared values. Setting clear limits with dignity, active listening, and inclusive teaching practices support behaviour management. Planning for

transitions and using support plans like Additional Support Plans (ASPs) and Behaviour Assessment and Support Plans (BASPs) assist in addressing individual needs.

Each educational establishment should use the PPRUDB framework to develop and implement a relationships and behaviour policy through consultation with staff, pupils, and parents, reviewing it every three years.

Further information is available from the Headteacher of the establishment your child attends.

12. School Improvement

Continuous improvement, with children at the centre of all we do, is at the heart of our daily work. We regularly evaluate our work, in consultation with a variety of stakeholders. Using the results of self-evaluation and in line with our South Lanarkshire Council’s planning for improvement, we devise an annual School Improvement Plan. This outlines our priorities for improvement and the approaches we propose to take in ensuring that we secure these improvements. We share our priorities with all parents and our School Improvement Plan / Recovery Plan is displayed on our Parent Council wall in our school foyer and in the ‘Useful Links’ section of our school website.

We are pleased to note that our pupils attain well in Literacy, Numeracy and Health and Wellbeing, with a strong majority of pupils achieving expected levels within an appropriate time frame. This is kept under constant review, with pupils’ attainment being monitored and kept as a priority in dialogue between Head Teacher and staff throughout the year through regular forward plan and progress tracking meetings.

We achieved success within all of the goals we set ourselves for session 24-25 and these successes are detailed in our Standards and Quality Report 24-25, available on our school website, in the useful documents section. This success could not have been achieved without the strength, unity, and quality of our team, as well as support from our families and community.

Our priorities are:

Strategic Improvement Priorities over 3 year cycle		Timescale: 2023-2026		
Strategic Priority	Year 1 2023-2024	Year 2 2024 - 2025	Year 3 2025 - 2026	
1.	Curriculum Development <ul style="list-style-type: none"> Refresh HWB planning in line with Healthy Schools materials Refresh consistency of approach to Active Literacy across the school, with a particular focus on spelling, handwriting Enhance cyber safety and resilience (digital wellbeing) 	Curriculum Development <ul style="list-style-type: none"> Embed revised HWB approaches in line with Healthy Schools (and Circle with LC). Embed consistency of approach in Active Literacy and further enhance school reading culture. Further enhance awareness of children’s rights. 	Curriculum Development <ul style="list-style-type: none"> Further enhance and embed school reading culture. Enhance and extend awareness of children’s rights. Revise and refresh Music curriculum. 	
2.	Learning, Teaching & Assessment <ul style="list-style-type: none"> Further develop Play Based Learning Pedagogy at Early Level and begin to consider implications beyond Early Level Further enhance teacher collaboration and approaches to moderation across the curriculum Systemise approaches to teaching SLC skills framework 	Learning, Teaching & Assessment <ul style="list-style-type: none"> Embed teacher collaboration and further enhance skills in practitioner enquiry, along with highest possible quality data analysis, informing action. Extend and embed updated approaches to moderation with LC partners. 	Learning, Teaching & Assessment <ul style="list-style-type: none"> Engage with Peer Review group to share practice with teachers from out with Lanark LC. Extend moderation activity beyond our Learning Community. 	
2 / 3 Overlap exists within priorities	Sustainability, Creativity & Employability <ul style="list-style-type: none"> Further raise profile of sustainability across the school – polytunnel installation and continued Eco Schools drive 	Sustainability, Creativity & Employability <ul style="list-style-type: none"> Refresh approaches to further enhance entrepreneurship, creativity and skills for learning life and work, embedding SLC skills framework. Embed play pedagogy at Early Level and begin to extend play pedagogy and enquiry-based approaches to learning at First / Second. Increase ambition for all. 	Sustainability, Creativity & Employability <ul style="list-style-type: none"> Enhance coding skills across the school and re-engage with Digital Schools Scotland to further extend accreditation. Fully embed play pedagogy at Early and First Levels and extend enquiry-based learning at Second Level. Continue to increase ambition for all. 	
4.	Equity – Closing the Gap & Raising Attainment (see also priority 2 *) <ul style="list-style-type: none"> Attendance focus for target group + continued focus on use of data to improve poverty related lit / num gaps* 	Equity – Closing the Gap & Raising Attainment <ul style="list-style-type: none"> Attendance focus and overcoming barriers to learning, working with parents as CoD. 	Equity – Closing the Gap & Raising Attainment <ul style="list-style-type: none"> Attendance focus and overcoming barriers to learning, working with parents as CoD. 	

We continue to implement, an increased range of methods for gathering data on our performance to help us reach a range of views on our school improvements and new developments. The results of self-evaluation data, gleaned from pupils, parents and staff in a variety of formats fully informs our improvement planning. Regular consultation with all stakeholders continues to inform our school improvement planning, along with our continued strong partnership with the Carstairs Parent Partnership (our Parent Council).

13. School Policies and Practical Information

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 (one being vegetarian option) plus a sandwich selection everyday. These are all served with vegetables or side salad. All meals also come with fresh chilled drinking water, vegetable choice, salad selection, seasonal fruit and depending on the day - soup or a dessert.

Milk will be available for those pupils entitled to free school meals through the free school meal eligibility scheme at morning break or lunchtime.

Pupils in:

Primary 1 - 5 receive a free school lunch.

Primary 6 - 7 meal cost is £2.62

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

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

Adapted diets

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

Free School Meals

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

- Income Support
- Income-based Job Seeker's Allowance
- Income-based Employment and Support Allowance
- Scottish Child Payment (P6 and P7 pupils)
- Support under Part VI of the Immigration and Asylum Act 1999
- Universal Credit (and your earned income is less than £850 as assessed by the Department for Work and Pensions in the assessment period immediately preceding the application for free school meals)

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

We would encourage parents of children who are in receipt of any of the above benefits to take up this opportunity of having a meal provided for their child when they are at school. Arrangements are in place to ensure anonymity is protected of children who receive free meals and we encourage all children to remain in school at lunch time.

Further information can be found at [Free school meals - South Lanarkshire Council](#) or by accessing the QR below -



South Lanarkshire Council also offers a free Breakfast service. The service runs from 8.15am to 8.45am each school day. Earliest entry is 8.15 am and latest is 8.40am. Primary aged pupils are offered a free breakfast within their school. The selection available includes cereal, toast, fruit and milk. If you would like your child to attend, we ask that you contact the office to book them in.

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 (and associated belongings / paraphernalia) 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 consists of a royal blue school sweatshirt, a white polo shirt and black or grey trousers / skirt, along with black school shoes. ALJ Work Wear (Lanark) keep a supply of goods with our school badge on and offer a quality service.

We hold a good stock of pre-loved uniform in school and families can make use of our foyer pop up shop at any time. Families are also free to contact us to check available stock (free of charge at all times) at any point within the school year and we can send this home in pupil bags, if preferred.

We only ask that children bring a change of shoes for gym days, shorts and t-shirts are not required. We ask for parental support in ensuring that children do not wear any jewellery that they cannot remove themselves on gym days. All jewellery must be removed for participation in gym. Soft shoes (ie. Plimsolls for daily use) are not required. We request that sturdier training shoes are brought in school bags on gym days, to support the delivery of high-quality physical education. A change of footwear is required - children should not come to school in their gym trainers.

Allergies

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

Health Care Plans

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

Mild Symptoms

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

Employee Training

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

Policy Adherence

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

Our school is a nut free school, and children must not bring any products containing any type of nut to school.

Mobile Device Policy

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

Personal devices are not permitted to be used in school by pupils. If a pupil does bring a mobile phone (or other mobile device) to school this must be left in the school office during school hours.

Support for parent/carers

Clothing grant

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

Eligibility criteria and online applications can be found at www.southlanarkshire.gov.uk.

Or via this link [Clothing grants - South Lanarkshire Council](#)

Should you require further information, or you are unable to submit an application online then please contact the helpline number **0303 123 1011** (option 5).

School hours/holiday dates

The school day is arranged as follows:

Daily	9.00 – 3.00 (class doors open at 8.55 am for entry).
Interval	10.30-10.45

Lunch

12.15 - 1.00

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

www.southlanarkshire.gov.uk

Transport

The majority of our pupils live within walking distance of the school and we encourage them to walk, cycle or scoot to school. We are fortunate to have parking for bikes and scooters and these are both popular modes of transport among our pupils. For some children travel by car is the only option and, in these cases, we encourage parents and children to 'Park and Stride' to alleviate congestion. Our school car park is closed to parents, other than disabled badge holders, during morning arrival times and afternoon departure times. Please note that we require advance warning of any disabled badge status so that we can facilitate entry into the car park, as appropriate.

School transport

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

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

https://www.southlanarkshire.gov.uk/info/200186/primary_school_information/545/school_transport

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

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

A new application must be made each year.

More details on Privilege school transport may be found here:

https://www.southlanarkshire.gov.uk/info/200186/primary_school_information/784/privilege_transport_to_school

Pick-up points

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

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

Parents are asked to note that South Lanarkshire Council does not provide transport for those pupils who attend school via a placing request.

Mainstream School Transport contact details:

e-mail: school_transport@southlanarkshire.gov.uk

tel: 0303 123 1023

At Carstairs Primary our bus pupils are safely dropped off and picked up in the allotted 'drop off' area beside our front entrance in our car park. Before departure at home time, pupils are safely escorted on to the bus by a staff member and all seatbelts checked.

Insurance for Pupils' Personal Effects

South Lanarkshire Council has noted an increase in claims for loss or damage to pupils' clothing and personal effects. Please be aware of the Council's insurance policy regarding pupils' personal items:

Insurance for Pupils' Personal Belongings

Personal Items

- The Council cannot accept responsibility for the loss or theft of personal belongings, including mobile phones, tablets, or other valuables. These are brought to school at the pupil's and parents' own risk.
- To reduce the chance of loss, please avoid sending expensive or unnecessary items to school.
- School staff are not permitted to look after pupils' personal belongings.
- This policy also applies to musical instruments and equipment used for school activities. If these items are left at school, it is at the pupil's and parents' own risk.
- For valuable items such as musical instruments, parents should make sure they are covered by their own household insurance.

Clothing

- The Council will only consider claims for damage to pupils' clothing if the damage was caused by negligence on the part of the Council or its employees.
- Claims for any other reason cannot be accepted by the Council's insurers.

Promoting positive behaviour

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

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

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

In addition, a guideline (Promoting Positive Relationships and Behaviour) has been produced to support all teaching and support staff and inform them of their roles and responsibilities in respect of dealing with the small number of children and young people who display challenging behaviour. Early identification is crucial so that intervention can be provided to support children and young people to help them address their issues and concerns. Staff training is provided to help develop the skills needed to respond to and manage challenging behaviour. A wide range of appropriate staff development opportunities has been developed for this purpose.

Child Protection

All staff in educational establishments in South Lanarkshire Council receive an annual Child Protection update and are required to follow the advice and guidance contained within relevant

Education Operating Procedures. They must also complete a mandatory Learn on Line Course "Child Protection in Education".

South Lanarkshire's children's services partnership works together to support children, young people and their families so that children grow up in communities where they are safe, healthy, active, achieving, respected, responsible and included, and have the opportunity to achieve their full potential. They are committed to continuously improve our services to ensure children, young people and their families get the right support at the right time.

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

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

-

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

If you would like more information, or have a concern of a child protection nature, please contact the Head Teacher, Miss Sneddon.

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

Our Commitment to Children's Rights

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

To achieve this, we will:

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

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

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

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

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

Privacy Notice

Introduction

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

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

Using your personal information

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

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

When you enrol for a nursery or school, we ask for the following information:
parent/carer contact details (name, address, phone, email).
the child’s name, date of birth, gender, and address.
information about medical conditions, additional support needs, religion, and ethnicity.
any information you may wish to provide about family circumstances.

Information we collect at other times.

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

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

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

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

Information that we collect from other sources.

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

Why do we need this information?

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

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

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

We will share your information with:

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

- The Scottish Government and bodies such as Education Scotland, Scottish Qualifications Authority, Skills Development Scotland, and other organisations that support children and young people's learning.
- Other parts of the Council when required for services such as school meals, school transport, education benefits and with Social Work in connection with any child protection concerns we become aware of.
- The NHS, to support health initiatives in accordance with the legal obligation on the Council in terms of section 39(3) of the National Health Service (Scotland) Act 1978.
- South Lanarkshire Leisure and Culture Limited, where children and young people are participating in sports and leisure activities.
- Other schools/local authorities – if a child moves or transfers to another school the Council has an obligation to pass on information with regards to pupil records to the new school/local authority.

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

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

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

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

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

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

Or email: foi.request@southlanarkshire.gov.uk

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

Appendix A

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

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

Additional Information

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

Parental Involvement

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

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

School Ethos

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

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

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

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

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

Curriculum

Information about how the curriculum is structured and curriculum planning.

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

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

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

Information on the Senior Phase

Information on Skills for learning, life, and work

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

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

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

Assessment and Reporting

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

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

Curriculum for Excellence factfile - Assessment and qualifications.

Information on recognising achievement, reporting, and profiling.

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

Transitions

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

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

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

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

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

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

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

Support for Pupils

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

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

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

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

School Improvement

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

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

Scottish Credit and Qualifications Framework (SCQF).

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

Amazing Things - information about youth awards in Scotland.

Information on how to access statistics relating to School Education.

School Policies and Practical Information

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

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