



Education Resources



Coulter Primary School Handbook 2024

Here are Education Scotland's evaluations for Coulter Primary School

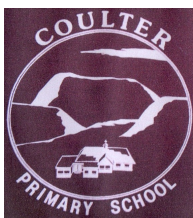
Quality indicators	Evaluation
Leadership of change	very good
Learning, teaching and assessment	very good
Ensuring wellbeing, equality and inclusion	very good
Raising attainment and achievement	very good





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.



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1) Introduction by the Head Teacher

Dear Parents / Carers,

I would like to welcome you and your children to our school. Some of you will be familiar with our school community but for others you will be meeting us for the first time. As parents/carers of our pupils, you will always be made welcome at Coulter Primary School. If we are to achieve the best possible education for your children, we need to work together. We hope that you will keep in close contact with us.

Our priorities are to ensure that all children can enjoy a high standard of care and welfare and learn in an atmosphere that is happy and stimulating. We strive to ensure that the ethos and school environment is one where children are encouraged to become successful learners, confident individuals, responsible citizens and effective contributors.

I hope this handbook will answer many of the questions which you have about our school. If you have any other questions or concerns, please never hesitate to contact me personally and I will always do my best to address your concerns.

The staff at Coulter Primary School look forward to working in partnership with you now and in the future.

More information from November 2022 Inspection report

<https://education.gov.scot/education-scotland/inspection-reports/reports-page?id=2156>

Jill Kennedy
Head Teacher

Our Vision





We aim for everyone in our learning community to become successful learners, confident individuals, responsible citizens and effective contributors to society.

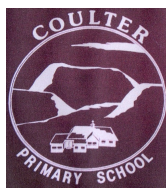
South Lanarkshire Council is the fifth largest authority in Scotland. It covers the following main areas: Clydesdale in the south which features extensive rural areas; Cambuslang, Rutherglen, Blantyre and Uddingston to the north and the towns of East Kilbride and Hamilton.

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.



2) About our school



**Coulter Primary School
Birthwood Road
Coulter
Biggar
ML12 6PZ**

Phone: 01899 220255
Email: gw14coulterpsht@glow.sch.uk
Website: <http://www.coulter-pri.s-lanark.sch.uk/>

**Please remember to register to use school Fb group and download The School App
(information leaflet available from school)**

Coulter Primary is a non-denominational school catering for children between the ages of 5 and 12, with a current roll of 13. The total capacity of the school is 50.

Stages covered Primary 1 – Primary 7

Our new school opened in September 2012.

The staff

Mrs Jill Kennedy	Head Teacher (0.5 Shared with Lamington PS)
Miss Amanda Williams	Principal Teacher & P1-7 Class Teacher
Mrs Jenny Duffy	P1-7 Class Teacher (Tuesday-Friday)
Mrs Jane Venerus	P5-7 Class Teacher Monday
Mrs Tracey Purkiss	Team Leader
Mrs Sylvia Allan	Support Assistant
Mrs Hazel Henderson	Support Assistant
Mrs Josie McMorrow	Caretaker / Cleaner
Mrs Suzanne Kimm	Cook
Mr Steven Johnstone	Music Teacher
Mr Chris Mitchell	Brass Tutor
Mrs Hazel Leggate	Specialist Support Teacher
Mike Fucella	School Chaplain

Our Parent Council

<http://www.coulter-pri.s-lanark.sch.uk/parent-council.html>

Fiona Thomas (Secretary)

Email: fimair9@hotmail.com

Attendance at school

Every effort should be made to ensure that your child attends school during term time. Please contact the school as soon as possible if your child is unable to attend school. It is important for the school to work with parents/carers in encouraging children to attend school. All absences are required by law to be recorded.

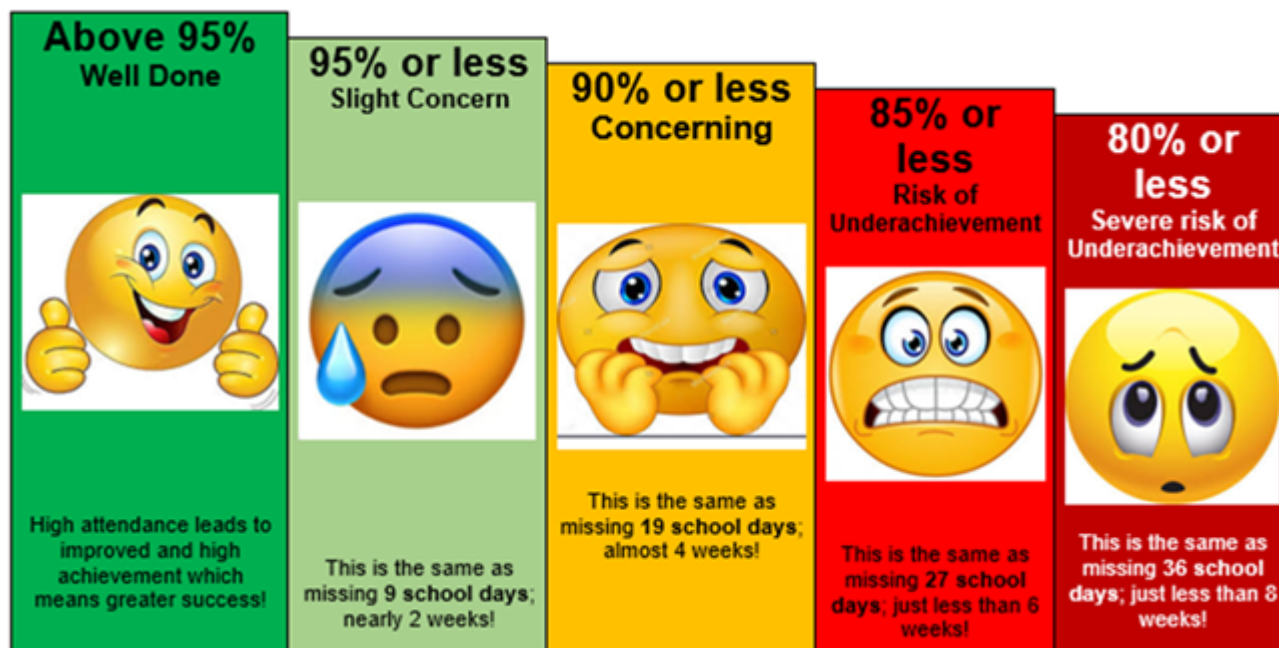
At Coulter Primary School we value excellent attendance and recognise the connection between regular attendance at school and the attainment and achievement of our children and young people.

Post pandemic, a focus for all Scottish schools is to improve attendance. Hence, attendance is a priority within our School Improvement plan 22/23. Our target being that all pupils attend for at least 95% of the session. Your child's attendance rate will be sent home in Dec, March and June.

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 follow these guidelines:-

- If you know in advance of any reason why your child is likely to be absent from school, please tell someone at the school, telephone us or let us know in writing or by email.
- Notify the school first thing in the morning (before 9.15am) when your child is going to be absent. Let the school know the likely date of return and keep them informed if the date changes.
- Inform the school of any change to the following :-
 - home phone number
 - mobile number
 - email
 - emergency contact details

The graphic below illustrates how many school days the percentage relates to.



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.

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 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 https://www.southlanarkshire.gov.uk/info/200140/education_and_learning/82/school_holidays/2

If you have a complaint?

- We are committed to providing a quality service but if you are unhappy with the service you receive in relation to your child's time in school, it is important that you do something about it.

You can:

- **Inform the Head Teacher, Principal Teacher or any staff member**
We can be contacted at 01899 220255
Address: Coulter Primary School, Coulter, Biggar, ML12 6PZ
The Head Teacher can also be emailed at: gw14coulterpsht@glow.sch.uk

You can:

- Complete Complaints leaflet available from school office. A reference copy is located in the leaflet stand in the main entrance.

You can:

- Contact a member of Coulter Primary Parent Council

You can:

- Contact Education Resources 0303 123 1023
Education Resources, Council Offices, Almada Street, Hamilton, ML3 0AE.

We will inform you within a period of no longer than 28 days of what action (if any) is to be taken in response to your complaint.



Visits to school for new parents

- Parents are welcome to view our school anytime. Please contact the office (01899 220255) to arrange an appointment.



3) Parental involvement



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

Parents, carers and family members are by far the most important influences on children's lives. Children between the ages of 5 and 16 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 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.

To find out more on how to be a parent helper, or a member of the Parent Council just contact the school or visit our website.

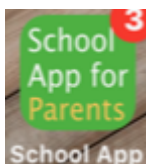
Every parent with a child at school is automatically a member of our parent forum. The Parent Council is a formal group, with a constitution, and acts as the Parent Voice of the school.

Keep updated with everything that is going on in our school by:

- **Joining our private Fb page**



- **Downloading the school app**



- **Downloading parentsportal.scot**

parentsportal.scot

Our school is cashless, so all payments need to be made through <https://www.parentpay.com/>
You will receive an activation letter when your child starts school. Please remember to sign up!

[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.

Some useful information contacts for parents to find out more on education are as follows:-

- Engage Parent Forum – www.engageforeducation.org
- National Parent Forum for Scotland – www.educationscotland.gov.uk/parentzone
- South Lanarkshire Council – www.southlanarkshire.gov.uk



Home school links

One of our main aims at Coulter Primary School is to build on and consolidate the already strong, supportive links with our parents and the wider community. It cannot be over stressed important it is that you, as parents, feel welcome to come to the school at any time to discuss your concerns you may have about your children. There are two formal Parents' Evening in November and May. These meetings, give you the opportunity to discuss your child's progress with the class teacher. There is also a Learn with child open afternoon in February.

Parents are also invited to support the school by supporting aspects of the curriculum in which they have a particular interest or expertise and to help on school outings or supervise activities organised by teachers. (PVG disclosure Scotland required)



We also welcome support from the wider community and are very grateful for the support already in place.



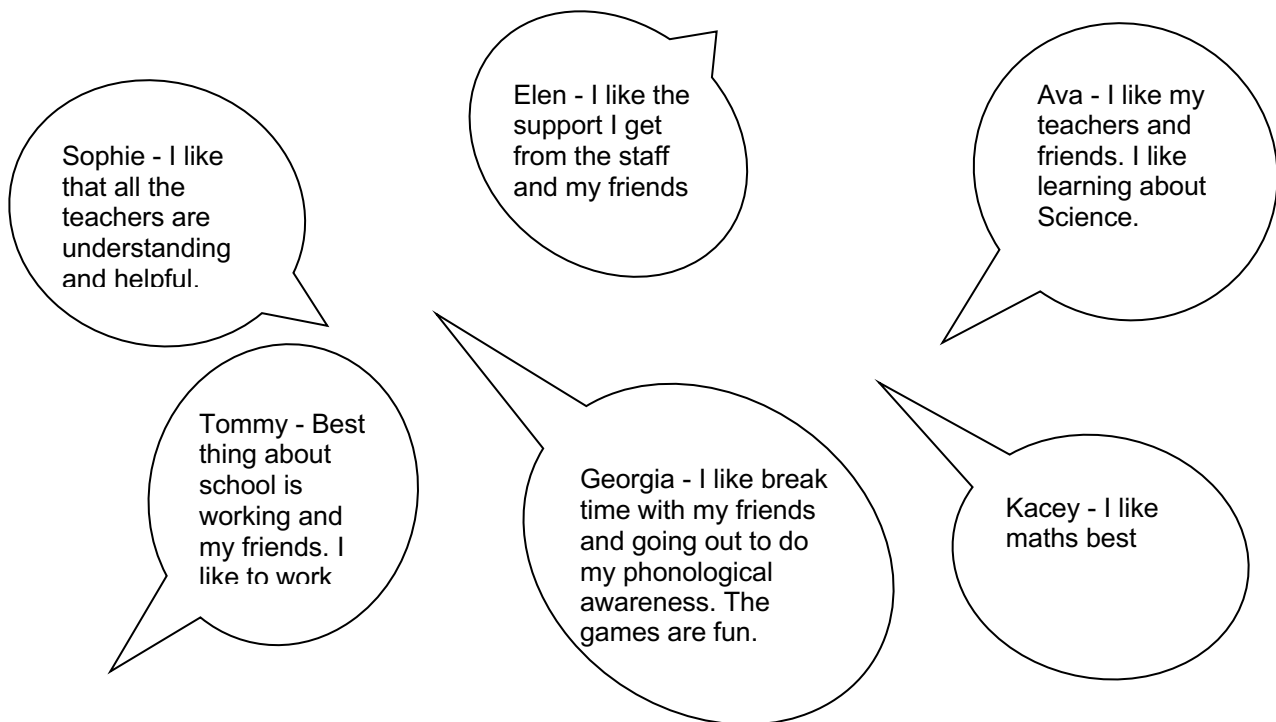


4) School ethos

By 'ethos' Her Majesty's Inspectorate of Education (HMIE) mean the relationships in the school, how well children are cared for and treated and how much is expected of them in all aspects of school life.

Key strengths from our November 2022 inspection were:

- The very effective leadership of the headteacher in leading a team of staff which has a strong focus on improving outcomes for all learners.
- The highly effective staff team who demonstrate the school's values through their care, support and nurturing approach. As a result, they provide high quality learning and teaching experiences.
- Children who are confident, caring and empathetic. They treat others with respect and dignity.
- The staff's approach to tracking and monitoring wellbeing and progress which is leading to children making very good progress in their learning.



Comments from our November 2022 inspection by Education Scotland:

- Children at Coulter Primary School experience a very caring and nurturing ethos. Relationships across the school are very positive and reflect the school values and children's rights. Children interact respectfully with their peers, adults, and visitors to the school. Staff have created bright, stimulating learning environments that promote independence and curiosity. Children's achievements and successes are proudly displayed throughout the school. As a result, children are motivated and ready to learn.
- Parents value the nurturing ethos in the school. Children are safe, cared for and included. The headteacher and staff support parents very well and parents appreciate this.

- All staff are proud to work at Coulter Primary School. Staff have a very clear understanding of their community. They understand the social, economic and cultural context of the local community very well.
- The headteacher and staff are very committed to listening to and acting on the ideas children have to improve their school. Children have very good opportunities to express their views during assemblies, classroom meetings, through digital applications and in discussion with the headteacher leading to a number of changes.
- Staff talk confidently about how children’s rights help to guide their work and is at the heart of everything they do. This is impacting very positively on children’s understanding of their rights and their overall wellbeing. All children say that they are respected and treated fairly. The focus on children’s rights is helping children to recognise their rights and those of others in real life situations. Staff and children have a very good understanding of Getting it Right for Every Child (GIRFEC) and the wellbeing indicators. Together, they recognise the importance of building on children’s understanding of rights and how these impact on aspects of wellbeing such as being safe, happy, achieving and nurtured. This is leading to a very welcoming and nurturing school ethos where children participate successfully in decision making. Consequently, children are happy, safe and secure at school.
- Children across the school respect staff and one another. They interact with each other and adults with compassion and empathy. Staff support children well to use the school values to reflect on their behaviour and actions. Children are skilled at using approaches to resolving any difficulties that arise. Older children value their role as playtime leaders. They understand and are proud of their role in ensuring all children are included and safe in the playground
- Staff have created an inclusive environment in which all children have equal opportunities to learn and participate in wider activities. The school’s work towards developing a rights based approach to learning is resulting in a very good understanding of equality and diversity. An intergenerational project is helping to build social cohesion in a small rural community. Children plan afternoon teas and ‘Soup days’ where they invite pensioners to join them for a chat. Working with partners, teachers have taken this approach further. Children and pensioners share their thoughts about climate change and local issues. These discussions have been captured in a series of podcasts. As a result, children respect and value the opinions of others and understand that these may differ from their own.

Our school received evaluations of **VERY GOOD** for all quality indicators assessed. The report endorsed our school self-evaluation, and the next steps are evident in our School Improvement Plan.

Here are Education Scotland’s evaluations for Coulter Primary School

Quality indicators	Evaluation
Leadership of change	very good
Learning, teaching and assessment	very good
Ensuring wellbeing, equality and inclusion	very good
Raising attainment and achievement	very good

<https://education.gov.scot/education-scotland/inspection-reports/reports-page/?id=2156>

This session, the high-quality learning and teaching within our school has also been highlighted by numerous national awards.

- We were delighted to receive the prestigious Digital Wellbeing award in February 2023.



- Reading Schools accreditation was awarded in June 2023 and Silver accreditation in December 2023.



- June 2023 also saw Coulter Primary School being nominated for a national Digital Innovator award.



Eli - PE is my favourite thing in school. I really like French and learning about The Vikings. I like it best when we use

Lauren - I enjoy art and writing stories because I want to be an author when I grow up.

Coulter Primary a place where everyone strives to 'Be the best they can be'.

The core values of our school community are :-

Responsibility

Courage

Equality

Respect

Honesty

We aim for everyone in our learning community to become successful learners, confident individuals, responsible citizens and effective contributors to society.





5) The Curriculum

Comments from our November 2022 inspection by Education Scotland:

2.2 Curriculum: Learning pathways

- Teachers plan for effective progression pathways across all curriculum areas. The progression pathways ensure children experience appropriate breadth and depth in their learning. Teachers make effective use of experiences and outcomes to plan literacy, numeracy and health and wellbeing across the curriculum. For example, children use their information handling skills well to present data in science. Children enjoy choosing contexts for their interdisciplinary learning projects. Teachers should continue to plan meaningful opportunities for children to influence the curriculum.
- Children across the school experience a strong 1+2 modern languages programme. Teachers deliver a progressive French curriculum across the school. All children learn German as their second language. Children talk positively about the language skills and cultural knowledge they are gaining. Teachers worked with the local community to plan opportunities for children to use their French language skills through the 'Bonjour in Biggar' project. Children learned phrases to use in local shops and businesses. Children value the opportunity to use their skills beyond the classroom.

- Staff review the curriculum regularly to ensure it is relevant to the schools' unique context. All children participate in swimming lessons. This supports children to develop an understanding of the risks and benefits of the local river and wild swimming. Children participate in rugby lessons. Teachers work with the local rugby club to support children to engage in community activities and events.
- Teachers make use of the school grounds and local community to take learning outdoors. Children enjoy the 'Walk on Wednesday' and talk positively about learning within their local area. The headteacher is working with staff to develop a progressive outdoor learning programme. This should continue to enrich children's learning across 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 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 enable Curriculum for Excellence to be fully embedded, ensuring the best possible education for all children and young people. We wish you to feel confident that your child is encouraged and supported to develop their literacy, numeracy and other skills whilst they attend our school. The curricular areas are as follows:

- Expressive Arts
- Languages and Literacy
- Health and Wellbeing
- Mathematics and Numeracy
- Religious and Moral Education
- Science
- Social Studies
- Technologies



What will this look like in practice?

Comments from our November 2022 inspection by Education Scotland:

Teachers track the progress of individual learners, including those who have additional support needs, very well. Teachers identify potential barriers to learning quickly and plan appropriate supports to help children progress. They use a staged intervention approach very effectively to ensure children receive the right help at the right time. They are particularly skilled at using technology during literacy and numeracy lessons to support children to fully access their learning.

<https://education.gov.scot/media/0cukwjgq/coulter-ps-sif-201222.pdf>

When planning activities and experiences for young people, teachers will take account of the following seven principles:

1. Challenge and enjoyment - All young people should be active in their learning and have opportunities to develop and demonstrate their creativity.
2. Breadth - All young people should have access to a broad range of activities so that they can learn and develop in a variety of ways.
3. Progression - All young people's learning should build on earlier knowledge and achievement.
4. Depth - All young people should have opportunities to learn and study in depth. As they progress they should be able to draw different strands of learning together and deepen their learning to the best of their ability.
5. Personalisation and choice - The individual needs of all young people should be recognised and particular talents and skills supported and developed. Opportunities should be provided for young people to exercise responsible personal choice as they progress through the school.
6. Coherence - There should be clear links between the different aspects of learning.
7. Relevance - Young people should understand the purpose of their activities and see the value of what they are learning for their present and future life.



If you want to know more about Curriculum for Excellence, please visit

<https://education.gov.scot/education-scotland/scottish-education-system/policy-for-scottish-education/policy-drivers/cfe-building-from-the-statement-appendix-incl-btc1-5/what-is-curriculum-for-excellence>

<https://education.gov.scot/improvement/scotland-learns/>

<https://education.gov.scot/parentzone>

[Scotland's Curriculum for Excellence \(scotlandscurriculum.scot\)](https://scotlandscurriculum.scot)

Our learning and teaching activities are based on Curriculum for Excellence outcomes and experiences and benchmarks.



Scotland's Approach What Matters? How We Do It

Scotland's curriculum places learners at the heart of education. At its centre are four fundamental capacities. These capacities reflect and recognise the lifelong nature of education and learning. They:

- recognise the need for all children and young people to know themselves as individuals and to develop their relationships with others, in families and in communities
- recognise the knowledge, skills and attributes that children and young people need to acquire to thrive in our interconnected, digital and rapidly changing world
- enable children and young people to be democratic citizens and active shapers of that world

The Four Capacities



Scotland's Approach What Matters? How We Do It

As part of their learner journey, all children and young people in Scotland are entitled to experience a coherent curriculum from 3 to 18, in order that they have opportunities to develop the knowledge, skills and attributes they need to adapt, think critically and flourish in today's world.

Curriculum is defined as the totality of all that is planned for children and young people from early learning and childcare, through school and beyond. That totality can be planned for and experienced by learners across four contexts:

Individual settings and practitioners are empowered to make the decisions needed to provide a coherent, flexible and enriched curriculum that is adaptable and responsive to the diverse needs of individual learners and which reflects the uniqueness of their communities.



Curriculum Entitlements

Children and young people's rights and entitlements are central to Scotland's curriculum and every child and young person is entitled to experience:

- a curriculum which is coherent from 3 to 18
- a broad general education, including well planned **experiences and outcomes** across all the curriculum areas from early years through to S3. This includes understanding the world, Scotland's place in it and the environment, referred to as Learning for Sustainability
- a **senior phase** after S3, which provides opportunities to attain and achieve, including to study for qualifications, awards and other planned activities to develop the four capacities
- opportunities for developing **skills for learning, skills for life and skills for work**
- opportunities to maximise their individual potential, benefitting from appropriate **personal support** and challenge
- support to help them move into positive and sustained destinations beyond school



Scotland's Approach
What Matters?
How We Do It

Taking curricular aims and translating them into practice is a continuous process. Getting this right is critical and this section sets out key considerations, activities and ways of working to support the process of curriculum making.



Understanding the learners

- Knowing children and young people and where they are on their individual learner journeys
- Listening to learners and being informed by their motivations and aspirations
- Empowering learners to have **agency** in their learning with opportunities for personalisation
- Using observations, assessments and feedback to design and develop the learning

Knowing the big Ideas

- Maximising opportunities that develop the four capacities for learners, making clear links to future skills, for example **meta-skills**
- Understanding and sharing the pleasure and benefits that come from learning
- Being clear on the knowledge and skills that underpin individual **curriculum areas**
- Being informed by shared vision, **values** and aims, locally and nationally
- Understanding drivers for improvement and how they align at national and local levels
- Being responsible for the development of literacy, numeracy and health and wellbeing across the whole curriculum for all learners. This includes digital literacy skills



Using meaningful learning networks

- Planning, enquiring and reflecting with other practitioners to optimise impact
- Collaborating with parents, carers, families and the community
- Developing and maximising the opportunities derived from partnerships across clusters, local authorities and **Regional Improvement Collaboratives**
- Building partnerships with colleges, employers, universities, the third sector and others to co-design the curriculum
- Using the outdoors and our built and cultural heritage to support learning
- Sharing, celebrating and reflecting on successes



Knowing your own learning and support needs

- Committing to career-long professional learning based around high quality, rigorous **professional standards**
- Committing to meaningful professional review and development
- Belonging to communities of practice and enquiry
- Developing collaborative practice locally, nationally and globally



Being clear on practical approaches

- Having clear strategies for delivering excellence and equity for learners
- Agreeing the pedagogies that are best for purpose and the development needs of learners
- Reviewing and refining the curriculum against the **seven design principles**.
- Ensuring learners have clear progression pathways
- Making clear links between learning and the world of work
- Embedding **Creativity** and **Learning for Sustainability** in curriculum design
- Using knowledge of the local community and robust data to inform the curriculum offer
- Articulating and sharing curriculum rationale and narrative



Health and Wellbeing, Relationships, Sexual Health and Parenthood (RSHP)

Parents can access lessons at <https://rshp.scot/> . Please contact Mrs Kennedy if you would like to discuss the content of lessons. Parents have the option to withdraw their child(ren) from RSHP lessons.

Modern language

P1-7 receive tuition in French and P5-7 also receive a term of German.

Technologies – ICT

Pupils have access to PCs, laptops, Chrome books and Ipads. ICT permeates all areas of the curriculum.



Musical tuition

Visiting Music specialist - Steven Johnstone for 12 weeks per session

A brass tutor visits weekly to give lessons to P4-7.

In accordance with South Lanarkshire's financial savings policy, it is necessary to implement a charge for this service. Parent/Guardians are required to make an annual contribution towards music tuition.

Following a musical aptitude/suitability assessment pupils entering P4 or P5 will be provided with one year of free tuition including instrument provision, if required. This free entitlement will last for one year only. Charges will apply for each consecutive year thereafter.

After-school clubs



Various sports clubs are available throughout the session. Parents also run art clubs and choir. Clubs will run for 4 weeks and places need to be booked in advance. From time to time staff also run lunchtime clubs.

Transition

Transition opportunities with Biggar High School are strong. We also have an excellent transition programme involving all small schools within Biggar Learning Community. Residential experiences are provided for P4 and 5 in partnership with Lamington Primary school and for P6 and 7 in partnership with all small schools within Biggar Learning Community.



PE kit

2hrs of PE is provided each week. We request children wear suitable clothing and remove items of jewellery. We hope this will avoid accidents and the loss of personal items. On PE days children come to school in PE kit so less time is spent changing and quality PE can be delivered for the full 2hrs.

Outdoor Learning

Children spend time learning outside/in woodlands on a regular basis. Waterproofs and suitable footwear are provided but your child might want to bring their own weekly.



Lost property

Please check our lost property box when things go missing.

Supervision in playground

There is always adult supervision in the playground from 8.45-9am and at break times.

Class groupings

Learning and Teaching activities will be organised in many different ways.

At different times during the school day, a child may work as part of a small group, as part of a class, individually with teacher or independently. At times, a child or group of children may join others from another class at maths and literacy times.

Homework

Homework is set online through Google Classroom. Class teachers will inform you what homework will be set each week.

Parent information leaflets are available from School App or hard copy from school office.

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

At Coulter Primary School we aim to create an environment where our pupils appreciate values such as honesty, liberty, justice, fairness and concern for others. The children will be encouraged to develop a respect for other peoples' ideas, values, customs and beliefs, both within their community and the wider world.

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.

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.

Equalities

The protected characteristics which apply directly or indirectly to pupils in school are:

- Disability
- Gender reassignment
- Pregnancy and maternity
- Race, ethnicity or nationality
- Religion or belief, including sectarianism
- Gender, including sexism
- Sexual orientation, including homophobia, biphobia or transphobia

<https://respectme.org.uk/bullying/prejudice-based-bullying/>

Key national teaching resources are used.

<https://rshp.scot/>

<https://lgbteducation.scot/resources/curriculum-resources-primary/>



6) Assessment and Tracking Progress

The National Context for Education

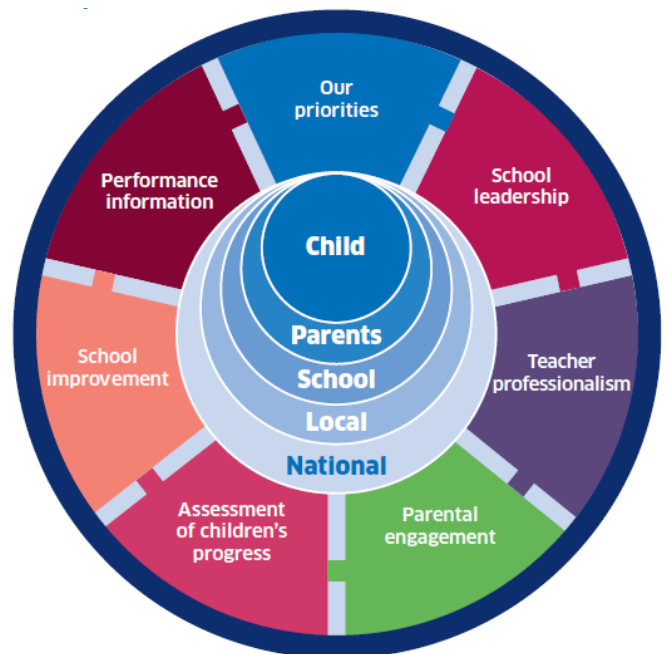
The [National Improvement Framework](#) (NIF) for Scottish Education sets out the Scottish Government's vision to continually improve Scottish Education and to close the attainment gap, delivering both excellence and equity. Our school, working in partnership with South Lanarkshire Council is fully committed to delivering these ambitious aims.

The key priorities of the National Improvement Framework are:

- Placing the human rights and needs of every child and young person at the centre of education
- Improvement in children and young people's health and wellbeing
- Closing the attainment gap between the most and least disadvantaged children and young people
- Improvement in skills and sustained, positive school-leaver destinations for all young people
- Improvement in attainment, particularly in literacy and numeracy.

Key drivers of improvement have also been identified, these are:

- School leadership.
- Teacher professionalism.
- Parental engagement.
- Assessment of children's progress.
- School improvement.
- Performance information.



Our school is committed to taking these priorities forward and developing each driver through our annual School Improvement Plan (SIP.)

The [National Improvement Framework](#) aims to provide better information about how well children and young people are doing in education.

That information will help your child's teacher, as well as councils and the Scottish Government, understand which learning and teaching approaches are working well, and where further improvements need to be made.

To make sure everyone understands how well a child is doing, from the beginning of their education through to leaving school, it is important to look at a range of different information, such as:

- their development in the early years
- reading, writing, talking and listening skills (literacy)
- the ability to work with numbers (numeracy)
- their health and wellbeing
- national qualifications and awards
- what they do when they leave school.

Assessment of children's progress throughout the Broad General Education (to end of S3).

As one of the drivers, our school, alongside all schools in Scotland, has been required to report on Curriculum for Excellence levels for literacy and numeracy achieved by all children at the end of stages P1, P4, P7 and S3. This data is submitted to South Lanarkshire Council in June each year and collected subsequently by the Scottish Government. This data is based on teacher judgement, informed by a wide range of assessment evidence including standardised testing where appropriate. As from session 2016/17 all schools in Scotland were required to participate in the new Scotland National Standardised Assessment (SNSA) project. This will further help inform teacher judgement of levels.

The following table shows benchmarks for children achieving Curriculum for Excellence Levels.

Level	Stage covering 3 years approx.
Early	The pre-school years and P1, or later for some.
First	To the end of P4, but earlier or later for some.
Second	To the end of P7, but earlier or later for some.
Third and Fourth	S1 to S3, but earlier for some. The fourth level broadly equates to Scottish Credit and Qualifications Framework level 4. The fourth level experiences and outcomes are intended to provide possibilities for choice and young people's programmes will not include all of the fourth level outcomes.
Senior phase	S4 to S6, and college or other means of study.

Some children and young people will start learning at these levels earlier and others later, depending upon individual needs and abilities. Many children not attaining National Levels will have an Additional Support Plan (ASP) and may be making good progress but against different milestones e.g. individual targets. Learning progress is not about how fast children move through the levels but about 'how much' and 'how well' children learn, having depth and breadth of experiences at each level. Assessment of these levels is based on a wide variety of evidence and ways of measuring progress such as assessment of projects, general class work, observations and peer assessment. Where possible, children and young people are encouraged to be directly involved in the assessment process. Schools and teachers work with others to set shared standards for assessing progress. These standards are based on National "benchmarks" for each area of the curriculum. This process is called moderation and it ensures that schools have similar expectation

Your child's teacher will use national standardised assessment results, alongside a wide range of other assessment information, to identify your child's strengths and where they may need more support. They can then use this assessment information to work with your child to plan their next steps in learning. Teachers will also discuss your child's progress with you and help you to understand how you can support further your child's learning at home.



Literacy, Numeracy and aspects of **Health and Wellbeing** will feature across learning and are the responsibility of all practitioners.

Curriculum for Excellence is about raising standards, improving knowledge and developing skills. The curriculum ensures continuity in children's learning and will take account of their strengths, interests and achievements.

The diagram opposite illustrates what a child will demonstrate when they have achieved a level:



Further assessment information can be found at:
<https://education.gov.scot/media/rsrexxpn/assessmentwithinbge.pdf>



7) Reporting

Coulter Primary School recognises that good teamwork among parents, children and schools is the key to a successful education for your child.

Reporting will be ongoing and comprise a range of activities which can include children presenting their learning, newsletters, and ongoing oral discussions.

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

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

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

Final reports are sent home in June.

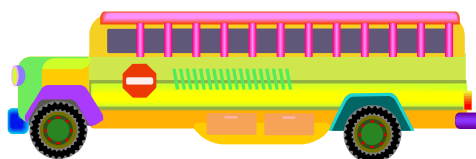


8) Transitions

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.

Pupils normally transfer to:
Biggar High School
Market Road
Biggar
ML12 6AG
01899 222050



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 local school until the Council has 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.

If an application for a 'placing request' is successful then school transport is not provided.

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



9) Support for Pupils

Getting it right for every child, (GIRFEC)

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)

All children have the right to access a quality educational provision and at Coulter Primary School we endeavour to enable all pupils to reach their full potential. We believe that quality provision should operate within a framework of a positive ethos with an effective partnership between school, parents and other support services. The Head Teacher works closely with class teachers to identify pupils who are experiencing difficulty or who are making exceptionally good progress. Pupils who require additional support will be supported in a positive and inclusive manner. We

can, as appropriate, consult with our Educational Psychologist and Clydesdale Specialist Support Team for additional support, resources and guidance.

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.

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

Attachment Strategy for Education Resources

Attachment – what we do to support children and young people

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

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

What does it set out to do?

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

How can I find out more?

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

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

10) School improvement



Our main achievements can be viewed on our Facebook page and also on our School App.



Please visit our school website to view our Standards and Quality Report

<http://www.coulter-pri.s-lanark.sch.uk/standards-and-quality-report.html>

Our current School Improvement Plan can be accessed from link below:

<http://www.coulter-pri.s-lanark.sch.uk/school-improvement-plan.html>





11) School policies and practical information

School Meals

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. Menus are available on School App and website.

<https://www.southlanarkshire.gov.uk/primary-menu>

All primary aged pupils are also offered a free breakfast within their school. The selection available includes cereal, toast, fruit and milk.

For their lunch each day pupils have the option to choose from two hot meal options, a snack option plus a vegan / vegetarian 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



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

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

Most children choose to take school lunch. However, if you prefer, your child can bring a packed lunch. These are also eaten in the canteen, which is supervised by school staff.

Our school is cashless, so all payments need to be made through
<https://www.parentpay.com/>

You will receive an activation letter when your child starts school. Please remember to sign up !

Adapted diets

If your child within Nursery, Primary or Secondary requires a special 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 cultural diet request for your child please speak to the school/nursery 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 £8717 as assessed by the HM Revenues and Customs), Child Tax Credit Only (where your gross annual income does not exceed £18725 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 (P6to 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 lunchtime.

https://www.southlanarkshire.gov.uk/forms/form/306/en/clothing_grant_and_free_school_meals_application

South Lanarkshire Council also offers a free Breakfast service.

Coulter Primary Breakfast Club runs from 8.15am to 8.45am each school day. Please make use of this fantastic service 😊

Please provide your child with a bottle of water each day.



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 in light of the need to be more security conscious in all of our schools. The wearing of a uniform helps staff and the pupils to distinguish between who belongs to the school and those who may be visitors. This enables staff to approach and identify visitors more readily and helps in trying to offer a safer environment for pupils and teachers alike.

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

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

- the wearing of football colours
- the wearing of jeans
- 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 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.

Coulter Primary School colours are white and burgundy.

We run a uniform recycling shop. Please contact the office to check what we have in stock before you buy new.

Remember to send any old uniform to school for recycling to other families within our community.

If you need to order a new uniform, order forms are available from the school office in May (free delivery to school) or you can order directly from the website at any time during the session (delivery charge).

<http://scotcrestschools.co.uk/Find-Your-School/South-Lanarkshire/Coulter%20Primary%20School>

Or:

ALJ

WORK & LEISUREWEAR 01555 665715

info@aljonline.co.uk



Support for parents/carers

Clothing grant

In certain circumstances the Council provides support to parents/carers for the purchase of school wear and free school meals.

We would encourage families if they are eligible to apply for these benefits.

Applications can be made online

https://www.southlanarkshire.gov.uk/forms/form/306/en/clothing_grant_and_free_school_meals_application

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).

Please check out our 'Cost of the School Day' position statement on the School App / website for further school support.

<http://www.coulter-pri.s-lanark.sch.uk/cost-of-a-school-day.html>

School hours/holiday dates

Morning opening	9.00am
Interval	10.30am – 10.45am
Lunch	12.15pm
Afternoon opening	1.00pm
Close	3.00pm



Enrolment – how to register your child for school.

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

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

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

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

Proof of where the child lives may also be needed.

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

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

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



Transport

**School bus operator:
Classic Cars**



(i) School transport

School transport

South Lanarkshire Council has a policy of providing school transport to primary pupils who live more than one mile by the recognised shortest walking route from their catchment school. This policy is more generous than the law requires. This means that the provision of transport could be reviewed at any time. Parents who consider they are eligible should complete a form online www.southlanarkshire.gov.uk or contact **0303 123 1023**

These forms should be completed and returned before the end of March for those pupils starting the school in August to enable the appropriate arrangements to be made. Applications may be submitted at any time throughout the year and will be considered by Education Resources.

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

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

(ii) 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:

(i) Theft/loss of personal effects

The Council is not liable for the loss or theft of pupils' clothing or personal effects and any items are therefore brought into the school 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

<https://www.coulter-pri.s-lanark.sch.uk/ethos.html>

Our school policies on Promoting Positive Behaviour and Anti-bullying can also be viewed on the School App or a hard copy can be requested from the office.

The United Nations Convention on the Rights of the Child (CRC) is at the heart of our school's planning, policies, practice and ethos. As a rights-respecting school we not only teach about children's rights but also model rights and respect in all our relationships: between teachers / adults and pupils, between adults and between pupils. The six principles of Nurture are also embedded in our practice.

- Children's behaviour is understood developmentally
- The classroom offers a safe base
- Nurture is important for the development of wellbeing
- Language is a vital means of communication
- All behaviour is communication
- Transitions are important in children's lives.

Positive behaviour demonstrates itself in mutual respect for others. Positive behaviour creates a positive atmosphere that promotes effective teaching and learning. To help achieve this we use a variety of reward systems throughout the school. Our weekly assemblies focus on recognising and acknowledging responsible behaviour and all our staff reinforce and support positive behaviour through classroom and playground reward systems.

We make every effort to help our pupils behave in a way that is acceptable to all. If poor behaviour patterns become a persistent problem, then parents will be notified and invited to school to discuss their child's 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. Our Anti-bullying guidelines are available on the School App or a hard copy can be requested from the office.

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 if you 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





Medical and health care



The medical examination of children is undertaken during each child's school life, normally in the first year of primary school and then at the age of 10-11 years by the staff of Lanarkshire Health Board. Parents may refer their children at other times to the medical officer for examination or advice.

If a child takes ill at school, the parent or emergency contact is informed as soon as possible. It is vital to keep this information up to date.

Exclusion periods should be followed <http://www.coulter-pri.s-lanark.sch.uk/nhs-exclusion-guidance.html>

Should there be an accident to a pupil, the pupil will be taken immediately to the local medical centre, where the doctor's advice / treatment will be sought. The parent will be informed at the earliest possible opportunity and asked to collect their child.

Any factor which could affect the general health and well-being of a pupil during school hours should be known to the Head Teacher.

If a pupil requires to take medicine during the day, the parent will be asked to complete a form available from School App. The medicine will be kept in the school office.

Where possible, we would ask that dental or medical appointments are made outwith school hours.

Information on emergencies

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

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

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

The Council's website www.southlanarkshire.gov.uk will be used to let you know if the school is closed or has a delayed start. Further information will be provided later in the day as to whether the school will be open as normal the next day.

Things we need you to do:

- It is important for parents/carers to let the school know of any change to your mobile/home telephone number and change of address.
- If for any reason, you are unsure if the school is open visit the website www.southlanarkshire.gov.uk or email education@southlanarkshire.gov.uk

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.

12) 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

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.

- When 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 you wish to participate in activities or support for young people through our youth centres, or through adult learning programmes within the community, we will also ask for your personal information to support your application. This may include information about family circumstances or medical conditions.

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;
- 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.

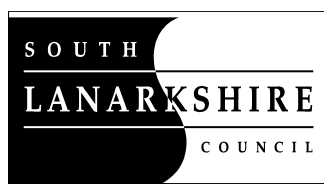
You have the right to access your personal information as well as the rights of rectification, erasure, restriction and the right to object. For information on these rights and how to exercise them or for information about how we manage your personal information, you can get a copy of our full privacy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



13) School Holiday Dates Session 2024/2025



Education Resources

types of holiday listed by month	Holiday dates
August 2024	
Teachers return on Monday 12 August 2024	
In-service days - all schools	Monday 12 and Tuesday 13 August 2024
Pupils return to school	Wednesday 14 August 2024
September 2024	
September weekend	Friday 27 and Monday 30 September 2024
October 2024	
October break	Monday 14 to Friday 18 October 2024 Pupils return on Monday 21 October 2024
November 2024	
In-service day - all schools	Monday 11 November 2024
December 2024 and January 2025	
Christmas/New Year	Schools close at 2.30pm on Friday 20 December 2024 Schools re-open on Monday 6 January 2025

types of holiday listed by month	Holiday dates
February break	Monday 17 and Tuesday 18 February 2025
In-service day - all schools	Wednesday 19 February 2025
March/April 2025	
Spring break/Easter	Schools close at 2.30pm on Friday 4 April 2025* Schools re-open on Tuesday 22 April 2025
May 2025	
In-service day - all schools	Thursday 1 May 2025
May day	Monday 5 May 2025
Local holiday	Friday 23 and Monday 26 May 2025**
June 2025	
Summer break	Schools close at 1pm on Wednesday 25 June 2025

* Good Friday falls on Friday 18 April 2025

** Lanark schools will close on Thursday 12 and Friday 13 June 2025
Pupils attend school for 190 days and teachers attend for 195 days.