



Education Resources



# CAIRNS PRIMARY SCHOOL

# HANDBOOK

2025-2026

# Contents

- 1. Introduction by the Head Teacher**
- 2. About our school**
- 3. School Ethos**
- 4. Staff List**
- 5. Attendance**
- 6. Parental Involvement/Parent Council**
- 7. The curriculum**
- 8. Assessment and Tracking**
- 9. Reporting**
- 10. Enrolment and Transitions**
- 11. Support for Pupils**
- 12. School Improvement**
- 13. School policies and practical information**
- 14. General Data Protection Regulation as supplemented by the Data Protection Act 2018 (GDPR)**

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

Phone: 0303 123 1023 Email: [education@southlanarkshire.gov.uk](mailto:education@southlanarkshire.gov.uk)

## 1) Introduction

I would like to take this opportunity to welcome you and your child to Cairns Primary School. This handbook is designed to help you and your child become part of our school and settle in with ease. We hope this handbook will provide you with all the information you need, however, if you have any questions, would like to discuss any issues, or visit the school please do not hesitate to contact me, or one of the Senior Leadership Team.

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

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

For Education Resources this means delivering services of the highest quality as well as striving to narrow the gap. It is about continually improving the services for everyone at the same time as giving priority to children, young people, families, and communities in most need. The priorities for schools and services are set out in the Education Resources Plan which confirms the commitment to provide better learning opportunities and outcomes for children and young people. This is available at [Education Resources Plan 2025/26 Education and learning - South Lanarkshire Council](#)

It is my privilege to be the Head Teacher of Cairns Primary School, Nursery class and ASN department. At Cairns Primary, we aim to provide a safe, nurturing and stimulating environment where each child can enjoy learning and develop their strengths and talents. We believe our purpose is to deliver both excellence and equity in equal measures for all our pupils.

Our school is a vibrant community where we foster an ethos of respect, equality and trust to allow our pupils to learn and develop in the best possible atmosphere. We believe it is important for our pupils, parents and staff to feel safe, supported and valued here at Cairns to allow them to develop their skills and achieve their own personal goals.

We aim to raise attainment for all, especially in literacy and numeracy by delivering an exciting and motivating curriculum which is relevant, purposeful and which meets the needs of all our pupils. We aim to close the attainment gap between the most and least disadvantaged children in our school ensuring every child has equitable opportunities to succeed and access opportunities to develop and progress.

We have a dedicated and hardworking staff who provide a varied, interesting, valid and balanced curriculum for our pupils. All staff participate in our very full programme of after school activities, which enhances the school's provision and provides our pupils with the opportunity to participate in a variety of new experiences. This helps to promote and develop skills for life, learning and work, as well as encourage independent learning and enjoyment. Our staff team are dedicated to ensuring all pupils get as many opportunities to grow and develop as possible.

We are fully committed to our open-door policy and welcome parents and carers to our school to discuss their child's learning. The staff and Senior Leadership Team are always happy to meet with and work with parents, as we believe partnership working is the key to improvement and to promote a successful, caring school.

Our school handbook hopes to provide you with an overview of our school and an insight into the many different aspects of life here at Cairns. We hope you will enjoy being a valuable member of our Cairns team and I look forward to meeting and working with you and your child.

Helen Gillan

Head Teacher.



## 2) About our School

Cairns Primary and Nursery School  
Ivybank Avenue  
Cambuslang  
Glasgow  
G72 8SQ

### Contact us:



Phone: 0141 641 2218



Web address [www.cairns-pri.s-lanark.sch.uk](http://www.cairns-pri.s-lanark.sch.uk)  
Office e-mail [office@cairns-pri.s-lanark.sch.uk](mailto:office@cairns-pri.s-lanark.sch.uk)  
SLT e-mail [gw20slccairnspshw@glow.sch.uk](mailto:gw20slccairnspshw@glow.sch.uk)



#### Parents Portal

An online platform used to communicate daily with parents/carers. Please download the Parentsportal app from your App Store and link your child to Cairns Primary School.

Link to Parents Portal: <https://parentsportal.scot/pportal/>

**Education:** Early Years 3-5 years and Primary 1-7

**Status:** Non-Denominational

**25/26 School roll** – 361 Pupils (including nursery class)

#### Parents Portal



**ASN Department** – Capacity for 24 children over 3 classes

**Nursery** – Capacity for 48 full time children

If your child is absent from school, please telephone 01416412218 option 1 or email [office@cairns-pri.s-lanark.sch.uk](mailto:office@cairns-pri.s-lanark.sch.uk).

If a parent wishes to visit the school, please contact the school office and we'll schedule a visit.

If you wish to contact the school, please email [office@cairns-pri.s-lanark.sch.uk](mailto:office@cairns-pri.s-lanark.sch.uk). If you wish to contact the school to share any concerns or complaints, you can contact the school directly via telephone on **0141 641 2218** or email our school office at [office@cairns-pri.s-lanark.sch.uk](mailto:office@cairns-pri.s-lanark.sch.uk). It will be passed to the relevant person who will be in touch as soon as possible. Please allow time for the concern/ complaint to be dealt with, as this may involve speaking with staff and pupils to ensure it is dealt with accordingly

### 3) School Ethos

We Aim:

- To continue to promote high standards and expectations of behaviour, attitude, respect and approaches to learning among all stakeholders.
- To continue to promote an ethos of equality and fairness where everyone is valued and respected by engaging in open and honest communication and consultation.
- To promote awareness of different cultures by sharing information with all stakeholders and celebrating our differences.
- To develop the important part we play at Cairns in our Community by becoming more actively involved in our Learning Community and in the local Community in which we work and live.

We regularly celebrate pupil achievements with events such as weekly assemblies where children are presented with certificates under the 4 capacities, 'showcasing learning' and special days of recognition.

### Pupil Voice

At Cairns our pupils are at the heart of what we do and we regularly seek their opinions and feedback as we encourage them to be leaders of their own learning and of many areas across the school. We have many committee groups across the school that come together to discuss learning and changes that can be made across the school to enhance pupil learning experiences.

*This was the fourth year that I took part in the Burns Club. I like getting to learn a new poem and going to the competition. I also got to perform in front of the whole school and on the radio! P6 pupil LC*

*All of Primary 7 did Sidekicks training this year which means we are able to run sports clubs at lunch time. I set up a Basketball Club for the younger pupils and they loved it! P7 pupil YR*

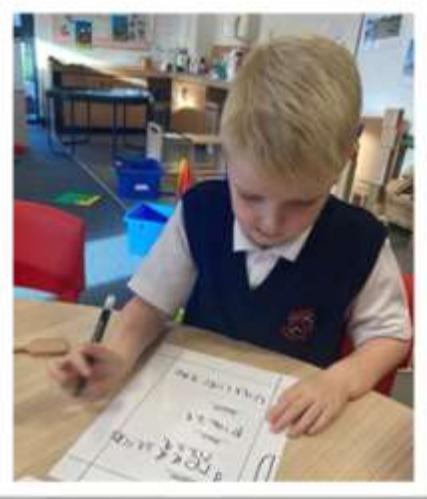
*I am part of the school News Team and I get to interview pupils in the school about the learning in their class. It is really interesting. Then we get to write about it and it goes into one of our school newsletters!*  
*P7 pupil TMC*



### **Cairns in the Community**

Cairns plays an important part in our local community, encouraging children to get involved with local charities and volunteer groups. We aim to instil a sense of belonging for pupils within our community by helping with local projects and initiatives. Our chaplaincy team makes regular visits, when permissible, and provide workshops for children as well as joining our assemblies termly. We work with a local litter picking group and have taken part in their campaigns to clean up our community. Visiting specialists work with our pupils and staff to ensure curriculum planning meets the needs of learners and that staff are confident in supporting pupils.

Our local community is an important part of our daily school lives and we work hard with our partners in the community to build positive relationships to the benefit of all.



## 4) Our Staff

### Leadership Team

**Head Teacher** - Helen Gillan

**Depute Head Teacher** - Jennifer Munro

**Depute Head Teacher** - Martin Hughes

**ASN Depute Head Teacher** - Michael Farrell

**Principal Teacher** - Gillian Broadfoot

### Teaching Staff

<b><u>Infant Department</u></b>	<b><u>Senior Department</u></b>	<b><u>ASN Department</u></b>
P1 - Mrs Natasha Bevan P1/2 - Mrs Jillian Gebbie P2 - Miss Alice Cartmill P2/3 - Mrs Siobhan Morton P3 - Mr Kieran Gallagher P4 - Miss Gemma Tsang	P4/5 - Ms Alison Brady P5/6M - Ms Rachel Molloy P5/6MC - Miss McMenemy P6/7 - Mrs Healy P7 - Mr Brendan Paterson	ASN1 - Mrs Alison Smith ASN2 - Mrs Lauren McGowan/ Mrs Kate Hall ASN3 - Mrs Lauren Moffat/Mrs Emma Judge

CCC: Miss Alison Murray, Miss Caitlin Clarke, Miss Isla Little

Maternity Leave: Mrs Danielle McGovern

<b><u>Nursery Staff</u></b>	<b><u>Support Staff</u></b>
Team Leader - Mrs Michelle Burns Team Leader (acting) - Ms Elaine Revie Early Years Practitioner - Miss Amanda Steven Early Years Practitioner - Miss Alison MacFadzean Early Years Practitioner - Miss Jennifer Campbell Early Years Practitioner - Ms Kellyann McAteer Early Years Practitioner - Mrs Lynne Devine Early Years Practitioner - Miss Chantelle Evans Early Years Support Worker - Miss Kellyann Hannah Early Years Support Worker - Mrs Natalie Meldrum	Mrs Agnes McCoo Ms Yvonne Muir Mrs Jacqueline Dooley Mrs Louise Paul Mrs Lesley Ferguson Mrs Elaine Lavan Mrs Emma McAulay Mx Gray Crosbie Mrs Manzar Malik Mrs Sheryl Clacherty Ms Lorraine Pinnell Mrs Cath Niven Mrs Marie Morgan Mrs Julie Mason Mrs Alison Vernon Mrs Amie Macdonald Ms Carly McGhee

## 5) Attendance

### Encouraging School Attendance

We believe that regular school attendance is key to raising attainment and achievement. It's a shared responsibility among parents/carers and the school to emphasise the importance of attending school. For your convenience, school holiday dates and in-service dates can be found on the council's website: [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk).

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

If you know in advance of any reason why your child is likely to be absent from school, please tell someone at the school, telephone us or let us know in writing via email. Please also give your child a note on his/her return to school, telling of the reason for absence.

Notify the school first thing in the morning when your child is going to be absent. We have an absence line which can be reached on 01416412218 option 1 or email the school office at [office@cairns-pri.s-lanark.sch.uk](mailto:office@cairns-pri.s-lanark.sch.uk). Let the school know the reason for absence, likely date of return and keep them informed if the date changes.

If you know your child has a hospital/medical/dental appointment, please let us know in advance. Inform the school of any change to the following:

- home telephone number
- mobile number
- emergency contact details

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).

### Late coming

At Cairns Primary we expect our pupils to arrive at school on time each day. We record late coming daily and, if it becomes a continued occurrence, we will contact you to make you aware of the situation.

Children benefit from being in school at the beginning of each day to ensure they do not miss any vital teaching time or sharing of information.

We appreciate parental support in this area.

## Information on emergencies

### **Emergency Information**

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

### **Severe Weather Protocol**

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

### **Communication**

The Council's website, [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk), will provide updates on school closures or delays including further information about the next school day.

### **Things we need you to do:**

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

## 6) Parental involvement

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

### Why Parental Involvement Matters

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

### Our Commitment

We want parents and carers to:

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

### Parent Forum and Parent Council

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

### Connect – Supporting Parent Councils

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

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

### Other Helpful Resources

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

### Getting Involved

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

A snapshot of learning at Cairns - <https://www.youtube.com/watch?v=qKuxG7BAOpC>

### See how we learn!





## 7) The Curriculum

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

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

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

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

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

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

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

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

The development of Christianity and Christian attitudes is encouraged as part of our programme with Bible stories and Christian festivals highlighted. A knowledge and awareness of other world religions and festivals will also be included. Weekly assemblies are time-tabled to reinforce the religious and community spirit of the school as well as focusing on celebrating success and achievement. The school chaplain also leads assemblies and visits individual classes throughout the year. Education Resources has produced guidelines on Religious Observance Policies and these are available in all establishments.

## **Rights of Parents/Carers**

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

There is a statutory provision for parents to withdraw children from participation in religious observance. This right of parents' wishes will be respected. Where a child is withdrawn from religious observance, schools will make suitable arrangements for the child to participate in a worthwhile alternative activity.

Parents 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**

Integral to this guidance is the principle of mutual respect. The diversity of belief and tradition provides an ideal context in which pupils can learn about, and so learn from, what is important in the lives of themselves and others. South Lanarkshire's guidance recognises and welcomes diversity and promotes respectful understanding.

## **8) Assessment and tracking progress**

At Cairns, we regularly assess the learning experiences of our pupils daily. Twice a year, we undertake standardised assessments in aspects of literacy and numeracy to help us monitor and track progress and plan effectively to meet the needs of our pupils, however assessment is an ongoing process and one which the children are fully involved in.

We are currently reviewing our Pupil Personal Learning Plans, (PLP's), which are sent home for parents to share their child's personal learning targets. These are worked on and reviewed by the class teacher and the child, and we value parental support and involvement in the creation and achievement of these targets. We are working with our Pupil Learning Council and Parent Council to review and revise these documents this session.

At Primary 1, Primary 4 and Primary 7, the Scottish Government collects assessment data in literacy and numeracy, from all Scottish primary Schools. This information is used to help analyse progress and achievement across the country and is often published in the national press for your information.

We would encourage all parents to contact the school if, at any time, they would like to discuss any aspect of their child's progress or well-being.



## 9) Reporting

Cairns Primary School and Nursery Class recognise that good teamwork among parents, children and schools is the key to a successful education for your child. There are many opportunities for you to come along to various events/open nights/curricular workshops and 'showcases of children's work' to help celebrate the children's learning. Open Nights and events share and celebrate the children's learning.

We will provide parents with reports and keep them informed of their child's progress. Each pupil will receive an Interim Report in October and a Full report in March/April. Reports will detail strengths, achievements and areas for development.

In addition, there will be formal parents' meetings which offer you the opportunity to discuss your child's progress. These take place in November and May. At Cairns, we celebrate our open-door policy and welcome and encourage you to contact the school to discuss your child's learning or any aspects of their 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. The report provides information on how we are supporting your child at school and give suggestions on how you can support your child's learning at home.

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

## 10) Enrolment and Transitions

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

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

[www.southlanarkshire.gov.uk/info/200186/primary\\_school\\_information/392/enrolling\\_your\\_child\\_for\\_school](http://www.southlanarkshire.gov.uk/info/200186/primary_school_information/392/enrolling_your_child_for_school)

If you have any difficulty in identifying your catchment school, please email [Edsuppserv.helpline@southlanarkshire.gov.uk](mailto:Edsuppserv.helpline@southlanarkshire.gov.uk)

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

Proof of where the child lives may also be needed.

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

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

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

### Change of School/Placing Request

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

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

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

## **Transition from primary to secondary school**

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

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

## **11) Support for Pupils**

### **Getting it right for every child.**

#### **Getting it right for every child.**

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

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

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

More information can be found on:

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

### **Support for All (Additional Support Needs)**

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

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

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

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

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

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

Enquire – the Scottish advice service for additional support for learning

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

Phone Helpline: 0345 123 2303

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

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

Advice and information is also available at [www.enquire.org.uk](http://www.enquire.org.uk)

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

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

## **Attachment Strategy for Education Resources**

### **Attachment – what we do to support children and young people**

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

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

#### ***What does it set out to do?***

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

#### ***How can I find out more?***

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

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

## Promoting Positive Relationships and Understanding Distressed Behaviour (PPRUDB)

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

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

When incidents of distressed behaviour arise in schools, staff will use a range of strategies to de-escalate situations and prevent re-occurrence. Strategies include structuring the environment with consistent routines and quiet areas, adapting communication to accommodate speech and sensory needs, and building positive relationships based on shared values. Setting clear limits with dignity, active listening, and inclusive teaching practices support behaviour management. Planning for transitions and using support plans like Additional Support Plans (ASPs) and Behaviour Assessment and Support Plans (BASPs) assist in addressing individual needs.

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

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

## 12) School Improvement

From our consultations with parents and pupils, including questionnaires, interviews and written feedback, and through our own self-evaluation and monitoring processes, staff, pupils and parents report our children are learning and achieving to a high standard. They identified the following strengths:

- We provide a very good variety of teaching and learning experiences across the curriculum which are differentiated to meet the needs of learners.
- We were more equipped to manage home learning as staff, pupils and parents all had in-class and at home experience of working with Google classroom.
- We provided devices for all of our pupils across the school and enhanced learning through the use of ICT especially to enhance and support IDL topics.
- Staff are willing to develop their own professional skills and understanding and share good practise through TLC group, Masterclasses, clubs, digital learning etc.
- Achievement and learning are 'core business' and valued in the school and success in each are celebrated in many ways, e.g. 'Show case' Events, learning walls, Golden Book, etc.
- Target setting, personal learning planning and profiles all encourage children to be leaders in their own learning and achievement and are embedded across the school.
- Children benefit from current and relevant resources, especially ICT to enhance learning experiences.

- Positive relationships between home and school are well established. Increased attendance at showcases, assemblies and participation in consultation exercises and working parties and parent groups demonstrate this.
- Children are provided with many different opportunities throughout the year to take on leadership responsibilities and develop their own skills and confidence in many areas.

Each year we consult all stakeholders and use our tracking and monitoring systems to plan purposeful and relevant school improvement priorities.

Our key school improvement priorities for session 2025-2026 are:

- Continue to raise attainment in writing by participating in SLC's Improving Our Writing programme. Developing robust assessments to better support and progress our learners.
- Review and revise Social Studies programme including a focus on Sustainability.
- Further develop our outdoor learning programme. Developing our outdoor environment to support play in the outdoors.
- Further develop our Play Approaches across Primary 1-3.
- Continue to develop our attachment and nurture work across the school as we focus on the health and wellbeing of our pupils. Working towards our 4th Attachment accreditation.
- Enhancing our STEM Education programme, creating robust planning and assessment to support our learners.
- Further developing our Social Studies planning and assessment across the school.

**A copy of our Standards and Quality Report and our Improvement Plan can be found on our website, school app or from the school office.**

## **13) School policies and practical information**

### **Nursery class**

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

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

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

### **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

All primary schools run a Breakfast service from 8.15am to 8.45am with pupils being offered a selection of toast, cereal or fruit along with a cup of milk.

For their lunch each day pupils have the option to choose from two hot meal options (one being vegetarian option) everyday. All meals also come with fresh chilled drinking water, vegetable choice, salad selection, seasonal fruit and depending on the day - soup or a dessert.

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

Pupils in:

Primary 1 - 5 receive a free school lunch.

Primary 6 - 7 meal cost is £2.62

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

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

### **Adapted diets**

If your child 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**

- 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

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 -



At Cairns Primary School we have a breakfast club which is open from 8.15am until 8.45am. We also serve a Magic Breakfast to pupils every morning in class.

## **School uniform**

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

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

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

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

the wearing of football colours

- clothing with slogans that may cause offence (anti-religious, symbolism or political slogans)
- clothing which advertises alcohol, tobacco, or drugs
- clothing which can be deemed unsuitable in terms of health and safety grounds such as shell suits, combat style clothing, dangling earrings, loose fitting clothes particularly in practical classes.
- articles of clothing that could be deemed to inflict damage on other pupils or be used by others to do so.
- footwear that may damage flooring.

## **School uniform**



**Our uniform colours are:**

Navy – trousers/skirt/pinafore

White – Shirt/polo shirt

Soft indoor shoes/change of shoes is preferred.

**Suppliers include:**

<https://scotcrestschools.co.uk/>

<https://schoolwearmadeeasy.com/>

**Please note, there is no obligation for pupils to wear uniform with the school logo/badge on it.**

## Allergies

Many children in our schools have allergies, and it is crucial for parents to keep the school informed about these conditions. Our school is a nut free zone so please check labels before sending in snacks to school.

### Health Care Plans

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

### Mild Symptoms

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

### Employee Training

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

### Policy Adherence

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

## Mobile Device Policy

- Our school follows South Lanarkshire Council guidance on mobile device use, which is rooted in Scottish Government policy. Mobile technology can support learning and communication, but it can also disrupt lessons and affect wellbeing if misused. To maintain a safe, respectful, and inclusive learning environment, pupils are expected to use mobile devices responsibly and in line with school rules.
- At Cairns Primary we have a very clear policy in place regarding pupils and mobile phones. We do not believe primary aged pupils need a mobile phone to school with them, as any concern or issue they have while in the school grounds or building can easily be supported by a member of staff. We understand, however, that some parents use mobiles to contact their children on the way home etc, therefore our policy and advice would be that if a parent wishes their child to have a mobile phone to school, they agree that the child is responsible for their phone at all times and also responsible enough to switch off the phone before the child enters the school grounds.
- The mobile phone must be placed into their school bag where it must remain for the duration of the day, only being switched on again when the child leaves the school grounds. This is a very clear and fair policy which safeguards all pupils and staff. If you feel your child is not able to comply with this policy, I would urge you to consider carefully if you feel they are responsible enough to have a mobile phone.
- This policy has been developed in consultation with pupils, parents, and staff to balance the benefits of technology with the need to minimise distractions and protect privacy. We ask parents to support this approach by reinforcing responsible use at home and ensuring that devices are used appropriately.

## Support for parent/carers

### Clothing grant

#### 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](http://www.southlanarkshire.gov.uk).

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

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

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

School 9am - 3pm

Nursery 8.45am - 2.45pm

Playtime 10.30am - 10.45am

Lunch 12.30pm - 1.15pm

School closes 3pm

*Information on holiday dates (including in-service days) should be provided for the forthcoming session. School holiday dates and in-service dates are available from the website [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk)*

### School holiday dates

Pupils return to school Monday 5<sup>th</sup> January 2026

Monday 16 and Tuesday 17 February (February break)

Wednesday 18 February (in-service day)

Thursday 2 April\* (schools close at 2.30pm)

Friday 3 April to Friday 17 April (Easter/Spring break)

Monday 20 April - pupils return to school

Monday 4 May (May day)

Thursday 7 May\*\* (in-service day - all schools)

Friday 22 May and Monday 25 May (Local holiday)

Thursday 25 June (schools close at 1pm for summer break)

Thursday 13 August - pupils return to school

Friday 25 September and Monday 28 September (September weekend holiday)

Monday 12 October to Friday 16 October (October break)

Monday 9 November (in-service day)

Tuesday 22 December (schools close at 2.30pm)

Wednesday 6 January 2027 - pupils return to school

## School transport

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

More details on school transport can be found at the following link including the online application form: [https://www.southlanarkshire.gov.uk/info/200186/primary\\_school\\_information/545/school\\_transport](https://www.southlanarkshire.gov.uk/info/200186/primary_school_information/545/school_transport)

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

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

A new application must be made each year.

More details on Privilege school transport may be found here:

[https://www.southlanarkshire.gov.uk/info/200186/primary\\_school\\_information/784/privilege\\_transport\\_to\\_school](https://www.southlanarkshire.gov.uk/info/200186/primary_school_information/784/privilege_transport_to_school)

## Pick-up points

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

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

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

Mainstream School Transport contact details:

e-mail: [school\\_transport@southlanarkshire.gov.uk](mailto:school_transport@southlanarkshire.gov.uk)

Tel: 0303 123 1023

## **Insurance for schools – Pupils’ Personal Effects**

### **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:

- For valuable items like musical instruments, parents should ensure they are covered by their own household insurance.

## **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 Relationships and Behaviour**

Our approach is to create an environment where Positive Relationships and Behaviours support wellbeing and learning. The school vision is to Lead, Learn, Aspire and Achieve. The school community believes all members have the right to be leaders in their own learning and aspire to reach their full potential. The school values are Love, Friendship, Honesty and Trust. The vision and values contribute to the positive school climate which encourages all pupils and stakeholders to respect themselves and others.

The school, in consultation with pupils and parents has established 3 rules which are used consistently across all stages. Our school rules are: Be Safe, Be Respectful and Be Ready.

Clear, consistent and visible routines are embedded in everyday practice to support wellbeing. All staff are calm, consistent and kind in all communication with pupils, parents and their colleagues.

Incidents of bullying should be reported to the school immediately so that each alleged incident can be looked at. 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.

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 distressed 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 distressed behaviour. A wide range of appropriate staff development opportunities has been developed for this purpose.

## **Child Protection**

All staff in educational establishments in South Lanarkshire Council receive an annual Child Protection update and are required to follow the advice and guidance contained within relevant Education Operating Procedures. They must also complete a mandatory Learn on Line Course "Child Protection in Education".

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

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

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

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

If you would like more information, or have a concern of a child protection nature, please contact the head of the educational establishment which your child attends.

The Child Protection Committee's website has a range of useful information for parents/carers to help them keep their children safe. [www.childprotectionsouthlanarkshire.org.uk](http://www.childprotectionsouthlanarkshire.org.uk)

## **Our Commitment to Children's Rights**

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

To achieve this, we will:

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

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

## **Information on emergencies**

We make every effort to ensure the school remains open during term-time for pupils. However, on occasions circumstances may arise which can affect the school. Schools may be affected by, for example, severe weather, power failures or through any other circumstances that may impact on the school day. In such cases we shall do all we can to let you know if this happens. We shall keep you in touch by telephone, text, where appropriate, letters, web news and through local radio stations particularly if there are prolonged periods of severe weather. The Council's website [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk) will be used to let you know if the school is closed and when it will re-open.

It is important for parents/carers to inform the school of any changes to your mobile/home telephone number and change of address.

If for any reason, you are unsure if the school is open visit the website [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk) or email [education@southlanarkshire.gov.uk](mailto:education@southlanarkshire.gov.uk)

## **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.

## **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 service or other support. We will provide an additional privacy notice at these times.

If you apply for an education service or benefit, such as school transport, free school meals, clothing grant, placing request or EMA, we will also ask for personal information as set out above. We will also ask for information about your income for education benefits applications.

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

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

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

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

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

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

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

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

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

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

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

- The Scottish Government and bodies such as Education Scotland, Scottish Qualifications Authority, Skills Development Scotland, and other organisations that support children and young people's learning.
- Other parts of the Council when required for services such as school meals, school transport, education benefits and with Social Work in connection with any child protection concerns we become aware of.
- The NHS, to support health initiatives in accordance with the legal obligation on the Council in terms of section 39(3) of the National Health Service (Scotland) Act 1978.

- South Lanarkshire Leisure and Culture Limited, where children and young people are participating in sports and leisure activities.
- Other schools/local authorities – if a child moves or transfers to another school the Council has an obligation to pass on information with regards to pupil records to the new school/local authority.

You have the right to access your personal information as well as the rights of rectification, erasure, restriction, and the right to object. For information on these rights and how to exercise them or for information about how we manage your personal information, you can get a copy of our full privacy notice from our website:  
([https://www.southlanarkshire.gov.uk/info/200235/meta/1730/general\\_privacy](https://www.southlanarkshire.gov.uk/info/200235/meta/1730/general_privacy)).

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

## **The Freedom of Information (Scotland) Act 2002**

The Freedom of Information (Scotland) Act 2002 came into force on 1 January 2005 and gives a person the right to request information held by Scottish public authorities.

The act refers to information held in a 'recordable' format and relates to information held within documents, not the documents themselves.

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

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

Or email: [foi.request@southlanarkshire.gov.uk](mailto:foi.request@southlanarkshire.gov.uk)

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

## Appendix A

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

[http://www.southlanarkshire.gov.uk/info/200186/primary\\_school\\_information/1264/curriculum\\_for\\_excellence/3](http://www.southlanarkshire.gov.uk/info/200186/primary_school_information/1264/curriculum_for_excellence/3)

### Additional Information

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

### Parental Involvement

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

Parentzone provide information and resource for parents and Parent Councils

National Parent Forum for Scotland; [www.nfps.org.uk](http://www.nfps.org.uk) and [www.connect.org.uk](http://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](http://www.gov.scot) with an update on school inspection outcomes being available via the Education Scotland website.