



Education Resources

# ***Bankhead Primary School Handbook Information 2024-2025***



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

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

## Introduction by the Head Teacher



## Welcome to Bankhead Primary School and Nursery Class

On behalf of all pupils and staff, we would like to extend a very warm welcome to Bankhead Primary School and Nursery Class School. This handbook aims to tell you about our school and Nursery Class. It includes important information about our curriculum, activities, and policies as well as information about the general life of the school. We hope you find it useful and informative.

Originally opened in 1935, Bankhead has had a long and distinguished history within the community. The current school building was re-built and opened in May 2015 and has a current roll of 321 pupils. Our new building is bright, attractive and is fully equipped with the resources and technology to provide exciting and motivating learning for our pupils.

The building has 12 classrooms, a nursery, gym hall with a large stage, large dining hall, a large stimulating Nurture Base, sensory and Chill-Out rooms, ICT suite, library area and a MUGA pitch within our extensive grounds. There is also a well utilised community wing attached to the school.

In Bankhead, we want the best for our pupils. Our vision is to ensure all children are safe, included and reaching their potential. We place our vision, values and aims at the heart of all we do to create a happy, caring and co-operative school community. Our values of **Success, Opportunity, Active and Respect** were created to inspire our children to **SOAR!**

The staff team at Bankhead work together to nurture every pupil to reach their full potential. We encourage all our pupils to develop a love for learning and strive for excellence. We encourage all our children to play a responsible and caring role in the life of our school and within the local community and beyond. To this end, we hope to work in partnership with you in developing your child to reach their full potential.

Our community is an extension of our school, and we aim to develop relationships in an atmosphere of trust and partnership. We welcome the opportunity for you to be a partner in your child's learning and we encourage you to become involved in the life of the school. Good communication with you is very important to us and we use a variety of ways to get information to our families. As well as emailing letters home we also use our Twitter site: @BankheadPrimary and our school App as well as Parents Portal. Details for all of these methods of communication can be obtained at the school office.

Yours sincerely

**Julie Yardley**  
**Acting Head Teacher**

## **About Our School**

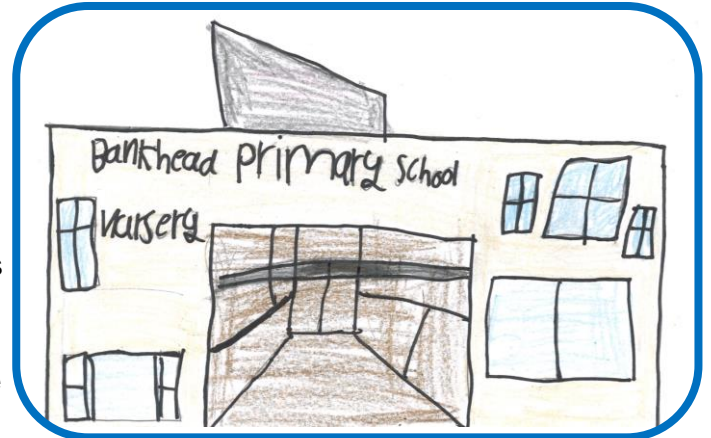
Bankhead Primary School is one of 124 primary schools throughout South Lanarkshire Council. It is a non-denominational school situated in Rutherglen, educating pupils from Primary 1 to Primary 7. We are part of the Stonelaw Learning Community. Our Current school roll is 321, spread across 12 classes this session and a Nursery which caters for up to 48 children.



South Lanarkshire Council is the fifth largest authority in Scotland. It covers the following main areas; Clydesdale in the south which

features extensive rural areas, Cambuslang, Rutherglen, Blantyre and Uddingston to the north as well as the towns of East Kilbride and Hamilton.

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



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

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

## **Our School Day**

Start 9.00am

Interval 10.40am - 10.55am

Lunch 12.35pm - 1.20pm

Close 3.00pm

## About Our School – Contact Details

	<p>School address:</p> <p>Bankhead Primary School Bankhead Road Rutherglen G73 2BQ</p>
	<p>Phone:</p> <p>0141 647 6967</p> <p>Nursery Class – phone number:</p> <p>0141 647 6513</p>
	<p>Website:</p> <p><a href="http://bankheadps.schoolwebsite.scot/">http://bankheadps.schoolwebsite.scot/</a></p>
	<p>Email:</p> <p><a href="mailto:enquiries@bankhead-pri.s-lanark.sch.uk">enquiries@bankhead-pri.s-lanark.sch.uk</a></p> <p><a href="mailto:office@bankhead-pri.s-lanark.sch.uk">office@bankhead-pri.s-lanark.sch.uk</a></p>
	<p>School App: Download from Connect Us through the App Store – Please see our website or speak to a member of staff for more information.</p>
<p>The App is our preferred means of communication with parents and carers – we would encourage you to download this to stay up to date with news and important information</p>	
 	<p>X (formerly Twitter):</p> <p>@BankheadPrimary</p>
 	<p>Friends of Bankhead – Parent Council Facebook account</p> <p>Friends of Bankhead (friendsofbankhead@yahoo.com)</p>

## School Ethos

In Bankhead, we want the best for our pupils. Our vision is to ensure all children are safe, included and reaching their potential. We place our vision, values and aims at the heart of all we do to create a happy, caring and co-operative school community. Our values of Success, Opportunity, Active and Respect were created to inspire our children to SOAR!



**Our school vision** – Working and Learning in partnership to ensure all our children are safe, included and reaching their potential.

**Motto** – Bankhead Will Soar

**Values** – Success, Opportunity, Active, Respect

### **Aims**

- To create a happy, caring and co-operative school community.
- To learn a range of lifelong skills both indoors and out.
- To ensure all pupils rights are met by being nurtured, safe, active, healthy, achieving, included, respected and responsible.
- To provide opportunities for pupils to become successful learners, confident individuals, responsible citizens and effective contributors.
- To develop creative, curious and inquiring minds.

To help achieve our vision we do not confine our activities to the classroom, but provide opportunities for a wide variety of outdoor experiences. We also include sport, music, art and community involvement. The teacher's role is to provide experiences and facilitate opportunities through which our pupils will learn. We work to build pupils' self-esteem and self-worth and to show that the whole school community celebrates their efforts and their special occasions.

We celebrate our pupils' achievements throughout the school week; however, special mention is made of achievements at the weekly assembly when the pupils receive certificates for their efforts which are linked to our values and the four capacities as well as the SLC skills framework

At the end of the school year, we hold our annual awards ceremony where we celebrate our pupils' achievements and look back on the school year.

We recently achieved our first Attachment Accreditation – Pledge 1 'Act to Make a Difference' in recognition of the work that we have carried out in becoming an attachment informed and trauma sensitive school.



Sport plays a key part in our education here at Bankhead Primary and we were awarded with South Lanarkshire Sports Primary



School of the Year in June 2024. This was in recognition for all our involvement in sporting activities and the promotion of sport throughout our curriculum.

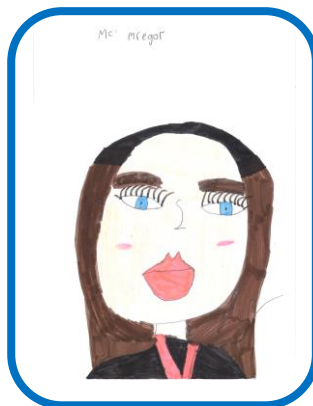


# The Bankhead Primary and Nursery Team

**Head Teacher:** Mrs Julie Yardley (Acting)

**Depute Head Teachers:** Mrs Amanda McCusker and Mrs Catriona McGregor (Acting)

**Principal Teacher:** Mrs Claire Urquhart (Acting)



**Teaching staff:**

Rachel Stevenson	- P1
Laura Donald	P1
Amy Rooney	P2
Lisa Alexander	P2/3
Maddy Holtham	P2/3
Claire Jolly	P3
Helen MacVey	P4
Jade Farrell	GP Room
Suzanne Chase	P5/6
Paula Chadwick	P5
Holly Fillingham	P6
Robyn Cochrane	P6/7
Kirsty Magee	P7
Shona Muir – Pupil Support / PEF	
Claire Urquhart – Pupil Support / PEF (also Acting PT)	
Donna Baird - Pupil Support / CCC	
Gillian McIntyre - Pupil Support /CCC	

**Nursery staff:**

- Lynn Allison - Team Leader
- Izabela Bienkowska- EY Support Worker
- Arlene Ballantyne - EY Worker
- Suzanne Shaw - EY Worker
- Caroline Burns - EY Worker
- Mary Trench – EY Worker
- Gillian Hanna – EY Worker
- Debbie Strickland – EY Worker
- Marion McAllister – EY Worker

**Janitorial staff:** Debbie Kelly

**Support staff:**

- Marcella Foy (Team Leader)
- Allison Doyle (Team Leader)
- Deborah Blue
- Jillian Duffy
- Janie Lever
- Lucinda Hutton
- Chris Matthews

**Visiting Specialist staff:** Craig Thomson - Educational Psychologist  
Nicola Davenport - Specialist Support Teacher  
Laura Giulianotti – EAL Specialist Support Teacher  
Natasha Woods – Early Years Specialist Support Teacher

**Canteen:** David Blagbrough (Cook in Charge) Pamela McCaig, Amanda Keir, Catriona McDonald, Nicole Kane,

**Facilities Staff:** Eileen Carroll (Cleaning Supervisor) Fiona Heron, Shirley Kelly, Vicky Thompson

## **Visiting the School**

We are happy to welcome visitors into our school. If you would like to arrange a visit, please contact the office on 0141 647 6967. They will liaise with you and the Senior Leadership Team to arrange a suitable time.

## **Contacting the School**

We have an open-door policy, and you can contact us at any time in school or by telephone or email. Appointments can be arranged for before or after school with the class teacher or at a convenient time with either the Head or Depute Head Teachers.

We are always willing to discuss your children and their education as it is important that we work together for the benefit of our young people and their future.

If you wish to visit the school prior to enrolment, please contact the office and we will make arrangements for you to be shown round by a member of staff.

As a school, we have close links with many other agencies, health services, social work, psychological services and other education services. If we cannot help you, we can often contact someone who can, so please feel you can approach us for any help you may need.

## **Contacting the School if Your Child is Absent**

If your child will be absent from school due to sickness (or any other family reason) it is crucial that you let us know by telephone on 0141 647 6967 as soon as possible. If you phone out with office hours, please leave a message with your name, your child's name and the reason for their absence. Please note that if we have not heard from you, we are obliged to follow the absence up by contacting other emergency contacts. We cannot assume that your child is off ill if you have not contacted us. This is for your child's safety.

## **Attendance**

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

- ***If you know in advance of any reason why your child is likely to be absent from school, please telephone the school on 0141 647 6967.***
- ***Notify the school before 9.00am on the morning when your child is going to be absent. This can be done by phone and pressing 1 when prompted. Please let the school know the likely***



***date of return and keep them informed if the date changes. Phone calls from the school office will begin at 9.30am should we have no note of your child's absence.***

- ***If you know they have a hospital/dental appointment, please let us know in advance.***

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

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

## **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.

### **Parental Responsibilities**

- Inform the school of any changes to your contact details.
- If unsure about the school's status, 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 school's policies.
- Respect school staff and support the school's commitment to your child's education.

### **Family Holidays During Term Time**

Please ensure your child attends school during term time and avoid holidays during this period as it disrupts education and reduces learning time. If a holiday during term time is unavoidable, inform the school in advance by letter.

Holidays during term time will be marked as unauthorised absences, except in exceptional circumstances where parents can demonstrate the inability to obtain leave during school holidays. Unexplained absences will be recorded as unauthorised.

### **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).

## Parental Involvement

The Scottish Schools (Parental Involvement) Act 2006 offers guidance for education authorities, Parent Councils, and others.

Parentzone [Parentzone Scotland | Education Scotland](#) provides resources for parents and Parent Councils, and the National Parent Forum for Scotland offers additional information at [www.npfs.org.uk](http://www.npfs.org.uk).

### Parental Involvement/Parent Council

We value the strong relationships we have with parents and carers at Bankhead. Parents and carers are warmly welcomed into school life, and we would encourage you to become involved – there are many ways you can do this. Bankhead Primary School has an extremely active Parent Council whose members are dedicated to working in partnership with the school to enhance the educational experiences of all children. The Parent Council meets on the first Tuesday of each month. In order for the Parent Council to continue to actively support the school, we are always looking for new members. The Parent Council meetings are informal and very welcoming, so please come along. The Parent Council also have a very active Facebook page. In addition to the monthly Parent Council meetings, Parent Council members participate in school activities in a variety of ways, fundraising, transitions, communications, committees etc. There is something for everyone and you will be made very welcome!

South Lanarkshire Council values parents as partners in their child's education and has published a strategy called 'Making a difference – working together to support children's learning', available on the Council's website:

[www.southlanarkshire.gov.uk/downloads/file/13457/parents\\_as\\_partners\\_-\\_strategy\\_2019](http://www.southlanarkshire.gov.uk/downloads/file/13457/parents_as_partners_-_strategy_2019)



### The Importance of Parental Involvement

- Parents, carers, and family members are the most significant influences on children's lives.
- Children spend only 15% of their time in school between the ages of 5 and 16.
- Research shows that parental involvement in learning leads to better outcomes at school and in life.

### Our Aims for Parents/Carers

- To be welcomed and involved in the life of the school.
- To be fully informed about their child's learning.
- To be encouraged to contribute actively to their child's learning.
- To be able to support learning at home.
- To be encouraged to express views and participate in discussions on education-related issues.

### Parent Forum and Parent Council

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

## Getting Involved

- To learn more about becoming a parent helper or joining the Parent Council and/or Parent Teacher Association, contact the school or visit our website.
- A guide on the role of a Parent Council, created by parents for parents, is available via this link [Parent Councils](#)

## Parentzone Scotland

- A unique website for parents and carers in Scotland, offering information from early years to beyond school.
- Provides up-to-date information about learning in Scotland and practical advice to support children's learning at home.
- Offers more detailed information on additional support needs
- Explains how parents can get involved in their child's school and education.
- Includes details about schools, performance data for school leavers from S4-S6, and links to national, local authority, and school-level data on the achievement of Curriculum for Excellence levels.

## 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

Early  
First  
Second

### Stage

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

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

At Bankhead Primary School we aim to develop pupils' spiritual, moral, social and cultural values through a broad, stimulating curriculum, and the promotion of positive behaviour, ethos and climate. Through our Religious and Moral Education curriculum children learn about different world religions. Our school chaplaincy team (Ross Murray from Reachout Trust and Stuart Crawford from Kings Park Church) work closely with us as members of our wider school community. Our focus is on working with families to help children develop values such as kindness, compassion, co-operation and respect that will help them to become responsible and caring members of society.

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.

## **Assessment and Tracking Progress**

We regularly assess pupil progress in their learning to ensure that they are working at an appropriate level and that the correct levels of support and challenge are in place. At Bankhead Primary, teachers assess constantly as part of daily learning and teaching. They do this, for example, by watching and listening to children carrying out tasks, by looking at what they write and make and by considering how they answer questions. They get to know the children well and build up a profile of their progress, strengths, and needs. Effective ongoing assessment is about establishing where children are in their learning, where they are going and how best to get there. The purpose of assessment is to support learning, and this is best achieved by a combination of formative and summative assessment. This means assessing learning both in an ongoing way and by 'stepping back' at regular intervals to take stock of learners' progress and achievements. Assessment is for Learning strategies are embedded in the daily work of all children at all stages in the school. Learning intentions are shared at the beginning of each lesson, and children are asked to assess accurately how successful they have been in meeting these. Teacher professional judgement is the key measure of children's progress and teachers use a variety of assessment tools, e.g. mental numeracy and spelling assessments, termly assessments, check-ups, and learning conversations, to inform their judgements. A variety of types of assessments are also used, e.g. self-assessment, peer assessment. We also use standardised assessments for literacy and numeracy. Teachers will draw on all assessment data when considering what Level a child has achieved and where they are on their learning pathway. Each child has a profile folder where assessment information is kept. Each child also has a tracking and monitoring profile which contains assessment information and is updated on a termly basis. Children in P1, P4 and P7 complete online National Standardised Assessments for Scotland (NSA) in literacy and numeracy each year. The assessments help to identify children's progress, providing diagnostic information to support teachers' professional judgements. The assessments are as inclusive as possible to accommodate the needs of children and young people who require additional support. There is no pass or fail and children and young people do not have to revise or prepare for these assessments. Ongoing and periodic assessments are, and will continue to be, the main basis of teachers' professional judgement. Teachers will draw on all of the assessment information available to them when considering children's progress and when planning next steps in learning.



## **Reporting**

We want to share with you how your child's learning is progressing, and this takes the form of a variety of activities and approaches. We formally report on learning through our Parents' Evenings (which are held twice a year, usually in November and March) and an end-of-year written report. 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.

Class teachers will also speak to parents/carers more informally if appropriate. Parents are also invited into school to share in their child's learning over the course of the year. Snapshot

Jotters are also shared with parents twice a year as a way of sharing pupil learning and progress. Monthly newsletters, keeping you up to date with school events and dates to note are published on the School App and website. The School App is our preferred means of communication with parents and carers – we would encourage you to download this to stay up to date with news and important information.

We communicate regularly about children's learning using our Learning Lowdown approach which is a weekly slide show uploaded to the School App. The Learning Lowdown showcases learning using photographs and has a section with discussion prompts to encourage conversations about learning at home.

We regularly conduct surveys and gather evaluations, and we welcome any comments or additional information from parents to help us provide the best possible education for your child. If necessary, arrangements can be made to have an interpreter present at Parents' Evenings or at other times as appropriate. Wheelchair access is available. Feedback on our Reporting procedures is encouraged; it is only by working in partnership that we can ensure the best outcomes for our young people.

## **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 2025, you can enrol online from Monday 6 January 2025. Your catchment school will contact you between Monday 13 to Friday 17 January 2025 to confirm your enrolment.

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

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

### **Change of School/Placing Request**

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



your catchment school are filled you will be offered a place at the next nearest appropriate South Lanarkshire School.

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

If you move outwith your catchment primary school a 'request to remain form' must be completed. If you move outwith your catchment primary, this may affect your right to transfer to the associated Secondary School. Please note the secondary school is determined by the pupil's permanent home address and chosen denomination.

If you require further information, please contact Education Support Services on [edsupportserv.help@southlanarkshire.gov.uk](mailto:edsupportserv.help@southlanarkshire.gov.uk) or 0303 123 1023.

### Transition from primary to secondary school

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

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



When enrolling your child in January, we will give you details about our Transition Programme for our new pupils. These events give both the children and parents the opportunity to find out more about the school and the kind of activities and learning that will take place. **Transition events are detailed below** and are all designed to make the transition from Nursery to Primary as smooth and reassuring for both the child and the parents. Any additional transition requirements for individual children can be arranged in discussion with both the Nursery and the Primary School. The first day of the new school year is **Thursday 14th August** 2025 and P1 pupils will attend for full days immediately.





# Bankhead Primary

## P1 Induction Programme

### 2025



The following information – dates / times may be changed due to unforeseen circumstances.

#### **Transition Topic - May/June 2025**

The Invisible String Project - a shared learning experience for you and your child, as well as your child's nursery participating; it will allow the children and staff to work together and also you and your child at home.

#### **School Tours - May 2025**

You will be able to sign up for a day after school, week beginning **Monday 12th May**, for a school tour with either Mrs McCusker, Mrs Yardley or Mrs McGregor. This is an opportunity for you and your child to have a look around when it is much quieter, just before the school visits start. A Microsoft form will be emailed nearer the time for you to sign up.

#### **School Visits- May/June 2025**

There will be three sessions in the new Primary One classes, this won't necessarily be the classes that they will be in come August.

Visit 1 - **Wednesday 28th May - 1.30pm - 2.30pm**

Visit 2 - **Wednesday 4th June - 1.30pm - 2.30pm**

Visit 3 - **Thursday 12th June - 1.30pm - 2.30pm**

Your child will go into class and the grown-ups will attend different meetings with Mrs Yardley, Mrs McCusker and Mrs McGregor.

#### **Buddies- June 2025**

Your child will meet their P7 Buddy on visit 3 to the school - **Thursday 12th June**. They will take part in a 'Heart Hunt' related to 'The Invisible String'.

#### **Important Information**

Mrs McCusker will continually update you with regards to relevant information. It is important you supply a working email address when enrolling, as this will be the preferred method of communication.



Bankhead Will SOAR!



# Support for Pupils

## Getting it right for every child.

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

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

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

The **Named Person** for your child at Bankhead Primary and Nursery Class is Mrs Julie Yardley, Acting Head Teacher.

More information can be found on:

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

## Support for All (Additional Support Needs)

We aim to ensure that each pupil reaches their potential. Our early intervention and assessment procedures support the identification of pupils requiring additional support. We use a Staged Intervention process to help access the best support, at the right time, for individual children. Our Additional Support Coordinator is Mrs Catriona McGregor, Acting Depute Head Teacher, and she, alongside the Head Teacher and other DHTs, will support and advise teachers in this area and monitor progress.

The school also has help from the area network team, which is organised by the local education authority. Our Specialist Support Teacher, Mrs Nicola Davenport, from the area network team visits the school once a week. We can also call on the support of Psychological Services and of teachers with expertise in visual or hearing impairments. We embrace a whole school approach to additional support, and to this end we encourage active participation of all concerned with the education of our pupils. Parents will be informed at the earliest stage when concern is expressed about a child's learning. By working in partnership with parents, we believe we can maximise a child's learning experiences. Some children requiring additional support will have an Additional Support Plan (ASP). Targets are set and reviewed each session, with short term targets set and reviewed termly. The views of the child and the parent/carer are included in the ASP. Where the level of support a child requires is co-ordinated with agencies other than education, a Co-ordinated Support Plan (CSP) is established.

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.

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.



# School Improvement

Bankhead Primary produces a School Improvement Plan and Standards and Quality Report on a yearly basis. These reports include:

- the main achievements of the school over the last 12 months
- how the school has improved standards for pupils in relation to literacy, numeracy and health and well-being.
- the plans for future improvement of the school's performance over the next 3 years, including the school's plans to involve parents in that future improvement.

A Parental summary of the reports is issued and can be found below:



Copies of the School Improvement Plan and the standards and Qualities report are published on the school website and the School App.

## [Bankhead Primary - Standards and Qualities Report 2023-2024](#)

This session we plan to spend our Pupil Equity Fund on additional teaching staff to work with identified groups of pupils, with the aim of raising attainment and achievement. Through a rigorous consultation process, our school community decided to spend our participatory budget on trips and sporting events and extra-curricular clubs.



# School policies and practical information

## School/Nursery Meals

### Nursery class

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

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

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

### 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 including Bankhead, 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 four meal options every day. These are all served with vegetables or side salad. All meals also come with fresh chilled drinking water, 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 **£2.17**

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

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

### Adapted diets

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

### Free School Meals

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

Income Support, Universal Credit (where your take home pay is less than £796 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 £9,552 as assessed by the HM Revenues and Customs), Child Tax Credit Only (where your gross annual income does not exceed £19,995 as assessed by the HM Revenues and Customs) or receive support under Part VI of the Immigration and Asylum Act 1999.

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

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

Bankhead Primary School operates a free Breakfast Club in the school every morning from 8.15am. No booking is required. Families should access the Breakfast Club through the canteen door. Toast and cereal are available for pupils at the club.

### **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.

Bankhead Primary's uniform is as follows:

- Light blue or white shirt or blouse;
- Navy or grey trousers or skirt;
- Bankhead Primary School tie; (available at school office)
- Navy blazer (if desired) with school badge.
- Polo shirts and sweatshirts may also be worn if desired – these can be worn on gym days.
- No hoodies or sports branded leggings please.

Please mark all items of clothing, including footwear, with your child's name.

### **Recycling of Uniforms**

At Bankhead Primary, we encourage parents to recycle old school uniforms. Good quality uniform items that pupils have grown out of can be handed into the School Office for recycling.

### **P.E. Kit**

Your child will have two slots of P.E. per week. For these lessons we would ask that pupils wear shorts or jogging trousers. A school polo shirt can be worn or a plain t-shirt. Children may wish to wear a polo shirt on P.E. days rather than a shirt and tie for ease of changing. As we no longer ask that change shoes every day, pupils should bring shoes that can worn in the Gym Hall. Earrings and other jewellery should not be worn on P.E. days - earrings that cannot be removed should be covered with tape on the morning of the P.E. days before coming to school.



## Support for parent/carers

### Clothing grant

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

Applications can be made online at [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk). If you are required to submit evidence of your Tax Credit income or your Universal Credit Statement, it is important that all pages of this evidence is submitted with 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).

### Allergies

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

#### Health Care Plans

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

#### Mild Symptoms

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

#### Employee Training

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

#### Policy Adherence

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



## Transport

*General information on school transport should be given. The following statement should be incorporated in all handbooks.*

### 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.

The calculation on the measurement of distance from home to school is measured using a Geographical Information System (GIS), which is used for all measurements to ensure that Council Policy is consistently applied across the Authority.

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 free 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 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:

#### **Theft/Loss of Personal Effects**

- The Council is not responsible for the loss or theft of pupils' personal items, such as mobile phones or tablets. These items are brought to school at the pupil's and parents' own risk.
- To prevent loss, please avoid bringing valuable or unnecessarily expensive items to school.
- Staff members are instructed not to take custody of any personal items.
- This policy also applies to musical instruments and other equipment used for school activities. If such items are left at school, it is at the pupil's and parents' own risk.
- For valuable items like musical instruments, parents should ensure they are covered by their own household insurance.

#### **Damage to Clothing**

- The Council is only liable for damage to pupils' clothing if it is caused by the negligence of the Council or its employees. Claims for other reasons will not be accepted by the Council's insurers.

### **Promoting positive behaviour**

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

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

The school's promoting positive behaviour strategy centres around the UN Convention on the Rights of the Child. At the start of the session each class creates their own Class Charter, which is agreed by both staff and pupils. The charters contain the rights to which pupils are entitled and also detail the responsibilities of pupils and adults within the classroom. A system of restorative practice is used to encourage the children to reflect on how their behaviour and actions affect those around them, respect each other and learn that they all have the same rights.

Should a problem occur, the children are encouraged to tell a member of staff who will deal with the matter. If the incident proves to be serious, parents may be contacted by a promoted member of staff to help the school resolve the matter. 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.

Positive behaviour is actively promoted in Bankhead Primary School. We do this in class through our Relationship policy, Health and Wellbeing Programme, house system, circle time, point charts, regular use of stickers and stampers, class jobs and through assemblies via talks and our weekly certificates.

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

## Child Protection

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

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

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

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

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

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

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

## 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\\_f\\_or\\_excellence/3](http://www.southlanarkshire.gov.uk/info/200186/primary_school_information/1264/curriculum_f_or_excellence/3)**

### Additional Information

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

### Parental Involvement

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

Parentzone provide information and resource for parents and Parent Councils  
National Parent Forum for Scotland; [www.npfs.org.uk](http://www.npfs.org.uk)

## **School Ethos**

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

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

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

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

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

## **Curriculum**

Information about how the curriculum is structured and curriculum planning.

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

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

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

Information on the Senior Phase

Information on Skills for learning, life, and work

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

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

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

## **Assessment and Reporting**

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

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

Curriculum for Excellence fact file - 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 fact file - 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.**



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

Information on pupils, parents and guardians is held by the school to enable the teaching, registration, and assessment of pupils as well as associated administrative duties. The information is stored and used as per the requirements of the GDPR, with South Lanarkshire Council defined as the data controller. The Council have established a data protection policy that applies to all of its school. Education Resources has also prepared a privacy notice (below) which sets out how we will deal with personal information as part of our statutory function as an education authority. For more information, please contact the school.

## **Privacy Notice**

### **Introduction**

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

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

### **Using your personal information**

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

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

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

parent/carer contact details (name, address, phone, email).

the child’s name, date of birth, gender, and address.

information about medical conditions, additional support needs, religion, and ethnicity.

any information you may wish to provide about family circumstances.

### **Information we collect at other times.**

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

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

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

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

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

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

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

exam results and assessment information.

information about health, wellbeing, or child protection.

**Why do we need this information?**

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

for the education of children, young people and adult learners.

for teaching, enrolment, and assessment purposes and to monitor the educational progress of children, young people and adult learners.

to keep children and young people safe and provide guidance services in school.

to identify where additional support is needed to help children, young people and adult learners with their learning.

to maintain records of attendance, absence and behaviour of children and young people (including exclusions).

to support children and young people moving on each year from nursery to primary, primary to secondary and when they move or leave school.

to help us develop and improve education services provided for young people, adult learners, or families

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

**We will share your information with:**

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

The Scottish Government and bodies such as Education Scotland, Scottish Qualifications Authority, Skills Development Scotland, and other organisations that support children and young people's learning.

Other parts of the Council when required for services such as school meals, school transport, education benefits and with Social Work in connection with any child protection concerns we become aware of.

The NHS, to support health initiatives in accordance with the legal obligation on the Council in terms of section 39(3) of the National Health Service (Scotland) Act 1978.

South Lanarkshire Leisure and Culture Limited, where children and young people are participating in sports and leisure activities.

Other schools/local authorities – if a child moves or transfers to another school the Council has an obligation to pass on information with regards to pupil records to the new school/local authority.

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

[https://www.southlanarkshire.gov.uk/info/200235/meta/1730/general\\_privacy](https://www.southlanarkshire.gov.uk/info/200235/meta/1730/general_privacy)).

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

## 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))



2025-26 School Holidays (approved)		
August 2025	Inservice	Tuesday 12th August
	Inservice	Wednesday 13th August
	School reopens for pupils	Thursday 14th August
September 2025	Holiday	Friday 26th September
	Holiday	Friday 29th September
October 2025	Holiday	Monday 13th October - Friday 17th October
November 2025	Inservice	Monday 10th November
December 2025	School closes 2.30pm	Friday 19th December
	Holiday	Monday 22nd December - Friday 2nd January 2026
January 2026	School reopens for all	Monday 5th January
February 2026	Holiday	Monday 16th February
		Tuesday 18th February
	Inservice	Wednesday 19th February
April 2026	School closes 2.30pm	Thursday 2nd April *
	Holiday	Friday 3rd April - Friday 17th April
	School reopens for all	Monday 20th April
May 2026	Holiday	Monday 4th May
	Inservice	Thursday 7th May **
	Holiday	Friday 22nd May ***
	Holiday	Monday 25th May ***
June 2026	School close 1pm	Thursday 25th June

\*Good Friday falls on Friday 3 April 2026

\*\*In-service day proposed to coincide with Scottish Parliamentary Election. Subject to change.

\*\*Lanark schools will close on Thursday 11 and Friday 12 June 2026

Pupils attend school for 190 days and teachers attend for 195 days.

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