



WOODSIDE PRIMARY SCHOOL

HANDBOOK 2021

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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

WELCOME

Welcome to Woodside Primary, our lovely, vibrant school. We love our fabulous building, enjoying all the facilities that it has to offer!

I hope that you will find our School Handbook interesting, informative and enjoyable to read!

Please do not hesitate to contact us should you wish any more information, or any points clarified. We're happy to help!

In Woodside, we want the best for our pupils. Our aims, vision and values, were formed after consultation with members of our whole school community ~ children, staff, parents, grandparents, Parent Council, our friends and local business supporters. We are confident that having done this, our shared ethos is happy, vibrant, achieving, supportive, and the best it can be. We also aim to promote positive relationships and links within school, with our parents and the community. This is high on our priority list. I hope you will find us to be an open and approachable team. All Staff in the school have high expectations of our pupils – in learning, behaviour and in attitude. We work hard in achieving this and it is very important to us to work in partnership with our parents. Our curriculum is designed to provide our children with a broad and balanced general education, which builds on skills and incorporates support and challenge, when required.

We want to engage them fully and actively in their learning, so that the opportunities on offer enable our children to enjoy relevant and meaningful experiences, which allow them to be **Successful Learners, Confident Individuals, Effective Contributors and Responsible Citizens** – the four capacities of Curriculum for Excellence.

We very much appreciate your support and want to work with you to make this happen for our children.

I look forward to meeting you soon!



Elaine Renwick
Head Teacher

ABOUT OUR SCHOOL

Woodside Primary School is one of 124 primary schools throughout South Lanarkshire Council. 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 to improve the quality of life for all within South Lanarkshire.

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

2. About Our School

Woodside Primary School
Johnstone Road
Hamilton
ML3 7JR

Phone: - Hamilton 01698 - 427811
e.mail: - gw14woodsidepsoffice@glow.sch.uk
Website: - www.woodside-pri.s-lanark.sch.uk
Parent Council e-mail:
woodsideparentcouncil@hotmail.co.uk



Present Roll:- 472

Parents should note that the working capacity of the school might vary depending on the number of pupils at each stage and the way in which the classes are organised.

Stages Covered P.1-7
Non-denominational
Education is provided for female and male pupils

School Opens	9.00am
Interval	10.40 – 10.55am
Lunch	12.35 – 1.20pm
Close	3.00pm

Parental Concerns

If any parent wishes to discuss a sensitive issue or concern about their child, please telephone our school office to arrange an appointment with the Head Teacher or Depute Head Teachers. A member of the SLT will be available to help support and deal promptly with any concerns. In the first instance, Mrs Faloon can support parents of Primary 1 – 3 pupils, and Miss Officer, Primary 4 – 7 parents.

All members of the School Leadership Team are open and approachable, and will treat any concern in confidence and with discretion.

OUR AIMS AND VALUES

In Woodside Primary we live, learn and grow together in a caring and vibrant community, where learners are happy, creative, confident and encouraged to achieve great things.



At Woodside Primary School we aim to:

- Provide **high quality learning experiences** which equip our children with the **skills for life, learning and work**
- Support all our learners to **attain and achieve**
- Foster **positive** and **meaningful relationships** with families leading to a deep understanding of each individual child
- Promote and further build upon our **positive, dynamic ethos**
- Build **strong partnerships** within our **local community**
- Encourage **leadership at all levels**, empowering our learners and staff to strive for excellence

THE WOODSIDE TEAM

Head Teacher
Depute Head Teacher
Depute Head Teacher

Mrs Elaine Renwick
 Mrs Kathleen Faloon
 Miss Charlotte Officer

P 1	Mrs Kirsten Lawson (Principal Teacher)
P 1	Mrs Eileen McKellar (Principal Teacher)
P1/2	Mrs Nicola Smith
P 2	Ms Jane Lennox
P 2	Mrs Victoria Yates
P 2/3	Ms Ainsley More
P 3	Mrs Shiona Burke
P 3	Mrs Isobel Laird
P 4	Mrs Sarah Jane Aitcheson/Miss Jamie Lee McEnroy
P 4	Mrs Moya Ferguson
P 5	Mrs Gillian Reilly
P 5	Miss Jen McLarnon (Acting Principal Teacher)
P 6	Miss Claire Ashwood
P 6	Miss Jade Paterson
P 7	Miss Nicola Wilson
P 7	Miss Carol Baillie
Class Contact Reduction Teachers	Mr Stephen Williamson

String Tutor	Mr Graham Walker
Brass Tutor	Mr Paul Devlin
Chaplaincy Team	Rev. Joanne Hood/Rev. Ross Blackman
Support Staff	Mrs Caroline Gibney,(Team Leader), Mrs Pauline McKale, Mrs Fiona Mitchell, Mrs Andrene Brownlie, Mrs Fiona Swan, Mrs Gillian Stanfield, Ms Kelly Cassidy, Mrs Linda Muncie and Mrs Arianne Hughes

Janitor	Ms Nikki Gracie
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Total number of teaching staff	19.6FTE
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Head of Education	Tony McDaid
Quality Link Officer	Laura Mitchell
Senior Manager of Pupil Support	Joanne Faulkner
Support Services Co-ordinator	Andrew Riddell

PARENTS AS PARTNERS

South Lanarkshire Council recognises the importance of parents as partners in the education of their child and has published a strategy entitled, 'Making a difference – working together to support children's learning.'

This is available from the Council's website: www.southlanarkshire.gov.uk

Parents, carers and family members are by far the most important influences on children's lives. Children, between the ages of 5 and 16 spend only 15% of their time in school! Research shows that when parents are involved in their child's learning, children do better at school and throughout life. Parental involvement can take different forms but we hope you share the same aims and agree that by working together we can be partners in supporting children's learning.



As Parents/Carers, we want you to be~

- welcomed and given an opportunity to be involved in school life
- fully informed about your child's education and learning
- encouraged to make an active contribution to your child's learning
- able to support learning at home
- encouraged to express your views and be involved in forums and discussion on educational related issues

To find out more on how to be a Parent Helper, or a member of the Parent Council, please contact the school or visit our Website.

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

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

Home and School Links

We recognise that parents have a major role to play in the education of their children and we welcome as many links as possible between home and school. At the start of every session you will receive a 'Parental Engagement Calendar'. This outlines the many opportunities to be involved in your child's learning over the school year.

If you would like to speak with a member of staff or the Leadership Team, contact the school to arrange an appointment prior to your visit. Please never hesitate to contact us to sort out small problems, as we would rather address concerns before they become serious.



We update our colourful and informative school website on a weekly basis. Here you will find out lots of information about the school and can see many photographs of our children. We also use 'Twitter' to communicate with our parents too! Each class has its own 'Class Newsletter'. This informs parents on what their child will be learning about and how to support them at home.

Our school newsletter goes on our website on the first Friday of every month and includes information about a wide range of school activities and events, as well as our curriculum and Improvement Plan updates.

We conduct regular surveys and 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.

Helpers

In Woodside, we have a fantastic number of parents and friends who help us in classes, on outings, with clubs and in many other ways. Our volunteers make a huge difference to the activities we can offer and the way children learn. We also ask our parents to share their expertise with us through visits to talk about careers, assist with Science activities, and tell us about other world religions and customs. We welcome all volunteers and have a range of Secondary pupils, people seeking work experience with children, and parents and grandparents.

Parents are encouraged to volunteer their services to the school. We require help in many aspects of our daily school life, such as helpers for our annual book fare, outings and for many leisure activities. We do require all parents who help to be members of the Protection of Vulnerable Group scheme (PVG).

PVG forms are available from the Depute Head Teacher.

We endeavour to build up positive relationships with our parents and encourage them to come into school to discuss any matter relating to their child's welfare.

Woodside Parent Council

All parents are members of Woodside's Parent Forum.

Woodside has an enthusiastic and energetic Parent Council. It is an informal group and all parents are invited. The only official role is that of Treasurer. Mrs Angela McCarthy currently holds this post. The roles of Parent Council Chair, and Secretary are currently held by Mrs Julie Lamont and Mrs Claire Thom.

Our Parent Council regularly supports the school, initiating fundraising events and working hard for the benefit of all Woodside pupils.



SCHOOL ETHOS

In Woodside, we work hard to create and maintain a very positive, friendly, vibrant school ethos. Although a large school, we are a family. Everyone has a part to play in this – Head Teacher and Deputies, Principal Teacher, the Staff and Support Staff Team, Janitor, Dining and Cleaning Staff, Pupils, Parents and Friends!

We hope you 'feel' this warm, happy and welcoming ethos the minute you step into our entrance hall! One P6 child described our school as 'cosy!'



Our children are full of enthusiasm! They are also interested, caring, respectful and proud of their school. Our ethos is very much, enhanced by colourful and inviting displays of children's work and achievements. After consultation with our whole school community on our values and expectations of how we think a good school should be, together we came up with **HAPPY, CARING, CONFIDENT** and **CREATIVE**. Our children and staff within school talk frequently about these values and attempt to model them at all times.

We receive many compliments about our school from parents, visitors, outside agencies and our community. These include positive comments on the children's behaviour in school, at assemblies, in class, and outside at events and visits. It is lovely to receive compliments, and these encourage us to maintain our reputation and keep trying to improve!



Our staff and support staff are a superb team. Good relationships, openness, approachability and trust are high on our shared agenda. We believe that it is important for our children to see these attributes being modelled and cascaded throughout the school.

Woodside enjoys warm partnerships with friends in our community.

We are part of the Hamilton Learning Community and work very well with our Partner Primary Schools, Hamilton Grammar and many Early Years' Establishments.

We love visiting 'neighbours' and them visiting us, and enjoy strong links with our local Church.

We are fortunate to have linked in with local businesses such as Mercedes, Borland Morton Dentist, and the Co-operative.



Our children frequently visit Centenary Gardens, Weavers Court and Avonbridge Care Home, to entertain and build friendships.

CURRICULUM FOR EXCELLENCE

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

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

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

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



If you want to know more about Curriculum for Excellence, please visit these websites:
<http://www.educationscotland.gov.uk/thecurriculum/> or www.parentzonescotland.gov.uk.

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

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

LEARNING AT WOODSIDE

Language / Literacy

We aim to provide a balanced and structured programme through which children learn to:

- Listen carefully
- Talk clearly and fluently
- Read for pleasure and information
- Write appropriately in various ways



Teaching content in Language can come from 'Oxford Reading Tree for P1-3, and a selection of novel based learning from P4-7. However, we use a variety of activities and other resources where appropriate to ensure coverage of Experiences and Outcomes for Literacy across the levels. Children are regularly read to and book studies are in place, which are hugely popular. A comprehensive writing programme ensures a structured writing curriculum, which will give our children stimulating and appropriate opportunities to write. Pupils engage in a range of 'active learning' activities across the curriculum in general. At all stages, (P1-P7) as part of the Languages 1+2 programme, children study French as their Modern Language, and at 2nd Level (P5-P7) pupils will participate in a series of lessons in Mandarin and Chinese culture.



Mathematics / Numeracy

Our maths pathways ensure our curriculum is both progressive and provides opportunities for children to build upon their numeracy skills in line with Curriculum for Excellence.

Mathematics plays an important role in all our lives and is an activity involving processes such as discovering, discussing, ordering, classifying, generalising, drawing and measuring. We encourage children to explore numeracy strategies and verbalise their thinking. ICT is used to support learning and all children have their own 'Sumdog' account that they can access at home.

Health and wellbeing

The purpose of the Health and Wellbeing curriculum is to develop the knowledge, understanding skills, capabilities and attributes necessary for mental, emotional, social and physical wellbeing. It is the responsibility of every teacher to contribute to learning and development in this area.

Physical Education is included in this area of the curriculum. We teach all children the value of participation in a range of sporting and physical activities. We strive for excellence in sport and believe that competition is an important part of children's learning and development. Each pupil is entitled to two hours of Physical Education per week.

Other areas of Health and Wellbeing include

- planning for choices and change (career education)
- food and health
- substance misuse
- relationships, sexual health and parenthood



Sciences, Social Studies & Technologies

These areas of the curriculum include History, Geography, Science, Technology and Information Technology and these where possible are taught through an interdisciplinary approach, which stimulates children's awareness and understanding of their environment and their place in it. This means that teachers ensure that contexts for children's learning are relevant, challenging and enjoyable. Our three-year Science programme is active and engaging, and is a real favourite with our children. Lessons are practical and bring 'Science' to life, with many 'hands on' investigations and experiments.



Our Social Studies lessons encompass many interdisciplinary subjects, and over the year children have the opportunity to learn about their local culture, historical events and Scotland's place in the world.

We also make full use of our local environment and the various agencies within it, taking children out into the community as much as possible.

A range of ICT experiences, allow our pupils to develop the appropriate skills and knowledge for the future. ICT permeates our curriculum.

Expressive Arts

These are Art, Music, Drama and Dance, all of which we use to stimulate the imagination and develop a child's emotional and aesthetic responses. We aim to give children the opportunity to enjoy and appreciate the arts and we provide experiences through which they may express themselves in a variety of ways. This will enable them to shape their impressions through feelings, emotions, intellect and skills.

Spotlight on Skills



In all curricular areas, especially in Numeracy and Literacy, we focus explicitly on teaching skills for life, learning and work, and encourage the children to identify the skills they are using and talk about them. We work on our higher order thinking skills of remembering, understanding, applying, analysing, evaluating and creating. Skills progression is evident throughout the levels of CfE and allows children to transfer learned skills into different areas.

Our Open Mornings provide an opportunity for pupils to 'actively display' their academic achievements to their parents/carers. This informal activity allows parents/carers to be part of their child's learning environment. Our visitors are encouraged to provide feedback both orally and complete written evaluations.

Spiritual, Social, Moral and Cultural Values (Religious Observance)

Religious Education Guiding Principles in Woodside

Religious Education;

- makes a distinctive contribution to the curriculum in Woodside in helping pupils towards a consistent set of beliefs, values, attitudes and practices.
- such experience will be interpreted within a Christian framework, which recognises the diversity within our community and promotes these.
- encourages pupils to become aware of a wide range of religious interpretations of personal experience and of their importance to believers.
- fosters attitudes of open enquiry and awareness of prejudice. Religious education in Woodside should help pupils to appreciate that religion offers a distinctive interpretation of life. It also encourages them to think honestly for themselves about religious beliefs and practices, and the implications of moral issues within world religions.

Religious Observance;

- contributes greatly to the Woodside ethos and provides opportunities for the school to come together as a community;
- is a valid educational experience potentially involving the whole school and the wider local community;

Within our school, there exists a broad spectrum of religious and non-religious belief. In religious observance, we respect the different beliefs of pupils, teachers and parents.

Spiritual, social, moral and cultural values

Rights of Parents/Carers

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

There is a statutory provision for parents to withdraw children from participation in religious observance. The 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. If you wish to withdraw your child, please put it in writing to our Depute Head Teacher.

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 to learn from what is important in the lives of themselves and others. South Lanarkshire's guidance recognises and welcomes diversity and promotes respectful understanding.

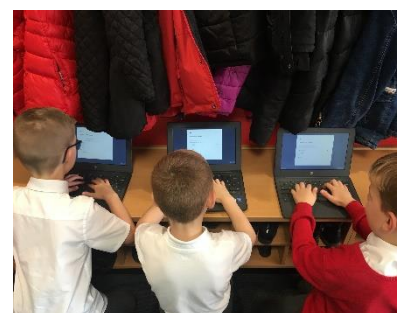
Parents may request that their children be permitted to be absent in order to celebrate recognised religious events. Advance notice in writing, should be provided to the school when children will be absent. Appropriate requests, will be granted, and the pupil noted as an authorised absentee in the register.

ASSESSMENT AND TRACKING

In Woodside, our process for assessment involves us gathering, reflecting upon and evaluating both summative and formative evidence of our children's learning. This enables our staff to check on learner's progress, and establish and support next steps. Pupils are regularly encouraged to use Assessment for Learning, to self and peer assess their work, as well as set future targets. Our Senior Leadership Team and all staff monitor and regularly track the progress children are making.

Individual assessments are also undertaken to help diagnose gaps in learning or to support children with their personal next steps. These can include reading and spelling age assessments and MALT assessments for numeracy.

Our Primary 1,4 and 7 children all complete the Scottish National Standardised Assessments on aspects of reading, writing and numeracy. The online assessments are specifically designed. If a child is experiencing difficulty, the questions will get easier, and if a child is doing well, the questions will become more challenging. There is no pass or fail. The assessments are as short as possible and are age and stage appropriate. There is no time limit and the children will not need to complete all the assessments at once. These new, nationally developed assessments provide teachers with further information on how each child is progressing and help in planning next steps in learning



Children's progress in literacy and numeracy, are updated and tracked termly. Our Senior Leadership Team discuss, monitor and evaluate this information with teaching staff. All children complete 'Learning Journals' which are shared with parents.

Reporting

Woodside Primary School recognises that good teamwork between parents, children and school is the key to a successful education for your child.

Reporting will be ongoing and comprise of a range of activities that can include children presenting their learning, through newsletters, open mornings, learning journals and ongoing oral discussions.



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

Our pupil report will outline your child's strengths, achievements and areas for development, enabling you to provide encouragement and support.

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

TRANSITIONS

Pupils normally transfer from primary to secondary school between the ages of 11½ and 12½, so that they will have the opportunity to complete at least 4 years of secondary education. Primary schools will make arrangements to transfer children to the associated secondary school as determined by their home address. Information is sent out to parents of P7 children of the transfer arrangements for their child to attend secondary school.

At this time, we will provide you with information on events designed to let P7 children visit the secondary school, meet up with other P7 children from other schools, so that the transition period is as smooth as possible.



Normally children attend the school in their catchment area. However, there are times when parents wish their children to go to other schools. If you want your child to go to another school then you may make what is known as a 'placing request'. All placing requests are submitted online and dealt with by the local authority. 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 has made a decision. Please note if your 'placing request' application is unsuccessful and your catchment school is full 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 school transport is not provided.

If you move outside your catchment primary school, a 'request to remain form' must be completed. If you move outside your catchment primary school, this may affect your right to transfer to the associated Secondary School. Please note that 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 0303 123 0123.

Woodside Primary is an associated primary of Hamilton Grammar, Auchincampbell Road, Hamilton. Phone 01698 285777.



Getting it right for every child is a partnership commitment to ensure that your child has the best possible start in life, based on a shared understanding of their wellbeing. Most of the time, most children get all of the support from their families, with help from universal education and health services. When needed, the named person in education can offer help and support to children and families to make sure that the child's wellbeing is developing and that any issues are being addressed.

If you have any concerns about your child's wellbeing, you can speak to the named person who will work with you to ensure that your child gets the right help from the right person at the right time. Your school will let you know who this is. It is likely to be the Head Teacher in a Primary School and the Principal Teacher (pupil support) in Secondary School.

More information can be found on www.girfecinlanarkshire.co.uk and www.scotland.gov.uk/gettingitright

Support for All (Additional Support Needs)

The Depute Head Teacher, Mrs Faloon is responsible for co-ordinating Support for Learning in our school. In Woodside, we operate a process of staged intervention in the identification, assessment and support for the learning needs of our children.

Stage 1 and 2: Intervention within class/school

Personnel involved in this stage would include class teachers, parents, school support assistants, Depute Head Teachers. Additional resources appropriate to individual needs would be investigated and included in programmes where necessary.

Stage 3: Intervention from education services outwith school.

At this stage, the support and advice of a range of specialist professionals may include Specialist Support Services Teacher, Educational Psychologist, Behaviour Support and E.A.L. teachers. If appropriate, an Additional Support Plan would be written at this stage, indicating both long and short-term targets in the area(s) of difficulty.

Stage 4: Multi - Agency Intervention

The Depute Head Teacher would co-ordinate the involvement, where appropriate, of one or more of the agencies.

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. These are available through the school or on the South Lanarkshire Council website www.southlanarkshire.gov.uk

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.

Phone Helpline: 0345 123 2303

Address Enquire
 Children in Scotland
 Rosebery House
 9 Haymarket Terrace
 Edinburgh

EH12 5EZ

E-mail Enquiry Service infor@enquire.org.uk Advice and information is also available at www.enquire.org.uk Enquire provides a range of clear and easy-to read guides and fact sheets including 'The parents' guide to additional support for learning'.

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Attachment Strategies 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.

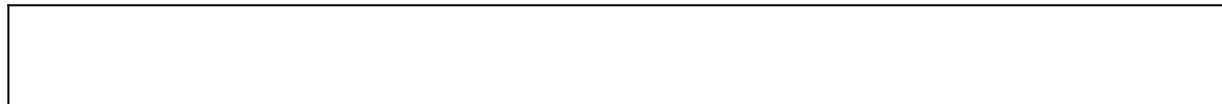
The Education Resources Attachment Strategy was launched in March 2019 and supports the action and the Getting It Right For every Child in South Lanarkshire's Children's services Plan 2017-2020 –'Develop an attachment strategy and to inform training for staff working with early years to secondary ages children and young people on attachment- informed practice.'

What does it set out to do?

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

How can I find out more?

South Lanarkshire Council Education Resources have published a series of leaflets and posters for establishments and for parents/carers which aim to share information on attachment theory and on how this can inform the ways in which we support children and young people. These are available from schools and on the SLC Staff Learning Centre Sway.



The Improvement Plan is an on-going project for Woodside, reviewed annually by staff, pupils and parent groups where appropriate. The plan outlines the priorities in maintaining our high standards and sets out priorities for future developments. Plans are discussed with our Parent Council each session. These are available for parents from the school office or our website.

A Standards and Quality Report is compiled towards the end of each session. This report outlines the main achievements of the school over the last 12 months and a copy of this can also be found on the school website.



Our main achievements **until March 2020** were as follows:-

Literacy

- Writing attainment began to increase at Primary 4 and Primary 7.
- Jotters evidence grammar knowledge applied through a contextualised approach.
- Almost all children enthused about reading and increased exposure to a range of vocabulary evidenced in their writing.
- Through tracking and monitoring, timetables and strategies evaluated to target support and aid pupil progress.
- Highly positive parental questionnaire results evidenced their understanding of this new approach.

Numeracy

- All children actively engaged in stage appropriate mental calculations.
- Staff confidence in mental maths teaching increased through the implementation of 'Number Talks' approach.
- Pupils' enjoyment, understanding and confidence in mental maths skills increased through 'Number Talks'.
- Positive questionnaire results evidenced parental knowledge and understanding of 'Number Talks'.
- Primary 4 and 7 Numeracy attainment began to increase.



Health and wellbeing

- Strengthened and reaffirmed school values in consultation with all stakeholders.
- All pupils can articulate values and explain their meaning.
- Increased accessibility to pupil support within the playground.
- Reduction in incidents as result of SLT's effective and timely management of playground.
- All staff have increased knowledge of distressed behaviours and the supportive management of these.
- All pupils can identify areas of support in the playground.
- 'Loose Parts Play' developed creative outdoor play.





Our number one priority is the safety of all our pupils, staff and parents. Following Scottish Government guidance, we have had to make numerous changes to the organisation of our school day.

School day

To help ensure we reduce the numbers in our playground and staffroom we have altered our school day.



	P1,2 & 3	P4,5,6& 7
Start of Day	8.45am	9am
Morning Break	10.15-10.30	10.40-10.55
Lunch	12.00-12.30	12.40-1.10
Afternoon Break	1.30-1.45	1.55-2.10
End of Day	2.45pm	3pm

Parents are asked to drop their children at school **NO** earlier than 5 minutes before their allocated starting time.

Please **only** use the gates noted below, which have been organised by surname. This will help pupils to enter and exit the school premises in a safe and controlled manner, taking account of social distancing. No parents or carers will be allowed in the playground. The school gates will be supervised by staff members both at the start and the end of the day. Parents are asked to wear a face covering at all school gates for pick off and drop offs.

Surnames

A – G will enter and exit via the small gate at Johnstone Road (Gate 1)



H – Mac and Mc will enter and exit through the gate at Laburnum Lea (Gate 2)



M – Z will enter and exit through the gate at the front of the school. (Gate 3)



In order to keep everyone safe, we need your co-operation with this arrangement. In order to avoid congestion please park away from the school and allow children to walk at least some of the way. There remains the need for 2m social distancing around the school perimeter at all times for parents/carers and any other visiting adults. Where this is difficult, our advice would be to wear a face covering where possible.

Please plan ahead and think about your safest route to school. Talk to your children and explain exactly where you will be standing at home time too. Please also consider the safety of our neighbours when doing this. Thank you

Our playground will be organised into zones. Every class will have their own zone in which to play. Children from Primary 4-7 can wait in their zone in the morning before school starts, if they need to be dropped off at 8.45am with a younger sibling.

Car Park

As we will be using the small gate next to the Mercedes garage as an entrance and exit point, our car park **will not be open** to parents from 8.30am - 9.30am and 2.30pm-3.30pm. Our janitor will be managing the gates for staff access and children who require some form of school transport.

Visitors

For health and safety reasons please can I ask that all requests are made by telephone to the school office. We need to reduce the amount of visitors we have at our school. **Parents should only visit the office in an emergency.**

School Dinners

All school lunches will now take place in the dinner hall and packed lunches seated in the Gym Hall. We please ask that all children remain in school during lunchtime.

Face coverings

Face coverings are not required for children however; they can be worn if this is a preference. All staff wear face masks in corridors, when working closely with children and in all communal areas. Parents /carers are asked to wear face covering at the school gates for drop off and pick-ups. Children **MUST** wear face coverings on all school transport.

Additional information to help prepare

- Children should wear school uniform, although we suggest that ties are not necessary. Please ensure regular washing of school uniform.
- Please ensure that children have a warm, waterproof jacket, as they will be playing and learning outdoors in 'all weathers'.
- As all classroom windows will remain open throughout the day, please ensure your child has a sweatshirt or cardigan.
- Initially children will not be changing their shoes when they are indoors.
- Please note that there will be NO breakfast club available until further notice.
- Children can bring their own packed lunch box and water bottle. These **must** be clearly labelled and will be stored under each child's desk.
- **No** toys should be brought to school.
- Every child will be given their own tray to store their resources in. Each child will be supplied with basic stationary items, which will be stored in their tray. Children may bring a pencil case if they wish.
- All children will be given an individual 'toilet pass' to help monitor numbers in the toilets.
- Talk to your child about washing their hands. Extra sanitiser stations have been set up around the school.
- Finally, please continue to talk to your child about the importance of social distancing. It is important that they are discouraged having physical contact with their friends and staying 2 metres apart from their teacher.



Recovery Plan Priorities

Improvement Priority 1 - Promote the positive health and wellbeing of children & young people, parents/carers and staff

- SLC Attachment Strategy introduced
- Place2Be service established in the school
- Emotion Works introduced in the school.

Improvement Priority 2 - Planning for Equity

- Re-identify poverty related attainment gap
- Reduce barriers to learning through tracking and monitoring
- Cost of our school day

Improvement Priority 3 - Continuity of learning

- Following Scottish Government guidance for learning at school
- Ensure all pupils have capacity for learning at home.

More information about our Recovery Plan can be found on the school website.

SCHOOL UNIFORM

We ask all parents and 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 our school in the local community and helps create an ethos of sharing and pride in the school.

In addition, it helps to increase the protection of all pupils in light of the need to be more security conscious in all of our schools. Wearing a uniform helps staff and 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 in the life of the school and any proposals on the wearing of a uniform will be the subject of consultation with parents, pupils and staff.

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

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

Woodside Primary - Uniform

Our uniform is black \ grey, trousers\ skirt.

Red sweatshirt\sweater.

White shirt\school tie

Red, white Polo shirt.



Clothing Grant

In certain circumstances, the Council provides support to parents/carers for the purchase of school wear. We would encourage families if they are eligible to apply for this.

Application can be made online at www.southlanarkshire.gov.uk If you are required to submit evidence of your Tax Credit income it is important that a copy of this evidence is attached to your online application. Should you require further information or you are unable to submit an application online, then please contact the helpline number on 0303 123 1011 (option 5)

We have a large stock of quality second hand clothing and footwear available from our school office. Please feel free to drop in and select from at anytime.

Cloakrooms and Lost Property

Parents are requested to put their child's name on all articles of clothing. It is essential that no valuables are left in pockets. When clothing or other articles are lost or mislaid, pupils should contact the Janitor.

Insurance for schools – pupils' personal effects

South Lanarkshire Council is concerned at the level of claims being received for loss or damage to pupils' clothing or personal effects. Parents are asked to note the Council's position in terms of insurance for pupils' personal effects:



(i) Theft/loss of personal effects

The Council is not liable for the loss or theft of pupils' clothing or personal effects for example mobile phones, tablets etc. Any items are therefore brought into the school at pupil/parents' own risk.

Parents can assist by ensuring that valuable items and unnecessarily expensive items of clothing are not brought to school.

School staff have been advised not to accept custody of any such items.

The same principle applies to musical instruments and other equipment used for activities within the school, which belong to the pupil, but are brought into the school. Parents should be aware that if such equipment is left in school, it is done at the pupil/parents' own risk.

In the case of valuable items such as musical instruments, parents should ensure that these items are covered by their own household insurance.

(ii) Damage to clothing

The Council is only liable for damage caused to pupils' clothing where the damage has resulted from the negligence of the Council or one of its employees. Claims arising otherwise will not be accepted by the Council's insurers.

SCHOOL MEALS

Woodside Primary School operates a cashless cafeteria. All meals are paid via 'Parent Pay'. The menu consists of a three course meal, which includes fresh chilled drinking water. Milk will be available at lunchtime for those pupils in receipt of free school meals, through the 'Free School Meal' eligibility scheme. Milk is also available to purchase for those pupils wishing to buy at lunchtime. It costs 20p per day. The children also have access to unlimited bread, salad and vegetables to supplement their meal. Lunchtime numbers are collated early each morning and passed to our dinner ladies. Special religious, vegan and medical diets are supplied when requested.



The school menu changes twice yearly and copies are issued to pupils. These are also on the school website.

Primary 1 – 3 receive a **Government funded free** school lunch
Primary 4 – 7 meal cost is £1.75

We recognise how important it is for children to have access to water during the school day. In Woodside, we have a water cooler on each floor. We strongly encourage children to bring a water bottle, which can be refilled as required during the day.

Free School Meals

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

- Income Support, Universal Credit (where your take home pay is less than £610.00 per month), Job Seekers Allowance (income based), Employment and Support Allowance (income related), Working Tax Credit and Child Tax Credit (where your gross annual income does not exceed £7330 as assessed by the HM Revenues and Customs), Child Tax Credit only (where your gross annual income does not exceed £16,105 as assessed by the HM Revenues and Customs) or receive support under Part V1 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 on line, we will use the information we hold to automatically award free school meals (P4-S6) and /or school clothing grants (P1-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. Arrangement are in place so that children who receive free meals are not singled out and we encourage all children to remain in school at lunchtime. If your child is a home lunch they must be collected from the school office by an adult.

South Lanarkshire Council also offers a free Breakfast service, which runs from 8.25am-8.55am in Woodside Primary each school day.

Healthy eating is something that the school supports, and a range of meals are available at lunchtime that meet the Schools (Health Promotion and Nutrition)(Scotland) Act 2007 and the Nutrient Requirements for Food and Drink in Schools (Scotland) Regulations 2008.



ALLERGIES

A significant number of children and young people in our schools will have allergies and it is important that parents keep the school fully informed on these matters.

Allergies can present in a variety of ways and can occur at any point in a person's life. Symptoms range from mild to severe. Children and young people known to have an allergy with moderate to severe symptoms will likely have a Health Care Plan drawn up by the NHS. This will detail symptoms and appropriate interventions.

It is vital that parents share this information with the school and continue to provide any updated information.

Where symptoms are mild and a Health Care Plan is not in place, parents should still continue to liaise regularly with the school on any new triggers, medications and actions required.

In all cases, our employees need to know your child's symptoms, treatments and any actions required to help prevent exposure to the allergen and minimise the risk of allergic reactions.

Employees in schools will receive training on allergies and will liaise with parents and NHS on any additional specialist training required.

In supporting children and young people with allergies, school employees will operate in accordance with South Lanarkshire Council's Safe Systems of Work/risk assessment and national guidance on the administration of medicine.

ENROLMENT AT WOODSIDE

If your child is starting school for the first time you must enrol your child at their catchment school in January. If parents want their child to go to another school, they must enrol in the first instance with their catchment school and ask for an information leaflet that provides details on how to make a placing request. Forms are available from the SLC website – www.southlanarkshire.gov.uk, schools, Q and A offices or by contacting Education Resources, Almada Street, Hamilton, phone 0303 123 1023. Completed forms should be returned as soon as possible to Education Resources, Almada Street, Hamilton ML3 0AE.

Enrolment date for 2020 is week commencing Monday 18th January 2021. A parent/guardian should bring their child's **full birth certificate** and two current proofs of residence to school on day of enrolment. Only a parent or legal guardian may enrol a child for school.

P1 children will attend for a full day from Monday 16th August 2021.



Enrolment and Changing Schools

Parents wishing to enrol children at Woodside School in the first instance should telephone or call at the school, except in the case of Primary 1, who have special arrangements (see above). We are happy to arrange a visit to the school and answer any questions prospective parents may have.

Transferring Schools

Children and young people may transfer school for a number of reasons such as moving house, parental choice etc. If you are proposing a change of school for your child please provide as many contact details as possible in relation to the new school so that we can ensure a smooth transfer of information relating to your child. This will help us all to ensure the continued wellbeing of your child.

Woodside 'Buddy' Club – 'Big Buddies, Wee Buddies'

Our P6 and P7 pupils participate annually in a training programme to become a 'big buddy'. Children displaying the necessary skills are 'buddied up' with our younger pupils (P1&P2) and can meet up with them at regular times throughout the week. Most popular is our 'Buddy Lunchtime' when 'Big Buddies' and 'Wee Buddies' sit and chat together over lunch. 'Buddies' are paired up for social reasons, e.g. – to help P1 pupils (or new pupils) settle into school life, and also to raise achievement in curricular areas e.g. – 'Big Buddies' listen to their 'Wee Buddies' reading.

Buddies are also in place to support younger children who may experience behavioural problems in the playground, or to offer encouragement to a particular child at a given time.

Our 'Buddying Programme' is organised by Mrs Danielle Smith.

SCHOOL TRANSPORT

Transport

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

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

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

For more information on school transport contact Education Resources Tel: 0303 123 1023.

Pick-Up Points

Where school transport is provided it may be necessary for pupils to walk a certain distance to the vehicle pick-up point. Walking distance in total, including the distance from home to the pick-up point and from the drop-off point to the school in any one direction, will not exceed the authority's limits (see above paragraph). It should be noted that **it is the parent's responsibility to ensure that the 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.

ATTENDANCE AT SCHOOL

Pupil Absence

It is important for Woodside to work with parents in encouraging all children to attend school. All absences from school are required by law to be recorded. Absences will normally fall under two categories – authorised or unauthorised. In cases where your child is unable to attend we would ask parents to: -

- Telephone the school office before 9.30am, if your child is unwell and unable to attend school that day. This lets us know that your child is safe, and we can inform class teachers of any absence.
- Inform the school of the likely date of your child's return or update school office regularly
- If the school has received no notification of a pupil's absence, a member of the office staff will contact you firstly, then your emergency contacts to check on the situation.
- Attendance rates are monitored each term. If your child's attendance falls below 85% you will receive a letter to notify you of this.
- Requests for your child to be absent from school to make an extended visit to relatives 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 authorised absentee in the register.

We will always attempt to contact parents when a child becomes unwell during school. We do require that parents regularly update the school office on changes of address, home and work telephone numbers, mobile numbers and emergency contacts.

Family Holidays during Term Time

Every effort should be made to ensure that your child attends school during term time. Please contact the school as soon as possible if your child is unable to attend school. Family holidays should be avoided during term time as this both disrupts the child's education and reduces learning time. If holidays are taken during times when the school is open, parents should inform the school in advance by letter.



If your child is taken on a family holiday during term time, then in line with the Scottish Government advice this will be classified as an unauthorised absence. However, in exceptional circumstances schools may register a family holiday during term time as an authorised absence when for example, parents are unable to obtain leave during the school holiday period.

Clearly, absence with no explanation from parents will mean that the absence will be recorded as unauthorised.

In our approach to raising attainment and achievement it is recognised that attendance at school is something that should be continuously encouraged. Parents/carers, children and the school all have a part to play in encouraging and stressing the importance of attendance at school.

The school holiday dates and In Service dates are available from the website:-
www.southlanarkshire.gov.uk

Information on emergencies

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

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

If for any reason, you are unsure if the school is open visit the website www.southlanarkshire.gov.uk or email education@southlanarkshire.gov.uk

Your commitments

We ask that you:

- support and encourage your child's learning
- respect and adhere to the schools policies and guidance
- let the school know if you change your mobile/telephone number and/or address
- enjoy and take part in school activities
- accept your responsibility to respect staff who work in the school and for the school to be proactive in taking forward its commitment to care for and educate your child.

PROMOTING POSITIVE BEHAVIOUR

Promoting Positive Behaviour

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

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

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

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 training opportunities has been developed for this purpose.

We have a very positive house system in which all our children and staff have been 'sorted' into. Our 4 houses are:- Ash (Blue), Oak (Green), Chestnut (Yellow), and Maple (Red). Children and staff earn points for a variety of reasons, including being polite, displaying good manners, demonstrating a caring attitude towards peers, being helpful, putting in extra effort with their learning and many more. The winning house at the end of each term will be rewarded with a treat and the overall winning house for the year will receive a special treat and have their name engraved on the house shield. Our Primary 7s have the chance to become House Captains and Vice Captains. They will take on the role of leading their house, being positive role models for their peers and encouraging them to work together to earn points. This system aims to encourage a real sense of pride and achievement for all children and fosters community spirit. It also allows both pupils and teachers time to form positive relationships with others throughout the school.



In Woodside Primary, we aim to establish a relationship between pupils and staff similar to those existing between parent and child.

We aim to develop the following attitudes in our children.

- a) An awareness of their role in the school and wider community.
- b) An appreciation of the need to co-operate and share with others
- c) An awareness of dependence, independence, responsibility and trust.
- d) An appreciation of others, both in and out of school
- e) An appreciation of the qualities necessary for good social relationships i.e. trust, kindness, consideration, honesty, self-sacrifice, forgiveness, loyalty, courage and sensitivity.
- f) An ability to communicate in a socially acceptable manner.
- g) A motivation to improve themselves, their school and community environment.

CHILD PROTECTION

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

The vision for children and their families in South Lanarkshire is to ensure that they live in a community where they are safe, healthy, active, achieving, respected, responsible and included. They should be part of a society where they have the opportunity to maximise their full potential and have access to good health care, education and leisure services. In order to achieve, South Lanarkshire's Children's Services and its partners will work jointly to support children, young people and their families and are committed to continuously improve our services to ensure children, young people and their families get the support that is appropriate for them.

The Chief Officers and Child Protection Committees of North and South Lanarkshire Council are the driving force for ensuring that agencies individually and collectively work to protect children and young people as effectively as possible.

The Council has a duty in law to report any suspicions that a child has been abused, or is at risk of harm, abuse or neglect. Therefore, Council staff have a professional and contractual obligation to report concerns to the head of establishment or the child protection coordinator immediately.



Education Resources staff and visitors from other agencies and services are required to follow these Child Protection Procedures to protect and support children and to fulfil their professional obligations to report all allegations or suspicions of child abuse.

For more information, or if you have a concern of a child protection nature, please contact Mrs Renwick, Child Protection Officer, at the school.

The Child protection Committees website has a range of information for parents/carer on how to help ensure their child is safe. The website is www.childprotectionsouthlanarkshire.org.uk

SCHOOL HOLIDAYS

August 2021 – June 2022

Inset Days – Staff return	Thursday, 12th & Wednesday 13th August 2021
Pupils Return	Monday, 16th August
September Weekend – School Closed	Friday, 24th & Monday 27th September
October Week – School closes	Friday, 8th October at 3.00pm
School re-opens	Monday, 18st October
In Service Day –school closed for pupils	Monday, 15th November
Christmas –school closes	Wednesday, 22nd December at 2.30pm
School re-opens	Monday, 5th January 2022 at 9.00am
February break – school closed	Monday 14th & Tuesday, 15th February
Inset Day – school closed for pupils	Wednesday, 16th February
Easter	School closes on Friday, 1st April at 2.30pm
School re-opens	Tuesday, 19th April at 9.00am
Local Holiday – school closed	Monday, 2nd May
In Service Day –school closed for pupils	Thursday, 5th May
Local Holiday – school closed	Friday, 27th and Monday, 30th May
Summer Break – school closes	Friday, 24th June at 1.00pm

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.

- When you apply for an education service or benefit, such as school transport, free school meals, clothing grant, placing request or EMA, we will also ask for personal information as set out above. We will also ask for information about your income for education benefits applications.
- If you make a request for additional support such as an educational psychologist or other support for learning we will ask for more detailed information to allow us to provide the most appropriate support for your family. This may include information about family circumstances or medical conditions.
- If 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 to get the right support at the right time in line with getting it right for every child approach.
- If you wish to participate in activities or support for young people through our youth centres, or through adult learning programmes within the community, we will also ask for your personal information to support your application. This may include information about family circumstances or medical conditions.

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

Information that we collect from other sources

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

- exam results and assessment information;
- information about health, wellbeing or child protection.

Why do we need this information?

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

- for the education of children, young people and adult learners;
- for teaching, enrolment and assessment purposes and to monitor the educational progress of children, young people and adult learners ;
- to keep children and young people safe and provide guidance services in school;
- to identify where additional support is needed to help children, young people and adult learners with their learning;
- to maintain records of attendance, absence and behaviour of children and young people (including exclusions);
- to support children and young people moving on each year from nursery to primary, primary to secondary and when they move or leave school;
- to help us develop and improve education services provided for young people, adult learners or families
- In accordance with our legitimate interests as an education authority we will also use your information to create statistical reports.

We will share your information with:

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

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

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

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

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