

WOODSIDE PRIMARY SCHOOL

HANDBOOK 2024-2025

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

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

Phone: 0303 123 1023 Email: education@southlanarkshire.gov.uk.

Introduction by the Head Teacher

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

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!

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.

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

Elaine Renwick
Head Teacher

About Our School

Woodside Primary School

Johnstone Road
Hamilton
ML3 7JR

Phone: - Hamilton 01698 427811

email: - gw14woodsidepsoffice@glow.sch.uk

Website: - www.woodside-pri.s-lanark.sch.uk

Present Roll:- 513

Stages Covered P.1-7
Non-denominational



Parent Council e-mail: woodsideparentcouncil@hotmail.co.uk

Parental concerns or complaints

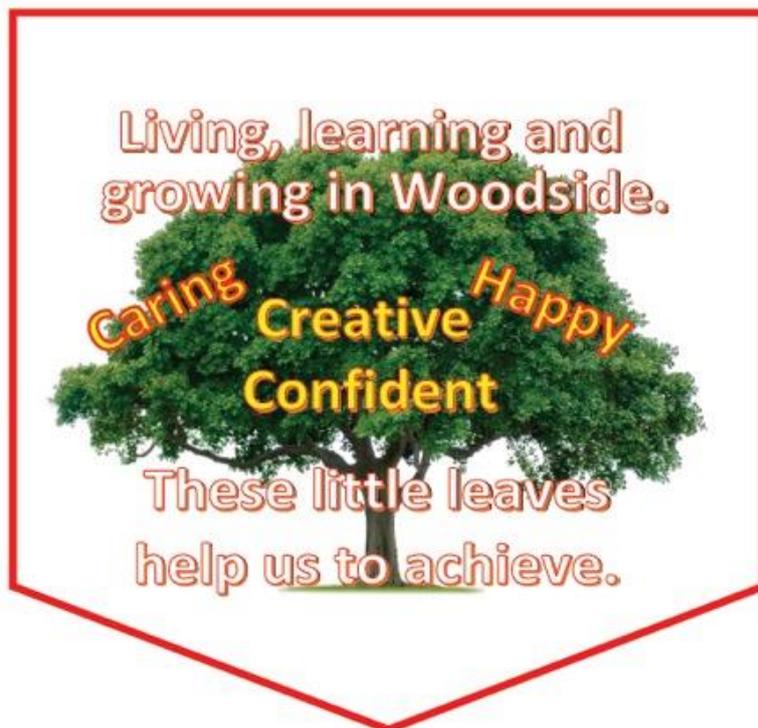
If a parent requires an appointment with the Head Teacher or Depute Head Teacher, please telephone our school office.

A member of the SLT will be available to help support you with any concerns or complaints. In the first instance, Mrs McKellar can support parents of Primary 1-3 pupils, and Miss Officer, parents of Primary 4-7 pupils.

All members of the School Leadership Team are open and approachable and will treat any concern 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

Our 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 Teachers, 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!



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 our ‘neighbours’ and have them visiting us in school. We have strong links with our local Church and visit Avonbridge Nursing Home and Centenary Gardens Sheltered Housing complex too.



Our Woodside Team

Head Teacher	Mrs Elaine Renwick
Depute Head Teacher	Mrs Eileen McKellar
Depute Head Teacher	Miss Charlotte Officer
P 1	Mrs Nicola Smith
P 1	Mrs Moya Ferguson
P 1	Mrs Victoria Yates
P 2	Miss Rudi Hendry
P 2	Miss Alys Harris
P3	Mrs Stephanie Callaghan
P 3	Miss Amiee Moonie
P 3/4	Ms Ainsley More & Mrs Jade Dundas
P 4	Mrs Kirsty Bisset / Miss Katie Sutherland
P 4/5	Miss Danielle McAvoy and Mr James Hoggan
P 5	Ms Jane Lennox
P 5	Mrs Shiona Burke / Miss Katie Sutherland
P 6	Miss Katie Stirling
P 6	Mrs Claire Meechan
P6/7	Mrs Angelia McDonald
P 7	Miss Rachel Mearns
P 7	Miss Rebecca Noble
P 7	
Class Contact Reduction Teachers	Mrs Jamie Lee McEnroy, Mrs Danielle Smith and Mrs Carolyn Grady
Equity Lead	Miss Jennifer McLarnon (Principal Teacher)
Early Interventions	Mrs Sarah Jane Aitcheson (PT 0.4) Mrs Ailidh Wilson (Acting PT0.6)
Youth,Family and Community Link Officer	Evelyn McGonagle
Place 2 Be Councillor	Lucy Corbishley
String Tutor	Mr Graham Walker
Brass Tutor	Mr Paul Devlin
Chaplaincy Team	Rev. Joanne Hood/Rev. Ross Blackman
Support Staff	Mrs Laura Rice,(Team Leader),Mrs Fiona Mitchell, Mrs Andrene Brownlie, Mrs Linda Muncie, Miss Maureen Shanahan, Mrs Lynne Dalton, Mrs Victoria Abercrombie, Miss Claire Grieve and Mrs Michelle McQuade
Janitor	Ms Nikki Gracie
Interim Executive Director of Education	Anne Donaldson
Quality Link Officer	Murray Stewart
Senior Manager of Pupil Support	Martin McCabe
Support Services Co-ordinator	Alison Smith

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:

- Telephone the school office before 9.30am, if your child is unwell or has an appointment and is 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 in the first instance, then will go to your emergency contacts to check on the situation.
- Attendance rates are monitored each term. If your child's attendance falls below 90% you will receive a letter to notify you of this.
- If you know your child has a medical appointment, please let us know in advance.

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 unauthorised absence in the register.

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

Emergency Information

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

Severe Weather Protocol

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

Communication

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

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 or email 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

Parental Involvement/Parent Council

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. We also use 'Twitter' to communicate with our parents and to share many photographs of our children. 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.



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 etc. We welcome all volunteers and have a range of Secondary pupils, people seeking work experience with children, 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 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 Charlotte Officer, Depute Head Teacher.

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

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.

Parental Involvement/Parent Council

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

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 a forward looking, coherent, more flexible and enriched curriculum that provides young people with opportunities to engage with the knowledge, skills and attributes that 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
- 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 [Scotland's Curriculum for Excellence \(scotlandscurriculum.scot\)](http://scotlandscurriculum.scot)

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

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

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

We use Active Literacy to teach phonics and spelling. This phonics-based approach enables children to develop strategies to read and spell unfamiliar words. Reading is crucial in enabling children to succeed throughout the curriculum.



At Woodside, children initially learn to read using decodable texts, which closely match the new sounds and high frequency words they are learning. This supports all children to establish strong early reading skills. Once core reading skills are established, the children use a wide range of texts including novels, non-fiction texts, poetry and media.

At Woodside we aim to not only teach the children how to read but also to foster a love of reading. Our Reading Spine ensures that children are also read to every day using high quality children's literature.

We use the Talk for Writing framework to ensure children understand the structure and elements of written language and have opportunities to write independently for a variety of purposes. This approach also ensures oral language skills are developed and expanded to improve the quality of written work.

At all stages, (P1-P7) as part of the Languages 1+2 programme, children study French as their Modern Language, and we have introduced British Sign Language as our second language.

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. This session we have introduced a 'Teach, Target, Play' approach to our delivery of Primary 1 numeracy and mathematics.

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. Each pupil is entitled to two hours of Physical Education per week. Most classes have one PE slot indoor and one PE slot outdoors.

Other areas of Health and Wellbeing include

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

Over the past couple of years, we have focussed on evaluating our curriculum and are continuing to develop a new progressive curriculum which we believe best suits our children in Woodside. Each term learning will be linked to a theme. Our themes will be Ourselves, Our Identity, Our World and Our Future. Across the school, every child's topic work will relate to this theme. Our literacy, numeracy and aspects of health and wellbeing will remain as separate core learning.

Our termly themes, will stimulate 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. 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.

We use Art, Music, Drama and Dance, 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 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.

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.

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 request will be granted, and the pupil noted as an authorised absentee in the register.



Assessment and Tracking Progress

Woodside's arrangements and approaches for tracking and assessing pupils' progress and planning their future learning, 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. Our Senior Leadership Team and all staff monitor and termly 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.

We want to share with you on how your child's learning is progressing. We do this through, parental phone calls, parental meetings, report cards, 'Class newsletters' and Open Events.

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 and ongoing oral discussions.



We will provide parents with a written report 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. You can book your appointment on Parentsportal.

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

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

Enrolment and Transition

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/primaryschoolinformation/392/enrollingyourchildforschool

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

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

If your child is due to start school in August 2025, you can enrol online from Monday, 6th January 2025. Your catchment school will contact you between Monday 13th and Friday 17th January 2025 to confirm your enrolment.



If your child attends nursery of your catchment school don't assume that they will be automatically 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 inform them that they wish to make a placing request. An online placing request form is available from the SLC website www.southlanarkshire.gov.uk, or by contacting edsupportserv.help@southlanarkshire.gov.uk or phone 0303 123 1023

Change of School/Placing Request

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

Please note that if an application for a 'placing request' is successful, no school transport is provided.

If you move outwith your catchment primary school, a 'request to remain' form must be completed. This also may affect your rights 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 or 0303 1231023.

Transition from Primary to Secondary

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 support P7 children before they move on to secondary school.

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

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 the Principal Teacher (pupil support) in Secondary.

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

Support for All (Additional Support Needs)

The Depute Head Teacher, Mrs McKellar 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: Intervention within class

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

Stage 2: Intervention out with class

Personnel involved in this stage would include class teachers, parents, Support Assistants and Depute Head Teachers. Additional resources appropriate to individual needs would be investigated and included in programmes of additional literacy, numeracy and/or health and wellbeing. This would take place over and above the daily class work. 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 3: Intervention from education services out with school.

At this stage, specialist professionals may include Specialist Support Services Teacher, Educational Psychologist, Behaviour Support and E.A.L. teachers may work alongside the class teacher and parents providing additional specialist supports and guidance. 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. This would include children with medical needs as outlined in a Health Plan.

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 – The Scottish Advice Service for Additional Support For Learning

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

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

Address	Enquire Children in Scotland Rosebery House 9 Haymarket Terrace Edinburgh EH12 5EZ	Phone Helpline:0345 123 2303
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E-mail Enquiry Service info@enquire.org.uk

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

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

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

What does it set out to do?

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

How can I find out more?

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

School Improvement

Our School Improvement 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. A parental version of our School Improvement Plan is available on 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.



Key Successes and Achievements Session 2023/24

- Our combined Writing attainment for P1/P4/P7 for this session has increased.
- Our combined Reading attainment for P1/4/7 this session has increased.
- Our combined P1/4/7 Numeracy data for this session has increased.
- Our combined Reading, Writing and Numeracy gap for P1/4/7 has decreased.
- We were successfully awarded our 'Bronze Children's Rights Award' in Feb 2024.
- We achieved a Silver Emotion Works award in May

Improvement Plan priorities session 2024/2025

- Enhance our curriculum by focussing on skills development, Sustainability and working towards the accreditation of our Silver Rights Respecting Schools Award.
- Introduce a 'Teach, Target, Play' approach in Primary 1 for maths and numeracy.
- Develop a 'Learning, Teaching and Assessment' policy to ensure consistency across the school.
- Continue to reduce our Numeracy, Reading and Writing gap.
- Continue to focus on school attendance.
- Continue to work in partnership with Place2Be and Youth, Family and Community Learning Officer to provide supports for our targetted families and pupils.

School Policies and Practical Information

School Meals

Healthy eating is something that the school supports, and a range of meals are available at lunchtime that meet the Nutritional Requirements for Food and Drink in Schools (Scotland) Regulations 2020.



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

For their lunch each day pupils have the option to choose from 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 government funded school lunch
P6 and P7 lunches cost £2.17

School lunches and milk are paid 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 complete the form which can be found on our website. In addition, if you have a halal or vegan diet request for your child, please complete the form which can be found on our website. woodside-pri.s-lanark.sch.uk

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 £796.00 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 £9552 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 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 (P6-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. 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 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. In Woodside we currently operate a 'Toast to Go' service which operates from 8.30am -9.00am each day.

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. 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 and school tie
Red/white polo shirt.



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.

Support for Parent/Carers

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 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 on 0303 123 1011 (option 5)

School Hours / Holiday dates

Our school day starts at **9am** and finished at **3pm**
Morning break for all children is at **10.30am – 10.45am**
Lunchtime for **P1-5** children is **12.30pm – 1.15pm**
Lunchtime for **P6 & P7** children is **12.45pm – 1.30pm**

Type of Holiday	Holiday Dates
February Break	Monday, 17 th & Tuesday 18 th February
In-Service Day – all schools	Wednesday, 19 th February
Spring Break/Easter	School closes at 2.30pm on Friday, 4 th April School re-opens on Tuesday, 22 nd April
In-Service Day – all schools	Thursday, 1st May
May Day	Monday, 5 th May
Local Holiday	Friday 23 rd & Monday 26 th May
Summer Break	School closes at 1.00pm on Wednesday, 25 th June

School holiday dates and in-service dates can be viewed on the website www.southlanarkshire.gov.uk

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

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

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 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.

Mainstream School Transport contact details: e-mail:

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 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. In Woodside, we have created our own Relationships Policy. This was created in consultation with all our pupils, staff and parents and can be found on our school website.



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. 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.

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. '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.

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 Mrs Renwick, Child Protection Officer, at the school.

The Child Protection Committees website has a range of useful information for parents/carers to help them keep their children safe.
www.childprotectionsouthlanarkshire.org.uk

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.

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

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

Appendix A

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

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

Additional Information

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

Parental Involvement

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

Parentzone provide information and resource for parents and Parent Councils

National Parent Forum for Scotland; www.npfs.org.uk

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 literary, 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 factfile - 3-18 Transitions - provides information on the transitions children and young people will face throughout their education and beyond

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

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

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

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

Enquire is the Scottish advice service for additional support for learning

Parenting Across Scotland offers support to children and families in Scotland