

# Our Lady and St. Anne's Primary School



*School Handbook*  
*2025*



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

*Phone 0303 123 1023*

*Email: [education@southlanarkshire.gov.uk](mailto:education@southlanarkshire.gov.uk)*

## **1. Introduction**

### **Our Vision Statement**

Our vision is to inspire everyone to be the very best version of themselves in a safe environment where they are supported to persevere and achieve their full, God-given potential. In OLSA everyone takes responsibility for their own learning and behaviour. They work hard to develop the knowledge and skills they need to succeed, showing empathy and love in their actions and their words.

Our Lady and St. Anne's is part of South Lanarkshire Council which is the fifth largest authority in Scotland. It covers the following main areas; Clydesdale in the South which features extensive rural areas, Cambuslang, Rutherglen, Blantyre and Uddingston to the North as well as the towns of East Kilbride and Hamilton.

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

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

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

### **Our Lady and St. Anne's Primary School**

The original building on the site of St Anne's Primary, as it was known, was built in 1933 and the school has served the community of Cadzow for 80 years. The school has been rebuilt on this same site and our beautiful new building was opened in August 2008. It was renamed, then, with the original name of many years ago, Our Lady and St Anne's Primary.

It is a magnificent building, beautifully designed and built by Kier, and was short listed for a design award. Inside, the curved wall features and the beautiful colours add to the 21<sup>st</sup> century presentation of one of South Lanarkshire's very impressive new school buildings.

It is, however, the children, staff and whole school community who make our school extra special. The ethos of Our Lady and St Anne's prevails because of the positive culture of achievement for all that exists and because we work together to make our lovely building a most attractive environment which proudly displays our work, activities and achievements.



## Letter from the Head Teacher



Dear Parent/Carer

### Welcome to Our Lady and St Anne's Primary

Thank you for considering Our Lady and St. Anne's as the school for your child. I hope you find the information contained in this handbook both informative and helpful.

The staff of Our Lady and St. Anne's Primary share with you a common goal in that we want your child to be happy at school and to enjoy being a valued member of the school community. We endeavour to build a stimulating, caring learning community in which all pupils and staff have the opportunity to develop and reach their full potential. We are fully committed to working in partnership with parents, carers and the wider community to ensure Our Lady and St. Anne's provides the highest quality of education, with the needs of the whole child – spiritual, physical, academic, emotional and social – being recognised, nurtured and developed. We aim to provide a secure, welcoming environment where expectations are high, achievements are celebrated and respect for self and others is fostered in a Catholic atmosphere.

We are extremely proud of our pupils and actively promote high aspirations and ambitions to support them in developing into successful learners, confident individuals, effective contributors and responsible citizens within the school, local, wider and global community. We aim to promote positive behaviour and a healthy attitude to school life which we achieve by showing respect for our pupils and their needs and by treating them with fairness, consistency and understanding. Our children's achievements across all areas of the curriculum are recognised and they are supported in their learning by a fantastic team of extremely dedicated and hard-working staff, both teaching and non-teaching.

Our actions and behaviours in Our Lady and St. Anne's are underpinned by our shared school values of **Kindness, Honesty, Respect and Inclusion**. We consider our parents to be our partners in the education of our children and we enjoy a valued relationship with the parish of Our Lady and St. Anne's, working closely with Father O' Farrell, our Parish Priest. We are also very fortunate to have an active and dedicated Parent Council and PTFA (Parents, Teachers and Friends Association).

We are proud of the warm, nurturing atmosphere in our school, where parents/carers are always welcome, and we very much look forward to working in partnership with you in the years ahead.

Yours faithfully,

***Mrs Katie McLean***

Head Teacher

## 2. About Our School

### **School Address:-**

Our Lady and St. Anne's Primary  
Hall Street  
Hamilton  
ML3 6RZ

**Tel No:** 01698 283928

**E-Mail** office@ourladyand-st-annes-pri.s-lanark.sch.uk

**Twitter** @OlsaPrimary

**Website** www.ourladyand-st-annes-pri.s-lanark.sch.uk

**Present Roll – 181** The maximum roll can change each year depending on the number or composite classes. There are 7 classes this session - P1, P2, P3, P4, P5, P6 and P7. Parents should note that the working capacity of the school may vary depending upon the number of pupils at each stage and the way in which the classes are organised.

**Stages Covered** Primary 1 – Primary 7

**Denominational Status** Roman Catholic

**Co-Education** Boys and Girls

**Community Facilities -** The school hall and classrooms are available after school hours for community use. Such uses by groups, clubs etc. will be in accordance with approved letting procedures and enquiries should be directed to:

Community Resources  
Facilities Management  
13<sup>th</sup> Floor  
Council Offices  
Almada Street  
Hamilton  
ML3 OAA                      Tel: 01698 455730

### 3. School Ethos

#### Aims of the School

- ✓ To recognise everyone as a unique individual, made in the image of God, and to create a welcoming, inclusive and compassionate environment of learning and love.
- ✓ To have consistently high expectations for pupil behaviour, learning, achievement and outcomes.
- ✓ To support, nurture and develop the spiritual, emotional, physical, social and academic needs of all.
- ✓ To provide high quality learning and teaching experiences that empower and enable our pupils to develop the knowledge and skills necessary to thrive in life.
- ✓ To work in partnership with the Church, parents, families and the local community to improve outcomes for our school community.

#### Our Vision

Our vision is to inspire everyone to be the very best version of themselves in a **SAFE** environment where they are supported to **PERSEVERE** and **ACHIEVE** their full, God-given potential. In OLSA everyone takes **RESPONSIBILITY** for their own learning and behaviour. They work hard to develop the **KNOWLEDGE & SKILLS** they need to succeed, showing **EMPATHY** and **LOVE** in their actions and their words. Our vision can be summed up as '**Together we SPARKLE!**'

#### Our Shared School Values

- ✓ **KINDNESS** - we show compassion. We use our words and actions to help others.
- ✓ **RESPECT** - we respect each other's feelings, beliefs, differences and rights.
- ✓ **HONESTY** - we tell the truth because it is the right thing to do.
- ✓ **INCLUSION** - we welcome, value and show love for everyone in our school community.

#### Promoting Positive Behaviour

In Our Lady and St. Anne's we encourage and support a high standard of behaviour across our school community. This is underpinned by our Relationships Policy which was co-created by staff, pupils and parents. Staff model the behaviour that is expected from pupils and are dedicated to providing a safe, nurturing, respectful and inclusive school environment. We focus on successes, celebrating and rewarding achievement and endeavour. We want every child, parent and member of staff to feel valued and respected and to value every member of our school community. Staff and pupils work together in an atmosphere of mutual respect and recognise their own rights and the rights of others.

#### 4. Staff of Our Lady and St Anne's

**Head Teacher** Mrs Katie McLean

**Acting Deputy Head Teacher** Mrs Lara Carroll



#### **Management Remits:**

##### **Head Teacher**

- Overall management and leadership of the school
- Care and welfare of children and school community
- Whole school budget including Pupil Equity Fund
- Pastoral Care & Guidance P5 – P7
- Child Protection Co-ordinator
- Staff Development
- Promoting Positive Behaviour
- Partnerships with parents & liaison with external agencies
- Curriculum lead – Numeracy, Social Studies, Religious Education, Interdisciplinary Learning
- Overall curriculum development
- Quality assurance procedures
- Quality Improvement and Whole School Evaluation

##### **Acting Depute Head Teacher**

- To deputise for the Head Teacher in her absence
- Pastoral Care & Guidance P1 – P4
- Assist Class Teachers in developing effective learning and teaching
- Curriculum lead – Literacy, Health & Wellbeing, Expressive Arts, Digital, Modern Languages
- Additional Support Co-ordinator
- Partnerships with parents & liaison with external agencies
- Promoting Positive Behaviour
- ICT and technologies Co-ordinator
- Health and Wellbeing Coordinator
- Support Equity and Equality

##### **Class Teachers**

P 1	Mrs K. Glennon
P 2	Miss L. Dyson
P 3	Miss G. Greenwood
P 4	Mrs F. Anderson / Miss R. Kelly
P 5	Miss Hollywood / Mrs Hannah
P 6	Mrs P. Boyle
P 7	Mrs J. Taylor / Mrs C. Dwyer
CCC & Learning Support	Mrs L. Hannah / Miss A. Higgins
SST	Mrs Rae McGilvray

## Support Staff

The purpose of support staff, principally, is to assist in raising attainment in our children. The following staff work with teachers to support the teaching and learning of the children:

Mrs. A. Walker, Team Leader  
Mrs M. Loggie  
Mrs M MacDonald  
Mrs G Gunn  
Mrs J. Craig  
Mrs K. Weir  
Mrs M. Torley

### Cleaning Staff/Dining Staff

Mrs J. Fallon  
Mrs S. Archibald  
Mrs J. Fulton  
Mr C. Taylor  
Mrs K. Ward  
Mrs M. Ford

### Janitor

Mr C. Hamilton

### Cook in Charge

Mrs J. Fallon

We are delighted to have such an excellent staff, who tirelessly give their best to support our children and families. Our parents think so too...

*"I feel the school has a lovely nurturing environment which is evident from the whole staff. My children are taught by teachers who know them well and will help them reach their full potential." (P5 Parent)*

*"We are very confident about our daughter's wellbeing and education at Our Lady and St Anne's School." (P3 Parent)*

*"I feel privileged to say that, in my child's school, his teachers are very helpful and listen. They are very willing to help if you have a problem." (P2 Parent)*





## 5. 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:

- Let us know by contacting the school office on the first day of absence to give reason for pupil's absence.
- If you know your child has a hospital/dental appointment, please let us know in advance.

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

### 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 10am. Notifications will be posted on social media and the council's website.

#### *Communication*

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

#### *Parental Responsibilities*

- Inform the school of any changes to your contact details.
- If unsure about the school's status, visit the website [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk) or email [education@southlanarkshire.gov.uk](mailto:education@southlanarkshire.gov.uk).

#### *Your Commitments*

We ask that you:

- Support and encourage your child's learning.
- Respect and adhere to the school's policies.
- Respect school staff and support the school's commitment to your child's education.

## Family Holidays During Term Time

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

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

### Encouraging School Attendance

We believe that regular school attendance is key to raising attainment and achievement. It's a shared responsibility among parents/carers and the school to emphasise the importance of attending school.

For your convenience, school holiday dates and in-service dates can be found on the council's website: [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk).



## 6. Parental Involvement

The Scottish Schools (Parental Involvement) Act 2006 offers guidance for education authorities, Parent Councils, and others. Parentzone Scotland | Education Scotland provides resources for parents and Parent Councils, and the National Parent Forum for Scotland offers additional information at [www.npfs.org.uk](http://www.npfs.org.uk).

### *Parental Involvement/Parent Council*

South Lanarkshire Council values parents as partners in their child's education and has published a strategy called 'Making a difference – working together to support children's learning', available on the Council's website: [www.southlanarkshire.gov.uk/downloads/file/13457/parents\\_as\\_partners\\_-\\_strategy\\_2019](http://www.southlanarkshire.gov.uk/downloads/file/13457/parents_as_partners_-_strategy_2019)

### *The Importance of Parental Involvement*

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

### *Our Aims for Parents/Carers*

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

### *Parent Forum and Parent Council*

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

### *Getting Involved*

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

### *Parentzone Scotland*

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

*"I am very impressed with the way the school keeps parents informed of the children's progress and the way the parents are involved in school activities and are always informed of what is going on." (P1 Parent)*



## 7. The Curriculum

Curriculum for Excellence (CfE) 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 opportunities to engage with the knowledge, skills and attributes they will need to flourish in life, learning and work.

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

In taking this forward, our school will work closely with South Lanarkshire Education Resources and other services to enrich the curriculum, to provide the best possible education for all children and young people. We want 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 of CfE are as follows:

- Mathematics and numeracy
- Languages and Literacy
- Health and wellbeing
- Religious and moral education
- Expressive Arts
- Sciences
- Social studies
- Technologies

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

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



Levels of 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.
Third/Fourth	To the end of S3, but earlier or later for some
Senior Phase	S4 – S6 and other forms of study

## **Spiritual, Social, Moral and Cultural Values (religious observance)**

In our Catholic school we support and promote the aims, missions, values and ethos of the Charter for Catholic Schools.

Our R.M.E. teaching plays a vital role in our policy of ensuring that all pupils, irrespective of belief, race, culture, class, gender and disability are provided with an education which allows them to develop their full potential. We are guided by the programme, '*This is Our Faith*' which promotes and fosters positive values such as respect, love, tolerance, understanding and fairness. At the same time we do our best to identify and combat stereotyping, racism and all forms of discrimination, if ever they occur.

*This is Our Faith* is coupled with the additional resources from, 'God's Loving Plan' and Equalities and Inclusion Learning and Teaching. These are created by the Scottish Catholic Education Service and give guidance on the teaching of relationships, inclusion and equalities education in Catholic primary schools in Scotland.

Parents may request permission for their child to be absent from school 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.

In a letter of guidance issued by the Scottish Government in Feb 2011, it is acknowledged that Catholic schools take a distinctive approach to the provision of Religious Observance:

"Scottish Government Ministers welcome the tradition that, in Roman Catholic denominational schools, Catholic Liturgy will largely shape the nature and frequency of religious observance activities in the classroom and in the wider school community. So, at times, children and young people will be invited to participate in, and sometimes to lead, prayer and reflection in classrooms and at assemblies. At other times, to honour particular occasions or feasts, chaplains will lead school communities in the celebration of Mass and other forms of liturgical celebration."

The Scottish Government also recognises that 'Where a parent chooses a denominational school for their child's education, they choose to opt in to the school's ethos and practice which is imbued with religious faith and religious observance. In denominational schools, it is therefore more difficult to extricate a pupil from all experiences which are influenced by the school's faith character'.

We encourage parents/carers to take an active role in the R.E. programme through Parents Information Evenings and through taking part in home link materials, especially at times of the sacraments of Reconciliation, First Communion and Confirmation. We work very closely with Father O'Farrell in preparation for the Sacraments.







# A Charter for Catholic Schools in Scotland

The mission of the Catholic school is to develop as a community of faith and learning, providing the highest quality of education, and offering formation through the promotion of Gospel values, through celebration and worship, and through service to the common good.

**All Catholic schools in Scotland**, in honouring Jesus Christ as the Way, the Truth and the Life, will feature the following characteristics:

- a commitment to the integrated education and formation of the whole person, in close partnership with parents as the first educators of their children;
- an inclusive ethos which aims to honour the life, dignity and voice of each person, made in the image of God;
- a commitment to the search for wisdom in life and to the pursuit of excellence, through the development of each person's unique God-given talents;
- a commitment to the spiritual formation of the school community, through the shared experience of prayer and liturgy, and in partnership with local parishes;
- the provision of religious education programmes which will enable young people to develop their understanding of Gospel values and of how to apply them to life;
- a commitment to uphold the moral teaching, faith tradition and sacramental life of the Catholic Church;
- a commitment to communicate Catholic social teaching and thereby to promote social justice and opportunity for all;
- a commitment to ecumenical action and the unity of Christians;
- the promotion of respect for different beliefs and cultures and for inter-faith dialogue;
- a commitment to support the continuing professional and spiritual development of staff.

**All staff appointed to a Catholic school** are expected to support and promote the aims, mission, values and ethos of the school, as illustrated in this Charter.

## School/Community Links

We have three Sports Scotland School Sport Awards at Gold Level due to our excellent range of sporting activities which take place before, during and after school. We have a wide range of clubs and classes provided by staff, Active Schools coordinators and coaches. We have an annual Heath / Eco week to encourage parents and children to develop healthy lifestyles and look after our environment. We have 4 Green Eco Flag awards which represent the excellent ongoing work within the school.



Classes take part in art competitions, flower growing and sports activities organised by local groups. Our Community Police sometimes visit the school to give talks on Road Safety, vandalism, drugs, personal safety etc. We have also worked with the emergency services and educated pupils on the valuable work that they do.

We are a Health Promoting School, at Gold Award level, and are always looking for ways to help our children make healthy choices. We work with the children to develop their social, physical, emotional and mental wellbeing. We are working with SLC to establish a School Travel Plan.

The PTFA hold Coffee Afternoons several times a year, an annual Christmas Fayre and Summer Fayre as well as a few fun events for parents, such as Race Nights and Bingo Nights.



Members of the local community are welcomed, including residents from nearby Abercorn Nursing Home. We pay several visits in the year to the Nursing Home and our children enjoy entertaining the residents there.

We are also sometimes invited to sing Christmas Carols at several local venues. Our choir have been invited to sing at John Smith Supported Housing and Dewar House.

## 8. Assessment and Tracking Progress

*What our children do, make, write and say .....*

Teachers assess children's progress on a daily basis by observing and by considering what children **do, make, write and say**. In this way the teacher can plan the children's next steps in learning. Targets are set through personal planning and children discuss and select personal targets with their parents. These are shared with parents through our online profiling system. Learning intentions are discussed in school with the teacher so that the children are fully aware of what they are going to learn and what the teacher is looking for in response to the lesson.



More formal assessments of progress are made using previously agreed pieces of work. These, along with the teacher's professional judgement about pupil progress, allow the teacher to assess the level the child is working with and their stage within that level.

The progress of all pupils is tracked by the Head Teacher and regular progress reviews with each class teacher helps the school to plan support for learning and plan future learning for all. Each teacher plans next steps in learning for individuals, groups and whole class situations on a daily, weekly and termly basis.

Children in P1, P4 and P7 will also participate in Scottish National Standardised Assessments (SNSAs), in line with Scottish Government policy.

We want to share with you on how your child's learning is progressing. We do this through the Google Classroom app and other social media platforms. Weekly homework tasks are also uploaded to Google Classroom. We ask that pupils complete tasks at home and upload their work to share with their teacher for feedback.

## 9. Reporting

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

We will provide parents with a yearly written report so that you can see how your child is progressing. In addition, there will be parents' meetings which offer you the opportunity to meet with the teacher, review your child's work and discuss how they are progressing. The school will offer you an appointment time so that you can visit in person to discuss your child's education.

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

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



## 10. Enrolment and Transitions

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

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

[www.southlanarkshire.gov.uk/info/200186/primaryschoolinformation/392/enrollingyourchildfor-school](http://www.southlanarkshire.gov.uk/info/200186/primaryschoolinformation/392/enrollingyourchildfor-school)

If you have any difficulty in identifying your catchment school, please email

[Edsuppserv.helpline@southlanarkshire.gov.uk](mailto:Edsuppserv.helpline@southlanarkshire.gov.uk)

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

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

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

If you wish for your child to go to another school, you must enrol in the first instance with the child's catchment school and indicate that you wish to make a placing request. An online placing request form is available from the SLC website – [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk) or by contacting [edsuppserv.helpline@southlanarkshire.gov.uk](mailto:edsuppserv.helpline@southlanarkshire.gov.uk) or phoning **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 also note that if an application for a placing request is successful school transport is not provided.

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

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

Pupils normally transfer from primary to secondary school between the ages of 11½ and 12½, so that they will have the opportunity to complete at least 4 years of secondary education. Arrangements are made by the school to transfer children to the associated secondary school as determined by their home address. Parents of P7 children will be informed of the transfer arrangements made for their child to attend secondary school. We will also provide you with information at this time on events designed to support P7 children before they move on to secondary school.

A strong liaison group of associated primary schools (the Holy Cross Learning Community), meet with Holy Cross personnel regularly to discuss relevant issues. Joint Staff Development Days allow primary and secondary staff to exchange information and subject techniques. In the summer term a two-day induction programme allows P7 pupils to experience 'tasters' of subject programmes and to meet future teachers and classmates. We have very a very strong, positive relationship with Holy Cross staff and work in close partnership with them to ensure a smooth transition for our senior pupils



Holy Cross High School

## **11. 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 relating to your child's wellbeing you can speak to the named person who will be happy to work with you to provide support and decide how to move forward. Your school will let you know who this is. It is likely to be the Head Teacher in a primary school and a Principal Teacher (pupil support) in secondary.

More information can be found on: [www.scotland.gov.uk/gettingitright](http://www.scotland.gov.uk/gettingitright)

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

The whole staff of Our Lady and St Anne's are highly committed to meeting the needs of all our children. We work together and, where appropriate, with partner agencies to support our children's learning and their social, emotional and spiritual needs. Educational support aims to meet the needs of children who are experiencing difficulties or barriers to learning as well as children who are more able. We recognise that, at some point in their school lives, some children will need additional support. Some children may have particular needs over a short time and some over a longer term, requiring ongoing support.

Children who need additional support for learning are helped in their development, in the first instance, by the class teacher. Every class also has member of our support staff to assist the teacher at timetabled parts of the week. Further help is given by Principal Teacher, Mrs Carroll. Where considered appropriate, Psychological Services may also be involved. The Educational Psychologist who works with our school is Carol Cairns. Parents are always consulted and approval sought before psychological services involvement.

A Coordinated Support Plan (CSP) or Additional Support Plan (ASP) may be suggested. Specific difficulties such as hearing or sight impairment are, with parental consent, referred to specialists and specially trained visiting teachers may work with class teachers to support particular children.

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.

Getting It Right for Every Child (GIRFEC) was promoted and endorsed by the Scottish Government at the Children's Summit in 2010. There is a commitment to ensure that your child has the best possible start in life and to improve outcomes for all children and families based on a shared understanding of their wellbeing. More information can be found on: [www.girfecinlanarkshire.co.uk](http://www.girfecinlanarkshire.co.uk) and [www.scotland.gov.uk/gettingitright](http://www.scotland.gov.uk/gettingitright)

*"There are support staff to help you with problems and the teachers help you with your work."  
(P7 child)*



We value our partnership with parents and it is together that we support our children. We keep parents informed when there is a need for support and discuss how we can work together to best meet the needs of the child. The teacher, or Head Teacher, may invite parents to meet to discuss strategies to support a child's needs, where this is appropriate. Where an ASP or CSP is to be considered, parents and children play a part in its creation.

*"I feel that communication between the school and parents is very good." (P4 Parent)*

## ENQUIRE

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 that children get the right support.

Enquire – the Scottish advice service for additional support for learning.

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

**Phone helpline:** 0345 123 2303

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



Helping you understand additional support for learning

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

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

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

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

### **Attachment Strategy for Education Resources**

Attachment – what we do to support children and young people

South Lanarkshire Council Education Resources is committed to improving outcomes for children and young people by creating emotionally supportive learning experiences in our nurseries and schools. The Education resources Attachment Strategy supports the action in the 'Getting it Right for Every Child in South Lanarkshire's Children Services Plan 2021-23', following the launch of the Attachment Strategy in 2020, to provide staff training in Attachment and Trauma based practice.

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

The aim of the strategy is to promote better experiences of attachment for South Lanarkshire's children and young people and to ensure that all education practitioners understand the

importance of attachment theory and its application and how positive relationships can make a difference to outcomes.




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

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

## **12. School Improvement**

Every school has an *Improvement Plan* based on the priorities as outlined by Education Resources and each school personalises this plan to show their own particular next steps towards improvement and excellence. Alongside our Improvement Plan we publish our *Standards and Qualities Report*.

Priorities for Improvement for Session 2025-26 are as follows:

OUR LADY AND ST. ANNE'S PRIMARY SCHOOL - SCHOOL IMPROVEMENT OVERVIEW 2025-26			
PRIORITY 1	PRIORITY 2	PRIORITY 3	PUPIL EQUITY
<ul style="list-style-type: none"> <li>Improve attainment and achievement in Writing in P5, P6 and P7.</li> </ul> 	<ul style="list-style-type: none"> <li>To close the gap between general maths and mental maths across P1 to P7.</li> </ul> 	<ul style="list-style-type: none"> <li>To further create an inclusive ethos that places human rights and the needs of our children at the centre of our curriculum.</li> </ul> <p>Developing in Faith (Learning Community Priority)</p>	<ul style="list-style-type: none"> <li>Reading</li> <li>Writing</li> <li>Numeracy</li> <li>HWB</li> <li>Play &amp; outdoor learning</li> <li>Digital learning</li> <li>After-school provision</li> <li>Cost of the school day</li> <li>Supporting attendance</li> </ul> 

Copies of our Improvement Plan and our Standards and Qualities Report are available for any parent who wishes to see them and there are also summarised versions available for parents on our school website.

Review of the School's Improvement Plan / Standards and Qualities Report and the school's overall progress takes place during Parent Council meetings. These parents represent the whole Parent Forum. Any of our parents are very welcome to attend these meetings. Dates of meetings, times and agendas are regularly sent home. Throughout the year staff are also continually reviewing progress and measuring the impact on learners.

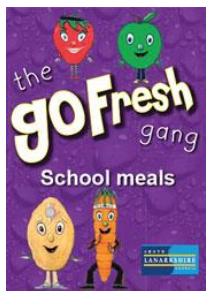
Over the next 3 years, further development of reading, writing and interdisciplinary learning are planned. Teachers will also continue to participate in collegiate activities to enhance teaching and learning at all stages. At all stages, parent/carer/ stakeholder views are sought and considered during the school improvement planning process.

The school works hard to ensure equity for all pupils. Pupil Equity Funding (PEF) is used to provide additional teaching staff, digital resources, subsidised trips and excursions as well as practical supports throughout the year (homework packs, stationary etc.).



## 13. School Policies and Practical Information

### School Meals



Healthy eating is promoted in Our Lady and St. Anne's and a range of meals are available at lunchtime that meet the Nutritional Requirements for Food and Drink in Schools (Scotland) Regulations 2020.

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

For their lunch each day pupils have the option to choose from four meal options everyday. These are all served with vegetables or side salad. All meals also come with fresh chilled drinking water, salad selection, seasonal fruit and depending on the day - soup or a dessert.

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

Pupils in:

- Primary 1 - 5 receive a free school lunch.
- Primary 6 - 7 meal cost is £2.17.

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

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

### Adapted diets

If your child requires a special diet for medical reasons, or if a halal or vegan diet is required, please speak to the school office who will provide the request form for you to complete.

Those bringing packed lunches eat them in the dining hall at lunchtime. In fine weather packed lunch children may use our picnic benches. Parents are asked not to include drinks in glass bottles for safety reasons. To encourage our pupils to make healthy choices, fizzy drinks are not permitted in school.

### Free School Meals

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

- Income Support, Universal Credit (where your take home pay is less than £796 per month)
- Job Seeker's Allowance (income based)
- Employment and Support Allowance (income related)
- Working Tax Credit and Child Tax Credit (where your gross annual income does not exceed £9552 as assessed by the HM Revenues & Customs)





- Child Tax Credit Only (where your gross annual income does not exceed £19,995 as assessed by the HM Revenues & Customs)
- Support under Part VI of the Immigrations and Asylum Act 1999.

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

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

South Lanarkshire Council offers a free Breakfast service, the service runs from 8.15am to 8.45am each school day.

## **Allergies**

### *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.

## School uniform

We ask all parents/carers to support the school by encouraging your child(ren) to adhere to the agreed dress code and wearing of our school uniform. The wearing of a school uniform helps promote the identity of the school in the local community and helps create an ethos of sharing and pride in the school. In addition, it helps towards increasing the protection of all pupils. The wearing of a uniform helps staff and the pupils to distinguish between who belongs to the school and those who may be visitors. This enables staff to approach and identify visitors more readily and helps in trying to offer a safer environment for all.



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

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

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

## Our Lady and St Anne's Primary School Uniform





**Maroon** blazer with the school badge.

**Maroon** pullover, cardigan or sweatshirt.

**Grey** trousers or skirt.

**White** shirt with school tie (P7 pupils have a senior tie).

**Black** shoes or trainers (all black, no fashion trainers please)

**P.E.-** shorts, t-shirt and gym shoes (no football colours please.)

Children change from outdoor to indoor shoes when entering the school building. This is for their own comfort, most importantly, but also protects our floor surfaces, particularly the specialist wooden floors such as the PE hall. A pair of suitable indoor shoes should be kept in school.

Please mark names on ALL clothing, lunch boxes and bags to avoid confusion.

### **Support for parent/carers - Clothing Grant**

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

Applications can be made online at [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk). If you are required to submit evidence of your Tax Credit income or your Universal Credit Statement, it is important that all pages of this evidence is submitted with your online application. Should you require further information, or you are unable to submit an application online then please contact the helpline number 0303 123 1011 (option 5).

### **School hours/holiday dates**

Morning Classes 9.00am – 10.45am

Interval 10.45am – 11.00am

Lunch 12.30pm – 1.15pm

Afternoon Classes 1.30pm – 3.00pm



Holiday dates for session 2024-25 are included.



### **Transport**



## **School transport**

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

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

More details on school transport can be found at the following link including the online application form:

[https://www.southlanarkshire.gov.uk/info/200186/primary\\_school\\_information/545/school\\_transport](https://www.southlanarkshire.gov.uk/info/200186/primary_school_information/545/school_transport)

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

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

More details on Privilege school transport may be found here:

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

## **Pick-up points**

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

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

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

Mainstream School Transport contact details:

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

tel: 0303 123 1023



## Insurance for Pupils' Personal Effects

South Lanarkshire Council has noted an increase in claims for loss or damage to pupils' clothing and personal effects. Please be aware of the Council's insurance policy regarding pupils' personal items:

### *Theft/Loss of Personal Effects*

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

### *Damage to Clothing*

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

## Promoting Positive Behaviour

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

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

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.

In addition, a guideline (Promoting Positive Relationships and Understanding Distressed Behaviour) has been produced to support all teaching and support staff and inform them of their roles and responsibilities in respect of dealing with the small number of children and young people who display challenging behaviour.

Early identification is crucial so that intervention can be provided to support children and young people to help them address their issues and concerns. Staff training is provided to help develop the skills needed to respond to and manage challenging behaviour. A wide range of appropriate staff development opportunities have been developed for this purpose.



## **Child Protection**

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

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

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

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

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

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

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

## **14. 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 has 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 get the right support at the right time in line with the Getting it right for every child approach.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Freedom of Information Officer

Education Resources

South Lanarkshire Council

Council Offices, Almada Street,

Hamilton, ML3 0AA

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

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

## **Appendix A**

For a comprehensive list of useful information, please visit the Council's website:  
[http://www.southlanarkshire.gov.uk/info/200186/primary\\_school\\_information/1264/curriculum\\_for\\_excellence/3](http://www.southlanarkshire.gov.uk/info/200186/primary_school_information/1264/curriculum_for_excellence/3)

### **Additional Information**

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

### **Parental Involvement**

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

Parentzone provide information and resource for parents and Parent Councils

National Parent Forum for Scotland; [www.npfs.org.uk](http://www.npfs.org.uk) Parental Involvement

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

Parentzone provide information and resource for parents and Parent Councils

National Parent Forum for Scotland; [www.npfs.org.uk](http://www.npfs.org.uk)

### **School Ethos**

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

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

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

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

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

### **Curriculum**

Information about how the curriculum is structured and curriculum planning



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

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

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

Information on the Senior Phase

Information on Skills for learning, life and work

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

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

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

## **Assessment and Reporting**

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

Information about Curriculum for Excellence levels and how progress is assessed

Curriculum for Excellence factfile - Assessment and qualifications

Information on recognising achievement, reporting and profiling

The Scottish National Standardised Assessment- in Scotland, pupils in P1, P4, P7 and S3 complete online standardised assessments in literacy and numeracy as part of their everyday learning and teaching.

## **Transitions**

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

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

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

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

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

Enquire is the Scottish advice service for additional support for learning

Parenting Across Scotland offers support to children and families in Scotland

### **Support for Pupils**

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

Information about the universal entitlement to support that underpins Curriculum for Excellence

Supporting Children's Learning Code of Practice (Revised edition) - provides Statutory guidance relating to the Education (Additional Support for Learning) (Scotland) Act 2004 as amended

Getting It Right For Every Child and Young Person, is essential reading for anyone involved or working with children and young people, including practitioners working in adult services with parents and carers

### **School Improvement**

Scottish Schools Online - provides a range of school information, including contact details, school roll, facilities, website, inspection reports

Education Scotland's Inspection and review page provides information on the inspection process

Scottish Credit and Qualifications Framework (SCQF)

Scottish Qualifications Authority provides information for teachers, parents, employers and young people on qualifications

Amazing Things - information about youth awards in Scotland

Information on how to access statistics relating to School Education

School Policies and Practical Information

**National policies, information and guidance can be accessed from the Scottish Government website on [www.gov.scot](http://www.gov.scot)**



"Overall, I feel that Our Lady and St. Anne's is an exceptional school, where both my children have been encouraged to grow and develop their learning and talents."

"Our Lady and St. Anne's Primary should be proud of their school in every way."