

Our Lady and St. Anne's Primary School



School Handbook
2026



Contents

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

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

Phone 0303 123 1023

Email: education@southlanarkshire.gov.uk

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. This is available at [Education Resources Plan 2025/26 Education and learning - South Lanarkshire Council](#)

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 21st 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

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

Present Roll – 163 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
13th Floor
Council Offices
Almada Street
Hamilton
ML3 OAA Tel: 01698 455730

Complaints Procedure

As part of our overall commitment to providing the best possible service and working in partnership with stakeholders, we welcome feedback of all kinds, whether it be compliments, suggestions or concerns. If you wish to register a comment or complaint about the school, you can do this by email or telephone.

If you have a concern about the school, please let us know as soon as possible. It is better that these issues are shared openly and resolved fairly to support positive relationships between the family and the school. We will deal with issues fairly and compassionately and, if we have made a mistake, we will apologise quickly and try to put things right.



There are some things to note in relation to making a complaint:

- If you have a concern about your child or their learning, queries should be directed to the class teacher in the first instance. This is the person who knows your child best and is in the best position to answer your questions.
- Please do not contact class teachers directly by email or on Google Classroom. You should contact the school office in the first instance and outline the reason for your concern. It will then be passed on to the appropriate member of staff who will respond as soon as possible.
- Teachers are class committed from 9pm to 3pm and often attend meetings after school. Our leadership team, who are often in meetings and support staff and pupils throughout the day, are not always immediately available. We aim to respond as quickly as possible but some issues are complex and we may need time to investigate. A reply will be given within 5 working days, in accordance with SLC guidelines.
- Concerns will be fully investigated, discussed and dealt with. Some concerns can be effectively dealt with in a very short time. Others may be ongoing and will require that parents and the school work together to achieve a satisfactory outcome.
- If you are still unhappy with the service or with our response then you will have the right to take up the matter further by contacting South Lanarkshire Council online at 'Have Your Say.'

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 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

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.

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 a 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.

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).

Family Holidays During Term Time



Family holidays taken during school term time will be recorded as unauthorised absences in line with Scottish Government and South Lanarkshire Council policy. The school is not required to provide work during this period, and parents are asked to avoid arranging holidays that disrupt their child's learning.

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, will provide updates on school closures or delays including further information about the next school day.

Things we need you to do:

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

6. Parental Involvement and Parent Councils

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

Why Parental Involvement Matters

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

Our Commitment

We want parents and carers to:

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

Parent Forum and Parent Council

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

Connect – Supporting Parent Councils

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

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

Other Helpful Resources

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

Getting Involved

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

7. The Curriculum

A 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."

Parents have the right to withdraw their child from religious observance and R.E. lessons and can do so by emailing the head teacher, via the school office. However, it is important to note 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.' (*Scottish Government*)

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 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 achieved 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 and internet 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.

The PTFA hold Coffee Afternoons several times a year, an annual Christmas Fayre and Summer Fayre.



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.

Our Glee Club are also sometimes invited to sing Christmas Carols at several local venues including Holy Cross High School and the local Co-Op store.

8. Assessment and Tracking Progress

Teachers assess children's progress on a daily, ongoing basis by observing and by considering what children do, make, write and say. The teacher can then plan children's next steps in learning. This is called **formative assessment**. Learning intentions and success criteria are discussed so that children are fully aware of what they are going to learn and what they will be able to achieve by the end of a lesson or block of lessons. Teachers will consider a wide range of children's work to assess where they are in their learning and plan next steps including:

- Jotters and workbooks
- Writing pieces
- Oral presentations and oral answers in class
- Artwork, digital work and musical/drama performances



Formal assessments of progress are sometimes called **summative assessments**. These happen at planned points across the year and help inform teacher judgements about children's progress against their previous level and against Curriculum for Excellence levels. These include:

- Scottish National Standardised Assessments (P1, P4 and P7) – digital assessments for literacy and numeracy, usually carried out in May
- CEM Assessments (P1, P2, P3, P5 and P6) – digital assessments for literacy and numeracy, usually carried out in May
- Formal Writing Assessments (P1 to P7) – these are carried out in November and May

These, along with the teacher's professional judgement about pupil progress, allow the teacher to track and 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 termly 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.

We want to share with you 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 also offer frequent opportunities for you to come into the school and see your child's work through planned events such as Stay and Read, Stay and Count, Stay and Play and Learning Showcases.

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 two parents' meetings each school year 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

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

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 2026, you can enrol online from Monday 5 January 2026. Your catchment school will contact you between Monday 12 and Friday 16 January 2026 to confirm your enrolment.

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

If parents want their child to go to another school, they must enrol in the first instance with their catchment school and intimate that they wish to make a placing request. An online placing request form should then be completed. This is available from the SLC website –

www.southlanarkshire.gov.uk or by contacting edsuppserv.helpline@southlanarkshire.gov.uk or phone 0303 123 1023.

Change of School/Placing Request

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

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 the acting Depute Head 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:

*"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

ENQUIRE

Helping you understand additional support for learning

Email 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.

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

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.

Promoting Positive Relationships and Understanding Distressed Behaviour (PPRUDB)

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

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

When incidents of distressed behaviour arise in schools, staff will use a range of strategies to de-escalate situations and prevent re-occurrence. Strategies include structuring the environment with consistent routines and quiet areas, adapting communication to accommodate speech and sensory needs, and building positive relationships based on shared

values. Setting clear limits with dignity, active listening, and inclusive teaching practices support behaviour management. Planning for transitions and using support plans like Additional Support Plans (ASPs) and Behaviour Assessment and Support Plans (BASPs) assist in addressing individual needs.




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

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

12. School Improvement

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"> Improve attainment and achievement in Writing in P5, P6 and P7. 	<ul style="list-style-type: none"> To close the gap between general maths and mental maths across P1 to P7. 	<ul style="list-style-type: none"> To further create an inclusive ethos that places human rights and the needs of our children at the centre of our curriculum. <p>Developing in Faith (Learning Community Priority)</p>	<ul style="list-style-type: none"> Reading Writing Numeracy HWB Play & outdoor learning Digital learning After-school provision Cost of the school day Supporting attendance 

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.

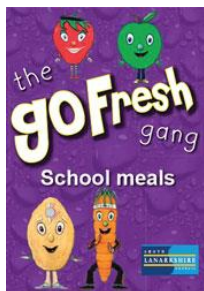
Over the next 3 years, further development of reading, writing and interdisciplinary learning are planned. Teachers will also continue to participate in collegiate activities to enhance teaching and learning at all stages. At all stages, parent/carers/ stakeholder views are sought and considered during 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 two hot meal options (one being vegetarian option) plus a sandwich selection everyday. All meals also come with fresh chilled drinking water, vegetable choice, salad selection, seasonal fruit and depending on the day - soup or a dessert.

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

Pupils in:

- Primary 1 - 5 receive a free school lunch.
- Primary 6 - 7 meal cost is £2.62.

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

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

Adapted diets

If your child 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
- Income-based Job Seeker's Allowance
- Income-based Employment and Support Allowance
- Scottish Child Payment (P6 and P7 pupils)
- Support under Part VI of the Immigration and Asylum Act 1999.

- Universal Credit (and your earned income is less than £850 as assessed by the Department for Work and Pensions in the assessment period immediately preceding the application for free school meals)

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.

Further information can be found at Free school meals - South Lanarkshire Council or by accessing the QR code below -



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.

Mobile Device Policy

Our school follows South Lanarkshire Council guidance on mobile device use, which is rooted in Scottish Government policy. Mobile technology can support learning and communication, but it can also disrupt lessons and affect wellbeing if misused. To maintain a safe, respectful, and inclusive learning environment, pupils are expected to use mobile devices responsibly and in line with school rules. Devices should not be used during class unless specifically permitted for learning purposes.

Our mobile device policy is currently being developed in consultation with pupils, parents, and staff to balance the benefits of technology with the need to minimise distractions and protect privacy. We ask parents to support this approach by reinforcing responsible use at home and ensuring that devices are used appropriately.

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.

Eligibility criteria and online applications can be found at www.southlanarkshire.gov.uk.

Or via this link [Clothing grants - South Lanarkshire Council](#). Should you require further information, or you are unable to submit an application online then please contact the helpline number **0303 123 1011** (option 5).

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

School holidays 2026/27 (approved)

August 2026

Tuesday 11 August - teachers return

Tuesday 11 and Wednesday 12 August - in-service days (all schools)

Thursday 13 August - pupils return to school

September 2026

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

October 2026

Monday 12 October to Friday 16 October (October break)

November 2026

Monday 9 November (in-service day)

December 2026 and January 2027

Tuesday 22 December (schools close at 2.30pm)

Wednesday 6 January 2027 - pupils return to school

February 2027

Monday 15 February and Tuesday 16 February (February break)

Wednesday 17 February (in-service day)

March 2027

Friday 26 March (Good Friday)

Monday 29 March (Easter Monday)

April 2027

Friday 2 April (schools close at 2.30pm)

Monday 5 April to Friday 16 April (Spring break)

Monday 19 April - pupils return to school

May 2027

Monday 3 May (May day)

Thursday 6 May (in-service day - all schools)

Friday 28 May and Monday 31 May* (Local holiday)

June 2027

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

*Lanark schools will close on Thursday 10 and Friday 11 June 2027

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

School holiday dates and in-service dates are available from the website

www.southlanarkshire.gov.uk



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.

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 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 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
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:

Personal Items

- The Council cannot accept responsibility for the loss or theft of personal belongings, including mobile phones, tablets, or other valuables. These are brought to school at the pupil's and parents' own risk.
- To reduce the chance of loss, please avoid sending expensive or unnecessary items to school.
- School staff are not permitted to look after pupils' personal belongings.
- This policy also applies to musical instruments and equipment used for school activities. If these items are left at school, it is at the pupil's and parents' own risk.
- For valuable items such as musical instruments, parents should make sure they are covered by their own household insurance.

Clothing

- The Council will only consider claims for damage to pupils' clothing if the damage was caused by negligence on the part of the Council or its employees.
- Claims for any other reason cannot be accepted by the Council's insurers.

Promoting Positive 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

Our Commitment to Children's Rights

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

To achieve this, we will:

- Create opportunities for pupils to share their opinions through class discussions, pupil councils, and consultation activities.
- Ensure that decisions about school policies and practices consider the voice of the child.
- Promote an inclusive, rights-respecting environment where every child feels valued and heard.
- This approach supports our aim to empower learners, strengthen partnerships with families, and uphold equality and participation for all.

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

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 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 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



"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."