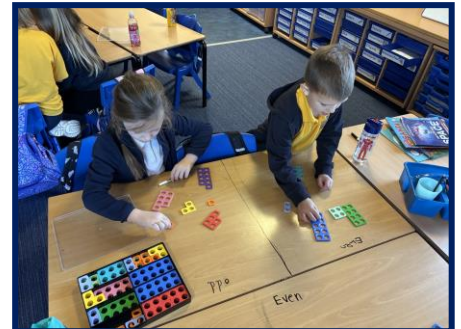




Education Resources



Loch Primary School and Nursery Class School Handbook 2026



We're all in this
together at Loch
Primary School!

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 by the Head Teacher

It is a privilege to welcome you to Loch Primary School and Nursery Class where everyone is proud to work together and be part of TEAM LOCH. As a team, we work effectively together to ensure excellence and equity for all of our children.

Loch Primary School is one of 128 primary schools throughout South Lanarkshire Council. South Lanarkshire Council is the fifth largest authority in Scotland. It covers the following main areas; Clydesdale in the south which features extensive rural areas, Cambuslang, Rutherglen, Blantyre and Uddingston to the north as well as the towns of East Kilbride and Hamilton.

Our school catchment area includes those children living within Springhall, Whitlawburn and some areas of Cambuslang. The original Loch Primary School opened in 1965 built on the site of an old boating loch. In 2009 we moved into our new school which was built on the same site. When designing the new school the architect and school modernisation team took account of the history of the school, reflecting the theme of the loch and boating activities previously enjoyed in the local area. The school is situated within the Cathkin Learning Community and Cathkin High School is the catchment Secondary School. We work in partnership with all agencies and extended teams within the Learning Community to provide a high quality education and to meet the needs of all of our learners. We have effective partnership working with our neighbouring school, St Anthony's Primary School, and implement an effective annual plan of joint events for the learners of both schools. This strong partnership working has allowed us to form strong connections within the community and promote positive relationships between both schools.

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](#)

At Loch Primary School we provide a broad general education for all of our learners beginning in our Nursery Class through to Primary 7. We promote positive relationships within the school and foster a nurturing ethos which encourages all learners to respect themselves and others. This was echoed in our HMIE inspection report which highlighted the "caring, compassionate children who proudly ensure that everyone is respected and included in their school" and "the highly effective, nurturing environment where children flourish as a result of the consistent, calm and caring approach of all staff" as key strengths of our inspection visit (September 2022).

At our school we aim to ensure all of our pupils are provided with an education that is suited to their interests and needs within a nurturing, attachment-informed environment where everyone feels welcomed and included. We promote a team approach and regularly promote the message that 'we are all in this together'. At Loch PS and Nursery Class, we continue to promote our whole school Vision, Values and Aims to ensure we are all working together to achieve success.

Our Vision:

TEAM LOCH

Together **E**veryone **A**chieves **M**ore
Learning **O**pportunities **C**reate **H**appiness

Our Values:

Nurturing, **H**appy, **W**elcoming, **I**nclusive, **A**chieving, **R**espectful

Our Aims:

- Everyone feels happy, healthy and nurtured within Loch PS and Nursery Class.
- Learners are supported and challenged to achieve success across the curriculum and reach their full potential.



Our HMIE inspection reports (September 2022) can be found here:

[Details](#) | [Find an inspection report](#) | [Find an inspection report](#) | [Inspection and Review](#) | [Education Scotland](#)

Our school handbook aims to provide you with an overview of our school and an insight into what it is like to be a part of TEAM LOCH. We look forward to working in partnership with you during your child's primary school years.

Dawn Simpson

Head Teacher

2. About Our School

Name of School	Loch Primary School and Nursery Class
Address	Lochaber Drive Springhall Rutherglen G73 5HX
Telephone	0141 634 7217
Email	gw14lochpsoffice@glow.sch.uk
Website	www.loch-pri.s-lanark.sch.uk
Facebook	'Loch Primary School and Nursery'



Parents Portal



Stages	Nursery to Primary 7
School Roll	18 Nursery Children and 186 Primary Pupils
Denominational Status	Non-Denominational
Head Teacher	Miss Dawn Simpson
Principal Teacher	Mrs Danielle Munro
Parent Council Chairperson	Mrs Kirsty Neil
Parents Council Vice Chairperson	Ms Jennifer McKenna
Parent Council Email	pc.lochprimaryschool@gmail.com

Contacting the School

We implement an 'open door' policy and strongly believe in the importance of establishing partnerships with all parents/carers, from the outset, to enable our pupils to achieve their full potential. Should a parent or carer have any concern regarding their child, or any issues regarding the school, contact should be made with the School Office (0141 634 7217) and a suitable appointment will be arranged to meet/have a telephone discussion with the Class Teacher and/or Principal Teacher/Head Teacher to discuss the concern and reach an agreed outcome. If at any time you would like to visit the school, please contact the School Office (0141 634 7217) to arrange a time to do so.

We ask that if you are not happy with something that is happening in the school, that you contact us in the first instance. In this way we can attempt to resolve the issue. In Loch Primary School we follow South Lanarkshire Council's 'Have Your Say' Complaints Procedure and ensure that any concerns are addressed efficiently and effectively within the recommended timescale. We ensure that we work in partnership with parents/carers to achieve a mutually satisfactory outcome.

In accordance with South Lanarkshire Council's procedures we ask that if your child is going to be absent from school that you call the school by 9:30am to share the reason for absence and the likely date of return. If no contact is made, we will contact you by telephone/email in the first instance and then proceed to call the family or friends listed in your emergency contact list to determine the reason for the absence.

3. School Ethos

Loch Primary School has a positive ethos where all are welcomed and their contributions valued. Staff have high expectations of children and effective pastoral care is in place to support the needs of our children and their families. Loch Primary School is a nurturing, attachment-informed school and we promote positive relationships and behaviour at all times. We aim to ensure the 'Six Principles of Nurture' are embedded throughout the curriculum and through all aspects of school life. It is essential for us to ensure our children feel safe, supported and ready to learn so that they can embrace the curriculum and all of the excellent opportunities we offer and provide within Loch Primary School and beyond.

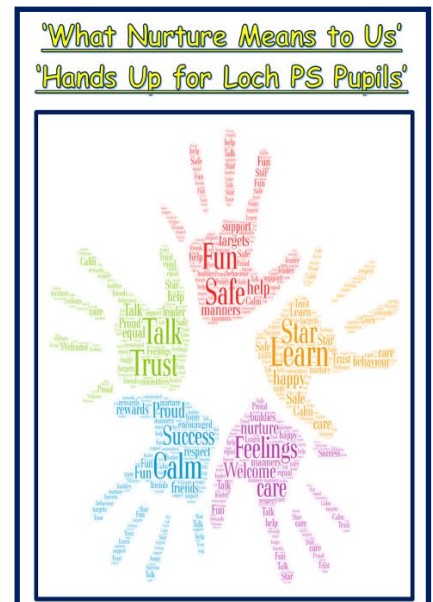


Each child and every staff member is a member of one of four houses: Katrine, Lomond, Ness and Tay. We promote an ethos and culture of achievement and attainment for all learners, providing children with a relevant, coherent and enjoyable learning environment which is challenging, engaging and motivating. We provide a broad range of learning experiences and ensure all learners experience well planned and paced teaching and know the purpose of their learning and how to improve on the progress made. We believe that strong partnership working with parents/carers, children, staff and external agencies is crucial in supporting our children to achieve their full potential and develop skills for learning, life and work. Our Vision and Values shows that we want all stakeholders to work together as a 'TEAM' to learn and achieve at 'LOCH'. Our values of 'nurturing', 'happy', 'welcoming', 'inclusive', 'achieving' and 'respectful' help us to create a very positive working environment for all stakeholders. At Loch Primary School we aim to ensure that 'everyone feels happy, healthy and nurtured' and that 'learners are supported and challenged to achieve success across the curriculum and reach their full potential'.

Loch Primary School has effective links with other nurseries and primary schools within the area. Ongoing joint events are planned with the children of our neighbouring school, St Anthony's Primary School. We have strong links with the local community through regular visits to the local library, local churches and our school events throughout the year. We encourage involvement in physical activity and sporting events in partnership with our Active Schools Co-ordinator. Opportunities for our children to become involved in local sporting events and a wide range of competitions are sought on a regular basis. We have

strong links with Cathkin High School through a very effective P7-S1 Transition Programme. We also have a strong Nursery-P1 transition programme with our own nursery and other local nurseries. We work effectively with our colleagues across the Cathkin Learning Community to ensure consistency and smooth transitions for all of our children. From all of this we forge strong partnership working whilst providing a wide range of motivating and stimulating opportunities for our pupils to engage in.

Loch Primary School prides itself on being an Eco School, already having achieved five Eco School Green Flags through the Eco School Scotland programme. We are a Health Promoting School and we continue to provide a range of opportunities and experiences to promote and encourage healthy lifestyles for our children. We continue to develop our programme of Children's Rights as a Level 1 'Rights Respecting School'. The Social Enterprise Committee successfully achieved a 'Social Enterprise in Schools Award' for their Community Cafe initiative, which we further develop each year through our planning and delivery of whole school events. We successfully achieved recognition for 'Challenging Sectarianism' through the charity 'Nil by Mouth' and, along with our neighbouring school, St Anthony's Primary School, we were the first schools in Scotland to achieve a Gold Award. Through partnership working, we continue to seek further opportunities to challenge sectarianism within our community.



Children enjoy coming to Loch Primary School and commented "Loch PS is a fun and happy place", "Loch Primary is special because we have fun learning in different ways", "Our school is special because everyone is included all of the time" and "Loch Primary keeps us safe!"

Parents/carers also commented, "Loch is an environment that suits all children and the staff are amazing at nourishing the children's attributes and interests", "Loch means to us a positive environment for our children to grow up in an equal, fair way of life where there is inclusion and no discrimination of any child's backgrounds or cultures" and "The staff are helpful and want to do the best by the children. It has a warm and welcoming atmosphere as soon as you walk through the door".

Staff commented, "Loch is a place where everyone feels safe, included and welcome. Loch is a place where we strive to be the best we can be (TEAM LOCH)", "Loch PS provides a nurturing and inclusive ethos where all are welcomed and cared for. Positive relationships are evident, with children placed at the centre of everything we do", "Loch PS is a safe, nurturing environment where everyone is encouraged to grow" and "All pupils and staff are part of TEAM LOCH. We care for each other and it shows through the relationships we have".

Partnership workers commented, "From the moment you walk into Loch you are greeted by friendly staff and pupils. You are always made to feel welcome and greeted warmly by all staff members. It genuinely feels like everyone is happy to be there. There is a light, friendly, family atmosphere in the school and when I leave, I always feel like I would prefer to stay a little longer. Loch is a wonderful wee school filled with wonderful people" (Cambuslang and Rutherglen Christian Reachout Trust), "What makes Loch truly special

to me is the school's commitment to ensuring every child can access and enjoy the curriculum. I love how they creatively weave children's interests into learning, making it meaningful and engaging for them. It's clear that they understand children learn in different ways and at their own pace, and they make space for that. I also love how friendly and welcoming everyone is!" (Specialist Support Teacher), "Loch is unique as it is more than a school and nursery, it's a caring community where everyone is welcomed, supported, and inspired to learn" (EAL teacher), "What makes Loch Primary School and Nursery Class unique is their commitment to relationships. As a psychological service, we see how their attachment-informed approach creates a culture where children feel safe, connected, and ready to learn" (Educational Psychologist) and "My thoughts on what makes Loch unique is the welcoming, friendly and inclusive ethos which is evident throughout the entire building from those inside it. From the office staff, leadership team, teachers and the amazing pupils, I am always welcomed with a smile when I walk in the door. Everyone's positive attitude is very clear to see as well, especially towards sport and physical activity, with participation in events and attendance at extra-curricular clubs always encouraged and prioritised, which makes my job an absolute pleasure" (Active Schools Coordinator).

During our HMIE inspection report, inspectors commented on our positive school ethos, identifying the, "Caring, compassionate children who proudly ensure that everyone is respected and included in their school,' and, "the highly effective, nurturing environment where children flourish as a result of the consistent, calm and caring approach of all staff," as particular strengths of our school.



4. Staff List

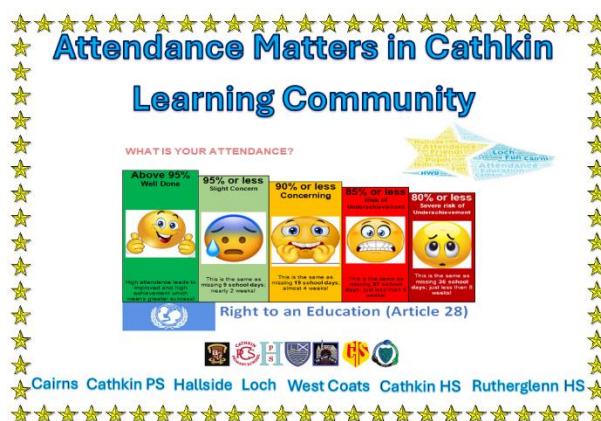
Head Teacher	Miss Dawn Simpson
Principal Teacher	Mrs Danielle Munro
Primary 1	Mrs Jennifer Roy
Primary 1/2	Mrs Pamela Smith
Primary 2/3	Miss Shannon Reilly / Mrs Victoria Graham
Primary 3/4	Mrs Amy Campbell
Primary 4	Mrs Laura-Jane Kennedy
Primary 5	Mrs Karen Henderson
Primary 6	Miss Lorraine Stewart
Primary 7	Mrs Caroline Barrett / Mrs Francesca Heidinger
CCC / Support for Learning	Mrs Angela Burns / Mrs Victoria Graham
Sunshine Room (Nurture)	Mrs Angela Burns
Early Years Team Leader	Mrs Deirdre Thomson
Early Years Worker	Mrs Gemma Barrett
	Miss Linda Dowling
	Miss Vicky Equi
	Mrs Julie Ann Main
	Mrs Lisa McKee
	Miss Gail McKenzie
	Mrs Nicolle Robson
Early Years Support Worker	Mrs Nicola Everett
Support Staff Team Leaders	Mrs Karen Robertson / Mrs Angela Byrne
Support Staff	Mrs Carrie-Anne Cavin
	Ms Lorna Cheyne
	Mrs Alexandra Docherty
	Miss Jade Marshall
	Mrs Jacqueline McCaffrey
	Mrs Margaret McDonald
	Miss Michelle McMillan
	Mrs Fiona Peters
	Mrs Paula Pettigrew
	Mrs Anne Ritchie
Janitor	Mr Colin Creer
Barnardo's Family Support Worker	Miss Fiona Bartholomew
Specialist Support Teacher	Mrs Nicola Davenport
Early Years Specialist Support Teacher	Mrs Natasha Wood
Educational Psychologist	Miss Jenny Thorne
Active Schools Coordinator	Mr Graham Reid

5. Attendance

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.



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/carers are asked to:

- Notify the school by 9:30am in the morning by telephone or email when your child is going to be absent. Let the school know the likely date of return and keep us informed if the date changes.
- Let us know in writing/by telephone if you know in advance of any reason why your child is likely to be absent from school.

Absence with no explanation from parents/carers will mean that the absence will be recorded as 'unauthorised'. We follow South Lanarkshire Council's Policy and therefore, if the school is not notified of a child's absence, contact will be made with the home to ascertain the reason of absence and to ensure that the child is safe. Should there be ongoing periods of absence we will engage the support of external agencies to enable the child to attend school on a regular basis.

Within Loch Primary School and Cathkin Learning Community we value excellent attendance and recognise the connection between regular attendance at school and the attainment and achievement of our children. A focus for all Scottish schools is to improve attendance. Therefore, attendance is a key priority within our schools. Our target being that pupils should attend for at least 95% of the session and should not be late for school. We understand that sometimes children cannot attend school due to ill health. However, we are keen to work in partnership with parents/carers to enable all children to attend school as much as possible.

We encourage all parents/carers to monitor their child's attendance using the Parents Portal app or using the link www.parentsportal.scot. Further advice on how parents/carers can support better attendance can be found in our parent information leaflet on our website – http://www.loch-pri.s-lanark.sch.uk/index_177_2002852574.pdf

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/carers are asked to avoid arranging holidays that disrupt their child's learning.

Information on emergencies

Emergency Information

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

Severe Weather Protocol

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

Communication

The Council's website, www.southlanarkshire.gov.uk, 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

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/carers feel informed and supported.
- Parents/carers 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/carers 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](https://www.parentzone.scot)
- National Parent Forum of Scotland – Guidance and updates for parents: <https://www.npfs.org.uk>.

Getting Involved

Interested in joining the Parent Council ('Friends of Loch') or helping in school? Contact our school office or visit the Council website for details.

7. The Curriculum

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

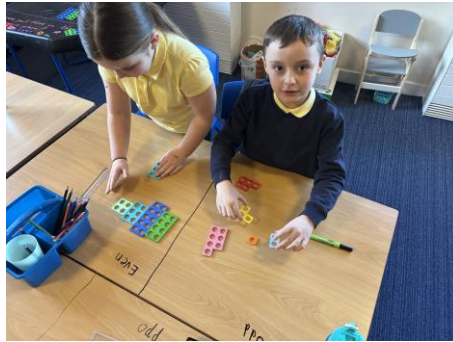
The curriculum places learners at the heart of education and at its centre are four fundamental capacities - successful learners, confident individuals, responsible citizens, and effective contributors. It includes all of the experiences that are planned for children and young people to support the development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



In taking this forward our school will work closely with South Lanarkshire Education Resources and other services to enrich the curriculum, to provide the best possible education for all children and young people. We wish you to feel confident that your child

is encouraged and supported to develop their literacy, numeracy and other skills whilst they attend our school. The curricular areas are as follows:

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



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

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

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

Loch Primary School's Curriculum Rationale can be found on our school website at: https://www.loch-pri.s-lanark.sch.uk/index_207_52937539.pdf

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

Our Religious and Moral Education programme is in accordance with national guidance issued by the Scottish Government. It covers the study of Christianity, Other World Religions, personal search and respect for others. Weekly Assemblies bring the children together as a whole school. We receive regular monthly input at assemblies from the Chaplaincy Outreach Team. We share the theme of each assembly via our school website and our assembly year plan. If a parent/carer wishes their child to be withdrawn from these activities/learning, they should inform the school by telephone call.

Parents/carers 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.

8. Assessment and tracking progress

On a daily basis our pupils and staff assess learning through the implementation of a wide range of 'Assessment is for Learning' strategies. This includes identifying the purpose of the lesson and discussing the criteria required to achieve success (Learning Intentions and Success Criteria), 'Traffic Lighting' their own work, 'Two Stars and a Wish' and assessing their understanding of the lesson.

Our annual assessment calendar ensures appropriate tracking and assessing of pupils' progress and allows us to plan for future learning. Our planning format enables a consistent approach to the tracking of learning across all curricular areas, enabling a smooth transition from home into nursery, across each stage of the school and into S1 at high school.

Within the school, staff have the opportunity to work collaboratively to moderate children's work/learning to ensure a consistent approach to assessing each area of the curriculum. We carry out Reading, Spelling and Maths Age assessments to assess the progress of our Primary 2 to 7 children. Baseline Assessments and Psychological Services Assessments are carried out to track and monitor the progress and development in Literacy and Numeracy of our Primary 1 children. In relation to Health and Wellbeing, Boxall Profiles are completed as necessary to identify and address social, emotional and developmental needs. We have an agreed Learning Community Pupil Profile for each stage from Primary 1 – Primary 7 which provides the pupils with the opportunity to reflect on their learning annually.

The outcomes of all assessment tasks are tracked and used to inform the next steps in planning to ensure our pupils are achieving their full potential. We place high value in recognising and celebrating the success and achievements of our pupils and do this through a range of certificates and awards, articles in the school monthly newsletter, our school website/Facebook page, in local media, in the SLC Newsletter, through whole school assemblies and notice boards and displays in school. We believe the promotion of success and achievement is crucial to motivating and stimulating our learners.

We want to share with you on how your child's learning is progressing. We do this through report cards, Parents' Evenings twice yearly, class showcase events, Additional Support Needs meetings and multi-agency meetings where required.

9. Reporting

We will provide parents/carers with a written report annually so that you can see what your child is doing and how they are progressing. The school will also offer you the opportunity to book an appointment time for two parents' evenings throughout the session so that you can visit in person to discuss your child's education. In addition, parents' meetings may be arranged which offer you the opportunity to discuss how your child is progressing and any supports we can provide to support your child's development.

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/carers 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/primary_school_information/392/enrolling_your_child_for_school

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

Edsuppserv.helpline@southlanarkshire.gov.uk

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

Proof of where the child lives may also be needed.

If your child is due to start school in August 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 for your home address

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

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

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

require further information, please contact Education Support Services on edsupportserv.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/carers 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.

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)/carer(s), wider family, and community but sometimes, perhaps unexpectedly, they may need a bit of extra help. GIRFEC is a way for families to work in partnership with people who can support them, such as teachers.

If you have any concerns about your child's wellbeing, you can speak to the named person who will work with you to provide support and decide how to move forward. At Loch Primary School the named person is Miss Simpson (Head Teacher).

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

Support for All (Additional Support Needs)

In Loch Primary School we promote an ethos of inclusion where effective partnership working ensures the individual needs of our children are met. Parents/carers, pupils, staff and additional agencies are involved in this process to ensure appropriate support is provided to enable our children to fulfil their potential.

Any child with Additional Support Needs will be supported by their Class Teacher through Staged Intervention to identify their strengths and next steps. Where appropriate, an Additional Support Plan/Co-ordinated Support Plan/Behaviour Additional Support Plan will be formed detailing all relevant information, and this will be reviewed through consultation with children, parents/carers, staff and appropriate agencies.

Additional support is also planned and provided for our Primary 1-7 pupils by our Specialist Support Teacher, Mrs Nicola Davenport, who works in our school one day every week. The Educational Psychologist, Miss Jenny Thorne, works with children, parents/carers and staff in a variety of ways should this be necessary to support children who may be experiencing particular educational needs. Support, guidance and advice from other external agencies e.g. Speech and Language Therapist, Occupational Therapist, Outreach

Teacher, is sought and acted upon as appropriate. Within the school we have an allocated Barnardo's Family Support Worker who offers direct support to identified children and families.

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

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

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

Phone Helpline: 0345 123 2303

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

Email Enquiry service: info@enquire.org.uk

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

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

Attachment Strategy for Education Resources

Attachment – what we do to support children and young people

South Lanarkshire Council Education Resources is committed to improving outcomes for children and young people by creating emotionally supportive learning experiences in our nurseries and schools.

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

What does it set out to do?

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

How can I find out more?

South Lanarkshire Council Education Resources have published a series of leaflets and posters for establishments and for parents/carers which aim to share information on attachment theory and on how this informs the ways in which we support children and young people.

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.

An overview of Loch PS Promoting Positive Relationship Policy can be found on our school website - https://www.loch-pri.s-lanark.sch.uk/index_176_2371706714.pdf

12. School Improvement

On a regular basis children, parents/carers and staff reflect upon the progress we have made to improve learning and teaching and the impact this has had for our children and the whole school community. In our annual Standards and Quality Report and School Improvement Plan, details are given on the progress made, the impact and benefits to the school and our next steps for improvement.

In Loch Primary School we ensure the views of the children, parents/carers and staff are taken account of in this process. Children regularly reflect on their own learning and the

progress of the school within their own classroom setting and through their involvement in a wide range of committees including our Pupil Council. Parent/carers consultation takes place regularly through formal and informal meetings with staff, reporting back on children's progress, feedback at class and whole school events and through questionnaires/consultation on school improvement. Staff are committed to an ethos of continuous improvement and actively engage in this process through their involvement in regular and planned staff meetings within the school.

Funding is used to ensure equity for all to allow all children to be able to achieve and attain at school. Our Pupil Equity Funding allows for the purchasing of resources, additional staffing and our allocated Barnardo's Family Support Worker which ensures effective targeted support for children and families is put in place as required. Participatory Budgeting enables parents/carers to express their views on school spending plans. As voted for by all stakeholders as part of our Participatory Budgeting programme, all educational visits will continue to be funded this session. This will ensure all children are able to further enhance their learning beyond the classroom.

Progress made on current School Improvement Plan priorities is reported regularly to parents/carers through updates in our monthly school newsletter, on our school website/Facebook, through local press, at whole school assemblies and at Parent Council meetings.

Last session (2024-2025), key achievements of our school included:

LITERACY:

- Continued promotion of reading for enjoyment.
- Full implementation of the NELI and FLIPP approaches within Primary 1 and Primary 1/2.
- Increased training opportunities provided for staff to support our Literacy work, including 'Talk for Writing' training.
- Some classes introduced the concept of teaching writing across multiple days a week rather than on one single day. This resulted in an improvement in attainment as well as a huge improvement in children's motivation and engagement in writing, with children showing an eagerness and excitement for writing.

NUMERACY:

- Increased Numeracy training opportunities for staff including 'Verbal, Concrete, Pictorial, Abstract (VCPA) Approach' and 'Maths Recovery'.
- Maths progression planners have been reviewed to ensure progress across all stages.
- Staff understanding of Maths teaching approaches has further been enhanced during Learning Community and Peer School Review moderation events where staff were able to engage with stage partners from across SLC and our locality to share good practice and learn from each other.

HEALTH AND WELLBEING:

- Targeted Nurture Group sessions have been offered to identified children throughout the year. These sessions helped to support children's social and emotional development.
- Our Nurture Leads offered 'drop in' sessions to all children from Primary 1- Primary 7, providing support to a wider number of children.

- To support with all children's social and emotional development, we have introduced the 'Outdoor Play and Learning' (OPAL) Playtime Project, working in partnership with St. Anthony's PS to improve opportunities for physical activity, socialisation, cooperation, coordination, resilience, creativity, imagination and enjoyment through improved play.
- Positive progress has continued to be made in terms of our implementation of Play Based Learning (PBL) approaches. This session PBL has been fully implemented within Primary 1 and Primary 1/2 and approaches embedded within Primary 2/3 and Primary 3/4.
- Sustainability was a key focus with all classes engaging in a Sustainability topic this session.

OTHER ACHIEVEMENTS:

- Primary 7 residential was a huge success.
- At least one active after school club offered to all children in all stages last session.
- Primary 5-7 Dance Club performed at the SLC Dance Festival in Rutherglen Town Hall.
- Our P5-7 Athletics Team participated very well in the annual SLC Athletics competition.
- 29 children participated in the annual 'Bridgeton Burns Competition' with our P3 pupil placing 3rd in the P4-5 Solo Verse category, our P1-4 Choral Verse Group placing 2nd in their category and the P5-7 Choral Verse Group placing 3rd in their category. These children then performed during our wonderful 'Burns Assembly' in front of parents/carers and invited guests.
- Our Social Enterprise Committee organised very successful whole school events including our Christmas Fayre and 'Fun in the Sun' events.
- We saw the introduction of 'class showcase events' where parents/carers were invited into the classrooms to participate in learning experiences with their children.
- Parents/carers were invited to attend two fantastic whole school events including our Christmas Concert/Nativity and our Summer Concert.

Our progress made during session 2024-2025, can be found in our 'Standards and Quality Report: A Guide for Parents/Carers' which can be accessed via our school website - https://www.loch-pri.s-lanark.sch.uk/index_196_445188294.pdf

This session (2025-2026), our school improvement priorities focus on the three key themes of:

- To raise attainment in Literacy.
- To raise attainment in Numeracy.
- To continue to incorporate innovative approaches to Curriculum Development.

These priorities have been key priorities within our 3-year cycle plan. This provides us with the focus to ensure we are providing our children with the best learning opportunities to enable them to achieve success in school and beyond, preparing them for future life experiences. Each year we aim to build on our current strong practice in order to strive to be the best we can be for the children in our care, providing them with an education that ensures both excellence and equity for all.

We also continue to address items on our maintenance agenda including:

- To continue to embed nurturing approaches across the whole school and within targeted nurture group sessions as we work towards gaining our next Attachment Pledges.

- To continue to implement the 'Outdoor Play and Learning' (OPAL) Playtime Project, allowing children to be more engaged in activities and enhancing positive peer relationships.
- To continue to promote excellent attendance.
- To continue to review and monitor the impact of our 'Promoting Positive Relationships Policy', ensuring effective implementation and improved health and wellbeing.
- To enhance and promote increased parental engagement opportunities.

Our 'School Improvement Plan 2025-2026: A Guide for Parents/Carers' can be accessed via our school website - https://www.loch-pri.s-lanark.sch.uk/index_196_971441301.pdf

13. School policies and practical information

School/Nursery Meals

Nursery class

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

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

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

Primary pupils

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

All primary schools 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. Loch Primary School Breakfast Club runs from 8.15am to 8.45am each school day.

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

Free School Meals

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

- Income Support
- 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 from us there is no need for you to apply online, we will use the information we hold to automatically award free school meals (P6 to S6) and/or school clothing grants (P1 to S6) to eligible families.

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

Further information can be found at [Free school meals - South Lanarkshire Council](#) or by accessing the QR below -



School uniform

We ask all parents/carers to support the school by encouraging your child(ren) to adhere to the agreed dress code and the wearing of our school uniform. The wearing of a school uniform helps promote the identity of the school in the local community and helps create an ethos of sharing and pride in the school.

In addition, the wearing of a uniform helps towards increasing the protection of all pupils. The wearing of a uniform helps staff and the pupils to distinguish between who belongs to the school and those who may be visitors. This enables staff to approach and identify visitors more readily and helps in trying to offer a safer environment for pupils and teachers alike.

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

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

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

Allergies

Many children in our schools have allergies, and it is crucial for parents/carers 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/carers must share this plan with the school and provide updates as necessary.

Mild Symptoms

- Even without a Health Care Plan, parents/carers 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/carers 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 or within the school grounds. If brought into school, mobile devices should be kept in the children's bags. We ask parents/carers to support this approach by reinforcing responsible use at home and ensuring that devices are used appropriately.

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

The school hours for Primary 1 to Primary 7 pupils are Monday – Friday 9:00am - 2.55pm.
Interval for the pupils is from 10.35am - 10.45am.
Lunch break for the pupils is from 12.15pm – 1:00pm.

The nursery is open Monday - Friday from 9:00am – 3:00pm.

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/carers 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

At Loch Primary School we encourage parents/carers to reinforce the importance of children crossing the East Kilbride Road from Whitlawburn to do so safely by using the underpass. The main pupil entrance is at the drop off area shared with St Anthony's Primary School. Any parent/carer wishing to park their car when either bringing or collecting their child should use the car parking facilities at the front of the school. To avoid congestion, we also advise parents/carers to consider different travel arrangements such as park and stride, walking or cycling to school.

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:

Insurance for Pupils' Personal Belongings

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/carers 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/carers 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/carers have a significant role to play in working with the school so that teachers, parents/carers, 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/carers, 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 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 distressed 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 distressed behaviour. A wide range of appropriate staff development opportunities has been developed for this purpose.

Child Protection

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

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

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

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

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

- be actively engaged in support and protection and development of wellbeing.

If you would like more information, or have a concern of a child protection nature, please contact Miss Simpson (Head Teacher).

The Child Protection Committee's website has a range of useful information for parents/carers to help them keep their children safe -

www.childprotectionsouthlanarkshire.org.uk

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 carers is held by the school to enable the teaching, registration, and assessment of pupils as well as associated administrative duties. The information is stored and used as per the requirements of the GDPR, with South Lanarkshire Council defined as the data controller. The Council have established a data protection policy that applies to all of its school.

Education Resources has also prepared a privacy notice (below) which sets out how we will deal with personal information as part of our statutory function as an education authority. For more information, please contact the school.

Privacy Notice

Introduction

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

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

Using your personal information

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

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

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

- parent/carer contact details (name, address, phone, email).
- the child’s name, date of birth, gender, and address.
- information about medical conditions, additional support needs, religion, and ethnicity.
- any information you may wish to provide about family circumstances.

Information we collect at other times.

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

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

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

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

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

Information that we collect from other sources.

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

Why do we need this information?

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

- for the education of children, young people and adult learners.
- for teaching, enrolment, and assessment purposes and to monitor the educational progress of children, young people and adult learners;
- to keep children and young people safe and provide guidance services in school;
- to identify where additional support is needed to help children, young people and adult learners with their learning;
- to maintain records of attendance, absence and behaviour of children and young people (including exclusions);

- to support children and young people moving on each year from nursery to primary, primary to secondary and when they move or leave school;
- to help us develop and improve education services provided for young people, adult learners, or families

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

We will share your information with:

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

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

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

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

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)

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 and www.connect.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

Loch PS Curriculum Rationale - https://www.loch-pri.s-lanark.sch.uk/index_207_52937539.pdf

Loch PS Cost of the School Day Policy - https://www.loch-pri.s-lanark.sch.uk/index_177_332559371.pdf

Loch PS Promoting Positive Relationships Policy (Parent/Carer Guide) - https://www.loch-pri.s-lanark.sch.uk/index_176_2371706714.pdf

Loch PS Anti-Bullying Policy - https://www.loch-pri.s-lanark.sch.uk/index_168_1413735216.pdf

National policies, information and guidance can be accessed from the Scottish Government website on www.gov.scot with an update on school inspection outcomes being available via the Education Scotland website.