



**Education Resources**



# **Underbank Primary School Handbook 2025**

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

# Underbank Primary School

1925 – 2025



## **1) Introduction by the Head Teacher**

Dear Parent/Carer,

This handbook has been produced for you. We hope it provides you with information such as how your children will be educated and looked after in Underbank Primary School.

I would like to welcome you and your children to our school. Some of you will be familiar with our school community, but for others, you will be meeting us for the first time.

As parents/carers of our pupils, you will always be made welcome at Underbank Primary School. We aim to achieve the best possible education for your child. The best way to do this is to work in partnership with you. We hope that you will keep in close contact with us and play an active part in our school community.

Our priorities are to ensure that all children can enjoy a high standard of care and welfare, and learn in an atmosphere that is happy and stimulating. We strive to ensure that the ethos and school environment encourage our children to become successful learners, confident individuals, responsible citizens and effective contributors.

I hope this handbook will answer many of the questions that you may have about our school. If you have any other queries or concerns, please never hesitate to contact me personally and I will always do my best to address your concerns. We welcome all parents' visits and are happy to discuss matters of mutual concern related to your child's progress and welfare.

The staff at Underbank Primary School look forward to working in partnership with you, now and in the future.

Yours faithfully,

Mrs Margo Millar  
Head Teacher

**The Vision of Underbank Primary is:**

**To work in partnership with everyone in our school community, to provide a safe, nurturing and stimulating environment in which everyone is included to achieve their full potential.**



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

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

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

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

## 2) About our school

Underbank Primary School  
159 Lanark Road  
Crossford  
Carluke  
ML8 5QQ

Phone: 01555 860289

**Head Teacher: Mrs Margo H Millar (Full staff list available in Section 4)**

Website: [www.underbank-pri.s-lanark.sch.uk](http://www.underbank-pri.s-lanark.sch.uk)

Email: [gw14underbankoffice@glow.sch.uk](mailto:gw14underbankoffice@glow.sch.uk)

Twitter: <https://twitter.com/underbankpri?lang=en>

Underbank Primary is a non-denominational primary school, catering for children from Primary 1 to Primary 7. The current roll is 115, with the capacity for 141 pupils. However, it should be noted that the working capacity of this school may vary dependent upon the number of pupils at each stage and in the way in which the classes are organised.

The school is situated in the village of Crossford and its associated secondary school is Lanark Grammar School. The associated church of the school is Crossford Parish Church, Crossford.

Underbank Primary welcomes community involvement in the school. We are keen to welcome members of the community at assemblies and other celebratory occasions.



The new Underbank Primary opened to pupils in November 2018. It is sited on the west bank of the River Clyde, approximately 1km south east of Crossford. We are delighted with our new school and thank South Lanarkshire Council's school modernisation programme for their commitment to school improvement.



**Our Official Opening took place in November 2019**

Underbank Primary have an active Parent Council and Parents & Friends Association (PFA)  
Our Parent Council Chairperson is Mr Scott Martin. He can be contacted on Parent Council matters via [scott@jrsolicitors.com](mailto:scott@jrsolicitors.com)

### School images:

**Main Entrance**



**Inside a Classroom**



**General Purpose Area**



**Our Stained Glass Window**



**Our Playground**



Should you wish to visit our school, please contact our school office and if we can facilitate this, then we will endeavour to do so.

### **We welcome comments, compliments and complaints**

We are committed to providing a quality service, but if you are unhappy with the service you receive in relation to your child's time in school, then it is important to do something about it.

Schools and establishments should be the first point of contact for parents who wish to discuss issues about their child. Our aim is to resolve issues at a local level. Education Resources wish to promote liaison amongst schools, members of Parent Councils, parents/carers and with other services. We wish to provide advice and support to Parent Councils, parents and carers.

All enquiries and concerns received from parents are taken seriously. In order to ensure that enquiries are dealt with effectively, contact should be made, in the first instance, with the school.

#### **You can:**

Inform the Head Teacher, Principal Teacher or any member of staff.

We can be contacted at: (01555) 860289

Address: 159 Lanark Road  
Crossford  
Carluke  
ML8 5QQ

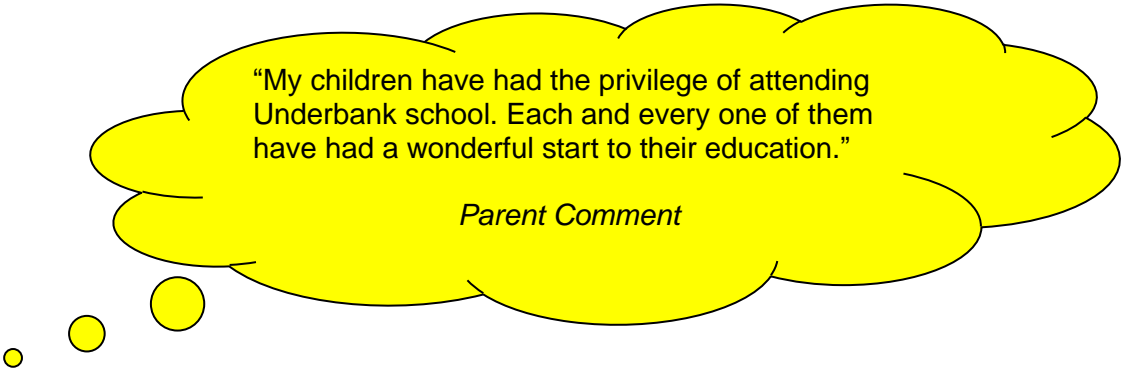
The Head Teacher can also be e-mailed at: [gw14underbankht@glow.sch.uk](mailto:gw14underbankht@glow.sch.uk)

In the event of an emergency, please make contact using the above details or you can contact:

- Education Resources, Council Offices, Almada Street, Hamilton ML3 0AE
- Phone: 0303 123 1023

Further information on the Council's complaints procedure is accessible via the 'Have Your Say' leaflet available in all schools or via the SLC website link below:

[www.southlanarkshire.gov.uk/info/200170/comments\\_complaints\\_and\\_consultations/579/comments\\_compliments\\_and\\_complaints\\_procedure](http://www.southlanarkshire.gov.uk/info/200170/comments_complaints_and_consultations/579/comments_compliments_and_complaints_procedure)



"My children have had the privilege of attending Underbank school. Each and every one of them have had a wonderful start to their education."

*Parent Comment*

### 3) School Ethos

#### Our Vision

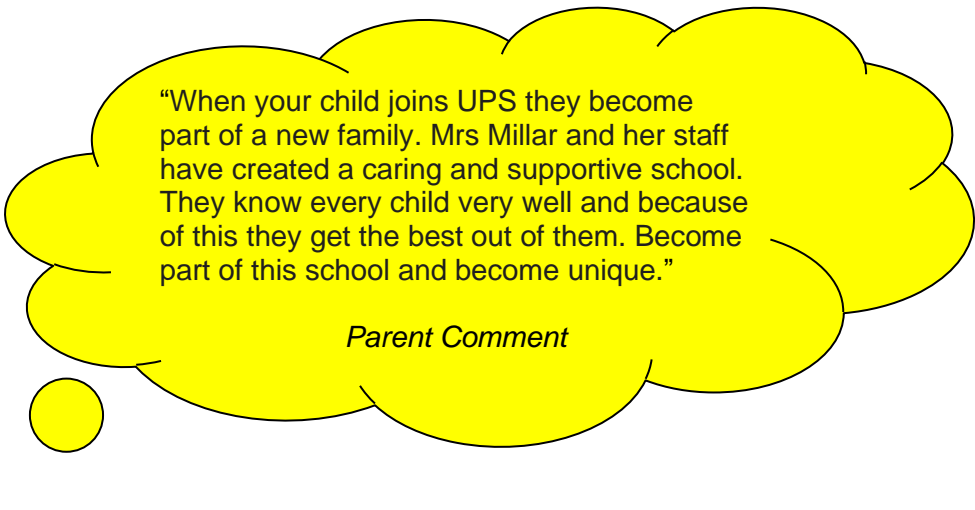
To work in partnership with everyone in our school community, to provide a safe, nurturing and stimulating environment in which everyone is included to achieve their full potential.

#### Our Aims

1. To provide a welcoming, safe, secure and healthy environment.
2. To create an environment in which everyone is encouraged to do their best, given appropriate challenge and support, within a varied, coherent, well-balanced curriculum.
3. To reward and celebrate individuals' achievements.
4. To show and give respect to all.

#### Acrostic Poem created by pupils after our Vision Assembly

Underbank is awesome,  
Number 1 is what we are,  
Do treat others with respect,  
Everyone is special,  
Responsible citizens,  
Be the best you can be,  
Always work together,  
New skills every day,  
Keep learning together.

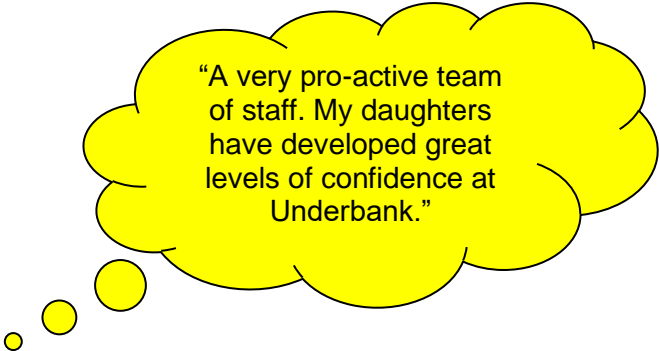


"When your child joins UPS they become part of a new family. Mrs Millar and her staff have created a caring and supportive school. They know every child very well and because of this they get the best out of them. Become part of this school and become unique."

*Parent Comment*

Underbank Primary promotes a culture of achievement for all our children. We aim to work in partnership with our children and their parents to support learning and teaching, and motivate our children to engage with all learning opportunities within the school and our community. In line with Curriculum for Excellence our aim is to encourage our children to be successful learners, confident individuals, responsible citizens and effective contributors. Each child is encouraged to achieve their full potential and their contribution is valued.

We aim to promote good citizenship and strong relationships as well as a respect for the rights of ourselves and others. We have a **Rights Respecting Schools Bronze Award**. We received our **seventh Green Flag** award in 2024 for our work promoting Eco awareness. Our Fairtrade Committee have also successfully gained **Fair Aware, Fair Active and Fair Achiever** awards. In 2024, we were also announced as the UK wide winner in the **Kind School category of the National Kindness Awards 2024**.



"A very pro-active team of staff. My daughters have developed great levels of confidence at Underbank."

Our weekly assemblies are used as a vehicle to promote the vision and values of our school.

Academic achievements as well as success from out of school activities are celebrated in equal measure. We aim to forge links, not only with the other schools within our Learning Community, but also with the wider community that Underbank serves.

Information and a snapshot of activities taking place in the school along with general information can be found on the school's website and by looking at our Twitter account. By regularly sharing images and information on Twitter, we celebrate our successes and learning with our own school community and beyond.

Website: <http://www.underbank-pri.s-lanark.sch.uk>

Twitter: <https://twitter.com/underbankpri?lang=en>

Underbank Primary is part of the Lanark Learning Community which encompasses Lanark Grammar, Lanark Primary, Robert Owen Memorial Primary, New Lanark Primary, St Mary's Primary, Braehead Primary, Carmichael Primary, Carstairs Junction Primary, Carstairs Primary, Douglas Primary, Rigside Primary and Kirkfieldbank Primary. A learning community is made up of schools and education establishments from the area including the secondary school, primary schools, early years establishments, early years partners and schools and bases which provide specialist additional learning services. It is about working together to plan better outcomes for children and young people. The Learning Community develops ways of working between establishments and with other agencies and organisations to ensure services are responsive, accessible and are delivered as effectively as possible.

Each learning community is managed by a Head of Education (Area).  
The Head of Education for our area is Mrs Jacqueline Wallace.

Underbank Primary recognises the importance of working in partnership with parents to support children's learning. Information about a child's learning on an individual basis is shared with parents through an end of year Pupil Report and Parent Consultations. We also share pupil work with our parents termly, to promote learning and partnership throughout the year.

### Extra Curricular Activities

At Underbank we offer a variety of clubs. Clubs may run for a few weeks or for longer periods. Teams of children represent our school by taking part in a variety of events which include Learning Community football, athletics and netball leagues. We also run after school activities for different stages. These have included: Netball, Football, Chess Dance, Tennis, Basketball, Multi-sports and Book Club. All children take part in our school sports day in the summer term.

In 2024, we gained a **Sports Scotland Gold School Award**.



**Netball**



**Girls' Football**



**Tennis**



**Football**



**Swimming**



**Multisports**

### Promoting a Reading Culture

We promote a positive reading culture within Underbank via our curriculum, our school and class libraries and by participating in regular whole school reading sessions. We also participate in Authors Live, Book Week and other events to encourage our pupils to have a love of reading.



**Book Week at Underbank**

We use our local community as a learning resource to enhance our pupils' learning experiences and participate in many local events such as Fruit Day in the Clyde Valley. We encourage partnership with the local playgroup by inviting them along to school events and by joining this group for their special events.



**Fruit Day**



**Pupil Representation at Crossford War Memorial**

While learning about Harvest, our school community collect items for our local Foodbank.



**Pupil Council Members with our Foodbank Donations**

### **Pupil Voice**

All pupils at Underbank Primary are encouraged to use their pupil voice and belong to one or more of our school committees:

***Health & Outdoor Committee***  
***Pupil Council***  
***Inclusion & Equity Committee***

***Eco Committee***  
***Enterprise & Charities Committee***  
***Making Rights Real & Fairtrade Committee***

Each of our committees is made up of pupils from across our school. This allows older pupils to support and encourage our younger pupils while working towards common goals. Pupils are encouraged to use their voice to lead initiatives and activities.

## 4) Staff List

### Teaching Staff

Mrs Margo Millar	Head Teacher
Mrs Carrie Drennan	Principal Teacher
Mrs Rebekah Bond	Class Teacher
Miss Kristy Dickson	Class Teacher (2 days)
Mrs Rachel Donnelly	Class Teacher (3 days)
Mrs Susan Higgins	Class Teacher (3 days)
Mrs Alison McInnes	Class Teacher
Mrs Sue McLeod	Class Teacher
Mrs Fiona Lamont	Area Cover Teacher – Base school Underbank
Miss Lauren Phelan	Support for Learning Teacher, (Extended Learning Community Team)
Mrs Judy Coll	English as an Additional Language Teacher (Extended Learning Community Team)
Mr Steven Johnstone	Music Teacher
Mr Paul Michael	Brass Tutor
Mr David Calder	Drumming/Percussion Tutor
Mrs Shona Robertson	Violin Tutor

### Support Staff

Mrs Susan Jackson	Team Leader
Miss Ashley Stewart	School Support Assistant
Miss Jacqueline Fleming	School Support Assistant and Breakfast Club

### Facilities Staff

Mrs Elizabeth Brown	Janitor
Mrs Marion Eaton	Catering Manager
Mrs Elizabeth Brown	Catering Assistant/Cleaning Assistant
Mrs Joyce Ryder	Cleaning Assistant
Mr John Hamilton	School Crossing Patrol
Mrs Roberta Hutton	School Chaplain Team Member
Rev. Fiona Anderson	School Chaplain Team Member

## 5) Attendance

Every effort should be made to ensure that your child attends school during term time. Please contact the school as soon as possible if your child is unable to attend school. It is important for the school to work with parents/carers in encouraging children to attend school. All absences are required by law to be recorded. Absences will normally fall under two categories – authorised or unauthorised absence. In cases where your child is unable to attend school parents are asked to:

- Tell someone at the school if you know in advance of any reason why your child is likely to be absent from school. You can do this via our telephone absence line, via email or on Parentsportal.
- Notify the school first thing in the morning 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.
- Inform the school of any change to the following:
  - Home telephone number
  - Mobile number
  - Emergency contact details

*If you know they have 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).

### **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](http://www.southlanarkshire.gov.uk), will provide updates on school closures or delays including further information about the next school day.

### **Parental Responsibilities**

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

### **Your Commitments**

We ask that you:

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

### **Family Holidays During Term Time**

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

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

### **Encouraging School Attendance**

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

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

### **Punctuality**

We encourage all pupils to arrive punctually so that they can enter their class with their classmates. If your child is late, please inform us of the reason why.

We encourage pupils to be in the playground 5 minutes before school starts. Punctuality is a life skill we wish to promote.

## **6) Parental involvement/Parent Council**

The Scottish Schools (Parental Involvement) Act 2006 offers guidance for education authorities, Parent Councils, and others.

Parentzone [Parentzone Scotland | Education Scotland](http://www.parentzone.scot.nps.org.uk) provides resources for parents and Parent Councils, and the National Parent Forum for Scotland offers additional information at [www.npfs.org.uk](http://www.npfs.org.uk).

### **Parental Involvement/Parent Council**

South Lanarkshire Council values parents as partners in their child's education and has published a strategy called 'Making a difference – working together to support children's learning', available on the Council's website:

[www.southlanarkshire.gov.uk/downloads/file/13457/parents\\_as\\_partners\\_-\\_strategy\\_2019](http://www.southlanarkshire.gov.uk/downloads/file/13457/parents_as_partners_-_strategy_2019)

### **The Importance of Parental Involvement**

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

### **Our Aims for Parents/Carers**

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

### **Parent Forum and Parent Council**

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

### **Getting Involved**

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

### **Parentzone Scotland**

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

## **Underbank Primary Parent Council**

### **Parents**

Chair: Mr Scott Martin                      Email: [scott@jnrsolicitors.com](mailto:scott@jnrsolicitors.com)

Vice-Chair: Mrs Lorraine Cameron

Mr Jonathan Gibson

Mrs Suzanne Marshall

Mrs Krystal McNicol

Mrs Jenny Parry

Mrs Lindsay Speirs

Mrs Mhairi van der Kaars

Mrs Natalie Dow

Mrs Ellece McCulloch

### **Staff Members**

Head Teacher: Mrs Margo Millar

Teachers: Mrs Rebekah Bond

Parent Council Clerk: Mrs Susan Jackson

### **Co-opted Members**

Mrs Donna Stewart

Councillor Lynsey Hamilton

Councillor Eileen Logan

Councillor Poppy Corbett

Councillor David Shearer

### **Parents and Friends Association (PFA)**

At Underbank Primary, there is a very active Parents and Friends Association (PFA) which works continuously to provide additional support for the school, through fundraising and organising of events. Funds raised are used to purchase equipment, pay for educational excursions or offer activities to widen the children's educational experiences.

We are always looking for new members to join the PFA, all parents are welcome to be involved and will be given information at the beginning of the school year. It is a fun filled way of helping the school and our pupils. If you wish more information or you can help in any way, please contact the school office.

### **Our Parent and Friend Association (PFA)**

#### **Parents**

Chair: Mrs Rebecca Sanderson

Vice Chair: Mrs Natalie Dow

Treasurer: Mrs Claire Theanne

Secretary: Mrs Jenny Parry

Mrs Victoria Ram

Ms Vicky Harrison

Mrs Claire Edwards

Mrs Lauren Ross

Mrs Ellece McCulloch

Mrs Charlotte Marshall

Miss Marcelle McIlroy

Mrs Krystal McNichol

#### **Staff Members**

Principal Teacher: Mrs Carrie Drennan

Class Teacher: Mrs Alison McInnes

Information on both parent groups can be found on the school website as detailed earlier.

### **Home-School Links**

One of our main aims at Underbank Primary School is to build on and consolidate the already strong, supportive links with our parents and the wider community. It cannot be overstressed just how important it is that you, as parents, feel welcome to come into the school at any time to discuss any concerns you may have about your children.

There are two formal Parents' Evenings: one in October and one in March. These meetings are in place to give you the opportunity to discuss your child's progress with the class teacher.

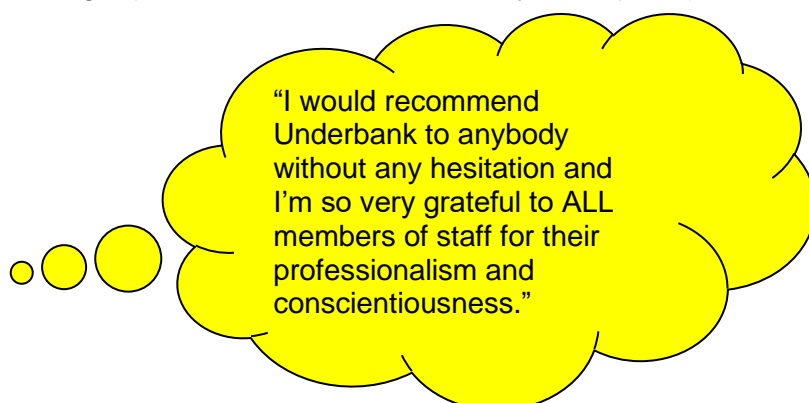
In addition to these more formal meetings, parents/carers are invited into the school at various times throughout the year to see the children showcase their work; through assemblies, presentations and open afternoons. There are events organised to keep parents up-to-date with the year group of your child; parent workshops, Meet the Teacher event, transitions events for P1 and P7 and parent participation in class projects.

Parents are kept informed of their child's homework, in line with the school Homework Policy.

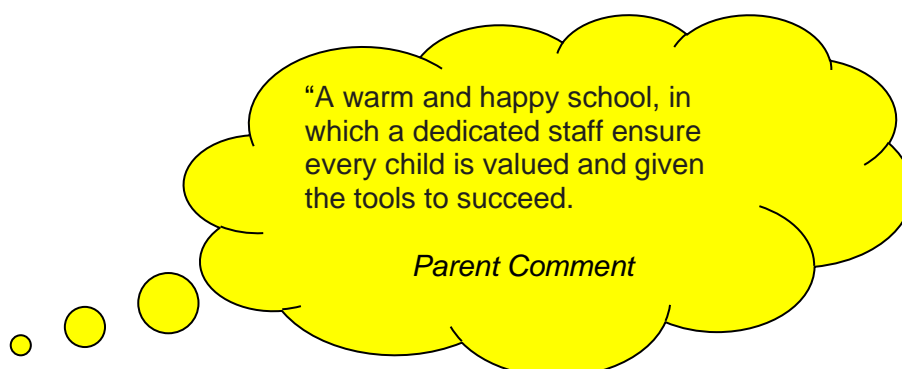
Our fortnightly update is emailed to parents every second Friday, keeping you up to date with events going on in the school. Through our school website and Twitter feed, we aim to keep parents informed of events happening in the school and those which we are involved in within our school and our community. They also include important information about upcoming dates and events.

Please note: necessary paperwork is issued via Parent Portal for parents to grant permission for educational excursions and after school clubs.

Underbank Primary fully appreciates all parental support both in school and at home. We welcome parent helpers into our school to support the children with active learning activities, paired reading, practical maths, number, reading games, after school clubs and on educational outings. (PVG Disclosure Scotland may be required).



This partnership with parents is highly valued and is evident in the two way dialogue which exists between the home and school. Parents are regularly consulted, with views carefully reflected upon and considered within the school improvement plan. Underbank Primary celebrates an ethos where parents feel they are an integral part of the school community.



Parents are also invited to support the school by offering to assist/lead in areas of expertise or interest, whether through the curriculum within the school day, or for a short period as a school club. The school has a range of school clubs, run by parents, members of the community and staff, which enables a wider sharing of skills and interests.

We also welcome support from the wider community and are very grateful for the support already in place. Thank you to all parents and community members who enhance our pupils' learning.

Parents can contact the school at any time by telephone, email, letter, or by calling personally into the school.

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

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

### Level

Early  
First  
Second

### Stage

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



**Making Graphs**



**Mini-Beast Hunt**



**Numeracy on a C-Touch**



**Building a Giant Tetrahedron**



**Active Spelling**

**Active Learning Indoors and Outdoors**



**Bikeability Training**



**Food Technology**



**Amazing Science**



**Amazing Science**



**Investigating Magnetism**



**Den Building**



**Problem Solving Together**



**Active Literacy**

Active Learning engages and challenges our learning. It helps us make links across the curriculum to ensure depth of understanding.

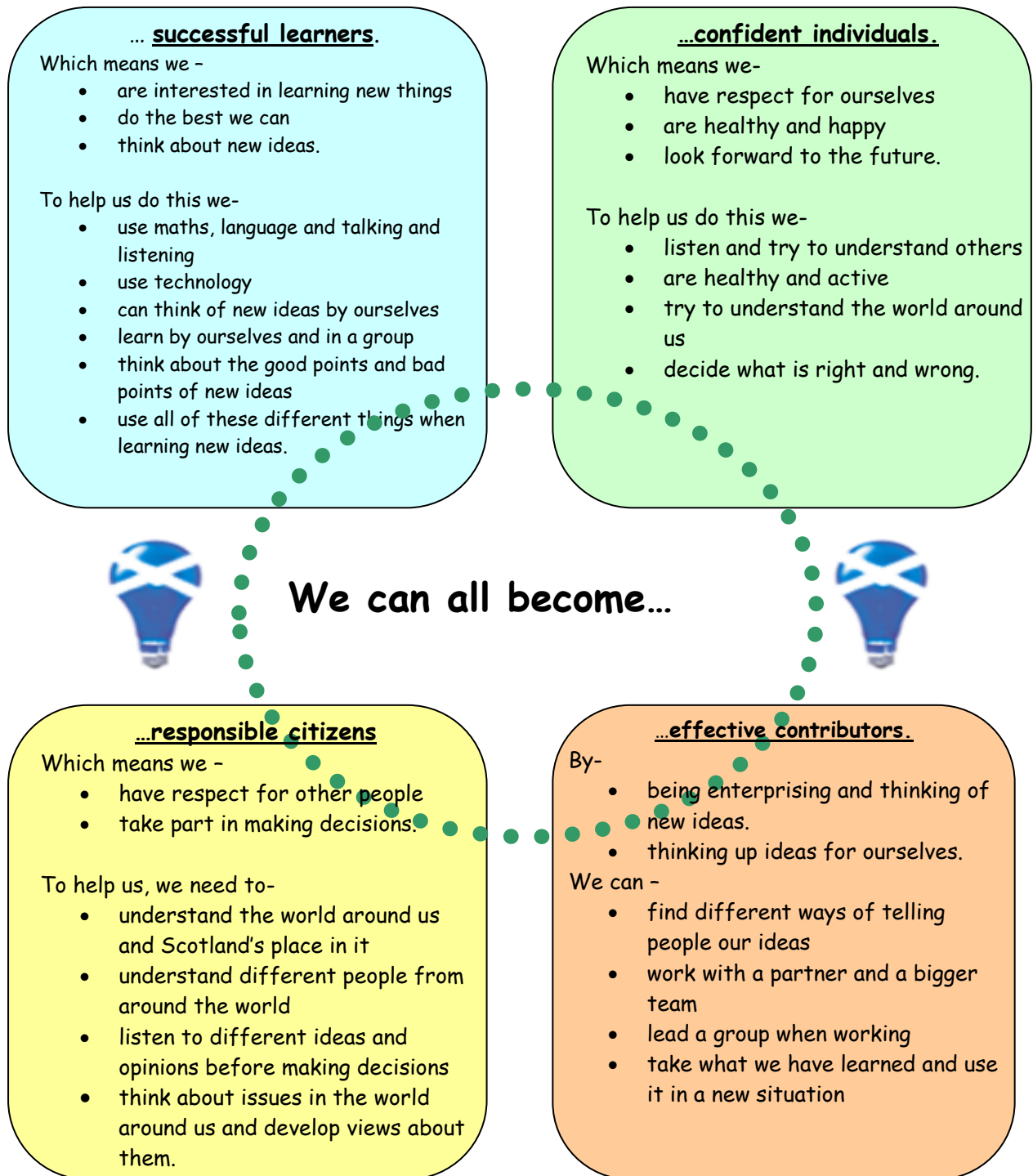
"Underbank continues to support and promote partnership working to showcase our children and ensure they thrive."

*Parent Comment*

The aspirations of Curriculum for Excellence are:

“For all children and for every young person that they should be successful learners, confident individuals, responsible citizens and effective contributors to society and at work.”

The 21<sup>st</sup> century curriculum will provide support, structure and direction to young people’s learning, so that they can maximise their potential in each of these four areas.



Sometimes the learning experiences may be linked together through themes and projects covering several areas of the curriculum (interdisciplinary learning).

### **Learning about Victorians**



At other times learning will take place in individual subject areas. Learning will also be developed through day to day involvement in the life and work of the school community and the wider community. Such activities will include a variety of out of school projects and a range of school or community-based events.

### **Planting Bulbs in our Raised Beds**



### **Developing Archery Skills**



### **Planting Oak Trees in our Grounds**



Planned experiences will be designed to achieve specific outcomes in terms of the knowledge, skills and understanding that show how young people are progressing and developing. If you want to know more about “Curriculum for Excellence”, please visit website: <https://education.gov.scot/>

### What will this look like in practice?

When planning activities and experiences for young people, teachers will take account of the following seven principles:

1. **Challenge and enjoyment** – All young people should be active in their learning and have opportunities to develop and demonstrate their creativity.



2. **Breadth** – all young people should have access to a range of activities so that they can learn and develop in a variety of ways.
3. **Progression** – All young people's learning should be built on earlier knowledge and achievement.
4. **Depth** – All young people should have opportunities to learn and study in depth. As they progress, they should be able to draw different strands of learning together and deepen their learning to the best of their ability.



5. **Personalisation and choice** – The individual needs of all young people should be recognised with particular talents and skills being supported and developed. Opportunities should be provided for young people to exercise responsible personal choice as they progress through the school.



6. **Coherence** – There should be clear links between the different aspects of learning.
7. **Relevance** – Young people should understand the purpose of their activities and see the value of what they are learning for their present and future life.

### **Musical Tuition**

The visiting Music Specialist visits one class for 10 weeks per session.

During the 2024/2025 session, we have been able to offer brass tuition, violin tuition and drumming tuition to groups of senior pupils.

It is hoped that the SLC Instrumental Music Service are able to annually offer a musical aptitude/suitability assessment to groups of pupils. If successful, pupils then have the opportunity to learn how to play a musical instrument.



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

At Underbank Primary, we aim to create an environment where our pupils appreciate values such as honesty, liberty, justice, fairness and concern for others. The children will be encouraged to develop a respect for other peoples' ideas, values, customs and beliefs, both within their community and the wider world. The children are also encouraged to work co-operatively with others demonstrating tolerance and partnership.

Integral to this guidance is the principle of mutual respect. The diversity of belief and tradition provides an ideal context in which pupils can learn about, and so learn from, what is important in the lives of themselves and others. We encourage respectful understanding.

Children contribute to our assemblies and so all pupils are made aware of what is happening in other classes. This helps to promote self-confidence. Our chaplaincy team members visit classes when requested to enhance our RME programme and we also visit the church for special events and to gain an understanding of the role of the church in our community. A member of our chaplaincy team also joins us for some of our planned assemblies.

### **Rights of Parents / Carers**

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

There is a statutory provision for parents to withdraw their child from participation in religious observance should they wish.

Where a child is withdrawn from our RME programme or religious observance, then we will make suitable arrangements for the child to participate in a worthwhile alternative activity.

Parents may also 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

Assessment can be formative or summative. Formative assessment is continuously being made to determine the effectiveness of teaching and to enable the teacher to plan the next steps for learning. Each child at Underbank has a Learning Journey folder that tracks their individual progress for the session. We use target setting with all pupils to promote an ethos of continuous improvement and partnership with our parents. Moderated writing jotters and moderated numeracy and maths jotters are also kept for each child. Standardised summative tests are also used at Underbank to check on pupils' progress and to assist in the planning of next steps in learning for all pupils.

We want to share with you on how your child's learning is progressing. We do this in many ways, including through sharing your child's learning with you, parent consultations and through reporting.

Final end of session reports are sent home in June. The following information explains the terminology used within the report to track progress.

**Literacy, Numeracy** and all aspects of **Health and Wellbeing** will feature across learning and are the responsibility of all practitioners. Therefore, these areas have been given increased emphasis within the South Lanarkshire Council primary report.

This table below shows how the curriculum levels are organised:

Level	Stage covering 3 years approximately
Early	The pre-school years and P1, or later for some.
First	To the end of P4, but earlier or later for some.
Second	To the end of P7, but earlier or later for some.
Third and Fourth	S1 to S3, but earlier for some.

The fourth level broadly equates to Scottish Credit and Qualifications Framework level.

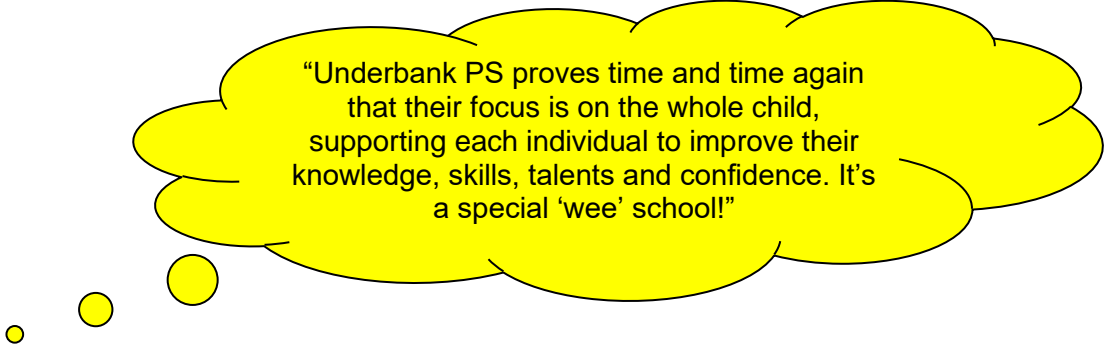
The fourth level experiences and outcomes are intended to provide possibilities for choice and young people's programmes will not include all of the fourth level outcomes.

Senior Phase        S4 to S6, and college or other means of study.

Some children and young people will start learning at these levels earlier and others later, depending upon individual needs and abilities. Learning progress is not about how fast children move through the levels but about "how much" and "how well" children learn, having depth and breadth of experiences at each level.

Important themes such as *enterprise, citizenship, sustainable development and creativity* are also included.

Curriculum for Excellence is about raising standards, improving knowledge and developing skills. The curriculum ensures continuity in children's learning and will take account of their strengths, interests and achievements.



"Underbank PS proves time and time again that their focus is on the whole child, supporting each individual to improve their knowledge, skills, talents and confidence. It's a special 'wee' school!"

## 9) Reporting

Pupils are continually assessed, both informally and formally, by teachers to allow for their progress to be tracked and monitored. This allows teachers to plan suitable, future learning opportunities to match children's needs.

We will provide parents with a report so that you can see what your child is doing and how they are progressing. In addition, there will be parents' meetings which offer you the opportunity to discuss how your child is progressing and how you can best support your child in their learning. The school will offer you an appointment time so that you can visit, in person, to discuss your child's education.

Our 'learner report' 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 that 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/primary\\_school\\_information/392/enrolling\\_your\\_child\\_for\\_school](http://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.help@southlanarkshire.gov.uk](mailto:Edsuppserv.help@southlanarkshire.gov.uk)

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

Proof of where the child lives may also be needed.

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

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

If parents want their child to go to another school, they must enrol in the first instance with their catchment school and intimate that they wish to make a placing request. An online placing request form is available from the SLC website – [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk) or by contacting [edsuppserv.help@southlanarkshire.gov.uk](mailto:edsuppserv.help@southlanarkshire.gov.uk) or phone **0303 123 1023**.

### **Change of School /Placing Request**

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

Please note, that if an application for a 'placing request' is successful 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 out with 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.help@southlanarkshire.gov.uk](mailto:edsuppserv.help@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.

The associated secondary for Underbank Primary is **Lanark Grammar School**.

Close links have been established with Lanark Grammar School. There is a strong transition programme between the primary schools in Lanark Learning Community and Lanark Grammar; these include staff liaison and preparatory visits for children throughout Primary 7 to ensure the smooth transition of our Primary 7 pupils to secondary school.



Head Teacher of Lanark Grammar: Mr Jeff Warden  
Lanark Grammar School  
Kirklands Road  
Lanark  
ML11 9AJ  
Tel: 01555 667520

Website: <http://www.lanark.s-lanark.sch.uk/>

## 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 about your child's wellbeing, you can speak to the named person who will work with you to provide support and decide how to move forward. Your school will let you know who this is. It is likely to be the Head Teacher in a primary school and a principal teacher (pupil support) in Secondary.

More information can be found on:

[www.scotland.gov.uk/gettingitright](http://www.scotland.gov.uk/gettingitright)

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

All children in Underbank Primary are challenged and supported to achieve their potential. For some children a programme of staged intervention is put in place. This consists, in the first instance, of extra class teacher input to target specific curricular areas.

If, in consultation with the Head Teacher, it is felt that more help is needed, a programme of support is planned. Advice may also be sought from our allocated Specialist Support for Learning Teacher. At this stage, an Additional Support Plan (ASP) may be drawn up in consultation with parents and children.

These programmes can also be helped by support from our School Support Assistants, who play a valuable role in all areas of school life, ranging from school administration to supporting individual children or groups within classes.

All of our actions are guided by South Lanarkshire Council's Additional Support for Learning guidelines. Any parental enquiries about Additional Support for Learning can be directed to the Head Teacher, who will be happy to discuss any concerns. Parents may also be invited into school to help complete relevant paperwork and help us build up a more complete picture of a child's needs.

South Lanarkshire Education Resources have published a series of leaflets which cover information for parents and carers about the Additional Support for Learning Acts. 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](mailto:info@enquire.org.uk)

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

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

If you would like to order our leaflets, postcards or guides, please contact them on [info@enquire.org.uk](mailto:info@enquire.org.uk)

## **Attachment Strategy for Education Resources**

### **Attachment – what we do to support children and young people**

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

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

Underbank Primary has currently achieved 4 Attachment Informed, Trauma Sensitive pledge awards from SLC Psychological Services.

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

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

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

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

These are available in schools and on the SLC Staff Learning Centre Sway accessible by teachers and staff.

## 12) School Improvement

All South Lanarkshire schools are required to produce an annual Improvement Plan that outlines the areas of the curriculum or school improvements that will be the focus for the following year. Improvement priorities and tasks for the following session are discussed with staff and our Parent Council each year. A draft of the plan is discussed and amended by staff. It is then sent to our Lead Officer, who comments and advises on the content.

Our Improvement Plan for 2024 - 2025 focuses on three areas:

- Continuity of Learning
- Health and Wellbeing
- Equity



**Underbank Primary School**  
***"We Can and We Will"***  
**School Improvement Plan 2024 – 2025**



<b>SLC Priority for 2024 – 2025 and beyond: Improve health and wellbeing to enable children and families to flourish.</b>
<ul style="list-style-type: none"><li>➤ Continue on our journey to evaluate our practice against the Attachment Pledges using the SLC Attachment Informed, Trauma Sensitive Accreditation Toolkit.</li><li>➤ Gain access to wellbeing workshops and physical activity via partner providers.</li><li>➤ Continue to prioritise quality Forest School provision at all stages to promote wellbeing, pupil self-evaluation of the management risk while building resilience and team working.</li></ul>
<b>SLC Priority for 2024 – 2025 and beyond: Ensure inclusion, equity and equality are at the heart of what we do.</b>
<ul style="list-style-type: none"><li>➤ Develop staff knowledge of the BGE Tracking and Monitoring Tool as a lens to gain greater knowledge of their class data and profile over time.</li><li>➤ Focus on improving attendance by reducing any known barriers and through the promotion of avoiding term-time holidays.</li><li>➤ Build staff and pupil knowledge of Anti-Racism using several approaches including through our ethos, the diversity of our community and through our curriculum.</li><li>➤ Reduce CoSD for all families across our school by maintaining many of our current strategies and reviewing and acting upon 'CoSD Guidance for Schools and Early Years Establishment'.</li><li>➤ Continue on our Rights Respecting Schools journey.</li></ul>
<b>SLC Priority for 2024 – 2025 and beyond: Provide a rich and stimulating curriculum that helps raise standards in literacy and numeracy.</b>
<ul style="list-style-type: none"><li>➤ Review Numeracy and Maths provision to enhance practice and impact positively on outcomes for learners.</li><li>➤ Continuous review of support for learning within Literacy &amp; Numeracy to enable effective resourcing, support and challenge.</li></ul>

<p><b>SLC Priority for 2024 – 2025 and beyond:</b>  <b>Support children and young people to develop their skills for learning, life and work.</b></p>
<p>➤ Review Science provision to enhance practice and impact positively on outcomes for learners.</p>
<p><b>SLC Priority for 2024 – 2025 and beyond:</b>  <b>Empower learners to shape and influence actions on sustainability and climate change.</b></p>
<p>➤ Review our Global Citizenship provision, to ensure that all learners engage with at least one of the Global Goal adopted by the United Nations annually.</p> <p>➤ All learners to be involved and engaged in the work and life of the school through pupil voice and leadership opportunities including our Eco Committee work, Inclusion and Equity Committee and JRSO work.</p>
<p><b>Lanark Learning Community Priority for 2024 - 2025</b></p>
<p>To best meet learners' social, emotional &amp; behavioural needs through engagement with The Circle Framework (Child Inclusive Research into Curriculum Learning Education) to develop a learning community and whole school approach to help support creating inclusive classrooms through effective collaboration.</p>

Progress towards achieving our targets, outlined in our Improvement Plan, is discussed throughout the session with our Quality Link Officer

Our school Fortnightly Updates, website and Twitter account aim to keep parents informed of school activities and our main achievements.

Each year we create a Standards and Quality report which parents can access on our school website. This details improvements and developments undertaken in the previous session and the impact that they have had.

Participatory budgeting actively engages our school community in decision making and the allocation of a percentage of our Pupil Equity Fund.

During session 2024 – 2025, developing writing skills and confidence and improving number recall, including times tables are the key targets of our Pupil Equity Fund.



**Scotland's Finest Woodland  
Award 2017 - 2018**



**Sports Scotland Gold School Award**



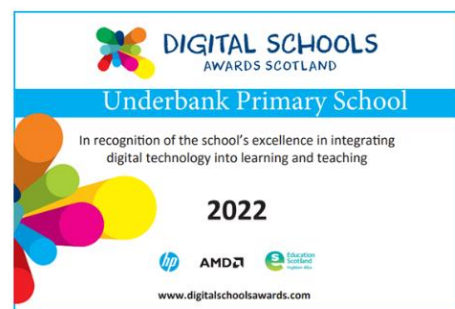
**Our Seventh Green Eco Flag 2024**



**Sporting Primary School of the Year 2019**



**Fairtrade Awards**



**School of Kindness Winners 2024**



**Annual Scottish Celebration**

## 13) School Policies and Practical Information

### After School Arrangements

The school should always be aware of where your child is going, and who with, at the end of the school day. If your arrangements change for any reason, please inform our school office before 2pm. This includes all of our school transported children. We reinforce with all children that if they go out at 3pm and their parent/carer is not there to collect them, then they must return into school.

### School Meals

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

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

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

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

Pupils in:

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

School lunches and milk (30p) 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 a special 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/nursery 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, Universal Credit (where your take home pay is less than £796 per month), Job Seeker's Allowance, Employment and Support Allowance (income related), Working Tax Credit and Child Tax Credit (where your gross annual income does not exceed £9,552 as assessed by the HM Revenues and Customs), Child Tax Credit only (where your gross annual income does not exceed £19,995 as assessed by the HM Revenues and Customs) or receive support under Part VI of the Immigration and Asylum Act 1999.

If you are in receipt of Housing Benefit and/or Council Tax Reduction from SLC 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.



### **Breakfast Club Provision**

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.

This provision is supervised by a School Support Assistant and our cook, Mrs Marion Eaton.



### **Drinking Water in School**

We encourage all children to bring a bottle of drinking water to school each day to remain hydrated. Bottles can be refilled in all classrooms.

Research suggests that poor hydration leads to a lack of awareness, problems with concentration, and poor short-term memory. When the body and brain are refreshed and hydrated, they can function clearly and perform to their full ability.

### **Learning Tools**

At Underbank all resources that a child needs for activities can be accessed in school. There is therefore no need to purchase expensive stationery e.g. pencil cases, pens etc. for your child at any stage. Should your child wish to bring their own stationery, then please be aware that things can be lost, and so we request that expensive items always remain at home.

Should your child require any school resources for home/school link projects or homework tasks, then these will also be made available on request.

### **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 and 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.

**The uniform worn by Underbank Primary pupils is:**

- **Jumper, cardigan or sweatshirt – blue**
- **Trousers, skirts, pinafore – grey**
- **Blouse, shirt or polo shirt – white or blue**
- **Shoes - black**

School ties and fleece/rain jackets are also available. Our uniform supplier is: **A. L. J. Industrial Supplies, 27 St Leonards Street, Lanark. (Tel: 01555 665715)**

Unbranded items such as plain white polo-shirts are also welcomed and can be purchased from many other retailers. It is not necessary for pupils to have a blazer as we often find they get little wear from this in our Scottish climate.



### **PE Kit**

It is important that children are suitably dressed for PE. Gym shoes/trainers, shorts and t-shirts are the desired clothing. We encourage our P4-7 pupils to wear a school PE t-shirt which can have our school badge embroidered on it. These can also be purchased from our school uniform supplier.

Trainers worn outside should not be worn for PE as this could prove to be a danger. Children should have a pair of indoor shoes which they will wear inside the building. Where possible, these should also be suitable to be used during PE sessions and so have non-marking soles. Please note that jewellery should be removed before PE sessions.



School activities can involve the use of paint, glue or other messy materials so some sort of overall/old shirt for use in school is advisable.

**Please put children's names on all clothing, shoes etc.**

A lost property box is kept within the school and parents are invited to retrieve jumpers etc when visiting the school.

## **Allergies**

Many children in our schools have allergies, and it is crucial for parents to keep the school informed about these conditions.

## **Health Care Plans**

- Allergies can manifest at any time with symptoms ranging from mild to severe.
- Children with moderate to severe allergies often have a Health Care Plan from the NHS, detailing symptoms and interventions.
- Parents must share this plan with the school and provide updates as necessary.

## **Mild Symptoms**

- Even without a Health Care Plan, parents should regularly update the school on any new triggers, medications, or actions required.

## **Employee Training**

- School staff need to know your child's symptoms, treatments, and actions required to prevent exposure and minimise the risk of reactions.
- Employees receive training on allergies and will consult with parents and the NHS for any additional specialist training needed.

## **Policy Adherence**

- In supporting children and young people with allergies, school staff will follow South Lanarkshire Council's Safe Systems of Work, risk assessment process, and national guidance on the administration of medicines.

## **Support for parent/carers**

### **Clothing grant**

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

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

## **School hours/holiday dates**

Monday to Friday	9.00am – 12.15pm and 1.00pm – 3.00pm.
Interval	10.30am – 10.45am.
Lunch	12.15pm – 1pm.

Details of school holidays/Inset Days are available from South Lanarkshire Council's website <https://www.southlanarkshire.gov.uk>

## **School transport**

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

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

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

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

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

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

A new application must be made each year.

More details on Privilege school transport may be found here:

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

### **Pick-up points**

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



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

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

Mainstream School Transport contact details:

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

tele: 0303 123 1023

### **Transport at Underbank is currently provided by:**

- Gethan Edwards – 07951017802
- Go Taxis Ltd – 01555 777099

### **Insurance for Pupils' Personal Effects**

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

### **Theft/Loss of Personal Effects**

- The Council is not responsible for the loss or theft of pupils' personal items, such as mobile phones or tablets. These items are brought to school at the pupil's and parents' own risk.

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

### **Damage to Clothing**

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

### **Promoting positive behaviour**

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

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

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

In addition, a guideline (Promoting Positive Relationships and 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 has been developed for this purpose.

At Underbank we have developed our own Wellbeing and Relationships policy. This can be found on our website.

### **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 them keep their children safe.

[www.childprotectionsouthlanarkshire.org.uk](http://www.childprotectionsouthlanarkshire.org.uk)

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

Information on pupils, parents and guardians is held by the school to enable the teaching, registration and assessment of pupils as well as associated administrative duties. The information is stored and used as per the requirements of the GDPR, with South Lanarkshire Council defined as the data controller. The Council 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](https://www.southlanarkshire.gov.uk/info/200235/meta/1730/general_privacy)).

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

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

The Freedom of Information (Scotland) Act 2002 came into force on 1 January 2005 and gives a person the right to request information held by Scottish public authorities. The act refers to information held in a 'recordable' format and relates to information held within documents, not the documents themselves.

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

Freedom of Information Officer  
Education Resources  
South Lanarkshire Council  
Council Offices, Almada Street,  
Hamilton, ML3 0AA

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

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

## Appendix A

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

[http://www.southlanarkshire.gov.uk/info/200186/primary\\_school\\_information/1264/curriculum\\_for\\_excellence/3](http://www.southlanarkshire.gov.uk/info/200186/primary_school_information/1264/curriculum_for_excellence/3)

### Additional Information

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

### Parental Involvement

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

Parentzone provide information and resource for parents and Parent Councils  
National Parent Forum for Scotland; [www.npfs.org.uk](http://www.npfs.org.uk)

### School Ethos

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

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

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

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

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

## **Curriculum**

Information about how the curriculum is structured and curriculum planning

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

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

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

Information on the Senior Phase

Information on Skills for learning, life and work

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

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

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

## **Assessment and Reporting**

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

Information about Curriculum for Excellence levels and how progress is assessed

Curriculum for Excellence factfile - Assessment and qualifications

Information on recognising achievement, reporting and profiling

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

## **Transitions**

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

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

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

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

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

Enquire is the Scottish advice service for additional support for learning

Parenting Across Scotland offers support to children and families in Scotland

### **Support for Pupils**

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

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

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

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

### **School Improvement**

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

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

Scottish Credit and Qualifications Framework (SCQF)

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

Amazing Things - information about youth awards in Scotland

Information on how to access statistics relating to School Education

### **School Policies and Practical Information**

**National policies, information and guidance can be accessed from the Scottish Government Website on [www.gov.scot](http://www.gov.scot) with an update on school inspection outcomes being available via the Education Scotland website**