



Education Resources

Wiston Primary School



Handbook 2026



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

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

1. Introduction by the Head Teacher

The warmest of welcomes to Wiston Primary School. I hope you will find our School Handbook interesting and informative. At Wiston we strive to promote positive relationships with our parents and the community. Our whole staff is committed to providing the highest quality of educational experiences for our pupils. I do hope that you find us an open and approachable team.

All members of staff have high expectations of our pupils in attainment as well as in behaviour and attitude. Together, in partnership with you, we will work hard to fulfil their potential.

Please be assured that no worry affecting your child is too small to share with us. If you have any concerns do not hesitate to get in touch.

While a handbook cannot fully convey the atmosphere of Wiston, I hope it will give you a flavour of our school. Should you have any questions, would like to come and see our school or need more information we will be proud to show you around.

Kindest regards,

Laura Forde

Laura Forde
Head Teacher



2. About our school

Wiston Primary School is one of 124 South Lanarkshire Primary Schools. It is part of the 14 schools that make up Biggar Learning Community.

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



**Outdoor learning at
Wiston Lodge**

Wiston Primary School
Millrigg Road
Wiston
BIGGAR
ML12 6HT

Phone: 01899 850634
Fax: 01899 850298

Email office:
office@wiston-pri.s-lanark.sch.uk
Head Teacher:
gw14wistonpsht@glow.sch.uk



School Website:
www.wiston-pri.s-lanark.sch.uk

Present Role: 3
Stages Covered: Primary 1 to Primary 7

Wiston Primary is a non-denominational, co-educational school

Contact Education Resources:
Education Resources
Council Offices
Almada Street
Hamilton
ML3 0AE
Tel: 0303 123 1023

Please inform us of any change to the following:

- home phone number
- mobile phone number
- emergency contact details



If you have any concerns regarding any aspect of your child's education, please do not hesitate to contact us and we will work together to resolve it.

The Head Teacher can be contacted at: gw14wistonpsht@glow.sch.uk

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 5).

3. School Ethos

Our school is situated in the heart of the village of Wiston, at the foot of Tinto Hill. It was built in 2010 and is a bright, inspiring building to meet the needs of the twenty first century.

As well as state of the art indoors, it has access to outstanding outdoor learning facilities both within the school grounds and next door at Wiston Lodge. In recent years, working alongside the Wiston Community Enhancement Groups, we obtained funding to develop our school playground.

Wiston is part of a shared headship with Libberton Primary. Both schools work together on a regular basis which has great benefits for the children both educationally and socially.

Our Vision for Wiston Primary:

At Wiston Primary, our children are at the heart of everything that we do. In partnership with our parents and the wider community, we strive to create a culture and environment which inspires everyone to be their very best.

VALUES

At Wiston we value the qualities of

TEAMWORK HONESTY RESPECT RESILIENCE KINDNESS

AIMS

- To create a safe, nurturing and supportive learning environment, where all achievement is celebrated
- To support and challenge pupils to achieve success across the curriculum and reach their full potential
- To promote creativity and nurture curiosity through every aspect of our school community
- To inspire and nurture happy, healthy individuals who have the skills required for life, learning and work

As a staff, we work together to provide a caring, stimulating and positive environment where the quality of teaching and learning encourages children to reach their full potential as **successful learners, responsible citizens, effective contributors and confident individuals**.

Good regular attendance and timekeeping, polite manners, respect for others and a commitment to performing to the best of one's ability are all encouraged.

We strive to create an atmosphere which encourages and rewards positive attitudes and behaviour, which celebrates success and stimulates interest and enthusiasm for life-long learning. We are justifiably proud of our high standard of behaviour, involvement in the community and achievements of individuals as well as a school generally.

4. Staff List

| | |
|-------------------------------------|------------------------------------|
| Head Teacher | Mrs Laura Forde |
| Principal Teacher | Mr Martyn O'Donnell (P1-7 teacher) |
| Class Teacher/CCC Cover (Wed/Thurs) | Miss Kayra Bogucu |
| Support Staff | Mrs Sarah Alcock (Team Leader) |
| | Mrs Alison Littlejohn (Mon-Thurs) |
| Caretaker/School Cook | Mrs Sara Weardon |
| Music Tutor | Ms Claire O'Neill |
| Specialist Support Teacher | Mrs Hazel Leggate |
| School Chaplain | Dr Nikki Macdonald |
| Quality Link Officer | Mrs Anne Jessimer |



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 are asked to:

- Inform the school by letter or phone, if your child is likely to be absent for some time
- 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
- 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).

Family Holidays During Term Time

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

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



*I feel safe and I can talk
to the staff if I need help,
or I am upset* *Pupil*

6. Parental involvement and Parent Councils

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

Why Parental Involvement Matters

- Strong partnerships help schools understand children's needs and help parents feel informed and supported
- Parents can reinforce learning at home, making schoolwork more meaningful and connected to everyday life

- Parental involvement can help children develop a love of learning and resilience when facing challenges
- When parents work with school and take an interest in learning, children often achieve more academically and feel more confident

Our Commitment

We want parents and carers to:

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

Parent Forum and Parent Council

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

Connect – Supporting Parent Councils

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

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

Other Helpful Resources

- Parentzone Scotland – Practical advice and information about learning, additional support needs, and how to get involved: [Parentzone Scotland | Education Scotland](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 or helping in school? Contact your 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 \(scotlandscurriculum.scot\)](http://scotlandscurriculum.scot)

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

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



JRSO Training Day

At Wiston Primary we believe they learn best when:

- they can be involved in deciding what to do, sharing expectations and standards, taking responsibility for their learning and discussing the success criteria
- they are engaged and active, involved in discussing, explaining, interacting, investigating, exploring, creating, collaborating, evaluating and analysing
- there is a good mix of activities: some involving discussion and working with others, and some quietly alone
- they can see how their learning will help them achieve their goals
- they are able to reflect on their learning and decide the next steps to improve their own learning as part of personal learning planning
- the activities are stimulating, and give a sense of achievement
- they are set challenging goals

- they receive timely and accurate feedback

Health and Wellbeing, Relationships, Sexual Health and Parenthood (RSHP)

Parents can access lessons at <https://rshp.scot/>. Please contact Mrs Forde if you would like to discuss the content of lessons. Parents have the option to withdraw their child(ren) from RSHP lessons.

Technologies - ICT

Pupils have access to PCs, laptops, Chrome books and iPads. ICT permeates all areas of the curriculum.

Outdoor Learning

At Wiston, we are proud of our amazing surroundings, and we are committed to use it to motivate and challenge our children.



**We love
Outdoor
Learning**



Wiston Primary School offer extracurricular activities throughout the year both at lunchtime and after school. They are supervised/ run by teachers/specialists/ older pupils and parent volunteers. Already this session we have had dance, football, rugby and multi-sports. We are keen to hear from anyone who has a skill they would like to share with the children. (All adults must hold a valid PVG certificate).

Musical tuition

Visiting Music specialist - Steven Johnstone for 12 weeks per session
A woodwind tutor visits weekly to give lessons to P4-7

Transition

Transition opportunities with Biggar High School are strong. We also have an excellent transition programme involving all small schools within Biggar Learning Community. A residential experience is offered to Primary 7 pupils in partnership with all small schools within Biggar Learning Community.

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

At Wiston Primary School 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.

There is a statutory provision for parents to withdraw children from participation in religious observance. This right of parents' wishes will be respected.

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.



*Wiston encourages independence
and responsibility for actions*

Parent

Science at Wiston Primary

*I like that my children are
thriving and growing into
confident little people. My
children enjoy learning and look
forward to coming to school
everyday*

Parent



8. Assessment and tracking progress

Assessment is a way of supporting learning. It helps teachers, learners, parents and others to understand the depth and breadth of learning undertaken so that progress and next steps can be discussed and planned.

Your child's progress is not only based on 'tests' but on the learning that takes place within the classroom and in different settings out with the classroom. Your child's teacher will use national standardised assessment results, alongside a wide range of other assessment information, to identify your child's strengths and where they may need more support. They can then use this assessment information to work with your child to plan their next steps in learning. Teachers will also discuss your child's progress with you and help you to understand how you can support further your child's learning at home.

Curriculum for Excellence has improved assessment in the following ways:

- A better connected assessment system with smoother links through pre-school, primary, secondary school and college
- More ways of assessing progress to support learning and more flexibility to meet learners' individual needs
- By introducing a profile of our children's' achievements this will give a clear statement of the achievements they have made and the skills they have developed at these crucial times in their lives

Evidence of children and young people's progress and achievements will come from day-to-day learning and through the things they may write, say, make or do. For example, evidence may emerge as a result of children and young people taking part in a presentation, discussion, performance or practical investigation. Evidence could also be a drawing, report, or piece of artwork that they have produced. Evidence may be captured as a photograph, video or audio clip as part of a particular learning experience.



**Mr Johnstone
comes in to give
music lessons**

Reporting

Wiston Primary School recognises that good teamwork among parents, children and schools is the key to a successful education for your child.

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

We will provide parents with reports so that they can see what their 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 contact the school if you wish further information. The school will offer you an appointment time so that you can visit in person to discuss your child's education.

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

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



**Biggar Learning
Community Rugby
Festival**



9. 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 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 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 want their child to go to another school, they must enrol in the first instance with their catchment school and intimate that they wish to make a placing request. An online placing request form should then be completed. This is available from the SLC website – www.southlanarkshire.gov.uk or by contacting edsuppserv.helpline@southlanarkshire.gov.uk or phone **0303 123 1023**.

Change of School/Placing Request

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

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

If you move out with 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.helpline@southlanarkshire.gov.uk or **0303 123 1023**.

Transition from primary to secondary school

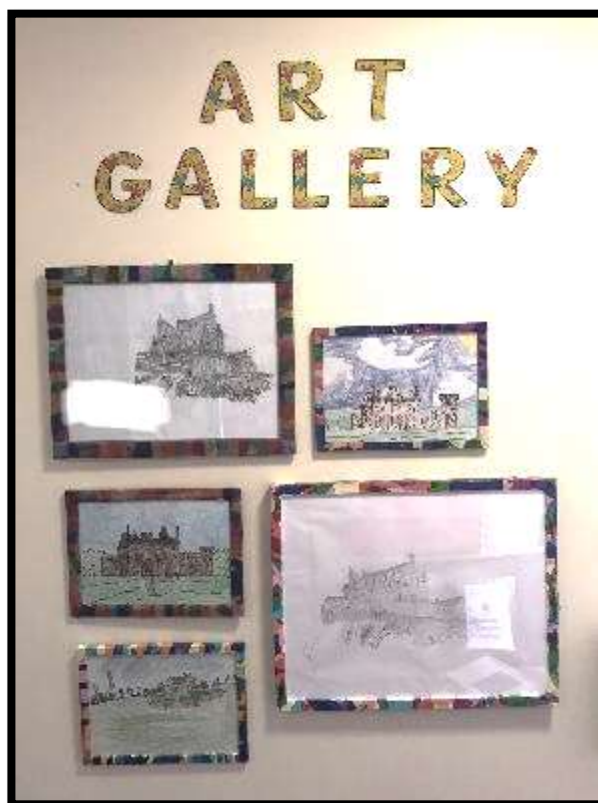
Pupils normally transfer from primary to secondary school between the ages of 11½ and 12½, so that they will have the opportunity to complete at least 4 years of secondary education. Arrangements are made by the school to transfer children to the associated secondary school as

determined by their home address. Parents of P7 children will be informed of the transfer arrangements made for their child to attend secondary school.

We will also provide you with information at this time on events designed to support P7 children before they move on to secondary school.



**We had a fun trip to
New Lanark!**



**We showcase our
fabulous artwork!**

10. 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

Support for All (Additional Support Needs)

All children have the right to access a quality educational provision and at Wiston Primary School we endeavour to enable all pupils to reach their full potential. We believe that quality provision should operate within a framework of a positive ethos with an effective partnership between school, parents and other support services. The Head Teacher works closely with class teachers to identify pupils who are experiencing difficulty or who are making exceptionally good progress. Pupils who require additional support will be supported in a positive and inclusive manner. We can, as appropriate, consult with our Educational Psychologist and Clydesdale Specialist Support Team for additional support

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.

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

Attachment Strategy for Education Resources

Attachment – what we do to support children and young people

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

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

What does it set out to do?

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

How can I find out more?

South Lanarkshire Council Education Resources have published a series of leaflets and posters for establishments and for parents/carers which aim to share information on attachment theory and on how this informs 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.

Promoting Positive Relationships and Understanding Distressed Behaviour (PPRUDB)

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

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

When incidents of distressed behaviour arise in schools, staff will use a range of strategies to de-escalate situations and prevent re-occurrence. Strategies include structuring the environment with consistent routines and quiet areas, adapting communication to accommodate speech and sensory needs, and building positive relationships based on shared values. Setting clear limits with dignity, active listening, and inclusive teaching practices support behaviour management. Planning for transitions and using support plans like Additional Support Plans (ASPs) and Behaviour Assessment and Support Plans (BASPs) assist in addressing individual needs.

Each educational establishment should use the PPRUDB framework to develop and implement a relationships and behaviour policy through consultation with staff, pupils, and parents, reviewing it every three years. Further information is available from the Headteacher of the establishment your child attends.



**We LOVED the trip to
Leadhills and
Wanlockhead Railway!**

11. School Improvement

Our main achievements can be viewed on our school website and also on X.

<https://www.wiston-pri.s-lanark.sch.uk/index.htm>

Please visit our school website to view our Standards and Quality Report

https://www.wiston-pri.s-lanark.sch.uk/index_388_2507884833.pdf

Our current School Improvement Plan can be accessed from link below:

https://www.wiston-pri.s-lanark.sch.uk/index_386_3316505989.pdf

**We love having the
opportunity to learn
new skills**



12. School policies and practical information



School/Nursery Meals

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.

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 -



Breakfast Club

Wiston Primary runs a very successful breakfast club in the school from 8.15am to 8.45am. Children are offered cereal or toast with milk or water. Children who come to school after 8.45am are offered a slice of toast.

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 to keep the school informed about these conditions.

Health Care Plans

- Allergies can manifest at any time with symptoms ranging from mild to severe

- Children with moderate to severe allergies often have a Health Care Plan from the NHS, detailing symptoms and interventions
- Parents must share this plan with the school and provide updates as necessary

Mild Symptoms

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

Employee Training

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

Policy Adherence

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

Mobile Device Policy

Our school follows South Lanarkshire Council guidance on mobile device use, which is rooted in Scottish Government policy. Mobile technology can support learning and communication, but it can also disrupt lessons and affect wellbeing if misused. To maintain a safe, respectful, and inclusive learning environment, pupils are expected to use mobile devices responsibly and in line with school rules.

Devices should not be used during class unless specifically permitted for learning purposes.

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

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

School Hours

| | |
|-------------------|-------------------|
| Morning opening | 9am |
| Interval | 10.30am – 10.45am |
| Lunch | 12.15pm |
| Afternoon opening | 1.00pm |
| Close | 3.00pm |



Holiday Dates

The 2025-2026 School holiday dates are at the back of this document.

School transport

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

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

https://www.southlanarkshire.gov.uk/info/200186/primary_school_information/545/school_transport

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

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

More details on Privilege school transport may be found here:

https://www.southlanarkshire.gov.uk/info/200186/primary_school_information/784/privilege_transport_to_school

Pick-up points

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

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

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

Mainstream School Transport contact details:

Email: school_transport@southlanarkshire.gov.uk

Tel: 0303 123 1023

Insurance for Pupils' Personal Effects

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

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 should make sure they are covered by their own household insurance

Clothing

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

Promoting positive behaviour

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

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

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

In addition, a guideline (Promoting Positive Relationships and 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.

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

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.

13. 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)

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

The Freedom of Information (Scotland) Act 2002

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

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

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

Or email: foi.request@southlanarkshire.gov.uk

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

Appendix A

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

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

Additional Information

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

Parental Involvement

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

Parentzone provide information and resource for parents and Parent Councils National Parent Forum for Scotland; www.npfs.org.uk.

School Ethos

- Supporting Learners - guidance on the identification, planning and provision of support
- Journey to Excellence - provides guidance and advice about culture and ethos
- Health and wellbeing guidance on healthy living for local authorities and schools
- Building Curriculum for Excellence Through Positive Behaviour and Relationships outlines the Scottish Government's priority actions around positive behaviour in schools and is also a source of support
- Scottish Catholic Education Service's resource 'This is Our Faith' which supports the teaching and learning of Catholic religious education

Curriculum

- Information about how the curriculum is structured and curriculum planning
- Information about the outcomes a learner can expect to experience and achieve across literacy, numeracy and health and wellbeing, as well as the 8 curricular areas
- Advice, practice, and resources to support the experiences and outcomes on 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 fact file - Assessment and qualifications
- Information on recognising achievement, reporting, and profiling
- The Scottish National Standardised Assessment- in Scotland, pupils in P1, P4, P7 and S3 complete online standardised assessments in literacy and numeracy as part of their everyday learning and teaching

Transitions

- Curriculum for Excellence fact file - 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 provide 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

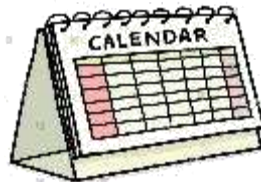
School Improvement

- 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 with an update on school inspection outcomes being available via the Education Scotland website.

School holidays



2026/27 school holidays

August 2026

Tuesday 11 August - teachers return

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

Thursday 13 August - pupils return to school

September 2026

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

October 2026

Monday 12 October to Friday 16 October (October break)

November 2026

Monday 9 November (in-service day)

December 2026 and January 2027

Tuesday 22 December (schools close at 2.30pm)

Wednesday 6 January 2027 - pupils return to school

February 2027

Monday 15 February and Tuesday 16 February (February break)

Wednesday 17 February (in-service day)

March 2027

Friday 26 March (Good Friday)

Monday 29 March (Easter Monday)

April 2027

Friday 2 April (schools close at 2.30pm)

Monday 5 April to Friday 16 April (Spring break)

Monday 19 April - pupils return to school

May 2027

Monday 3 May (May Day)

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

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

June 2027

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

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

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