



Education Resources

Douglas Primary School & ELC Handbook 2024-2025



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

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

1. Introduction by the Head Teacher

Douglas Primary School is one of 124 primary schools throughout South Lanarkshire Council.

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

The Council's Plan Connect sets out the Council's vision which is, "to improve the quality of life for all within 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.

At Douglas Primary School and ELC we strive to uphold the Council's vision and commitments.

Welcome

A warm welcome is extended to you from all at Douglas Primary School. The team within Douglas Primary and ELC are committed to providing a happy, safe and stimulating environment for your child to grow and learn in. The ethos and culture of our school is one of our key strengths. We pride ourselves on our positive and friendly ethos that extends to all within the school and the local community.

Our recent stakeholder survey identified our innovation and drive and the excellent nurturing relationships we have. We work very hard at creating and maintaining positive partnerships to uphold our school vision and values and to provide the best educational experience possible for our pupils.

At Douglas Primary School and ELC our vision is for our school to be at the centre of the community, providing education, care and support to all. Within the school we will always strive to provide a happy, safe and friendly learning environment where everyone is respected and included.

Our school values are **positivity, friendship, trust, respect, determination**

Our school rules are: **respect yourself, respect others, respect property.**

At Douglas Primary School we operate an open door policy. We believe that strong partnerships are the key to raising attainment and achievement throughout the school. Therefore we would ask that if you ever have any questions or queries to contact us. We would be delighted to hear from you and work with you in order to fully meet your child's needs.

Suzanne Hughes
Head Teacher

2. About our school

Name and Address

Douglas Primary School
Ayr Road,
Douglas,
Lanarkshire.
ML11 OQA

Telephone Number

(01555) 851224

Fax

(01555) 851631

E-mail

gw14douglaspsoffice@glow.sch.uk

Website

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

Present Roll

150 (incl. Nursery class)

Head Teacher

Mrs. Suzanne Hughes

Staff

Please see Section 4

Stages Covered

Nursery 2-3 & 3-5
School P1 - P7

Denominational Status

Non-Denominational

Community Facilities

The school is available for letting purposes through
Community Education.



Reporting Absence

It is important for the school to work with parents in encouraging all children to attend school. All absences from school 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:-

- If you know in advance of any reason why your child is likely to be absent from school, please tell someone at the school, telephone us or let us know in writing. Please also give your child a note on his/her return to school, telling of the reason for absence;
- 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 them informed if the date changes;
- Inform the School of any change to the following:
 - Home telephone number
 - Mobile number
 - Emergency contact details
- Requests for your child to be absent from school to make an extended visit to relatives must be made in writing to the Head Teacher, detailing the reason, destination and duration of absence and arrangements for their continuing education. On some occasions the pupil may be marked as an authorised absentee in the register.

Family Holidays during Term Time

Every effort should be taken to avoid family holidays during term time as this both disrupts the child's education and reduces learning time. If holidays are taken during times when the school is open parents should inform the school in advance by letter.

If your child is taken on a family holiday during term time then in line with the Scottish Government advice this will be classified as an unauthorised absence. However, in exceptional circumstances schools may register a family holiday during term time as an authorised absence when for example, parents are unable to obtain leave during the school holiday period.

Clearly, absence with no explanation from parents will mean that the absence will be recorded as unauthorised.

Contacting the school

If you wish to contact the school we would advise that you phone the school office on 01555 851224 and select the option to speak to a member of staff or alternatively send an email to gw14douglaspsoffice@glow.sch.uk and we will endeavour to reply or contact you as soon as possible.

Parental Complaints

Any parental concerns of any nature should be flagged up to the Head Teacher either by letter, email or by phone. If the Head Teacher is unavailable then a message should be left with the School Support Staff asking for the Head Teacher to return the call as soon as possible. All concerns will be dealt with at the earliest possible opportunity.

If you should feel that the matter has not been dealt with appropriately then advice can be sought, where necessary, from South Lanarkshire Council through the 'Have Your Say', complaints handling procedure. Copies of the guide can be found within the school or send home on request.

Visits to the School

Should you wish to visit the school or ELC at any point then please make arrangements with the Head Teacher to do so.

3. School Ethos

Our Vision

At Douglas Primary School and ELC our vision is for our school to be at the centre of the community, providing education, care and support to all. Within the school we will always strive to provide a happy, safe and friendly learning environment where everyone is respected and included.

Our Values

- Positivity
- Friendship
- Trust
- Respect
- Determination

Celebrating Success – Whole School Assembly

Our weekly assemblies contribute greatly to our positive school ethos and to celebrating our pupil's achievements. Each week 'House Hero' awards are given out to one pupil in each class to celebrate an achievement they have made within the previous week. The focus for the award is related to the 4 capacities within Curriculum for Excellence. These are Successful Learners, Confident Individuals, Effective Contributors and Responsible Citizens.

Wider achievements from outside of school are also celebrated at assembly. Pupils share their experiences and achievements such as swimming certificates, sporting medals and charitable efforts through a monthly 'Wonder Wall' assembly. Our 'Wonder Wall' is displayed within the main entrance and lists all the achievements of the pupils from Douglas Primary.

On a daily basis children are also given the opportunity to earn a 'Golden Ticket'. Golden Tickets are awarded to pupils displaying the school values of friendship, respect, determination, trust and positivity. Once in receipt of a ticket the pupil gets to attend a Friday treat of 'Tea with the Head Teacher'.

Promoting Health and Wellbeing

We have the provision to run a breakfast club every morning, which opens at 8.15 and runs until 9.00am. This club is **free** for all children to attend and is funded by SLC and run solely by volunteers.

Extra-Curricular Activities

We offer a range of Extra Curricular Activities within the school throughout the year in order to provide a rich variety of learning opportunities and to promote Health and Wellbeing at all ages and stages. Please see below a list of clubs that have previously run within the school. Each session we will review the clubs on offer and take into account pupil and parental feedback in relation to what clubs are in demand.

- Football Club
- Netball Club
- Homework Club
- Lego Club
- Craft Club

- Athletics Club
- Multi-sports Club
- School Choir
- Digital Leaders
- STEM Club
- Outdoor Learning Group
- Nurture Group

Community Links

At Douglas Primary School and ELC we are always striving to make links with the wider community in order to enhance our children's life experiences and learning. Our aim is for the school to be 'The Hub' of the community.

We have established strong links with Lady Home Hospital and Blackwood Court Sheltered Housing Complex. Recent development of our outdoor areas has also seen new links being formed with the ranger from the Mainhill Land Forestry Site and increased participation in local events such as the Flower Show.

Our pupils will regularly be seen out and about in the local community linking in visits to set topics or events throughout the year such as carol singing.

Living Library

Within the school we have created a 'Living Library'. Our vision for the 'Living Library' was to create space that would give access to a range of materials to support learning but also to provide an environment that feels homely and welcoming with soft furnishing and tea and coffee facilities.

The area is used by the children in the school and ELC and can be also by members of the public. Within 2024-2025 we aim to reinstate the use of the library for the public and also to increase the number of events and clubs we have running to promote Family Learning.

House System

We operate a House System within Douglas Primary School in order to motivate our learners to work together as a team and also to achieve high standards in work, behaviour and attitudes.

Our Houses are as follows:

Addison (Blue)
 Springhill (Red)
 St.Brides (Green)
 Welldale (Yellow)

We recruit a House Captain and Vice-Captain each year from P7 or P6 and they lead their House in a range of challenges and events throughout the year. There is also weekly challenges that the children take part in to earn points, these include Healthy Snack checks, House Lines and House Hero Awards. Each week the points are counted and the winning house for the week gets an additional playtime. The overall winner at the end of the school year is rewarded with a special whole house treat.

Sharing Learning and Success

We have a number of methods of sharing our learning and success within the school. We have a school website (www.douglas-pri.s-lanark.sch.uk) that is regularly updated and we also have a School App which you can download to your phone or tablet. The App and website provide

reminders of key events that are taking place within the school and share the learning and teaching from each individual class within the school. We have also created a closed Facebook group for parents/carers. Details of these can be obtained from the school office.

We have also invested in online Learning Journals in order to develop our ability to share the learning that takes place within the classroom and thus increasing parental knowledge and understanding of the curriculum. The Learning Journals allow the teacher and/or keyworker to share photos/comments with you about what your child has been learning in school. It provides an area for parents to comment on the learning and also to upload any achievements from home.

Outdoor Learning

At Douglas Primary we are blessed to have wonderful grounds that the pupils can use to support their learning and develop their health and wellbeing. All classes have a weekly session of outdoor learning, and all staff are encouraged to use the grounds whenever possible to support learning and teaching.

Annual funding provided by the Hagshaw Hill Wind Farm Trust has enabled us to develop our outdoor areas to include a poly tunnel, infant loose parts play zone and a campsite within the forest area of the school. We have further plans to develop the grounds that will hopefully come to fruition within 2025.

4. Staff List

Teaching Staff

(During current session 2024/2025)

Mrs Suzanne Hughes	Head Teacher
Miss Lesley Graham	Principal Teacher
Mrs Claire Kerr	P1/2
Miss Heather Donaldson	P2/3
Mrs Stephanie Thomson	P3/4 (Mon- Wed & Fri)
Mrs Heather Hill	P3/4 (Thurs) & CCC (Fri)
Mrs Louise Taylor	P5/6 (Mon-Wed)
Miss Emma Stokes (NQT)	P5/6
Mrs Aisling Charnley	P6/7 (Mon-Thurs)
Miss Lesley Graham	P6/7 (Fri) & CCC – Principal Teacher Remit

Mrs Nicola Preston	Early Years Team Leader
Miss Christine O'Donnell	Early Years Worker
Miss Rachel Barr	Early Years Worker
Mrs Mary Smith	Early Years Worker (4 days)
Mrs Andrene Sharp	Early Years Worker (3 days)
Mrs Mairi Tennant	Early Years Worker (3 days)
Ms Glenda Gray	Early Years Worker (3 days)
Mrs Stephanie Ashbridge	Early Years Worker (2 days)
Miss Margaret Brown	Early Years Support Assistant

School Support Staff

Mrs Kim Armstrong	School Support Assistant (Team Leader)
Mrs Nicola Campbell	School Support Assistant
Mrs Karen Law	School Support Assistant
Mrs Mhairi Van Der Kaars	School Support Assistant
Mr Fraser Scobbie	Janitor
Mrs Lesley McDonald	Cook Supervisor
Miss Heidi Strickland	Catering Assistant
Mrs Ina Gardiner	Crossing Patrol
Miss Ashley Bell	Cleaning Supervisor
Miss Claire Menzies	Cleaning Staff
Ms Julie Graham	Cleaning Staff
Miss Karis Clarkson	Cleaning Staff

5. Attendance

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

- let us know by 10.00am on the first day of absence either by phone or via email to the school office at gw14douglaspsoffice@glow.sch.uk

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, 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 or email 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.

6. Parental involvement/Parent Council

Parental Involvement

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

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

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

The Importance of Parental Involvement

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

Our Aims for Parents/Carers

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

Parent Forum and Parent Council

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

Getting Involved

- To learn more about becoming a parent helper or joining the Parent Council and/or Parent Teacher Association, contact the school or visit our website.

A guide on the role of a Parent Council, created by parents for parents, is available via this link [Parent Councils](#)

Parentzone Scotland

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

7. The Curriculum

Curriculum for Excellence is the name given to the new 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 they will need if they are to flourish in life, learning and work, now and in the future.

The curriculum 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. This broad, general education will allow them to become successful learners, confident individuals, responsible citizens and effective contributors to life in the 21st century.

In taking this forward our school will work closely with South Lanarkshire Education Resources and other services to enable Curriculum for Excellence to be fully embedded, ensuring 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 curriculum 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

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

The Spiritual, Social, Moral and Cultural values fostered in the school are based on Christian principles but we aim to develop in each child sensitivity and understanding for the world's main cultures and religions. Through this it is hoped to produce children who are tolerant to ethical values of other creeds and of the commitment made by other people to their religion.

The main Christian Festivals are celebrated. Festivals of other religions are also part of the curriculum.

The Education (Scotland) Act of 1980 allows parents the right to withdraw their children from instruction in religious subjects and from any religious observance. This may be done in writing to the Head Teacher or by visiting the school to inform the Head Teacher. South Lanarkshire Policies have regard to national advice, and any pupil withdrawn from religious instruction or observance will not be disadvantaged with respect to secular instruction.

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.

8. Assessment and Tracking

Assessment plays a key role in planning for high quality, effective teaching and learning. It helps us to understand pupil progress and plan for their next steps in learning.

At Douglas Primary we use a variety of approaches to assess and track the progress of our pupils. Regular assessments are made by the teacher on a daily basis and these are mostly informal and based on teacher judgement. Pupils are also involved in assessing their own and the work of their peers. We call these types of assessments – formative.

Pupils will also participate in more formal assessments which are called, summative assessments. Included within the summative assessments is the new Scottish National Standardised Assessment (SNSA).

The information we gain from assessments informs a teacher's planning and ensures that pupils are progressing at the expected pace and remain challenged through their work. Teachers use assessment information to confirm their own judgements of how well pupils are doing in their learning. If assessments show gaps in the learning of individual or groups of pupils, future lessons are modified to ensure appropriate reinforcement and additional support is provided when required.

At Douglas Primary, we track the progress of our pupils in order to ensure they are progressing at their expected pace. We use tracking information to record where pupils are working within each of the Curriculum for Excellence levels. This allows us to see what pupils have covered and what has still to be taught in order to achieve a level, it also allows us to identify pupils that require additional support or challenge within their learning.

9. Reporting

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

We will provide parents with reports 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's 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.

10. Enrolment and Transitions

Enrolment – how to register your child for school.

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

www.southlanarkshire.gov.uk/info/200186/primary_school_information/392/enrolling_your_child_for_school

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

Edsuppserv.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 or by contacting 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 outwith your catchment primary, this may affect your right to transfer to the associated Secondary School. Please note the secondary school is determined by the pupil's permanent home address and chosen denomination. If you require further information, please contact Education Support Services on Edsuppserv.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.

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

Support for All (Additional Support Needs)

The staged intervention process we use in Douglas Primary is from the SLC Framework for Inclusion and Equality. The process involves 4 stages of intervention as can be seen below;

Stage 1:

Additional needs met with the use of resources/support available from within the class/playroom.

Stage 2:

Additional needs met with the use of resources/support available from within the establishment
(This may include time given from School Support Assistants or differentiated books/materials)

Stage 3:

Additional needs met with the use of resources/support available from beyond the establishment and within Education Resources.
(This may include support from our Education Psychologist or teachers from the Extended Community Team)

Stage 4:

Additional needs met with the use of resources/support from partner agencies and services out with Education Resources.
(This may include services such as Speech and Language Therapy or the Community Paediatrician)

If your child requires additional support at any time and is on the staged intervention process you will be informed by the school. In some situations a child may require an ASP (Additional Support Plan). This plan details the support that your child will be given and sets individual targets for them to work on. It is reviewed in co-operation with you and your child on a regular basis to make sure that progress is being made and that you are aware of the additional supports being put in place.

If you ever have any concerns about your child's progress in school or feel that they may require additional support please do not hesitate to contact the Head Teacher who will happily meet with you to discuss your concerns.

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.

12. School Improvement

Every year we publish a Standards and Quality Report which reflects our improvement journey for the session. This is made available to you on our website at or you can ask for a paper copy if you wish.

Our current School Improvement Planning for session 2024/2025 can be seen below:

Douglas Primary School



At Douglas Primary School, we will focus on four main areas to support our improvement planning in 2024/2025. All our priorities are linked to the National Improvement Framework and SLC priorities.

Priority 1 – Raising Attainment in Literacy

Ensuring that learning, teaching and assessment in Literacy is highly effective through:

- All teaching staff will participate in Improving Our Schools programme in order to improve teaching practice in relation to writing with a focus on providing effective feedback to all learners.
- All teaching staff will participate in professional reading and learning associated with effective feedback.
- Development of use of data at class level to identify the facts behind current attainment.
- Use of Fact, Story, Action approach to tracking and monitoring conversations in order to identify targeted intervention groups.
- All staff to participate in tri-into and professional dialogue.
- Achieving Gold Reading Schools Award.





Priority 2 – Raising Attainment in Numeracy

Ensuring that learning, teaching and assessment in Numeracy is highly effective through:

- Professional reading and learning associated with new SLC numeracy progression pathway resources.
- Teaching staff to participate in peer planning sessions and classroom observation.
- Development of use of data at class level through Pupil Progress Meetings to target set intervention groups in order to raise attainment.
- Identification of pupils to be part of Targeted Intervention Group with focused numeracy intervention delivered by all staff.
- Planned family parental engagement and family learning sessions linked to numeracy for school & ELC.





Priority 3 – Developing Rights based Education and Pupil Voice

Placing the human rights and needs of every child and young person at the centre of education improvement in children and young people's health and wellbeing through:

- The creation of a Rights Respecting School steering group with representation from pupils, staff, parents, carers and partners.
- The creation of an action plan for rights based education moving forward in order to gain our Silver Rights Respecting Schools Award.
- All classes will create a Class Charter, and the language of Rights will be used in daily learning and teaching conversations.
- Action taken on feedback provided from pupil questionnaires from end of session 23/24 relating to pupils feeling safe, protected and included through the creation of a new Promoting Positive Behaviour Policy.
- Learning conversations to be developed to involve children in decision making and for views to be acted upon.



Priority 4 – Equity

Ensuring inclusion, equality and equity are at the centre of our practice through:

- Continued additional SVA to allow targeted interventions to take place in small group and 1:1 sessions.
- Ensure that we use evidence-based approaches and interventions to support an increase in attainment.
- Targeted Forest School sessions for identified learners to support health and wellbeing.
- Continued use of whole school learning journals to further increase parental engagement.
- Targeted parental and pupil engagement sessions and resources to support family learning.
- Continued use of IT to share a range of supports available to all families in relation to both attainment and achievement.
- Increased provision of extra-curricular activities.
- Regular monitoring and targeted intervention in relation to pupil attendance rates.



EQUALITY



EQUITY

13. School policies and practical information

Nursery

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

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

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

Primary Pupils

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

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

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

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

Pupils in:

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

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

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

Adapted diets

If your child 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 cultural 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 (income based), 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 us there is no need for you to apply online, we will use the information we hold to automatically award free school meals (P4 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 lunchtime.

South Lanarkshire Council also offers a free Breakfast service. At Douglas Primary School this service runs from 8.15am to 8.45am each school day for P1-7 pupils.

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.

Support for parent/carers

Clothing grant

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

Applications can be made online at www.southlanarkshire.gov.uk. If you are required to submit evidence of your Tax Credit income it is important that a copy of this evidence is attached to 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

P1 - P7 children	9.00am – 3.00pm daily
Interval	10.30-10.45am daily
Lunch	12.15-1.00pm daily

Nursery session	8.45am – 2.45pm daily
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Please see list showing school holiday dates on page 26.

Transport

School transport

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

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

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

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

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

Pick-up points

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

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

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

Mainstream School Transport contact details:

E-mail: school_transport@southlanarkshire.gov.uk

Tel: 0303 123 1023

Insurance for Pupils' Personal Effects

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

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.

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

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).

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)



Education Resources

School holiday Dates Session 2024/2025

Break	Holiday dates		
First Term	Teachers In-service	Monday	12 August 2024
	In-service day	Tuesday	13 August 2024
	Pupils return	Wednesday	14 August 2024
September Weekend	Closed on Re-open	Friday Tuesday	27 September 2024 30 September 2024
October Break	Closed on Re-open	Monday Monday	14 October 2024 21 October 2024
	In-service day	Monday	11 November 2024
Christmas	Closed on Re-open	Monday Monday	23 December 2024 6 January 2025
Second Term			
February break	Closed on	Monday & Tuesday	17 February 2025 18 February 2025
	In-service day	Wednesday	19 February 2025
Spring break/Easter	Closed on Re-open	Friday Tuesday	4 April 2025 22 April 2025
Third Term			
	In-service day	Thursday	1 May 2025
Local Holiday	Closed	Monday	5 May 2025
Local Holiday	Closed on Re-open	Friday Tuesday	23 May 2025 27 May 2025
Summer break	Close on	Wednesday	25 June 2025
Proposed in-service days	12 & 13 August 2025		

Notes

- ♦ Good Friday falls on Friday, 18 April 2025
- ♦ Lanark schools will close Thursday, 12 June 2025 and Friday, 13 June 2025
- ♦ Schools will close at 2.30pm on the last day of terms 1 and 2 (Friday, 21 December 2024 and Friday, 4 April 2025)
- ♦ Schools will close at 1pm on the last day of term 3 (Wednesday 25 June 2025)
*Two in-service days proposed 12 & 13 August 2025.

Appendix A

This annex gives a list of useful information and the links to the content is now available from the Council's website by accessing the following link
http://www.southlanarkshire.gov.uk/info/200186/primary_school_information/1264/curriculum_for_excellence/3

The list is not intended to be exhaustive and authors may wish to consider additional sources of school, local and national information, material and resources.

Contact Details

Education Scotland's Communication Toolkit for engaging with parents

The Scottish Government guide Principles of Inclusive Communications provides information on communications and a self-assessment tool for public authorities

Choosing a School: A Guide for Parents - information on choosing a school and the placing request system

A guide for parents about school attendance explains parental responsibilities with regard to 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 literary, 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

The Scottish Survey of Literacy and Numeracy (SSLN) is an annual sample survey which will monitor national performance in literacy and numeracy

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

National policies, information and guidance can be accessed from the Scottish Government website on www.gov.scot