

School
Handbook

2018-2019

Firpark Primary School



<https://blogs.glowscotland.org.uk/nl/firparkprimary/>

@FirparkPrimary



Head Teacher Introduction

In Firpark Primary we recognise that parents and staff have a powerful, mutual interest in the education, welfare and happiness of the children who attend the school.

Our aim is to provide a broad, balanced curriculum which meets the needs of each child and encourages independence and self-expression.

Throughout the year we give opportunities for pupils, parents and staff to share their skills, knowledge and experience in order to develop the well-being for all pupils.

School Information

Name of School: Firpark Primary School

Address: 177 Milton Street
MOTHERWELL
ML1 1DH

Telephone: 01698 274933

Fax: 01698 249146

E-Mail: ht@firpark-pri.n-lanark.sch.uk

Head Teacher: Mrs Marie Clare Webster

Denomination: Inter Denominational

Capacity of School: Number of Pupils: capacity- 120
current role- 116

Age Range: 5 - 12 yrs. (Pr. 1-7)

Letting Procedures:

Any person/s wishing to hire a community facility within the school should apply to the Department of Community Facilities Services at:

Community Facilities Section
Municipal Buildings
Kildonan Street
Coatbridge
ML5 3BT

Tel: 01236 812407
Fax: 01698 302138
E-mail: school&facilitybookings@northlan.gov.uk

Profile

Firpark Primary School is part of a shared campus in Milton St., Motherwell. We are co-located with Our Lady of Good Aid Cathedral Primary School and Daisy Park Community Centre. The school is within walking distance of the main shopping precinct and local amenities and has good public transport links.

The school was purpose built to accommodate pupils with additional support needs. It has excellent access facilities for persons with mobility needs and all the rooms are situated at ground level. Within our school building there are twelve classrooms, teaching kitchen, swimming pool, soft play room, physiotherapy room, two therapy rooms, a music room and multi-purpose room. Our shared facilities include visiting specialist room, library, dining room and gym halls. We also have access to outdoor playing fields and all classes open out to external courtyard.

Firpark Primary is a school for primary aged children with a wide range of additional support needs. The school serves the Bellshill, Motherwell and Wishaw districts of North Lanarkshire.

The current roll of the school is 116. Staffing is in line with authority guidelines, currently 21.1 full time equivalent teachers including the Head Teacher, Depute Head Teacher, 2 Principal Teachers and 17.6 full time equivalent ASN Assistants. The Health Board provides visiting services including school nursing team, doctor and dentist, hygienists, physiotherapists and occupational therapists. The Health Board together with Education, Youth & Communities Services jointly fund Speech and Language therapy sessions.

The school has undertaken a range of very successful joint initiatives with Cathedral Primary since our move and we continue to work on strengthening this partnership. We also have links with the Daisy Park Centre and the local community.

The school encourages positive links with parents and has a strong Parent Council. The school is an integral part of the community, both educationally and socially.

School Staff 2018-19

Head Teacher:	Mrs Marie Clare Webster
Depute Head:	Mrs Colette Ellis
Principal Teacher Infants:	Mrs Catherine McGuire
Principal Teacher Juniors:	Mr Stephen Cotter

Infant Department

Class Teacher:	Mrs Sara-Elise Carlin
Class Teacher:	Mr Jonathan Divers
Class Teacher:	Miss Linsey Crockert
Class Teacher:	Mrs Sharon McAree
Class Teacher:	Mrs Lauren Gillooly
Class Teacher:	Mr Kevin McQuade
Class Teacher:	Mrs Charlene Bell
Class Teacher:	Miss Penelope Grounds

Junior Department

Class Teacher:	Mrs Jennifer Carty (0.5)
Class Teacher:	Mrs Lorna Stich
Class Teacher:	Miss Amy Scott
Class Teacher:	Mrs Eileen Robertson
Class Teacher:	Ms Kirsty Coulter
Class Teacher:	Mr Christopher Graham
Class Teacher:	Mrs Margaret Robb (0.5)
Class Teacher:	Mrs Charlene Lindsay (0.5)
Class Teacher:	Miss Joanne Pearson
P.E. Class Teacher:	Miss Caitlin McEwan
Music Class Teacher:	Miss Catriona Squires (0.6)

Additional Support Needs Assistants:

Mrs Karen Anderson

Mrs Eileen Boyle

Mrs Patricia Brady

Mrs Laura Cochrane

Mrs Angela Cullen

Mrs Marie Davidson

Mrs Alison Francis

Mrs Janet Gold

Mrs Ann McKenna

Mrs Joyce Paterson

Mrs Angela Selkirk

Mrs Margaret Taggart

Ms Angela Wallace (0.4)

Mrs Shona Williamson

Mrs Yvonne Woodward

Mrs Allison Yardley

Miss Irene Young

Clerical Assistants:

Mrs Tracey Murfin

Mrs Claudette McCready (0.4)

Janitors:

Mr Ian Bulloch

Mrs Josephine Duffy

Bus Escorts:

Mrs Karen Anderson

Mrs Shona Williamson

Mrs Nancy Marshall

Mrs Marion Murdoch

Mrs Janet Gold

School Hours

Opening time for pupils: 8.55a.m.

Interval: 10.40 – 10.55 a.m.

Lunch: 12.00 noon – 1.00 p.m.

Closing time for pupils: 3.00 p.m.

All P1 pupils will attend school full-time from the first day of the school year.

The School Year 2018-19

In-Service	Tuesday 14 th August 2018 Wednesday 15 th August 2018
Pupils Return	Thursday 16 August 2018
September Weekend	Friday 21 September 2018 to Monday 24 September 2018
October Week	Monday 15 October 2018 to Friday 19 October 2018 (inclusive)
November In-Service	Monday 19 Nov 2018
Christmas Holidays	Monday 24 December 2018 to Friday 4 January 2019 (inclusive)
February Break	Monday 11 February 2019 and Tuesday 12 February 2019
February In-Service	Wednesday 13 February 2019
Spring Break & Easter Weekend	Monday 1 April 2019 to Friday 12 April 2019 (inclusive) Good Friday 19 April 2019 and Easter Monday 22 April 2019
May Day	Monday 6 May 2019
May In-Service	Tuesday 7 May 2019
May Weekend	Friday 24 May 2019 and Monday 27 May 2019
School Closes	Friday 28 June 2019

Transition

Nursery- Primary

Following the offer of a place to attend Firpark Primary, parents are invited to an informal meeting in the school. This provides them with the opportunity to view the school and meet the staff. Representatives from the Senior Management Team are then invited to attend reviews for nursery pupils. Transition arrangements are organised with individual's schools and a formal induction day is organised in late May.

Primary-Secondary

Opportunities are provide for both pupils and parents at the Primary 7-S1 transition stage. "Taster Days" are arranged for pupils to experience Secondary classes. Parent Information evenings are also held for parents. Transition meetings are held for all pupils 12 months prior to the pupil's school leaving date.

Curriculum for Excellence

All childrens' learning experiences are provided by guidelines set out by the Scottish Government under "Curriculum for Excellence."

What is Curriculum for Excellence?

Curriculum for Excellence aims to achieve a transformation in education in Scotland by providing an improved, more flexible and enriched curriculum for all children and young people from 3 – 18. The curriculum includes all of the experiences which are planned for children and young people through their education, wherever they are being educated. All schools and nurseries in North Lanarkshire are working hard to raise standards so that children and young people will develop all of the skills necessary to continue to be successful when leaving school and entering the world of higher education, training or work.

Curriculum for Excellence is underpinned by the values inscribed on the mace of the Scottish Parliament – wisdom, justice, compassion and integrity. The purpose of Curriculum for Excellence is encapsulated in the four capacities – to enable each child or young person to be a successful learner, a confident individual, a responsible citizen and an effective contributor.

What are the curriculum areas in Curriculum for Excellence?

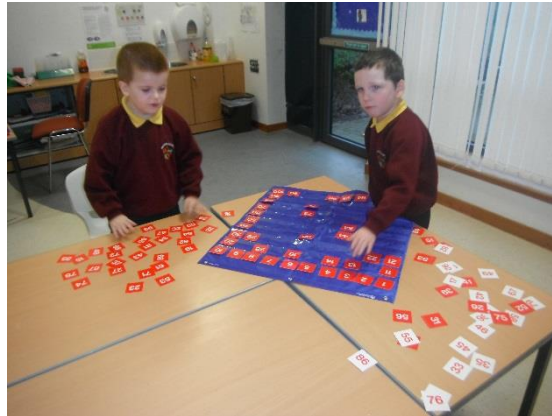
There are eight curriculum areas:-

Expressive Arts	Religious and Moral Education
Health and Well Being	Sciences
Languages (literacy)	Social Studies
Mathematics (numeracy)	Technologies

Class composition is arranged according to age and stage. However, where appropriate, classes in the same year group may be formed into groups arranged according to ability, e.g. in the context of phonics programmes or the Development of Writing Programme.

The pupils follow an Additional Support Plan (ASP) which incorporates targets for each pupil. These are based on learning outcomes suited to each individual pupil. In line with national and local policy, long and short term targets are set within each pupil's programme in the areas of Health and Well Being, Literacy and Numeracy as required. These targets are monitored termly.

In addition to individual ASPs pupil learning is assessed, planned and evaluated termly through detailed forward plans devolved directly from the CfE.



Literacy and numeracy are given added importance as these skills are vital in everyday life. All teachers have the responsibility to teach literacy and numeracy.

Where appropriate, published literacy and numeracy schemes are used. These are supplemented by a bank of materials which teachers have developed to cater for the specific needs of our pupils.

PM Readers, Link Up and Oxford Reading Tree are used for the teaching of reading. TJ Maths, Numicon, S.P.M.G. and Heinemann together form the core Mathematic scheme throughout the whole school.

We are currently following North Lanarkshire Active Literacy Programme and are focussing on providing experiential learning through active maths.

Through this, pupils experience a traditionally broad Scottish curriculum that develops skills for learning with a focus on literacy and numeracy. It also aims to encourage an active, healthy lifestyle and builds an appreciation of Scotland and its place in the world.

It also provides learning and teaching experiences that strike a better balance between equipping them with the skills for passing exams, skills for learning, skills for life and skills for work.

The curriculum promotes active learning and a cross curricular approach.

Homework

Homework activities are set weekly and will be relevant to learning taking place in school. The support and encouragement given by parents /carers in this area is invaluable and helps to foster a positive home –school relationship. The school homework policy is available on the school website.

Assessment

How will my child's learning be assessed?

Staff assess pupils both formally and informally throughout the year. On-going monitoring of pupils work and progress is carried out.

A Teacher Learning Community (TLC) group has been established within the school to implement key strategies within "Assessment is for Learning." These strategies are well established within the group and are also being used in many of the classes across the school.

In playrooms and classrooms staff will be using improved ways of assessing children's learning taking account of national and local advice and guidance. Your child's progress will be reported to you so that you know how well your child is doing. Each year your nursery/ school will let you know what is being done to continue to implement Curriculum for Excellence so that you can be confident in the progression that is being made towards fully embodying the Four Capacities of a Curriculum for Excellence.

Additional Support Needs

Firpark Primary School complies with the Education (Additional Support for Learning) (Scotland) Act 2004 as amended by the Education (Additional Support for Learning)(Scotland) Act 2009.

North Lanarkshire Council's policy is contained within "Support for Learning Policy into Practice 2", a copy of which is available in the school. The school has a Support for Learning Policy, available from the school on request, which is consistent with North Lanarkshire Council guidelines.

Looked After Children i.e. children who are cared for directly or whose care is supervised by the local authority are deemed to have Additional Support Needs unless assessment determines otherwise.

Firpark Primary School caters for pupils with English as an additional language along-side their additional support needs.

The school's arrangements for on-going and end of year reporting to a pupil's parent on the pupil's progress in curriculum areas, achievements and their future learning are communicated via written reports and parent meetings both within and out-with the school day.

Planning

Additional Support Plans (ASPs) enable staff to plan effectively for children and young people with Additional Support Needs.

Some children and young people may require significant support from education and at least one other agency, such as health, social work and/or voluntary agency to help them meet their learning targets. Where this support requires a high level of co-ordination the opening of a Co-ordinated Support Plan (CSP) may be considered. A CSP may be initiated by the school or another agency. Parents and young people can, if they wish, request that a CSP be considered and would be involved in the process. Parents will receive letters from the Education Authority throughout the CSP process. Parents and young people will be invited to take part in multi-agency meetings and their views will be recorded in the plan.

Education, Youth & Communities Services implement a process of Staged Intervention as detailed below:-

Level 1 - Education staff identify that a child or young person needs support or planning which can be met within the school using classroom and whole school resources

Level 2 – Requesting support from within Education Youth and Communities (services/resources outwith school) e.g Educational Psychologist, Community Learning and Development

Level 3 – Requesting support from another agency (Joint working with partner agency/agencies including 3rd Sector). When further planning is required to further develop the wellbeing of children and young people the Named Person may request assistance from colleagues in partner agencies.

Level 4 – Integrated and Compulsory working with other agency/agencies. Targeted intervention(s) required to promote the wellbeing of the child would be identified by relevant agencies (child's Network of Support) and included in the Child's Plan. A Lead Professional would be identified. At level 4 there would be an expectation that a statutory Child's Plan with integrated assessment, integrated chronology and Lead Professional is in place.

School Improvement Planning

Our current School Improvement Plan highlights priorities in the development of:

- ICT
- Curriculum Development
- Benchmarking, Assessment & Tracking

All staff are involved in these developments through implementation of working parties within the school. Following completion and under HGIOS 4 staff will work in consultation to identify priorities for the next session 2018- 19.

Out of School Hours Opportunities

Many of our pupils have the opportunity to participate in a range of school lunch clubs. These include:-

- Big Games
- Football
- Messy/ sensory Play
- Cricket
- Table top games
- Arts and Crafts

Pupils are involved in a wide range of sports activities and take part in, swimming, football, cross country etc.

This year our pupils have also participated in a range of joint initiatives with Cathedral Primary School. These include being part of a committee with representatives from both schools organising joint ventures (CaFi Committee). Some ventures have included:

- Reading Challenge
- World Book Day
- McMillan Coffee Morning

In previous years our Junior Department pupils have also worked with Cathedral pupils on the "Clyde in the Classroom" project offered by the Glasgow Science Centre.

Each year we offer Primary 7 pupils the opportunity of experiencing residential stay on an Outward Bound Course at Kilbowie outside Oban.

The aims in all of the above experiences are to:

- Develop independent living skills
- Develop self-esteem and social interaction skills
- Provide a range of experiences in a variety of settings which will stimulate interest and knowledge of the world in which they live.

Equal Opportunities & Social Justice

We seek to remove barriers in order to promote equality of opportunity and secure social justice for all pupils regardless of race, belief, gender or ability. In this matter we will strive to achieve our aims through our commitment-

- To ensure the equal status of all pupils.
- To recognise and promote ability.
- To value the contribution made by everyone.
- To ensure that pupils are aware of their own value.
- To afford pupils the opportunity to participate in all activities.
- To allow pupils to participate in the process of decision-making in matters which concern them.

The school is committed to assessing all policies and practices to ensure there are no negative impact on any group of people.

Implementation of the Education, Youth and Communities Equality Policy including The Equality and Human Rights Commission's Technical Guidance for Schools in Scotland is the essential guide for the school community to promote equality. This can be accessed at <https://www.equalityhumanrights.com/en/publication-download/technical-guidance-schools-scotland>

Dispute Resolution

North Lanarkshire Council is committed to resolving any differences of views through discussion, dialogue and building on common ground.

If the matter cannot be resolved with the Education Authority you have the right to request **mediation**. An independent mediation service is available to parents and young people through Resolve (see contact details at the back of this handbook). Mediation is free and independent of the Education Authority.

In the event that a disagreement cannot be resolved through mediation, then an application for **Independent Adjudication** (see contact details at the back of this handbook) can be made by parents free of charge. The Independent Adjudicator will make recommendations to the Education Authority about how the dispute should be resolved.

The Additional Support Needs **Tribunal** has been set up to hear appeals made by parents or young people on the decisions made by the Education Authority relating to Co-ordinated Support Plans, placing requests and post school transition. If you disagree with any decision relating to your child's Co-ordinated Support Plan, either the creation of a CSP, or the content of it, you may be entitled to refer to the Tribunal.

Freedom of Information

Freedom of Information (Scotland) Act 2002 came into force in 2005. The Act allows anyone to ask for information held by the Council and imposes a timescale of 20 working days for the Council to respond. To deal with Freedom of Information requests, the Council has appointed a Corporate Freedom of Information Officer with the support of an officer in each Service. The Freedom of Information Co-ordinator can be contacted by telephone on 01698 302484.

Data Protection

The processing of your personal information by North Lanarkshire Council is carried out in accordance with the Data Protection Act 1998. The information you give is held securely, treated confidentially and only used for statutory educational purposes or to improve the quality of the service. Under the Data Protection Act 1998 you are entitled to access the information held. In terms of section 7 of the Act such requests should be sent to Freedom of Information and Records Management Officer.

Transferring Educational Data About Pupils

Education authorities and the Scottish Government Education Portfolio exchange data about pupils either on paper or electronically through the ScotXed programme.

The data collected and transferred covers areas such as date of birth, postcode, registration for free-school meals, whether a pupil is looked after by his/her local authority, additional support needs including disability, attendance, absence and exclusions from school. Pupil names and addresses are collected by the school and the council but they are not passed to SGEP. The postcode is the only part of the address that is transferred. Data is held securely and no information on individual pupils can be published by SGEP

Providing national identity and ethnic background data is entirely voluntary. You can choose the 'not disclosed' option if you do not want to provide this data. However, we hope that the explanations contained in this message and on our website will help you understand the importance of providing the data.

Why do we need your data?

In order to make the best decisions about how to improve our education service, SGEP and education authorities need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better exam results. Accurate and up-to-date data allows SGEP, education authorities and schools to:

- plan and deliver better policies for the benefit of all pupils
- plan and deliver better policies for the benefit of specific groups of pupils
- better understand some of the factors that influence pupil attainment and achievement
- better target resources

Your data protection rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (1998). We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how we will use your data. This message can give only a brief description of how we use data. Fuller details of the uses of pupil data can be found on the ScotXed website (www.scotxed.net).

SGEP works with a range of partners including HM Inspectorate of Education and the Scottish Qualifications Authority. On occasion, we will make individual data available to partners and also academic institutions to carry out research and statistical analysis. In addition, we will provide our partners with information they need in order to fulfil their official responsibilities. Any sharing of data will be done under the strict control and prior agreement of the Data Access Panel in SGEP, which will ensure that no individual level data will be made public as a result of the data sharing and that these data will not be used to take any actions in respect of an individual.

Concerns

If you have any concerns about the ScotXed data collections you can email school.stats@scotland.gsi.gov.uk or write to The ScotXed Support Office, SEGP, Area 1B, Victoria Quay, Leith, EH6 6QQ. Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, braille and large print.

Want more information?

Further details about ScotXed data exchanges are available on the ScotXed website: www.scotxed.net.

Child Protection

Every adult in Scotland has a role in ensuring all our children and young people are safe and protected from harm at all times and in all situations.

The Head Teacher is responsible for the schools actions in response to Child Protection concerns

If there are any Child Protection concerns the Head Teacher or the Child Protection Co-ordinator will follow North Lanarkshire Child Protection Procedures and Guidelines

Child Protection Co-ordinator & GIRFEC Named Person is:

Mrs Marie Clare Webster

Telephone Number: 01698 274933

School Discipline

Within Firpark Primary we have developed a school ethos which strives to be caring and supportive of its pupils while emphasising the need for good discipline and the value of school rules. To ensure this, parental co-operation is vitally important.

The Behaviour Management Policy operates in conjunction with the anti-bullying statement. The programme in our assemblies and class Circle Time covers the school rules and helps pupils to understand rewards, sanctions, privileges etc.

Anti-bullying

Firpark Primary already has a well-established caring attitude towards its pupils and staff. The school uses both local and national guidelines which define both rights and responsibilities to ensure that everyone is treated with respect and understanding.

An adult presence is provided in playgrounds at break times in terms of the Schools (Safety and Supervision of Pupils Scotland) Regulations 1990.

Home and School Links

Firpark Primary School encourages strong links with parents and has a very active and supportive Parent Council. Daily links are made with parents through home school diaries and parent workshops are held throughout the school on a variety of curricular areas/issues.

The school website has been developed by Mr Stephen Cotter and offers parents accessible information on events and photographs of the work within the school.

Parents are invited to attend all parents' evenings throughout the year to discuss their child's progress. Long term targets within ASPs (Additional Support Plans) are set in September of each year form the basis of the discussion. If for any reason a parent is unable to attend they are invited to telephone the D.H.T. to arrange another meeting at a mutually agreed time.

Under the Additional Support for Learning Act any child who requires intervention from other agencies may have a Coordinated Support Plan (CSP).

Review of ASP and CSP meetings take place every 12 months. Parents, class teacher, HT/DHT/PT and any other relevant agencies involved in working with the pupil meet together to discuss the pupil's strengths and areas for development and progress made in set targets.

The parents are given the opportunity to discuss any issues and signs of progress which they may see at home. Parents are sent a copy of the reports and a brief summary of the meeting. Another copy is retained in school. CSPs are sent to the authority for approval and copies will then be forwarded to parents and school.

Attendance

Section 30 of the 1980 Education Act lays a duty on every parent of a child of “school age” to ensure that their child attends school regularly. Attendance must be recorded twice a day, morning and afternoon.

Regulation 7 of the Education (School and Placing Information)

(Scotland) Amendment Etc. Regulations 1993 requires each child’s absence from school to be recorded in the school register as authorised or unauthorised as defined by the Scottish Government.

At the start of each school session, parents will be asked to provide contact details including at least one emergency contact number. Parents are required to inform the school if these contact details change during the course of the school year.

Parents and carers are asked to inform the school if a pupil is unable to attend from the start of the school day on the first day of absence. Failure to do so will result in school staff accessing all contact numbers provided for the school. In terms of child safety, police will be contacted if all attempts to locate the child have been exhausted.

Parents/guardians are asked to inform the school by letter or telephone if their child is likely to be absent for some time, and to give the child a note on his or her return to school, confirming the reason for absence.

Attendance and Absence Data

Attendance and absence rates for school are appended.

Absence rates are calculated as a percentage of the total number of possible attendance for all pupils of the school in the stage shown, each morning and afternoon of each school day being a separate possible attendance.

Where figures or percentages based on a number of pupils under any particular heading is between 1 and 4 no information is given and *** inserted instead of figures.

Family Holidays during Term Time

Every effort should be made to avoid family holidays during term time as this both disrupts the child’s education and reduces learning time. Parents/guardians should inform the school by letter of the dates before going on holiday.

Absence will be classified as authorised only in exceptional circumstances.

Such circumstances may include a family holiday judged to be important to the well-being and cohesion of the family, following serious or terminal illness, bereavement or other traumatic events.

A family holiday classified under the “authorised absence” category will not include such reasons as: -

- The availability of cheap holidays
- The availability of desired accommodation
- Poor weather experience during school holidays
- Holidays which overlap the beginning or end of term
- Parental difficulty obtaining leave (except in cases where evidence is provided by the employer that it cannot accommodate leave during school holidays without serious consequences).

Family holidays with the above similar characteristics will be classified as unauthorised absence. Where the Head Teacher’s prior agreement has not been sought the absence will automatically be classed as unauthorised.

Extended Leave with Parental Consent

Where most family holidays will be classed as unauthorised absence (see above) extended leave with parental consent will not be considered the same as a family holiday.

Leave in such circumstances will be authorised under such circumstances as:

- Extended overseas educational trips not organised by the school
- Short –term parental placement abroad
- Family returning to its country of origin (to care for a relative, or for cultural reasons)
- Leave in relation to the children of travelling families

Exceptional Domestic Circumstances

Parents may request permission for such leave in writing and the school may authorise such requests under the following circumstances:

- The period immediately after an accident or serious illness
- A period of serious illness or critical illness of a close relative
- A domestic crisis which causes serious disruption to the family home, causing temporary relocation

It should be emphasised that unexplained absences are investigated and that the authority has the power to write to, interview or prosecute parents, or to refer pupils to the reporter of the children’s hearings, if necessary.

Clothing and Uniform

All North Lanarkshire schools must have a dress code which encourages pupils to dress in a way which is appropriate to attendance at school. This dress code must not lead to direct or indirect discrimination on grounds of race, religion, gender or disability. Prior to drawing up the dress code the parents, pupils and staff were fully consulted. It is the expectation of the education authority that parents will be keen to support the dress code and written agreement may be sought.

Wearing of school uniform is encouraged and promoted in Firpark Primary School as a means of identifying with the school and as a proved foundation of good discipline. School uniforms can be purchased from BeWear in Wishaw.

Firpark Primary School Dress Code

All pupils are encouraged to wear school uniform. This consists of maroon sweatshirts, with school logo and gold polo shirts.



Clothing which is unacceptable in school under any circumstances includes items which:

- could potentially encourage factions (e.g. football colours)
- could cause offence (e.g. anti-religious symbolism or political slogans)
- could cause health and safety difficulties such as loose fitting clothing, dangling earrings, and other potentially dangerous jewellery.
- are of flammable materials which may be a danger in certain classes (e.g. shell suits)
- could cause damage to flooring
- carry advertising in particular for alcohol or tobacco and could be used to inflict damage on other pupils or to be used by others to do so.

Parents in receipt of a clothing grant from the Council will be encouraged to purchase items which are in accordance with the dress code. Approval of any requests for such grants in other circumstances are at the discretion of the Assistant Chief Executive, Education, Youth and Communities. Information and application forms may be obtained from any school or First Stop Shops. Parents are entitled to receive a clothing grant if they are in receipt of any of the following benefits: Income Support, Job Seekers Allowance (income based), Employment & Support Allowance (income related), Universal Credit, Housing Benefit, Council Tax Relief.

Whilst in general terms it would not normally be the policy of the authority to exclude a pupil from school solely on the basis of his/her dress, persistent refusal to respond to a reasonable dress code may be deemed to be a serious challenge to the head teacher's authority and to be detrimental to the wellbeing of the whole school community.

In such circumstances a head teacher may justify the use of school discipline procedure.

The Council wishes to minimise claims arising from the loss of pupils' clothing and/or personal belongings.

Parents/ Guardians are asked to assist in this area by ensuring that valuable items and unnecessarily expensive items of clothing, jewellery etc. are not brought to school. Parents should note that any claims submitted to cover the loss of such things are likely to be met only where the authority can be shown to have been negligent.

School Meals

School meals are prepared on the premises. Parents wishing to provide their child with a packed lunch may do so.

The availability of special diets:

Diets required as a result of a medical condition (a medically prescribed diet e.g coeliac disease, diabetes, food allergy or intolerance) can be provided in school. A medically prescribed diet form must be completed by the child's Registered Dietician or General Practitioner. Procedures and forms can be accessed from the child's school or dietician, or from North Lanarkshire's catering service. Occasionally, parents/carers may be asked to supply prescription foods or attend a meeting to discuss the child's dietary requirements.

Some children with additional support needs may require food to be adapted to an appropriate texture and consistency. In this instance the child's Registered Dietician or Speech and Language Therapist will liaise with the Head Teacher and school catering service to ensure appropriate food provision.

Special diets required for ethical, religious or cultural reasons should be requested in writing to the Head Teacher, who will liaise with the school catering service.

Lunch Arrangements

Lunches are served to all school pupils at 12 noon on a daily basis.

All P1- 3 pupils are entitled to a free school meal.

Classes P1-3 are offered a choice of meal and served at their dining table in class groups. P4-7 are taught and expected to queue up and choose from the menu provided. They then sit in class groups for supervision purposes. Pupils are supervised by SMT and Additional Support Needs Assistants during lunch times.

Information and application forms for free school meals may be obtained from schools, First Stop Shops and Municipal Buildings, Coatbridge.



Transport

All children attending Firpark Primary School will be offered transport provision by the local authority. Parents wishing to transport their own child are entitled to do so and should notify the school in this instance.

Medical Health Care

Firpark Primary School has an identified school nurse who liaises closely with the parents regarding the pupil's health and welfare. There are also two trained first aiders and two appointed persons among the teaching and support staff. The school medical officer visits the school to carry out routine medicals on the pupils. The oral health visitor visits the school regularly to monitor our teeth brushing programme and address any dental issues with individual children. Where relevant and appropriate she also liaises with the dentist to address any dental issues.

There is speech and language therapy provision within the school and other visiting services include physiotherapy and occupational therapy.

Should a child take ill in school they are taken to a member of the Senior Management Team who will assess whether or not they require to be taken home. They will then telephone the parent or emergency contact to make arrangements for uplifting the child.

Parents should inform the school of any particular medical requirements.

Information in Emergencies

We make every effort to maintain a full educational service, but on some occasions circumstances arise which lead to disruption. For example, schools may be affected by severe weather, temporary interruption of transport, power failures or difficulties with fuel supply. In such cases we shall do all we can to let you know about the details of closure or re-opening. We shall keep you informed by using letters, notices in local shops and community centres, announcements in local churches and announcements in the press, on local radio and the North Lanarkshire website and Twitter.

The Parent Forum

As a parent of a child at this school you are automatically a member of the Parent Forum. The Parent Forum is composed of all the parents and carers of children at the school.

As a member of the Parent Forum you can expect to:

- get information about what your child is learning
- get information about events and activities at the school
- get advice/help on how you can support your child's learning
- be told about opportunities to be involved in the school
- have a say in selecting a Parent Council to work on behalf of all parents at the school
- be invited to identify issues for the Parent Council to work on with the school.

The Parent Council

Firpark Primary Parent Council consists of 9 parent representatives, 1 co-opted member, 1 staff member and 1 clerk. The Head Teacher also attends all meetings as professional adviser to the Parent Council.

The Parent Council's rights and duties include:

- supporting the work of the school;
- representing the views of parents;
- consulting with parents and reporting back to the Parent Forum on matters of interest;
- promoting contact between the school, parents, pupils, and the wider community;
- fundraising;
- taking part in the selection of senior promoted staff;
- receiving reports from the head teacher and education authority; and
- receiving an annual budget for administration, training and other expenses.
- Improving home school partnership and facilitating parental involvement

Members of Parent Councils, on a voluntary basis, may also have an advisory role in decisions on placing requests by parents in respect of those situations where the number of placing requests for a particular school, or for a particular stage in a particular school, exceeds the number of places available.

Parent Council 2017-18

<u>STATUS</u>	NAME
Chairperson	Marcia Comerford
Vice Chairperson	Leigh King
Treasurer	Audrey O'Neill
Parent Member	Kelly Rafferty
Parent Member	Lynn Fraser
Parent Member	Marie Kane
Parent Member	Emma Beacom
Co-Opted Member	Clare Burnett
Clerk	Tracey Murfin
Staff Member	Lauren Gillooly

The Parent Council is selected for a period of two years, after which they may put themselves forward for re-selection if they wish. Any Parent of a child at the school can volunteer to be a member of the Parent Council. In the event that the number of volunteers exceeds the number of places set out by the constitution, members will be selected by process of election. Minutes of Parent Council meetings are available to all parents on request from the school office.

Pupil Forums

Pupils are represented within the school environment through our Firpark Pupil Council and our joint CAFI Council with Our Lady of Good Aid Cathedral Primary School. Pupils are elected on an annual basis and the Pupil Council is made up of one pupil member from each classroom. CAFI Council representatives are also elected on an annual basis with one member from each upper school class.

Supervision in non-class contact times

ASNA cover is provided for non-class contact times.

Adult supervision, including a promoted member of staff, is provided in playgrounds at break times in terms of the School (Safety and Supervision of Pupils) (Scotland) Regulations 1990.

Transfer from Primary to Secondary School

Pupils normally transfer between the ages of 11½ and 12½ so that they will have the opportunity to complete at least 4 years of secondary education. Parents will be informed of the arrangements preceding the date of transfer at the start of the new sessions.

Firpark Primary have an enhanced transition programme to provide maximum support for pupils and families. Details of this programme will be shared with parents prior to transition beginning.

Additional Information

Education, Youth & Communities
Municipal Buildings,
Kildonan St.,
Coatbridge.
ML5 3BT
01236 812310

Education Officer

Mr Tim Sharpe
Education, Youth & Communities
Municipal Buildings
Kildonan Street
Coatbridge
ML5 3BT

Continuous Improvement Officers

Mr Phil McGhee/ Mr Kevin Egan
Education, Youth & Communities
Municipal Buildings
Kildonan Street
Coatbridge
ML5 3BT

Additional Support Manager

Mrs Donna McCann
Berryhill Primary School
15 Hillcrest Avenue
Wishaw
ML2 7RB

Chief Executive Area Office

Civic Centre
Motherwell
ML1 1AB
01698 302222

Although this information is accurate at time of printing, there could be changes affecting any of the matters dealt within the document

-before the commencement or during the course of the school year in question.

-in relation to subsequent school years.

Education Authorities are required by law to issue a copy of the school handbook to certain parents in December each year. It details the current policies and practices of both the council and the school.

Contacts in relation to Support for Learning

Help and advice on any matters relating to Support for Learning can be obtained from:

South Locality (Motherwell Wishaw Shotts)
Donna McCann
Bob Duncan
Additional Support Manager
Berryhill Primary School
Hillcrest Avenue
Wishaw
ML2 7RB
01698 274656

You can also get more help and advice from:

Enquire – the Scottish advice service for additional support for learning. Operated by Children in Scotland, Enquire offers independent confidential advice and information on additional support for learning. Enquire also provide a range of factsheets,
0345 123 2303
info@enquire.org.uk
www.enquire.org.uk for parents and practitioners
www.enquire.org.uk for children and young people

Resolve

0131 313 8844
(Independent Adjudicator)

Scottish Independent Advocacy Alliance

London House
20-22 East London Street
Edinburgh
EH7 4BQ
0131 524 1975
enquiry@siaa.org.uk
www.siaa.org.uk

Reference to Additional Support Needs Tribunal (Scotland)

ASNTS
4th Floor
1 Atlantic Quay
45 Robertson Street
Glasgow
G2 8JB
Helpline: 0141 302 5860

NHS Lanarkshire

Bellshill Health Centre	01698 575700
Motherwell Health Centre	01698 242610
Wishaw Health Centre	01698 355511

Social Work

Bellshill 303 Main Street Bellshill ML4 1AW	01698 346666
Motherwell Scott House 73/77 Merry Street Motherwell ML11 1JE	01698 332100
Wishaw/Shotts Kings House King Street Wishaw ML2 8BS	01698 348200

Community & Learning Development

Motherwell CLD Locality Office Our Lady's High School Dalziel Drive Motherwell ML1 2DG	Tel: 01698 403838 E: CLD-Motherwell@northlan.gov.uk Contact: Clare Burnett
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