



Braidhurst High School



School Handbook 2021



School Captains Kori Turnbull and Amy-Lee McLachlan

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Introduction

The purpose of this handbook is to provide you with useful information about Braidhurst, its staff and facilities, its aims and objectives, its place in the community it serves, and especially its relationship with you as a parent. We hope that the notes in the pages which follow will help to make this relationship a positive and co-operative one, for the mutual benefit of your child and our school.



Qualifying Statements

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

- a) before the commencement or during the course of the school year in question.
- b) in relation to subsequent school years.

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

A Message to Pupils by the Head Teacher



Dear Young People,

Starting our secondary school will be an exciting experience. It will be a challenge but one which we will give you help and support to enjoy.

This handbook has been written to give your parents or carers information about the school. Although many of you will know someone at the school, it would be worthwhile to have a look through the handbook so you can find out about it for yourself.

Throughout this session you will hopefully be visiting Braidhurst regularly and you will have the opportunity to meet many of our teachers at your own primary. We look forward to getting to know you before you start in August.

Braidhurst is a friendly school. We will ensure you settle in quickly so you can enjoy your first year.

I look forward to meeting you.

Yours sincerely

A handwritten signature in black ink that reads "C Rooney". The signature is written in a cursive, flowing style.

CAROLYN ROONEY

Head Teacher

A Message to Parents by the Head Teacher



Dear Parent/Carers

The purpose of this handbook is to provide you with useful information about Braidhurst High School, its staff and facilities, its aims and objectives and how we work with our community. We are especially keen to work with you as a parent or carer, to ensure we form a strong relationship. Research shows that the single biggest influence on a young person's attainment is the engagement of parents in their learning.

Like you, the staff share an interest in, not just the education of your child, but also their health and wellbeing. The happiness of all our pupils is important to us. This is much easier to achieve if we work in partnership with you.

This handbook explains about the school, including how to contact us. Please feel free to do so if you have any concerns, worries or wish to share information. You are also very welcome to make an appointment at any time to come and visit us in person.

We have many events to which parents are invited to attend and it would be lovely to see you at them. You will find current information on our school website at www.braidhurst.com.

Please do not hesitate to contact me if I can be of any further help to you.

Yours sincerely

A handwritten signature in black ink that reads "C Rooney". The signature is written in a cursive, flowing style.

CAROLYN ROONEY

Head Teacher

Glossary

Catchment Area

The residential area from which a comprehensive school normally draws all pupils, whatever their ability.

Common Course

A course of study prescribed for all pupils of a given age group, irrespective of academic ability.

Comprehensive School

A school which provides courses for the whole range of ability, and normally takes all pupils resident in a given area.

Continuous Assessment

Assessment as an integral part of the learning process, used to monitor and reinforce progress.

Co-operative Teaching

The simultaneous involvement of more than one teacher with the same class, principally for learning support in a mixed-ability situation.

Mixed-Ability Class

Pupils of a wide range of ability taught together as a class; the work of such a group is largely based on individual and group assignment.

SQA

Scottish Qualifications Authority

Curriculum

The whole course of study followed by pupils; the curriculum consists of all the subjects taught.

Extra Curricular Activities

Clubs and events organised by staff outwith school hours.

BGE – Broad General Education Phase

Covers S1 to S3

Senior Phase

Covers S4 to S6

Aims of the School

Braidhurst High School believes in developing a real partnership to ensure all our pupils gain the maximum benefit from their time at school. By “partnership” we mean a relationship based on a shared sense of purpose, mutual respect and willingness to work together. This implies a sharing of information, responsibility, skills, decision-making and accountability.

VISION

Supporting Aspirations, Achieving Excellence.

VALUES

A school which is based on integrity, empathy and respect; where we have the trust and courage to try and where we inspire each other.

AIMS

- To provide a full range of appropriate courses to meet pupil needs.
- To encourage pupils, parents/carers and staff to have high academic expectations and to ensure that all pupils achieve their full potential.
- To encourage pupils to be involved in extra-curricular activities.
- To provide secure accommodation and appropriate resources.
- To promote education as a lifelong process and to prepare pupils for the wider world.
- To provide equal opportunities for all pupils in the school.
- To ensure our pupils follow the school dress code.
- To encourage pupils, parents/carers and the wider community to be involved in the life of the school.
- To provide appropriate pastoral care, for all pupils and to help develop their personal and social skills.

COVID-19 PANDEMIC

North Lanarkshire Council will continue to align supports, from across the service, in response to Covid-19 pandemic, to support children and families and maintain educational provision. Further information is available directly from the school or from North Lanarkshire Council’s website: www.northlan.gov.uk.

Contact with the School by Parents

In Braidhurst contact between parents/carers and staff is actively encouraged. However, our priority is the education of your child and we would ask you to phone first and make an appointment so we can ensure the member of staff you wish to speak to is available. It is normal practice for Pupil Support staff to deal with parental/carers interviews in the first instance and you are encouraged to use their expertise.

There are several events throughout the session to which you will be invited. These include consultation evenings when you will have the opportunity to discuss your child's progress with their teachers. You will receive more detailed information about these nearer the time of the evening by letter, email or from our website.

The usual programme is as follows:

Year	Month	Programme
1 st	August	Meeting with senior staff
1 st	November	Consultation evening with staff
2 nd	January	Consultation evening with staff + options meeting
3 rd	February	Consultation evening with staff
4 th	September	Meeting with senior staff
4 th	October	Consultation evening with staff
5 th /6 th	September	Meeting with senior staff
5 th /6 th	November	Consultation evening with staff

Reports on your child's progress will be issued at regular intervals.

School Information

Official Address

BRAIDHURST HIGH SCHOOL
DALRIADA CRESCENT
MOTHERWELL ML1 3XF

Telephone: 016981 274999

e-mail: info@braidhurst.n-lanark.sch.uk

Website: www.braidhurst.org



Braidhurst High School is a Six Year Co-Educational and Non-Denominational Comprehensive School with a current roll of approximately 600 pupils and a teaching staff of approximately 50.

The school was opened in 1962 and is a Six Year Comprehensive with the full range of ability in pupils throughout years one to six. It has an agreed permanent accommodation of 765 pupils and the current roll is as follows:

Current Roll

S1	107
S2	106
S3	112
S4	116
S5	87
S6	54

Projected intake for next three years

2021	115
2022	115
2023	115

Accommodation

The school buildings are bright and have attractive interiors well suited for current educational needs. The entrance hall/foyer is noted for its displays. The main building is a two storey block containing teaching rooms, two gymnasias, science laboratories, a cafeteria/dining room, a library/resource base, technological workshops, a drama studio and a theatre/assembly hall. Wet weather facilities for pupils are available in this block.

We have recently undergone renovation work to upgrade our facilities. This has improved our heating and a new lift and windows have been installed.

The main building is linked by an enclosed bridge to the four story Tower Block containing further teaching accommodation. A base for our Pupil Support Staff and classrooms are situated at the foot of the Tower Block.

The Sportsbarn is a large indoor facility which provides opportunities for a wide range of sports. The school has a grass pitch and floodlit astroturf within its own grounds and also has a pavilion changing facility.

Though Braidhurst is not specifically designed or equipped to meet the needs of children with a disability, all the facilities of the school are available to them insofar as they are able to take advantage of them. The parents/carers of a child with a disability are urged to discuss this with the Depute Head Teacher in charge of the year their child is in, or going in, to at the earliest possible opportunity in order to ensure their fullest integration.

There are strong school community links at many levels and these are actively fostered by the Braidhurst Parents' Group, in which you are very welcome to join, and by the staff of the school.

It is Council Policy that schools should be used outwith school hours for the benefit of the community.



Motherwell FC Youth Academy is based in the school. The school is a Scottish FA School of Football and also a Scottish FA Performance School of Football.



Staff List 2020/2021

HEAD TEACHER

Mrs C Rooney

DEPUTE HEAD TEACHER OF UPPER SCHOOL

Mr D Gardiner

DEPUTE HEAD TEACHER OF MIDDLE SCHOOL

Mrs A Macdonald

DEPUTE HEAD TEACHER OF LOWER SCHOOL AND PUPIL SUPPORT

Mr N Hendry

TEACHING STAFF

CREATIVE ARTS

Ms Donnelly (Principal Teacher)
Mr Chisholm
Mr Clifford
Mrs Reilly
Miss Galloway
Mr Crawford

ENGLISH AND LITERACY

Mrs Paterson (Principal Teacher)
Mr Mitchell
Mrs Kinnaird
Mrs Swinburne
Ms McCormack

SUPPORT FOR LEARNING

Mr Clark (Principal Teacher)
Mrs Currie

TECHNOLOGIES

Mr Conboy (Principal Teacher)
Mr Hamilton
Ms McKenna
Mr O'Toole
Mr Paterson

MATHEMATICS AND NUMERACY

Mrs Hunter (Principal Teacher)
Mrs Neilson (PT Pupil Support)
Mrs McAra
Mr Mearns
Mrs Telfer
Mr Cahill

MODERN LANGUAGES AND BUSINESS EDUCATION

Mrs Graham (Principal Teacher)
Mrs Cole
Ms Lennox
Ms Main

HEALTH AND WELLBEING

Mr O'Neill (Principal Teacher)
Mr Gardiner (DHT)
Mrs Macdonald (DHT)
Ms Young (PT Pupil Support)
Ms Lyttle (PT Pupil Support)
Mr Clarke
Mr Pryde
Ms Fox

SCIENCE

Mr Campbell (Principal Teacher)
Ms Watson
Mrs McHugh (PT Pupil Support 0.6)
Mr Hussain
Mrs Liddell
Dr Gardner
Mrs Santamaria

HUMANITIES

Ms Kerr (Principal Teacher)
Ms Logan
Mr Brandon
Mr Reynolds
Mr Hendry (DHT)
Mrs McIntyre (PT Pupil Support 0.4)

Staff List Continued:

NON TEACHING STAFF

CLERICAL STAFF

Mr Miller (AFA)
Mrs Taggart
Mrs Houlihan
Mrs Conte

LIBRARIAN

Mrs Scott

TECHNICIANS

Ms Rafferty (Senior)
Mr Anderson
Mr Walsh

HOME SCHOOL PARTNERSHIP OFFICER

Mrs McGurk

AUXILIARY STAFF

Mrs Jeffrey
Ms Sweeney
Mrs Findon
Mrs Adams

FACILITIES SERVICES

Mr Lawson (Area Facility Officer)
Mrs Baird (Facility Officer)
Mrs Steele (Facility Officer)
Mrs Black (Facility Officer)

COOK SUPERVISOR

Mrs Murphy

Catchment Area

The catchment area of Braidhurst includes the districts of North Motherwell, Forgewood and Jerviston. Pupils are normally drawn from the cluster Primary Schools:

LADYWELL PRIMARY SCHOOL

240 Ladywell Road

Motherwell

Telephone: 01698 522719

LOGANS PRIMARY SCHOOL

Logans Road

Motherwell

Telephone: 01698 274972

MUIR STREET PRIMARY

Parkneuk Street

Motherwell

Telephone: 01698 274980



The School Day/Year

All Pupils	Session 2020/2021	
	Period 1	8.55 - 9.45
	Period 2	9.45 - 10.35
	INTERVAL	10.35 - 10.50
	Period 3	10.50 - 11.40
	Period 4	11.40 - 12.30
	LUNCH	12.30 - 1.15
	Period 5	1.15 - 2.05
	Period 6	2.05 - 2.55
	Period 7	2.55 - 3.45 (Monday, Tuesday and Thursday)

The school day is currently under review.

Parents/carers are asked to ensure that pupils are not late for school. Latecoming is not simply a minor inconvenience; it seriously disrupts the work of classes. Every effort will be made, with your co-operation, to encourage pupils to be punctual.

THE SCHOOL YEAR - SESSION 2020/2021

First Term	Pupils return	Monday, 16 th August 2021
September Weekend	Close	Thursday 23 rd September 2021
	Open	Tuesday 28 th September 2021
Mid Term	Close	Monday 11 th October 2021
	Re-open	Monday 18 th October 2021
Second Term	Close	Wednesday, 22 nd December 2021 (2.30pm)
	Re-open	Monday, 10 th January 2022
	Easter Break	
	Close	Friday 1 st April 2022 (2.30pm)
	Good Friday	15 th April 2022
	Easter Monday	18 th April 2022
Third Term	Re-open	Tuesday, 19 th April 2022
	Close	Wednesday, 29 th June 2022 (1.00pm)

Transfer and Enrolment

Pupils normally transfer to secondary school between the ages of eleven and a half and twelve and a half years. By that age they will have had, in practically all cases, seven years of primary education.

1. Where a parent wishes more information on the actual boundaries of the catchment area for the local school, he/she should enquire at the school where this information will be made available. Names, addresses, telephone numbers and other relevant information relating to other schools in the authority are also available on line.
2. It is normal practice for children in their local primary school to transfer to Braidhurst High School. The parents of children who are not in cluster primary school may apply to have them come to Braidhurst. This is done by the parent/carer submitting a placing request which should be done either through the Head Teacher of the primary school in the case of primary children or through the Head Teacher in Braidhurst in the case of others. Prospective parents are warmly invited to visit Braidhurst to see the school and to discuss any matters which may arise with the Depute Head Teacher.
3. Liaison arrangements with associated primary school may include:
 - Primary School quiz
 - PE transition event
 - Two-day curricular visit
 - Open Evening
 - Open to Question Evening
 - Cross curricular event
 - Visit to see School Show
 - Pupil Support staff visits to Primary Schools
 - Science Event
 - Day of Dance
4. A youngster who reaches the age of 16 on or before the end of February, 2020 they may leave school at Christmas. If a young person is 16 on or before the end of September, they may leave on 31st of May 2022.
5. You have the right to make a placing request for your child to be educated in a school other than the local school. In December each year, the authority will advertise its arrangements for placing requests. There are sound educational reasons for trying to ensure that the transfer or admission of children to a school takes place at the start of a school session. Other than those who are moving home, to a new area, parents/carers are advised to time any placing requests so that they take effect from the beginning of the new school session. Every effort will be made to try to meet the parental wishes, but you should note that it is not always possible to grant every placing request to a particular school. Once pupil has reached the school leaving age **the pupil, not the pupil's parent/carer**, may choose which school to go to.

Placing requests to a Primary School does not necessarily ensure that your child will have a direct entry to the associated secondary. Advice on this must be sought from the Primary School Head Teacher. Further information on placing requests and procedures is available from the school or the council's website.

Parents and Young People have a right under the Additional Support for Learning Act 2009 to make a placing request for their child or young person to attend a nursery (including partnership nursery), special school or special class managed by the home authority. In the event of a successful placing request the authority are not required to provide transport. The Act also enables parents/carers and young people to make a placing request to attend a school/establishment belonging to another authority.



The Pupil Support Structure

The Pupil Support staff have a responsibility to help and support each young person's individual development. Each youngster is under the direct care of one member of the team in one of the four vertical houses. They are the key adult who has an overall picture of how your child is progressing and should be your first point of contact.

For 2021/2022 these are:

House	Pupil Support Teacher
ATHOLL	Miss Lyttle (PT)
LORNE	Miss Young (PT)
MORVEN	Mrs Neilson (PT)
RANNOCH	Mrs McHugh/Mrs McIntyre (PT)

Mr Hendry, Depute Head Teacher, is the overall co-ordinator of the Pupil Support team. This gives each Principal Teacher (Pupil Support) responsibility for one quarter of the school population.

Mr Clark, Principal Teacher of Support for Learning and Mrs McGurk, Home School Partnership Officer, bring their particular skills to the team.

To help the Pupil Support teachers to fulfil their role they will:

- a) Individually interview each pupil on a regular basis
- b) Be the main school contact with the home
- c) Provide regular reports to parents on the progress of their son/daughter
- d) Help pupils and parents with important educational decisions eg: subject choices

It is very important that parents and carers should feel free to contact the Pupil Support teacher regarding their son/daughter. It would be appreciated if you could phone to arrange an appointment so that teachers are not interrupted during their lessons.

The Pupil Support teachers co-ordinate the keeping of academic and social records. They also maintain regular contact with the various caring agencies:

- Social Work Department
- Psychological Services
- Community Learning and Development
- School Police Partnership Officer
- Public Health Nurse

In addition, the school has good links with the Social Work Department based at Scott House and has the support of an Educational Psychologist based with the Authority Psychological Service at St Brendan's Primary, 45 Barons Road, Motherwell, ML1 2NB.

As part of developing skills for learning, life and work, young people will be offered careers information advice and guidance to ensure they leave school and enter a positive post-school destination of higher education, further education, pre-employment training, employment (including modern apprenticeships), activity agreement or volunteering.

Our careers officer linked to the school is Mr Joseph Martin (Tel. no. 07827 883140) and he will work with your child to ensure all our pupils leave to enter a positive destination.

Personal Support/Career Planning

As our young people, learners are supported to achieve their full potential and, as they progress through broad general education into senior phase, to plan and prepare for further learning, training or employment. 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. As part of developing skills for learning, life and work, young people will be offered careers information advice and guidance to ensure they leave school and enter a positive post-school destination of higher education, further education, pre-employment training, employment (including modern apprenticeships), activity agreement or volunteering. Mr Clarke coordinates our Developing the Young Workforce programme.

Equal Opportunities and Social Inclusion

Braidhurst High School is a caring school. In line with North Lanarkshire Council's Race Equality Policy our school will emphasise the worth of every individual and strive to offer each person equality of opportunity and access.

All pupils, parents/carers, students and staff (teaching, auxiliary, administrative, janitorial and others) are members of the school community. This means that they have the right to work, teach and learn in a positive climate - free from any abuse or discrimination on grounds of gender, race, religion, cultural background or disability or sexual orientation. Our practice and policies are in line with the Equality Act 2010, for schools. This can be accessed at

<https://www.equalityhumanrights.com/en/publication-download/technical-guidance-schools-scotland>

The school is committed to ensuring its policies and practices do not impact adversely on any particular group(s) of people and opportunities to promote equality are actively pursued.

The school curriculum is the focus of school life for pupils and every effort will be made to ensure the following:-

- That there should be equal access for all pupils to all areas of learning.
- That appropriate guidance is available to every pupil towards course options.
- That pupils are aware of the operation of the Education Department's Race Equality.

Pupils will be encouraged at all times to be part of a working environment where they are valued for their individual contributions these may be sporting, academic, or other efforts of importance.

We aim to provide equality of opportunity for all individuals and in particular to enable each pupil to achieve his or her potential. The support of parents and staff will help to make this goal attainable.

Implementation of the Education, Skills and Youth Employment 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>.

Curriculum for Excellence

Curriculum for Excellence is Scotland's national curriculum. It provides a coherent and inclusive curriculum from 3-18 years wherever learning is taking place, including early learning childhood centres, schools, colleges and community learning. It places children and young people at the heart of Scottish Education.

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.

These four capacities govern the entire curriculum from age 3 to 18 and aim to raise the standards of achievement for all learners.

Curriculum for Excellence is underpinned by the values inscribed on the mace of the Scottish Parliament – wisdom, justice, compassion and integrity.

Throughout Curriculum for Excellence there is a strong focus on Literacy, Numeracy and Health and Wellbeing across all aspects of learning and every teacher will support learners with the development of these, including digital literacy skills.

Curriculum for Excellence is defined as:

The totality of all that is planned for children and young people throughout their education'.

The opportunities for learning and teaching are governed by the Four Contexts for Learning, which ensure that the education your child receives is informative, interesting, relevant and fun.

These contexts are:

- Ethos and life of the school as a community
- Curriculum areas and subjects
- Interdisciplinary learning
- Opportunities for personal achievement.

What are the Curriculum for Excellence levels?

There are five levels and these are flexible depending on pupils' needs and abilities (some children and young people may achieve these levels earlier or later dependent on ability):

- Early level pre-school to P1
- First level to the end of P4
- Second level to the end of P7
- Third and fourth levels S1 to S3
- Senior phase S4 to S6 and other forms of study.

What is the Broad General Education?

The Broad General Education (BGE) is the first phase of two closely connected phases of education. The BGE phase stretches from age 3 until the end of S3 after which learners move into the Senior Phase which starts in S4.

Curriculum Areas and subjects

The BGE is delivered via 8 curricular areas which, in secondary school cover years S1 to S3, and may be subdivided further into individual subjects.

The 8 curricular areas are:

- Expressive Arts
- Languages and Literacy
- Health and Well Being
- Mathematics and Numeracy
- Religious and Moral Education
- Sciences
- Social Studies
- Technologies

The Senior Phase

The senior phase curriculum, from S4 to S6, follows a young person's broad general education, building firmly on the experiences and outcomes they will have experienced and achieved by the end of S3. It enables them to extend and deepen their learning and continue to develop skills for learning, life and work, through qualifications and also through a range of opportunities for personal development such as awards and wider achievements. It is designed to support young people in moving on to positive sustained destinations, whether that is college, university, training or employment. In the Senior Phase, schools and their partners (such as colleges, employers or community learning and development providers) now have flexibility to offer a range of pathways that meet the needs and raise the attainment levels of all learners – including pupils who might previously have become disengaged from education.

Schools are taking a range of approaches to the senior phase and are able to offer greater personalisation and choice for young people in a variety of ways, for example by:

- delivering qualifications over different timescales in response to young people's needs and prior achievements
- work in conjunction with our neighbouring schools to offer a wider range of courses and subjects

Skills Development Scotland – My World of Work

My World of Work is a web service for people to plan, build and direct their career throughout their lives.

Customers can see jobs in action; build their CVs; search for vacancies and explore training opportunities in a way that's personal to them. There are video clips of people explaining their job roles and a news magazine cover with some great up-to-the-minute tips on how to get a job or train for one.

Delivered by Skills Development Scotland, it provides information on the jobs market as well as offering help with things like tackling tough interview questions.

My World of Work complements SDS's current face to face and telephone services, as well as those provided to be partners, so customers have access to a range of channels depending on the level of support they need. To explore My World of Work and the range of tools on offer, visit

www.myworldofwork.co.uk



Additional Support Needs

Braidhurst High School complies with the Additional Support for Learning (Scotland) Act 2004 as amended by the Additional Support for Learning (Scotland) Act 2009 and the Additional Support for Learning: Statutory Guidance 2017.

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.

Every child at some point during his/her secondary school education is likely to experience difficulty and it is the aim of the school to help identify such difficulties and to provide appropriate support. The Learning Support Department does this in a number of ways.

1. Primary - Secondary Transfer

The transfer from primary school to secondary school can be a difficult time for some children and, in order to minimise this, staff from Braidhurst work with our cluster primary schools, in the course of the school year, to get to know the children, identifying potential problem areas and addressing them. This work is continued when the children come to Braidhurst High.

The information gained from working in primary schools allows secondary teachers to assess the needs of individual pupils and provide suitable work for them.

2. Classroom Support

To help ensure that every child attains his/her full potential, and if appropriate, support is offered in most subjects provided by an Additional Support Needs Assistant or Additional members of teaching staff. One of the main advantages of this approach is that many more children benefit from individual help and problem areas can be identified quickly and help given.

3. Pupil Support Team

Work alongside the Support for Learning team to ensure all our pupils are supported and are provided with appropriate pastoral care.

4. Pupils with English as an additional language

For those children where English is not their first language assistance will be given to enable them to access the curriculum.

5. Staged Intervention

Through a process of staged intervention and, where appropriate in conjunction with other appropriate agencies, the school will work to support pupils and their families within the framework of the new legislation. Supported by the education authority, the school will be fully involved in supporting pupils who are identified at having additional support needs.

6 The Hub

Braidhurst High has a well established nurture unit (called The Hub) for a small number of pupils requiring particular support. Two members of staff will work with approximately six pupils to enhance their emotional and social skills.

7 Inclusion

Extra support is available for those pupils who are struggling to cope with a subject they have chosen in S3 or S4. Pupils may, for example, work on specific topics which will enable them to achieve an alternative qualification. They will work with our own teaching staff. Parents will be involved in any discussions before pupils are invited to be part of the programme and must give their consent. Mrs Macdonald, Depute Head Teacher, is the designated teacher in charge of the education of pupils in S3 and S4.

8 Getting it Right for Me plans

(GIRFMe) enable staff to plan effectively for children and young people when interventions are required to support their learning and improve outcomes. Parents/carers and pupils are an essential part of the assessment; planning and review processes and their views will be actively sought.

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/carers and young people can, if they wish, request that a CSP be considered and would be involved in the process.

Parents/carers will receive letters from the Education Authority throughout the CSP process.

Parents/carers and young people will be invited to take part in multiagency meetings and their views will be recorded in the plan.

Where more intensive support for a child or young person needs to be planned for, usually when a number of agencies are involved in supporting their wellbeing then a Child's Plan may be developed. The plan will tell you what actions need to be taken and who will help with each action. It will usually be someone called a 'Lead Professional' who will have the job of making sure that the actions outlined in the plan take place and things get better for the child or young person.

Care Experienced 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. Mr Hendry, Depute Head Teacher, is the designated member of staff in charge of Looked After and care experienced children.

9 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/carers and young people through Resolve (see contact details at the back of this handbook). Mediation is free through Resolve 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/carers 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/carers 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



Assessment and Reporting

Assessment is an important part of the Curriculum for Excellence and, at all levels, pupils' progress is closely monitored by teachers and staff.

In turn, teachers and staff work with pupils to reflect on their results, looking at their strengths and learning needs, agreeing next steps and action based on these. As they progress, pupils become more involved in this process, as they develop the skills to make effective judgments on their own learning, developing personal expertise that will be important to them throughout life. Assessment also helps teachers plan learning experiences which are motivating and challenging. Children who may have additional support needs will be assessed using methods best suited to their individual requirements.

Assessment methods vary widely according to the type and level of course being undertaken. An assessment timetable is issued for the senior phase and put up on the school website. Formal exams take place for S1 pupils in May, S2 in November and S3 in April.

Pupils will be presented for SQA exams depending on their ability and progress. You will be kept informed and involved in discussion about your child being presented for an exam. However, in the final analysis, the school will accede to the wishes of the parents/carers.

Parents/Carers will be kept informed of their child's potential and relative progress by consultation with the teaching staff and by reports. There are three forms of reports which will be issued. The first is a tracking report which will give you information on your child's progress, effort, behaviour and homework if appropriate. The second is a subject report which will let you know how your child is progressing in individual subjects. The third report, which will only be issued to pupils in S1 and S2, is a guidance report. All reports will be issued with a print out of your child's attendance record to allow you to check it is correct and a copy of their merits and demerits which will inform you of how they are doing in the school. These will be issued in September/October, December and February. A further report will be issued in May to those pupils in junior school. Parents should feel free to contact their child's pupil support teacher if they require further information after receiving the report.

We hope that by increasing the frequency of the reports you will have a more information on how your child is progressing and feel more involved in their education.

Reporting Calendar

S1	(1)	Pupil Support Settling in	September
	(2)	Tracking	December
	(3)	Tracking	February
	(4)	Subject	June
S2	(1)	Tracking	September
	(2)	Tracking	December
	(3)	Tracking	February
	(4)	Subject	May
S3	(1)	Tracking	September
	(2)	Tracking	December
	(3)	Tracking	February
	(4)	Subject	May
S4	(1)	Tracking	October
	(2)	Subject	January
	(3)	Tracking	March
S5/6	(1)	Tracking	October
	(2)	Tracking	December
	(3)	Subject	February



School Improvement Plan



VISION

Supporting Aspiration, Achieving Excellence
Trust – Empathy – Integrity – Respect - Courage



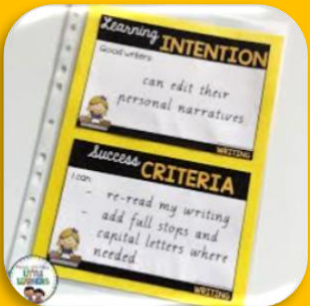
Health and Well Being:

Staff:-

- All staff feel supported and support is signposted in needed

Pupils:-

- Feel supported and know who to go to if they need support
- Review our bullying policy
- Provide extra support when you need it most and remove barriers to learning, where possible and continue to reduce the cost of the school day
- We will continue to monitor and encourage good attendance



Digital Learning:

- We will endeavour to help all our young people to access and engage in digital learning
- We will provide training for staff and pupils
- We will develop our approaches in using digital learning particularly with regards assessments



Raise Attainment:

- Improve your literacy and numeracy skills in the BGE phase
- We will ensure all staff are confident in assigning levels
- Pupil will know the level they are working on and their next steps in their learning
- In both the BGE and senior phase we will track and monitor your progress rigorously to ensure you achieve your potential
- We will work with staff and pupils to ensure we have robust and reliable evidence for National Qualification courses



Cluster Priority:

We will work within our cluster to ensure:

- all staff are aware of the new GIRFEC procedures to support our pupils
- Other agencies are involved in supporting our school and pupils
- Our wellbeing HUB is available as a resource to support our staff, pupils and families

Homework

Homework is regularly set and should be regarded as an essential complement to classwork involving the pupil in an individual study situation which cannot be created in the bustle of a crowded class.

It will obviously vary in length and type depending on the age of pupils, the level and nature of courses, the type of assessment being used and the needs of particular groups.

The time involved in homework will vary but its purpose will always be the same: to train the pupil to help themselves by developing the habit of study.

Homework Diaries are issued to BGE pupils. These diaries should be checked and signed by parents/carers regularly.

Braidhurst High School recognises the important, indeed crucial, role that parents/carers have in effective homework. Consequently the school encourages parents to participate in the education programme by accepting their part in overseeing the work done at home, thus contributing towards securing the benefit of properly managed homework.

The school therefore asks you to play your part by:-

- a) inquiring regularly about homework
- b) checking homework diaries regularly
- c) checking that homework is completed and sign written work if necessary
- d) encouraging your child to retain and look after subject folders and project work.

Spiritual, Social, Moral and Cultural Values

All pupils from S1 to S4 will have Religious Education as part of their course.

While no attempt is made to instruct pupils in the tenets of a particular faith with a view to eventual adoption of that faith as their own, the core of Religious Education will be concerned with Christianity.

Religious observance will be practised through regular school assemblies. These are taken on a planned basis by staff or one of the School Chaplains.

The school gives support to the Scripture Union and Gideons International.

Parents/Carers have the right to withdraw their children from Religious Education or Religious Observance. Parents/Carers should contact the Head Teacher of the school in this instance.

Parents/Carers from ethnic minority religious communities may request that their children be permitted to be absent from school in order to celebrate recognised religious events. Only written requests will be considered. Appropriate requests will be granted on not more than three occasions in any one school session and the pupil noted as an authorised absentee in the register.



The Informal Curriculum

Braidhurst High School has a very active and thriving informal curriculum. There is a wide variety of sports activities and clubs in the school involving large numbers of pupils and staff.

Details of these activities are announced at Assemblies, through the school Newsletter, on the website and are indicated on school notice-boards. Pupils are warmly invited to take part in any of these activities where appropriate.

The next page will allow you to see the number currently available.



A wide variety of house/inter-house competitions, outings and activities are on offer and pupils are encouraged to participate.

The school is well known for its musical events and shows which we would love to see your child participate in.

The school organises many outings and educational trips. Your child will be invited to go if their attendance and behaviour is of a satisfactory standard. These are an important part of school life and I would encourage parents/carers to urge their child to participate in the extra-curricular life of Braidhurst.

EXTRA-CURRICULAR ACTIVITIES 2020-2021 – We hope next year we will be able to run a similar programme.

	Before School	Lunch	After School
MONDAY	Breakfast Club Year group(s): S1-6 Member(s) of staff: Mrs Jeffrey Room / venue: Hub Time: 8.15-8.45am	Table Tennis Year group(s): S1-6 Member(s) of staff: Mr Clarke Room / venue: Nursery Time: 12:35pm-1:10pm	Netball Year group(s): S1-6 Member(s) of staff: M Young & Ms Kennerly Room / venue: Sports Barn Time: 4-5pm
		Handball Year group(s): S1-6 Member(s) of staff: Mr Barr Room / venue: Sports Barn Time: 12:35pm-1:10pm	
		Library – Work Space / ICT Year group(s): S1-6 Member(s) of staff: Mrs Scott Room / venue: Library Time: 12:35pm-1:10pm	
		Choir Year group(s): S1-6 Member(s) of staff: K Donnelly Room / venue: Music Dept Time: 12:30pm-1:15pm	
	Before School	Lunch	After School
TUESDAY	Breakfast Club Year group(s): S1-6 Member(s) of staff: Mrs Jeffrey Room / venue: Hub Time: 8.15-8.45am	Guitar Club Year group(s): S1-2 Member(s) of staff: Mr Crawford Room / venue: Music Dept Time: 12:30pm-1:15pm	Gymnastics Year group(s): S1-6 Member(s) of staff: Coach Room / venue: Gym 1 Time: 4-5pm
		Malawi Year group(s): S1-6 Member(s) of staff: J Young Room / venue: Computing Rm 23 Time: 12:45pm-1:10pm	Strength & Conditioning Year group(s): S5-6 Member(s) of staff: Mr Clarke Room / venue: PE Time: 4-5pm
		Modern Languages Club Year group(s): S1-S3 Member(s) of staff: Ms Pennock Room / venue: Room 20 Time: 12.40-1.10	Senior Dance Year group(s): S4-6 Member(s) of staff: Ms Young & Ms Kennerley Room / venue: Gym 1 Time: 3-4pm
		Trampoline Year group(s): S2-6 Member(s) of staff: Mr O'Neill Room / venue: Gym 1 Time: 12:35pm-1:10pm	
		Library – Work Space / ICT Year group(s): S1-6 Member(s) of staff: Mrs Scott Room / venue: Library Time: 12:35pm-1:10pm	

		Cheerleading Year group(s): S1-6 Member(s) of staff: Ms Kennerley Room / venue: Gym 1 Time: 12:35pm-1:10pm	
		S1&2 Badminton Year group(s): S1-2 Member(s) of staff: Mr Gardiner Room / venue: Sports Barn Time: 12:35pm-1:10pm	
		Board Games Club (and Chess) Year group(s): S1-3 Member(s) of staff: Mr Mearns Room / venue: Aspire Base	
	Before School	Lunch	After School
WEDNESDAY	Breakfast Club Year group(s): S1-6 Member(s) of staff: Mrs Jeffrey Room / venue: Hub Time: 8.15-8.45am	Lunch Club Year group(s): S1-6 Member(s) of staff: Ms Jeffrey Room / venue: Hub Time: 12.40 pm – 13.10 pm	Junior Dance Year group(s): S1-3 Member(s) of staff: Ms Young & Ms Kennerley Room / venue: Gym 1 Time: 3-4pm
		Robotics Year group(s): S1-6 Member(s) of staff: Mr Hussain Room / venue: Rm 36 Time: 12.40 pm – 13.10 pm	
		Chess Club Year group(s): S1-6 Member(s) of staff: Mr Reynolds Room / venue: Room 5 Time: 12.40 pm – 13.10 pm	
		Computer Games Club Year group(s): S1 and S2 only Member(s) of staff: Conor O'Toole Room / venue: Room 23 Time: 12.40 pm – 13.10 pm	
		Library – Work Space / ICT Year group(s): S1-6 Member(s) of staff: Mrs Scott Room / venue: Library Time: 12:35pm-1:10pm	
		Basketball Year group(s): S1-6 Member(s) of staff: M Clarke Room / venue: Sports Barn Time: 12:35pm-1:10pm	
		Drama Year group(s): S1-2 Member(s) of staff: Mrs Reilly Room / venue: Drama Dept Time: 12.15-1.15pm	

		Lunch Club Year group(s): S1-6 Member(s) of staff: Ms Jeffrey Room / venue: Hub Time: 12.40 pm – 13.10 pm	
		Pride Alliance - LGBTI Year group(s): S1-6 Member(s) of staff: Ms Logan Room / venue: Rm 7 Time: 12.40 pm – 13.10 pm	
		Samba Drumming Year group(s): S1-6 Member(s) of staff: Mr Crawford Room / venue: Music Dept Time: 12.40 pm – 13.10 pm	
	Before School	Lunch	After School
THURSDAY	Breakfast Club Year group(s): S1-6 Member(s) of staff: Mrs Jeffrey Room / venue: Hub Time: 8.15-8.45am	S1 Futsal Year group(s): S1 Member(s) of staff: Ms Lyttle Room / venue: Sports Barn Time: 12:35pm-1:10pm	Wind Band <i>(instrumentalists only)</i> Member of staff: Ms Donnelly Room / venue: Music Dept Time: 3.45-5pm
		S1-4 Film Club Year group(s): S1-4 Member(s) of staff: Mrs Scott Room / venue: Library Time: 12:35pm-1:10pm	Supported Study Nat 4, Nat 5 and Higher Member(s) of staff: Mr O'Neill Room / venue: PE Dept Time: 4-5pm
		Pupil Voice Time Year group(s): S1-6 Member(s) of staff: Mr O'Neill Rom: To be arranged Time: 12:35pm-1:10pm	
	Before School	Lunch	After School
FRIDAY	Breakfast Club Year group(s): S1-6 Member(s) of staff: Mrs Jeffrey Room / venue: Hub Time: 8.15-8.45am	Library – Work Space / ICT Year group(s): S1-6 Member(s) of staff: Mrs Scott Room / venue: Library Time: 12:35pm-1:10pm	NLC Music Groups <i>(instrumentalists only)</i>
		Lunch Club Year group(s): S1-6 Member(s) of staff: Ms Jeffrey Room / venue: Hub Time: 12.40 pm – 13.10 pm	
		Dodgeball Year group(s): S1-2 Member(s) of staff: Ms Kennerley Room / venue: Gym 1 Time: 12:35pm-1:10pm	

Football Teams: S1 – Mr Barr & Mr Clark
S3 – Mr Clarke & Mr O'Toole
S5/6 – Mr Clarke & Mr O'Toole

S2 – Mr Brandon and Mr Paterson
S4 – M O'Neill
Girls U/15 & U/18s– Ms Lyttle

Scottish FA School of Football and Scottish FA Girls' School of Football

Braidhurst High is one of a small number of schools in Scotland to receive the status of a Scottish FA School of Football. A fully qualified UEFA Pro licence coach, Gordon Young, has been appointed to oversee the programme. Approximately 20 pupils from throughout North Lanarkshire are selected each year to be part of the scheme. The players become full time Braidhurst High pupils and they get extracted from normal lessons for a period each day to take part in the programme.

Within the school we have two of these programmes, School of Football and Girls' School of Football. As well as nurturing the pupils' skills on the pitch, we develop personal skills and qualities to assist them in their lives.

School of Netball

Similar to the Schools of Football, our School of Netball develops both S1 and S2 pupils in their Netball and personal skills which are required to ensure they reach their potential in their studies.

For further information on these programmes, you can contact Mr O'Neill at the school.



Scottish FA Performance School

Seven Centres of Excellence in Football were established in April 2012. This status has been awarded to Braidhurst High. Mr Stephen Clarke is the coach appointed by the Scottish FA to lead this scheme running from S1 to S4 training between 6 to 8 periods per week. The aim of the scheme is to develop a:

- Better person
- Better player
- Better grades

Daily coaching consists of 4 main components, which are delivered in an integrated way and focus on the development of:-

- Technical Skills (passing, dribbling and moving with the ball)
- Tactical Skills (defending, attacking, decision making and game awareness)
- Physical Skills (co-ordination, balance, speed and agility)
- Mental Skills (mindset, perseverance, focus and discipline)

Applications are made through the Scottish FA website for the Performance Programme.

More information on all programmes, and a link to all application forms, will be placed on the school website.



Physical Education is a compulsory element in the curriculum of all pupils S1-6

Physical Education is a compulsory element in the curriculum of all pupils S1-6.

“It is deemed that all pupils who attend school will normally be able to participate in Physical Education.”

North Lanarkshire Code of Practice for Participation in Physical Education

Pupils are required to provide a change of clothing for PE. This encourages pupils to be more aware of their personal hygiene and ensures pupils are able to work safely.

“Pupils must wear clothing and footwear suitable to the activity.”

Health and Safety at Work Act

PE Kit

The PE department request the following items to be worn as PE kit:

- clean, non-marking training shoes (not those worn to school)
- plain white T shirt (no logos)
- black shorts/track suit bottoms
- white ankle socks

All S1 pupils have been given kit in session 2019-20 through the Pupil Equity Fund programme.



It is hoped that this simple kit will keep cost to a minimum.

Pupils are reminded that,

“PE clothing must be in line with the school dress policy and should not include football team colours or feature inappropriate social comment.”

North Lanarkshire Code of Practice for Participation in Physical Education

The PE department follows the North Lanarkshire Code of Practice for Participation in Physical Education which states:

- always bring full kit regardless of circumstances
- absence of kit is inappropriate reason for non-participation
- refusal to take part in PE could result in disciplinary sanctions being applied
- inability to participate for medical reasons must be supported by a medical certificate

Pupils who have a minor ailment should provide a note from parents. In such cases the department will offer the pupils an appropriate form of activity, so pupils should bring PE kit.

Additional Health and Safety requirements governing PE:

“As jewellery and belts with metal buckles may cause injury to the wearer and others, they shall be removed.

Gum must not be chewed during activity.

Where long hair could be a hazard it must be secured.”

Health and Safety at Work Act

Pupils will be asked to remove jewellery. It is recommended that these items and any other valuable should not be brought to school, as the PE department is not responsible for their safe keeping.



Discipline

Better Relationships, Better Braidhurst

Celebrating and Rewarding Good Behaviour

Positive reinforcement is more important than punishment in our behaviour policy. We believe that good behaviour should be recognised and rewarded. The staff at Braidhurst High have agreed to:

- recognise and highlight good behaviour as it occurs
- ensure that pupils are praised for behaving well
- explain and demonstrate the behaviour we wish to see
- encourage pupils to be responsible for their own behaviour
- let parents and carers know about their child's good behaviour

Our Promoting Positive Relationships system is based on encouraging and rewarding good behaviour which will generate positive relationships amongst our pupils and staff.

Pupils will be awarded merits when they behave well and issued with demerits/referrals if their behaviour causes concern.

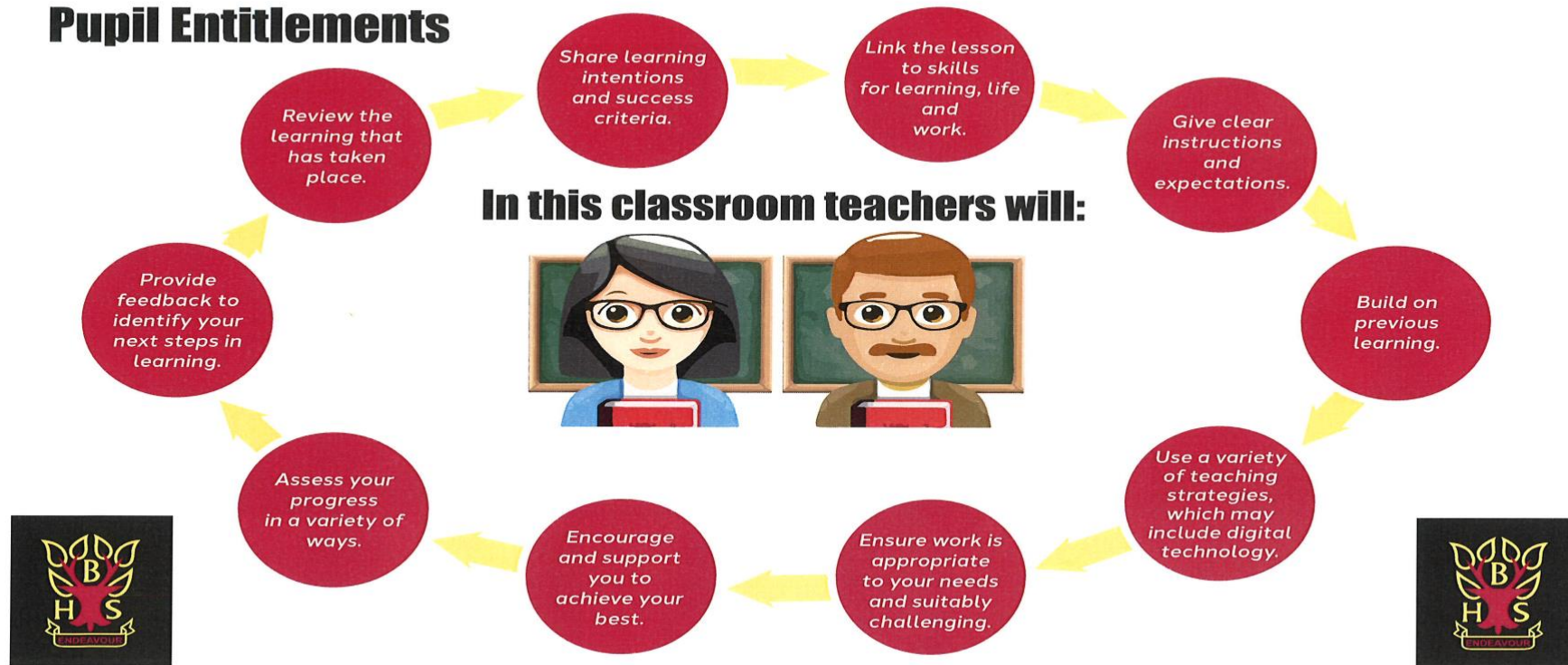
A merit will be awarded to pupils who go beyond expectations. The number of merits and demerits awarded are checked monthly by Pupil Support staff, and DHTs. Appropriate action is taken where required.

Please note:

1. Merits/demerits will be considered for all school trips and team events.
2. Pupils must have more merits than demerits to be able to participate, although a considerable number of demerits may mean a pupil may not attend.

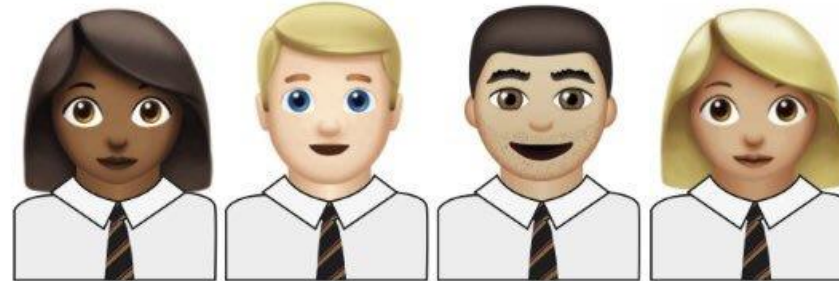
Our expectations of pupils are displayed throughout the school. These are:-

Pupil Entitlements



Teacher Expectations

In this classroom pupils should:



Set high standards for effort and behaviour at all times.

Be prepared to learn, bringing any necessary equipment with them.

Come with an open mind, a willingness to learn and the drive to improve

Respect themselves, staff, fellow pupils, equipment and the learning environment.

Try their best at all times, especially when faced with challenges.

Embrace every opportunity to develop skills for learning, life and work.

Take responsibility and act on feedback given to improve.

Ask for help whenever it is needed.

Make the most of opportunities to lead learning.

Support others, when possible.



Discipline Steps

Step 1	Internal Classroom Measures Options available 1) Verbal Warning 2) Outside Room (Maximum of 5 Minutes) 3) Moved Seat
Step 2	Demerit <ul style="list-style-type: none"> Pupil should be informed they are being given a demerit. Mark demerit on SEEMIS. Only 1 Demerit can be given per period. (The most serious offence).
Step 3	Discipline Exercise <ul style="list-style-type: none"> Discipline Exercise Issued (up to a maximum of 25 lines) Logged on SEEMIS as Discipline Exercise by teacher Text Message sheet sent to office no later than 4pm the same day Text sent to parents to inform them of punishment exercise. Completed Text Message sheet placed in Pupil Support trays by office
Step 4	Referred to Principal Teacher <ul style="list-style-type: none"> ➤ Options Available <ul style="list-style-type: none"> ▪ Double Original Punishment, Text sent home. (up to a maximum of 50 Lines) ➤ Demerit must be marked for non-return of Punishment Exercise <ul style="list-style-type: none"> ▪ Internal Exclusion within department ▪ Departmental monitor ➤ Pupil Support must be informed for <u>information only</u>.
Step 5	Detention <ul style="list-style-type: none"> Referred to detention by Principal Teachers only Pupils should be reminded by departments that they have detention Pupils will complete 1 Detention of 20 minutes from a Standardised Exercise. Staff Detention Volunteer will email during detention to inform PT's/SMT of pupils who did not attend.
Step 6	Referred to Senior Management Team <ul style="list-style-type: none"> Removal of privileges Internal exclusion Phone call home/letter home Red book Exclusion
Step 7	Fresh Start <ul style="list-style-type: none"> A fresh start should be given every period to all pupils (However cognisance should be taken of previous issues)

The school will not tolerate inappropriate behaviour, for example:

- alcohol/substance abuse
- aggressive/threatening behaviour towards staff or pupils
- bullying
- failure to follow school rules

- fighting
- racism/sectarianism
- stealing
- swearing at staff or pupils
- threats/comments made relating to sexuality
- truancy
- vandalism

Strategies such as the ones below have been agreed for dealing with each of these areas. All disciplinary measures will be recorded and parents informed of serious breaches of indiscipline.

Examples

- Withdrawal from class for the rest of the day
- A telephone call and letter to parents informing them of the problem
- Withdrawal of privileges. (Trips, Dances, School Teams)
- Parents will be invited to the school to meet with their child's Guidance teacher or appropriate Depute Head
- Contact with Reporter to Children's Panel
- If the problem is severe or recurring, then the authority's exclusion procedures will come into operation
- Referred to school HART meetings to seek a multi-agency solution

An adult presence is provided in playgrounds at break times in terms of the schools.

School disciplinary policy and procedures should be invoked when there is an incident involving any member of external staff (not employed by NLC) within a NLC establishment.

External staff with allocated classes in schools should be met by a school senior manager before the first lesson to confirm the policy and procedures on how disruptive behaviour will be managed.

Any misconduct should be reported to a member of the school SMT before the close of the business day.

Bullying

School Policy on Bullying

The aims and ethos of Braidhurst High School encourage good behaviour at all times.

We acknowledge that bullying occurs in schools and may take many forms, for example, verbal, physical or digital.

Pupils attending Braidhurst High must conform to socially acceptable standards of behaviour to ensure harmonious relationships within the school community.

Our Social Education programme takes a proactive approach to the issue of bullying and this is supported in a range of ways:

- a) Inserts in drama.
- b) Playground/social areas supervision by senior staff and janitors during intervals/lunch breaks.
- c) Vigilance by all staff.
- d) Wide range of extra-curricular activities to encourage participation and development of good social skills.
- e) Senior pupils working with junior pupils.
- f) House events by Pupil Support staff.

Incidents of bullying are best dealt with at an early stage and pupils and parents/carers are encouraged to report any concerns to staff.

Teaching staff alert pupil support staff if they suspect any pupil is being adversely affected by some form of bullying and are always vigilant for any alterations in attitude and/or performance which may be an indicator of this.

Pupil support staff are in a pivotal position regarding this issue and may choose to counsel pupils to defuse situations or in other cases decide to contact parents and/or senior staff to take appropriate action.

Perpetrators must understand that bullying is totally unacceptable in the school. When incidents occurring in the community extend into the school, normal procedures will be followed.

The victim of bullying will be given all necessary support and be monitored following any incident.

Outside agencies (eg Social Work, Psychological Services, Partnership Officer) may be able to offer additional help.

Senior staff may often decide that the appropriate course of action for a perpetrator of bullying is exclusion.

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

School Attendance

Parents/Carers are required by law to ensure that their children attend school regularly. The school has a duty to record attendance and take appropriate action if attendance is unsatisfactory.

At Braidhurst High School, ensuring that all pupils have the highest possible attendance rate is of paramount importance. In order to allow us to effectively manage your child's attendance, we ask that you follow the procedures outlined below;

- On the first day of a period of absence, please call the school on 01698 274999, advising that your child will not be in attendance and supplying a reason for this. If it is likely that your child will not attend the following day, for the same reason e.g. period of ill health, please notify us of this during the initial call.
- If your child's absence spans a third day of absence, it is essential that you call again, updating us to your child's condition. It is likely that you will have a discussion with your child's Principal Teacher of Pupil Support, should he/she be absent for more than three consecutive days.
- If you are unable to talk to a member of staff, please leave a message on the answering service, supplying all relevant information i.e. name of child, registration class, reason for absence, expected length of absence period or email office@braidhurst.n-lanark.sch.uk.
- Permitted absences should be requested in advance by submitting a letter to the office with relevant dates, times and reason for absence.
- Provided the steps outlined above are followed, your child's absence will be appropriately recorded and absence notes will not be required. Your compliance with this is greatly appreciated as it will ensure that your child's attendance records are correctly maintained and avoid any undue concern about your child's whereabouts. Please note that, in the absence of a telephone call, a dated and signed absence note will be required on the first day of your child's return to school.

North Lanarkshire Council's target Attendance Rate for pupils is 94%. With this in mind, Braidhurst High School has a range of strategies aimed at supporting pupils whose attendance rate has fallen below this percentage. These include;

- Letters and telephone calls from Principal Teacher of Pupil Support
- Meetings with Principal Teacher of Pupil Support and/or Depute Head Teacher
- Home visits from members of staff
- Referral to partnership agencies, both within and out with Education, e.g. Educational Psychologist or Social Work
- Referral to The Children's Reporter for Scotland

If you have queries about any of the above, please do not hesitate to contact your child's Principal Teacher of Pupil Support.

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. At Braidhurst attendance is recorded each period. 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.

If a child is absent through illness which is likely to extend over a lengthy period of time, the parent should contact the pupil support teacher to arrange for supporting homework to be sent to the child. In the case of prolonged absence it may be possible for the school to arrange home tuition. Parents should not hesitate to contact their child's pupil support teacher if they have any cause for concern.

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/Carers should inform the school by letter of the dates before going on holiday.

Absences will be classified as authorised only in exceptional circumstances. Such circumstances may include:

A family holiday judged to be important to the wellbeing 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 recorded 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 circumstances such as:

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

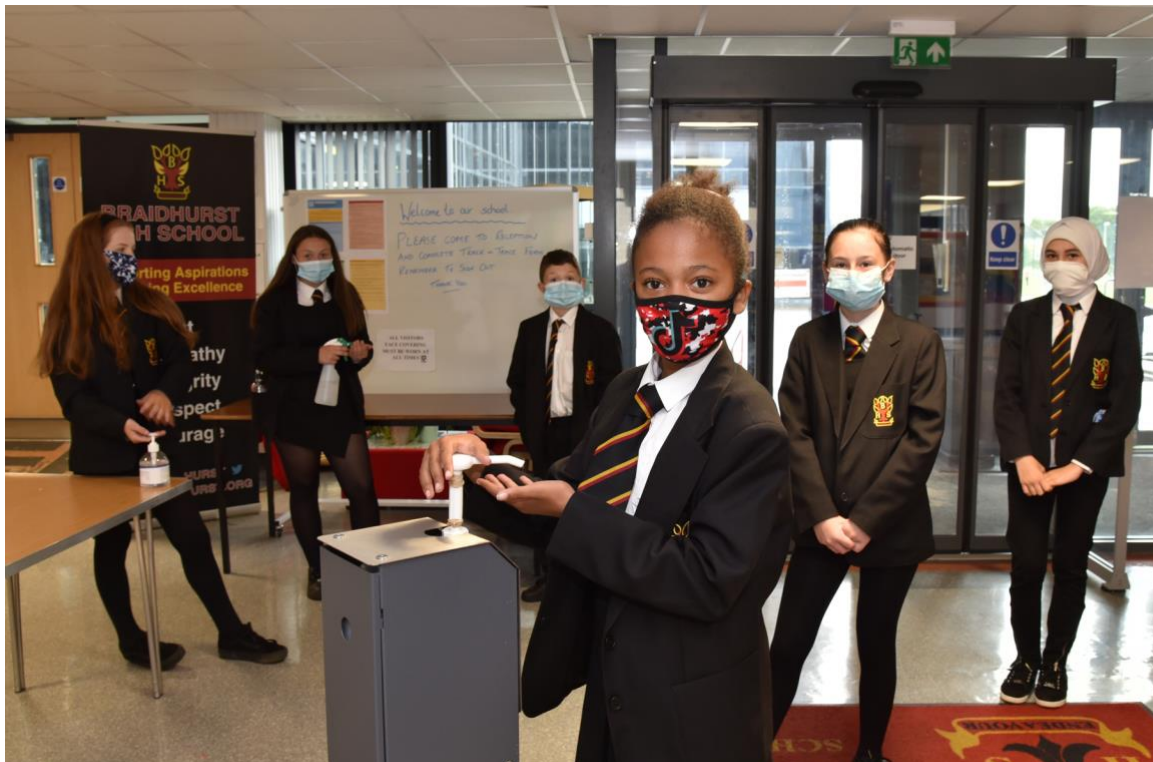
Exceptional Domestic Circumstances

Parents/Carers 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 illness
- A period of serious or critical illness of a close relative
- A domestic crisis which causes serious disruption to the family home, causing temporary relocation.

The school investigates unexplained absence, and the authority has the power to write to, interview or prosecute parents/carers, or to refer pupils to the Reporter of the Children's Panel, if necessary.

In serious cases of non-attendance, the school is required to take further action. This may involve external agencies such as the Children's Panel. In extreme cases, the parents of non-attenders can be referred for prosecution in the Sheriff Court.



School Uniform

Braidhurst High's school uniform consists of: the school blazer, black skirt or dress trousers, school tie, plain black shoes, a v-neck jumper or cardigan and white shirt or blouse. Full school uniform should be worn at all times.



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 the grounds of race, religion, gender or disability. Prior to drawing up the dress code the parents/carers, pupils and staff were fully consulted. It is the expectation of Education, Youth & Communities that parents/carers will be keen to support the dress code and written agreement may be sought.

Clothing which is unacceptable in school under any circumstances. Includes items which:

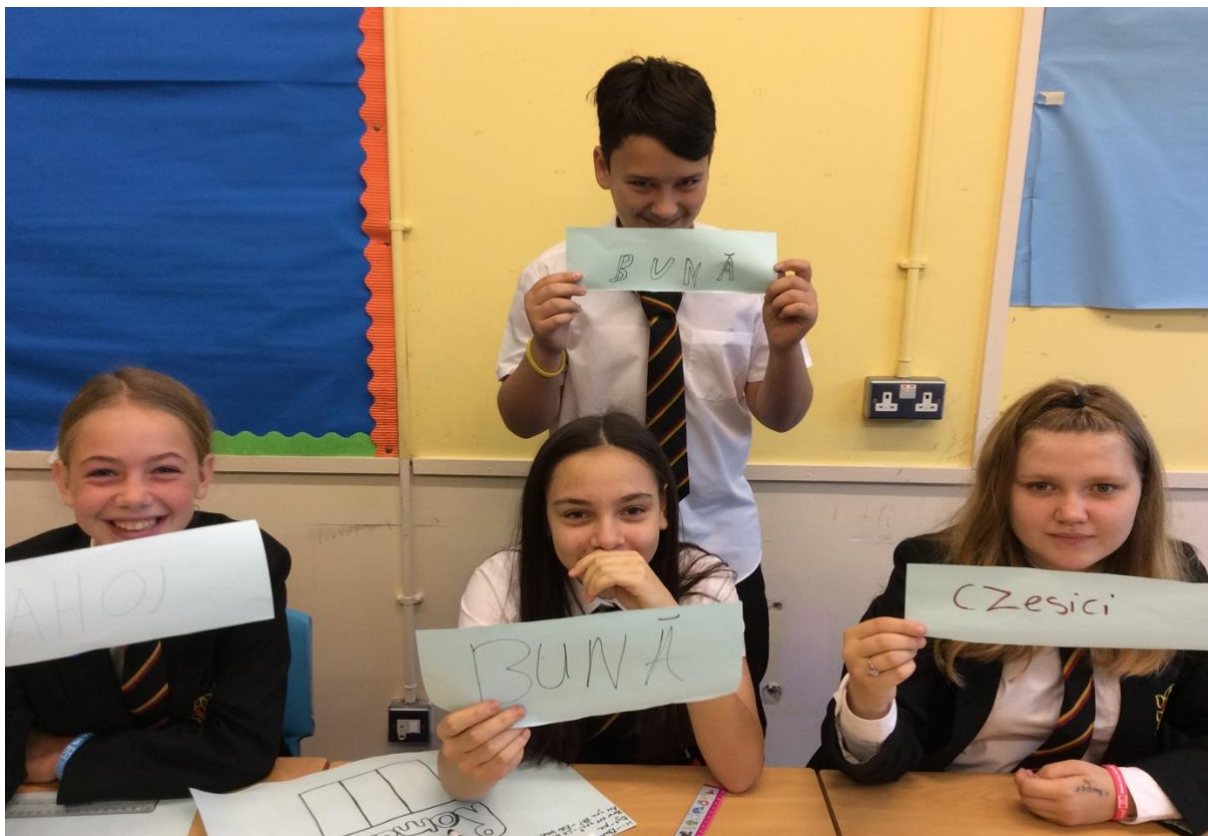
- ☒ Could potentially encourage factions (eg football colours)
could cause offence (eg anti-religious symbolism or political slogans)
- ☒ Could cause health and safety difficulties such as loose fitting clothing, dangling earrings and other potentially dangerous jewellery
- ☒ Are of flammable materials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

Parents/carers in receipt of a clothing grant from the Council will be encouraged to purchase items which are in accordance with the school dress code. Approval of any requests for such grants in other circumstances are at the discretion of the Executive Director of Education and Families. Information and application forms may be obtained from the Council website www.northlan.gov.uk Parents/Carers 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 (with an income below £610 per month), Housing Benefit, Council Tax Rebate.

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 be detrimental to the well being of the whole school community. In such circumstances a head teacher may justify the use of the school discipline procedure.

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

A cashless plastic card system is in operation.

The School Meals Service operates an attractive self-service Cafeteria and Milk Bar in the school. We also have a food truck, which is situated in the playground, and serves hot drinks and snacks. A wide variety of snacks, salads, sandwiches and hot meals are available for the pupils. Arrangements have been made for pupils requiring special diets and enquiries about this should be addressed to the Cafeteria Supervisor. Facilities also exist for pupils who bring packed lunches to school. A breakfast service is available.

The availability of special diets.

Diets required as a result of a medical condition (A medically prescribed diet eg 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 assessed 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 headteacher 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. Arrangements are made to accommodate those who bring packed lunches.

Students aged between 16 and 18 years of age and who are in receipt of any qualifying benefits can apply for free school meals in their own right.

Children of parents/carers receiving Income Support, Job Seekers Allowance (income based), and Employment & Support Allowance (income related), universal credit, are entitled to a meal without charge.

Students aged between 16 and 18 and who are in receipt of any qualifying benefits can apply for free school meals in their own right.

Information and application forms for free school meals may be obtained from schools, first stop shops and Municipal Buildings, Coatbridge.

Free milk is not provided to secondary pupils. Milk may, however, be available for purchase in the school cafeteria.

Clothing Grant

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 rebate.

Education Maintenance Allowance

Students who have reached the statutory school leaving age of 16 may be eligible for an Education Maintenance Allowance (EMA) to allow them to remain at school. In session 2021-2022 students who are born before 1 March 2006 will be eligible to apply for an EMA.

The EMA guidelines explain the criteria which must be met in order to be eligible for an EMA and the rules which must be adhered to for the EMA to be paid throughout the year.

Eligibility

All applications are individually assessed. Students must attend a school within North Lanarkshire Council, regardless of where he or she is resident.

The income used as the basis of the assessment is the gross household income for the preceding financial year.

The income thresholds used in assessing applications in session 2020/2021 are as shown below. These levels may be subject to change in session 2021/2022.

For applicants in single student households - £30 per week is paid where the income is up to £24,421; Where the income is above that level no award will be made.

For applicants in multiple student households - £30 per week is paid where the income is up to £26,884; where the income is above that level no award will be made.

Further information and relevant forms are available from Mr Gardiner (DHT of S5/6).

i) Attendance

Students in receipt of an EMA must attain 100% attendance in any week to receive payment for that week. Where the student is absent through illness a medical certificate must be submitted. In addition, self-certification forms are accepted for a maximum of 5 days sickness absence in the academic session. Any illness which would take the pupil over the 5 days self-certification would continue to require submission of a medical certificate.

ii) Application forms

A letter will be sent to the parent or carer of all students who are in the eligible age-band to apply for EMA in May each year, providing details of the main eligibility criteria.

Applications forms and guidance notes may be downloaded from the Council website www.northlan.gov.uk

Students who are eligible for EMA for the full academic session should apply as early as possible. Students, who are eligible for EMA from January to June, should apply from November.

Transport

The Council has a policy of providing free transport to secondary pupils who live more than two miles from their local school by the shortest suitable walking route. This policy is more generous than the law requires. This provision may be reviewed at any time. Parents/Carers who consider they are eligible should obtain an application form from the school or from Education and Families. These forms should be completed and returned before the end of February for those pupils beginning school in August to enable the appropriate arrangements to be made. Applications may be submitted at any time throughout the year but may be subject to delay whilst arrangements are made. There is discretion in certain circumstances to grant privilege transport for pupils to travel in transport provided by the authority, where spare places are available and no additional costs are incurred.

Applications should be sent to ef.transport@northlan.gov.uk

Where free 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 limits (see above paragraph). It is the parent/carer's responsibility to ensure their child arrives at the pick-up point in time. It is also the parent/carer's responsibility to ensure the child behaves in a safe and acceptable manner while boarding, travelling in and alighting from the vehicle. Misbehaviour could result in a loss of the right to free transport.

The Council does not provide transport for those pupils in receipt of a placing request other than in exceptional circumstances.

Pupils in S4/5/6 who attend other schools or College as part of their curriculum will have transport provided.



Health and Medical Care

If a child takes ill at school he/she is referred to one of our appointed First Aiders, who may decide to dispense first aid or seek further medical aid if necessary. They may also decide that the child should be returned home, and in cases where neither parent/carer is at home during the day it is essential for the school to have an emergency address eg; relative or family friend, who can take charge of the child.

Parents should also note that it is essential to inform the school of any particular medical requirements their child may have, or of any medical condition which may affect the child's participation in school life.

The definition of first aid is 'the treatment of a wounded or sick person before the arrival of a doctor'. It is important to appreciate that we do not have a 'school nurse'.

It is not the duty of first aiders to hand out paracetamol for headaches, to change dressings or spend time with pupils who just don't feel well.

Medication will only be administered if the appropriate form is completed which is available from the office. Medication should be in its original container, clearly marked with the child's name and have been prescribed by a doctor. All medication should be handed into the school office.

In the instance of a diabetic pupil, if they are unwell, then a first aider will be contacted by the teacher of the class.

In the instance of a pupil requiring an inhaler, they should be able to administer their own medication which in most cases will be two puffs of the blue inhaler. In severe cases the class teacher will send for a first aider.

If a young person is unable to attend school as a result of prolonged ill-health, North Lanarkshire Council must make special arrangements for the pupil to receive education elsewhere, other than that at an educational establishment

In North Lanarkshire children and young people are treated in the paediatric in-patient unit within Wishaw General Hospital. It is not common for children and young people to have extended stays in Wishaw General and therefore North Lanarkshire Council does not require a dedicated hospital education service.

Children and young people resident in North Lanarkshire and in hospital in Glasgow, may access education through the Hospital Education Service (HES). The Service is provided by Glasgow City Education Department and Social Work Services. For further information please contact a school.

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 of 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 and on local radio, on the NLC website and on Twitter.



Home School Partnership Officer

Linda McGurk, our Home School Partnership Officer, aims

- To encourage positive partnerships between the home, school and community and empower families to make informed decisions about their future.
- To support pupils and their families by increasing their opportunities to participate in educational and community activities.
- To work in partnership with services and agencies within the community to best support young people and their families.

HOW CAN WE HELP

The PARTNERSHIP OFFICER provides a link between home and school, encouraging adults to become involved in their children's education and often providing a listening ear!

You will find the Partnership Officer involved in most activities aimed at parents and/or families. Home School Partnership Activities include:-

Summer Transition Programme

A limited number of P7 pupils are offered the opportunity to take part in the programme which aims to decrease the anxiety and increase the motivation of children about to make the transition to secondary.

Wider Achievement

Young people can take part in a range of wider achievement awards such as Saltire Award, Duke of Edinburgh, Dynamic Youth, Youth Achievement, Princes Trust XL, North Lanarkshire Challenge.

Peer Tutor Programme and Mental Health Ambassador Programme

Senior phase pupils are provided with leadership opportunities to help younger pupils.

Family Learning

Do you feel you would like to be involved in an adult course/group? The Partnership Officer can organise courses during the day or evening in anything from Parenting Programmes to Curricular Based Workshops. We also offer family learning groups.

Support to Specific Families

The Partnership Officer provides support to particular families/pupils who have difficulty settling in school. Young people and their parents are supported both during and out with school hours through a wide range of activities.

Seasons for Growth

We offer an educational programme to support young people who have been affected by separation, divorce or the death of a loved one.

Partnership Officer Contact Details

Linda McGurk, Tel 01698 274999

Please feel free to pop in and see us anytime. Everyone is welcome.

Braidhurst Parents' Group

Braidhurst has a very active 'Parents' Group' which all parents are invited to join at the start of each session. It organises a wide variety of social and educational meetings, with the broad aim of promoting understanding and co-operation between staff and parents for the benefit of pupils. The Braidhurst Parents' Group is actively involved in fund-raising activities for the school.

The Secretary of the Group is:

Mrs Wendy Clark
C/O Braidhurst High School
Dalriada Crescent
Motherwell
ML1 3XF

Email Address: braidhurstparentgroup@gmail.com



The Parent Forum & Council

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 the Parents' Group to work on behalf of all parents at the school
- Be invited to identify issues for the Parents'/Carers' Group to work on with the school.

Braidhurst Parents' Group

The Parent Council came into force on 1st August 2007. In October 2015, Braidhurst High Parents Council and PTFA merged to create the new Braidhurst Parents' Group. The group consists of 15 parent members and 5 co-opted members.



The Parents' Group's rights and duties include:

- (a) Supporting the work of the school
- (b) Representing the views of parents
- (c) Consulting with parents and reporting back to the Parent Forum on matters of interest
- (d) Promoting contact between the school, parents, pupils and the wider community
- (e) Fundraising
- (f) Taking part in the selection of senior promoted staff
- (g) Receiving reports from the Head Teacher and Education Authority
- (h) Receiving an annual budget for administration, training and other expenses.
- (i) Improving home school partnership and facilitating parental involvement.

Members of the Parents' Group, on a voluntary basis, may also have an advisory role in decisions on placing requests by parents/carers 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.

Members of the Braidhurst Parents' Group are:

Mrs C. Wright (Chairperson)
Mr D. Clark (Vice Chairperson)
Mrs W. Clark (Secretary)

The head teacher has a right and duty to attend all meeting of the Parents' Group.
Meetings are open to members of the public.





BRAIDHURST HIGH SCHOOL PARENTS' GROUP CONSTITUTION

This is the constitution for Braidhurst High School Parent Council – from now referred to as the Parents' Group.

The objectives of the Parents' are:

1. To work in partnership with the school to create a welcoming school which is inclusive of all parents
2. To promote partnership between the school, its pupils and all its parents.
3. To develop and engage in activities which support the education and welfare of the pupils.
4. To identify and represent the views of parents on the education provided by the school and other matters affecting the education and welfare of the pupils.
5. The membership will be a minimum of two parents of children attending the school. The maximum size is 15 parents of children attending the school.
6. The Parents' Group will be selected for a period of one year, after which they may put themselves forward for re-selection if they wish. In the event that the number of volunteers exceeds the number of places set out in the constitution, members will be selected by drawing lots.
7. The Parents' Group may co-opt up to five members to assist it with carrying out its functions. The school Partnership Officer will normally be one of the co-opted members. Co-opted members will be invited to serve for a period of 1 year, after which time the Parent Council will review and consider requirements for co-opted membership. The number of parent members on the Parents' Group must always be greater than co-opted members.
8. The Chair and Secretary of the Parents' Group will be parents and be agreed by the Parents' Group members following its formation. Office bearers will be re-selected by the Parents' Group on an annual basis.
9. The Parents' Group is accountable to the Parent Forum of Braidhurst High School and will make a report to it at least once a year on its activities on behalf of all the parents.
10. The AGM will be held in May of each year. A notice of the meeting including date, time and place will be sent to all members of the Parent Forum at least 2 weeks in advance.
11. The Parents' Group will meet at least once in every school term.
12. Copies of the minutes of all meetings will be available to all parents of children at Braidhurst High School and to all teachers in the school. Copies will be available from the Clerk to the Parents' Group and from the school office.
13. Meetings of the Parents' Group shall be open to the public, unless the Parents' Group is discussing an issue, which it considers should be dealt with on a confidential basis. In such circumstances, only members of the Parents' Group and the head teacher, or his or her representative, can attend.
14. The Treasurer will open a bank account in the name of the Parents' Group for all Parents' Group Funds.

15. The Treasurer will keep an accurate record of all income and expenditure and will provide a summary of this for each Parents' Group meeting and full account for the Annual Meeting.
 16. The Parents' Group may change its constitution after obtaining consent from members of the Parent Forum. Members of the Parent Forum will be sent a copy of any proposed amendment and given a reasonable time to respond to the proposal.
- Should the Parents' Group cease to exist, any remaining funds will be passed to North Lanarkshire Council to be used for the benefit of the school, where this continues.



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 time-scale 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 Coordinator can be contacted by telephone on 01698 302484.

a) General Data Protection Regulations (GDPR) Statement for Education What is this statement?

This statement explains when and why we collect personal information about you, your child or young person and how this information is used, the conditions under which it may be disclosed to others and how it is kept secure.

Who are we?

North Lanarkshire Council is a Local Authority established under the Local Government etc. (Scotland) Act 1994. Education and Families is located in Civic Centre, Motherwell ML1 1AB.

Why do we need your personal information and that of your child or young person?

The Council has a legal obligation to deliver an effective education service to all children and young people in North 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.

Legal basis for using your information

We provide this service as part of our statutory function as your Local Authority. Processing your personal information is necessary for the performance of a task carried out in the public interest by the Council. If the information we have asked for is not provided, then we will not be able to provide this service to your child or young person.

Your personal information

Education uses the national IT system, SEEMiS, to store personal information electronically. We ask parents/carers during registration and enrolment to provide us with their child's name, date of birth, gender, address, family contact details (phone/email). We will also ask you to update this information annually.

We may also ask you for information about medical conditions, additional support needs, religion, and ethnicity. We may also record information you might wish to provide about your family circumstances.

We require this information to ensure children and young people are educated appropriately, supported, and that we take account of their health and wellbeing.

During a child's journey through education a pupil's record is kept, this core record is mainly paper based and is stored securely in the child or young person's establishment. If the establishment has requested assistance from educational staff outwith the nursery or school, key staff from these services may also store information securely about your child or young person.

How will we use this information?

Your personal information will be used:

- to enrol your child or young person in nursery or school
- to provide your child or young person with an appropriate education
- for teaching, assessment and planning purposes and to monitor educational progress of children and young people
- to support pupil learning, improve outcomes and identify where additional support is needed to help children and young people
- to provide appropriate pastoral care to support health and wellbeing of children and young people
- to keep children and young people safe
- to maintain records e.g. of attendance, absence, attainment and behaviour of children and young people (including exclusions)
- to support children and young people during transitions when moving on each year from nursery to primary, primary to secondary and when they move or leave school
- to enable schools and establishments to process personal data in support of SQA and Further Education
- to allow us to process Education Maintenance Allowance (EMA) applications
- to monitor and report on pupil attainment and achievement in relation to the national improvement framework issued by the Scottish Government
- to assure the quality of our education services in line with national expectations from Education Scotland
- when we require to contact you by post, email, telephone or text.

Who do we share information with?

To support your child or young person's access to appropriate education and meet our legal obligations, personal information may be shared internally between Services of the Council. From time to time, education staff may also need to share information about you, your child or young person with another person from another agency or service, e.g. Social Work, Health.

We also share information with 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.

When a child or young person moves or transfers to another school the Council has an obligation to pass on information with regards to pupil records to the new school.

Only identified staff and those who require to have the information to enable them to carry out their job, will have access to you, your child or young person's information. We care about the information we hold in respect to the education of children and young people. We will keep this information safe and secure.

How long do we keep your information for?

We only keep personal information for the minimum period of time necessary. Sometimes this is set out in law, but in most cases it is based on what we need to fulfil our function. We maintain a 'records retention and disposal schedule' which sets out how long we hold different types of information for. You can view this on our website at our website at:

<http://www.northlanarkshire.gov.uk/index.aspx?articleid=15003> or you can request a hardcopy of this from Education, and Families, Civic Centre, Motherwell ML1 1AB.

Your rights under GDPR

You can:

- Request access to your information – you have the right to request a copy of the personal information that we hold about you, your child or young person. You can ask us to confirm what personal information is being used and with whom it has been shared with.
- Request a correction to your information – we want to make sure that all personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information that you believe does not meet these standards.
- Request the restriction of processing – this enables you to ask us to suspend the processing of personal information about you, your child or young person, for example if you want us to establish its accuracy or clarify the reason for processing it.
- Request the transfer – you can request the transfer of your information to another party.
- Deletion of your information – you have the right to ask us to delete personal information about you, your child or young person where:
 - you think that we no longer need to hold the information for the purposes for which it was originally obtained
 - you have a genuine objection to our use of personal information.
 - or, use of personal information is contrary to law or our legal obligations.

If you wish to update any personal information, retrieve it, or have it removed from records please contact your child or young person's head teacher or head of establishment in the first instance.

The Council's Data Protection Officer
If you have any questions or are unhappy about the way that we use the personal information of your child, young person or yourself you can contact the Data Protection Officer.
Data Protection Officer (DPO)
Civic Centre,
Windmillhill Street,
Motherwell ML1 1AB
or by email to AITeam@northlan.gov.uk

The Information Commissioner
You also have the right to complain to the Information Commissioner about the way the Council has handled your rights, to enquire about any exercise of these rights or to complain about the way the Council has dealt with your rights (or any other aspect of data protection law).
Information Commissioner's Office,
45 Melville Street,
Edinburgh, EH3 7HL
or by e-mail to
casework@ico.org.uk

b) Transferring Educational Data about Pupils

Education authorities and the Scottish Government

Education Portfolio (SGEP) 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.

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 educational outcomes. 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,
- target resources better.

Your GDPR rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the GDPR. We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. GDPR 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 Education Scotland 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 subject specific data will be made public as a result of the data sharing and that such data will not be used to take any actions in respect of an individual.

Further details are available on

<https://www2.gov.scot/Topics/Statistics/ScotXed/PrivacyInformation>

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, <http://www.scotxed.net>.

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 is: Mr Neil Hendry.

Telephone number: 01698 274999

b) Adult Protection

The Council has responsibility under the Adult Support and Protection (Scotland) Act 2007 for the protection and support of adults at risk of harm within North Lanarkshire. Its employees therefore have the responsibility to ensure the welfare of all adults at risk of harm with whom they come into contact, as well as providing the highest possible standard of care for some of the most vulnerable members of our society. If there are any Adult Protection concerns the Head Teacher or the Adult Protection Co-ordinator will follow North Lanarkshire Adult Protection Procedures and Guidelines.

Adult Protection Co-ordinator is: Mr Neil Hendry.

Note

Although this information is correct at time of printing, there could be changes affecting any of the matters dealt with in the document:

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



Provision of Scottish Statistical Information

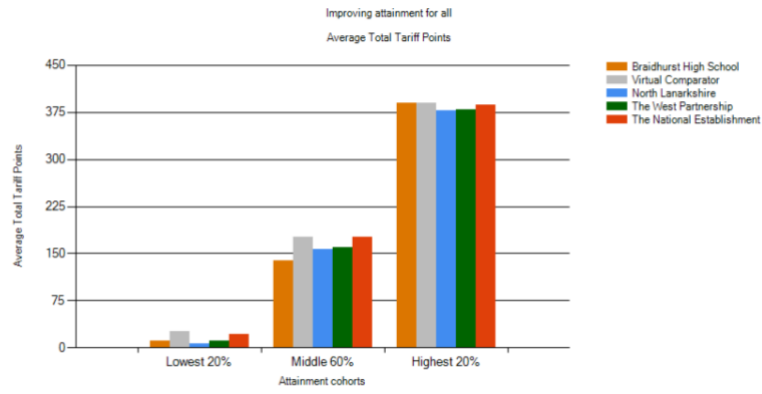
All Government produced statistics relating to schools can be found here:

<https://www2.gov.scot/Topics/Statistics/Browse/School-Education>

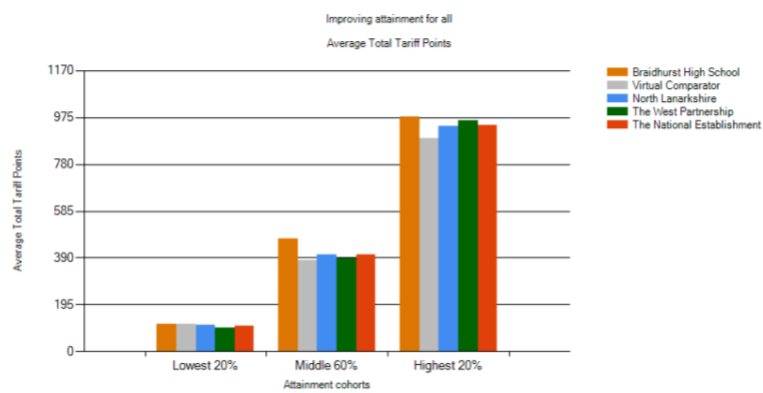
That includes, among other things:

- Teacher judgement
- Leaver Destination
- School profile statistics (rolls etc.)
- Attendance/Exclusions

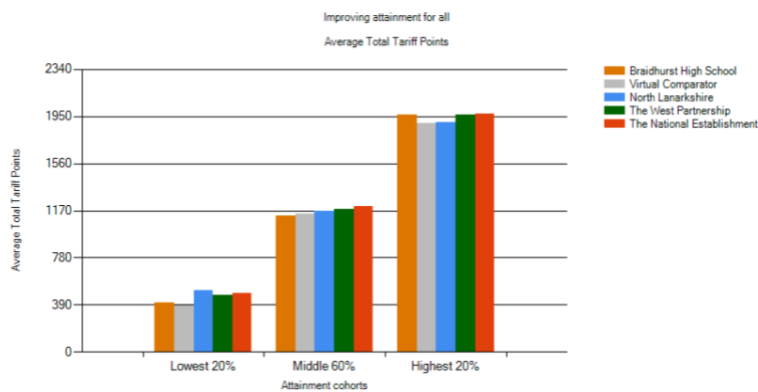
S4 attainment



S5 attainment



S6 attainment



S4 Literacy



S4 Numeracy



S5 Literacy



S5 Numeracy



S6 Literacy



S6 Numeracy



Important Addresses

EDUCATION AND FAMILIES

North Lanarkshire Council
Municipal Buildings
Coatbridge
ML5 3BT
Telephone: (01236) 812239

EDUCATION PSYCHOLOGICAL SERVICE

St Brendan's Primary School
45 Barons Road
Motherwell
Telephone: 01698 262840

NORTH LANARKSHIRE COUNCILLORS

Based at
Civic Centre
Motherwell
ML1 1TW
Telephone: 01698 302222

COUNCILLORS FOR SCHOOL

Ms M. Gallacher
Mr P Kelly
Mrs A Valentine

SOCIAL WORK – MOTHERWELL

Scott House
73/77 Merry Street
Motherwell, ML1 1JE
Telephone: 01698 332100

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

South Locality
Donna McCann
Additional Support Manager
Braidhurst High School
Dalriada Crescent
Motherwell
ML1 3XF
Email: MccannDo@northlan.gov.uk

Motherwell CLD Locality Office
Our Lady's High School
Dalziel Drive
Motherwell, ML1 2DG
Tel: 01698 403830
E: CLD-Motherwell@northlan.gov.uk

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. Enquiry also provide a range of fact sheets.

Telephone: 0345 123 2303
Enquire
Children in Scotland
Rosebery House
9 Haymarket Terrace
Edinburgh, EH12 5EZ

info@enquire.org.uk
www.enquire.org.uk for parents and practitioners
www.enquire.org.uk for children and young people

Children in Scotland Resolve Mediation

Telephone: 0131 313 8844

Email: resolve@childreninscotland.org.uk

Independent Adjudication

Scottish Government
Director for Learning
Support and Wellbeing Unit
Area 2C North
Victoria Quay
Edinburgh
EH6 6QQ

Reference to Additional Support Needs Tribunal (Scotland)

ASNTS TRIBUNAL
Health and Educational Chambers
First Tier Tribunal for Scotland
Glasgow Tribunals Centre
20 York Street
Glasgow
G2 8GT
0141 302 5860
www.asntscotland.gov.uk

NHS LANARKSHIRE
Motherwell Health Centre
Telephone: 01698 2426

