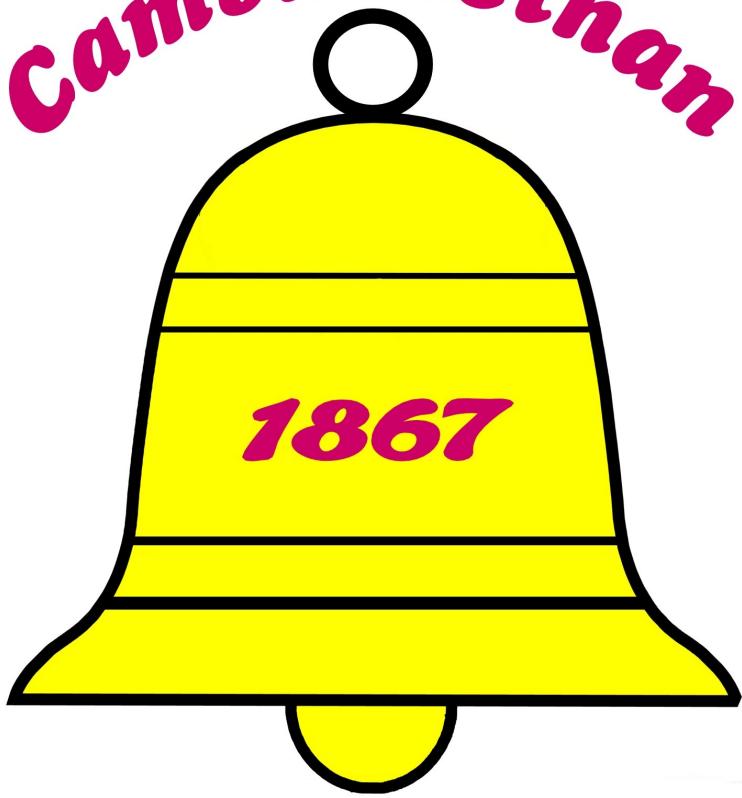


A Parent's Guide to

Cambusnethan



Primary School

2018



Cambusnethan Primary

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Primary School



" a friendly atmosphere where learning is enjoyable "

1. Educational Aims

Cambusnethan Primary School and Nursery Class aims to create a stimulating and educationally sound environment where the children placed in our care are encouraged to feel confident in developing a healthy approach to learning. The children are encouraged to work co-operatively with others to develop a caring responsible attitude within their community.

At Cambusnethan, the children follow a balanced curriculum that includes language, mathematics, expressive arts, environmental studies and religious and moral education as well as other areas of learning where they discover the world in which they live; find out about the other peoples of the world and their differing beliefs; use some of the new technology provided by the School and experience the wonders of art, music and drama.

By following such a wide and varied curriculum, which takes place both inside and outside the school, our children will become caring adults with a knowledge and understanding, not only of their own community, but also of the wider world around them.

2. School Information

Cambusnethan Primary School and Nursery Class,
53 Branchal Road
Cambusnethan,
Wishaw,
ML2 8PD.

Tel: 01698 522717

E.mail: ht@cambusnethan.n-lanark.sch.uk

At present, there are 213 children in the primary school. The planning capacity of the school is 212 and the working capacity is 212.

At present 30 children attend Cambusnethan Nursery Class during the morning session and 30 children during the afternoon session. Cambusnethan Nursery Class is non-denominational and presently has a working capacity of 30 children morning session and 30 children afternoon session.

Parents should note that the working capacity of the school may vary dependent upon the number of pupils at each stage and the way in which the classes are organised. Given the number of children at each year stage it may be necessary to form composite classes. This will be achieved in accordance with North Lanarkshire Council's Policy and composite classes will be formed in language/reading working groups. Cambusnethan takes both boys and girls from Primary One to Primary Seven and is a non-denominational School.

The School is open for use by the local community. Accommodation and facilities for local groups are available by contacting Learning & Leisure Services (Tel. 01236 632778).

| | |
|-----------|--------------------------|
| Monday | Sports Coaching |
| Tuesday | |
| Wednesday | Football Coaching, Zumba |
| Thursday | Carpet Bowls |
| Friday | Football Coaching |
| Saturday | |

" the School is used by the community "





Primary School

Cambusnethan Primary



" provide the range of skills and experience we need "

CLASS TEACHERS - (11.38 F.T.E.)

INFANT SCHOOL

| | | | |
|-------------|---------------|--------|----|
| Primary 1/2 | Miss Kerr | Base 1 | 24 |
| Primary 2 | Ms Sichi | Base 2 | 29 |
| Primary 3 | Miss Crawford | Base 4 | 28 |
| Primary 3/4 | Miss Hardy | Base 3 | 25 |

JUNIOR SCHOOL

| | | | |
|-------------|--------------|--------|----|
| Primary 4/5 | Miss Adam | Base 6 | 25 |
| Primary 5/6 | Mr Broadfoot | Base 5 | 24 |

SENIOR SCHOOL

| | | | |
|-----------------|----------------------------|--------|-----|
| Primary 6 | Mrs Robertson | Base 8 | 29 |
| Primary 7 | Mrs Newling/ Mrs Garvie | Base 7 | 29 |
| Various classes | Mrs Wilson | | |
| | | Total | 213 |

Total

213

PSYCHOLOGIST

Mrs Rhiannon Quinn

ADMINISTRATION STAFF

Mrs D. Lees

Mrs. M. Anderson

CLASSROOM ASSISTANTS

Mrs. J. Gowans

JANITORS

Mr. T. Barr

Mr. G. Crumley

NURSERY

Nursery Teacher Mrs M Simpson (PT)

Early Learning Practitioners Miss J. Addison

Mrs A. McGowan/Mrs J Birch Mrs L. McMillan

Mrs V Kerr

ADDITIONAL SUPPORT ASSISTANTS

Mrs S. Anderson Mrs E. St John

" working together as a team "





Primary School



"enrolment is
usually about the
third week in
January"

4. The School Year

| | |
|-------------------|------------------------------|
| In Service Day | Tuesday 15th August, 2018 |
| In Service Day | Wednesday 15th August 2018 |
| Pupils return | Thursday 16th August 2018 |
| September Weekend | |
| School closed | Friday 21st September, 2018 |
| | Monday 24th September 2018 |
| Mid-term | |
| School closed | Monday 15th October, 2018 |
| School re-opens | Monday 22nd October, 2018 |
| In Service Day | Monday 19th November 2018 |
| Christmas | |
| School closed | Monday 24th December, 2018 |
| School re-opens | Monday 7th January, 2019 |
| Mid-term | |
| School closed | Monday 11th February, 2019 |
| | Tuesday 12th February, 2019 |
| In Service Day | Wednesday 13th February 2019 |
| Spring Break | |
| School closed | Monday 1st April 2019 |
| School re-opens | Monday 15th April 2019 |
| Easter Weekend | |
| School closed | Friday 19th April 2019 |
| | Monday 22nd April 2019 |
| May Day | |
| School closed | Monday 6th May, 2019 |
| In Service Day | Tuesday 7th May 2019 |
| Mid-term | |
| School closed | Friday 24th May, 2019 |
| | Monday 27th May, 2019 |
| Summer holiday | |
| School closes | Friday 28th June 2019 |

5. School/Nursery Hours

| | | | |
|-----------|------------|---|------------|
| Morning | 9.00 a.m. | - | 12.15 p.m. |
| Interval | 10.30 a.m. | - | 10.45 a.m. |
| Lunch | 12.15 p.m. | - | 1.00 p.m. |
| Afternoon | 1.00 p.m. | - | 3.00 p.m. |

Primary One pupils will require to attend full time from the first day of session.

Nursery Sessions

AM 8.40am—11.50am PM 12.35pm-3.45pm

6. Enrolment

The enrolment date for Primary One entrants is fixed by North Lanarkshire Council and is usually about the second week in January. Notices will be placed in local newspapers and the School will put posters in local shops and community centres.

The children will be asked to bring Mum or Dad in May when there will be a series of workshops for the parents and children to get them used to the friendly working atmosphere of the school and prepare them for starting school in August.

You are very welcome to visit the school, by arrangement, if you are thinking of enrolling your child in our school. Parents who wish to seek a place for their child in another school should enrol with us and ask for a Placing Request Form at that time.

Placing Requests

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 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.

Placing requests to Primary School does not necessarily ensure that your child will have a direct entry into the associated secondary. Advice on this must be sought from the Primary School Headteacher. 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



Cambusnethan Primary

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 and young people to make a placing request to attend a school/establishment belonging to another authority.

7. Curriculum For Excellence

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

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

What are the curriculum areas in Curriculum for Excellence

There are eight curriculum areas:-

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

Importantly literacy and numeracy are given added

importance because these skills are so vital in everyday life. All teachers will have responsibility to teach literacy and numeracy.

Learning is divided into two phases.

The Broad Education (BGE) is from nursery to the end of Secondary School Year 3. Learning is divided into levels.

The levels are as follows:

| <u>LEVEL</u> | <u>STAGE</u> |
|--------------|--------------|
|--------------|--------------|

Early the pre-school years and P1 or later for some

First to the end of P4 but earlier/later for some

Second to the end of P7 but earlier/later for some

Third and fourth S1-S3, but earlier for some

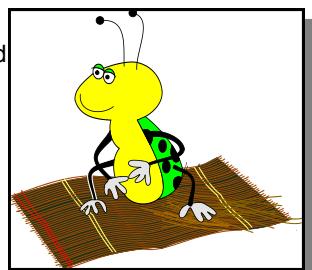
Senior Phase S4-S6 and college/other means of study

How will my child's learning be assessed?

Each child's progress will be continually assessed to make sure that potential is achieved. New qualifications are as below:

- National 4 and 5 qualifications were introduced in 2013/2014
- Access, Highers and Advance Highers are being updated to reflect Curriculum for Excellence
- New Highers in most subjects were introduced in almost all North Lanarkshire Schools in 2014

In playrooms and
" snug
as a bug
on a rug "





Primary School

Cambusnethan Primary



" we encourage the children to discuss their work"

classrooms staff will be using improved ways of assessing children's learning taking account of national and local advice and guidance. Your child's progress will be reported to you so that you know how well your child is doing.

Each year your nursery/school will let you know what is being done to implement Curriculum for Excellence so that you can be confident that your child is receiving a high quality education.

During the 25 hours which the children spend at school each week they receive a broad and balanced curriculum.

Class teachers are allocated 2 hours and 30 minutes preparation and correction time from within class contact time. This means that your child will have more than one teacher during the week.

As part of North Lanarkshire's commitment to improving standards and raising attainment, the school is highlighting the development of active learning throughout the curriculum where children's learning will be active, enjoyable, independent, challenging and purposeful.

Active Literacy

All pupils develop literacy skills in listening and talking, reading and writing. Children follow a curriculum that ensures they are active in their own learning. Parents are asked to have involvement in their children's progress through helping with homework tasks.

Active Numeracy

We aim to link mathematics to everyday life. We want children to develop essential numeracy skills which will allow them to participate fully in society e.g. going shopping, buying petrol, using timetables etc.

Within maths the children have many aims, such as being able to tackle problems by learning to work with one another, and acquiring knowledge and understanding of many of the mathematical processes.

Interdisciplinary Topics

Children work on themed topics which encompass many aspects of the curriculum including not only the continuation of mathematics and language skills, but also social studies, science, and technology. Our children ACTIVELY learn by going out into the environment to find out for themselves.

The children develop an understanding of various concepts. They find out how things change; how things happen as a consequence of others; how the understanding of time is important. They find out about the location of places and people throughout the world. The children use their reference skills and their ability to READ to find out information. They use their WRITING skills to write about their experiences. They use their TALKING skills to discuss what they should do and they have to LISTEN carefully to their teacher and to each other before carrying out each activity.

Expressive Arts

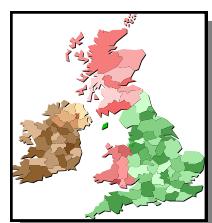
This area of the curriculum includes Physical Education, Art, Drama and Music. These aspects are sometimes also included in Interdisciplinary Learning. We encourage our children to take part in many school productions throughout the year.

Art is taught in all class bases, with much of the work coming from Interdisciplinary Learning topics. The children's art work and written work are displayed around the school and may be seen by any visitor.

Physical Education is enjoyed by all children. Each class has 2 hours per week when the children are asked to participate in various activities. One period is used for movement around the gym, developing various skills, and the other is used for consolidation of skills and/or team games.

Health and Wellbeing

" the children learn about their community "





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Cambusnethan Primary

This year we will consolidate activities and build on our Gold Health Award. We will continue to embed health promotion within all aspects of our curriculum. Parents will be informed about any sensitive aspects of learning e.g relationships, sexual health, parenthood and drug awareness.

French

Pupils at all stages will receive instruction in French from their class teacher. Children will be introduced to a second European language, Spanish, during P6 and P7.

Improvement Planning

North Lanarkshire Council promotes life long learning. It is dedicated to raising the achievement of all the children in our schools. Each school produces an improvement plan identifying priorities.

Cambusnethan Primary and Nursery priorities for this session are :

- In nursery to ensure learners will be given the opportunity to develop their skills in literacy and numeracy through a shared curriculum to enhance transition from nursery to primary 1.
- To improve attainment in literacy and numeracy of all learners through the development of a consistent approach to assessment, by participating in periodic holistic tasks as part of an assessment package.
- To improve attainment for all learners through collaborative moderation of assessment resulting in a shared understanding of standards and expectations across each level.
- To support pupil attainment in both literacy and numeracy through analysis of assessment results then appropriately targeted interventions to close any identified gaps.

Our longer term improvement priorities over the next three years will be to;

- Further develop a programme of assessment to facilitate improvement in attainment for all children.
- Development of Expressive Arts programme (Art) ensuring breadth and depth across experiences and outcomes.

Information regarding the school's performance at local and national level can be obtained from www.educationscotland.gov.uk.

The report on the school's recent HMI inspection can be

found at www.educationscotland.gov.uk.

Homework

We like to encourage our children to develop the READING HABIT at home. This begins with their school reading books and continues with both fiction and non-fiction within the library areas. Books may be borrowed from the School. The children may also be asked to listen to the news, read newspapers and find out certain information to use in their work at school. However, if their normal classroom work has not been completed in a satisfactory manner during the day, they may be instructed to complete this in the evening. The parents would then be asked to sign this work when completed.

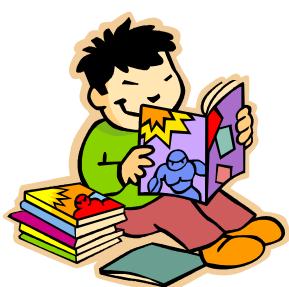
Homework should be completed by each child, pupils with particular needs will be supported by the school. Homework should be varied and will reflect the types of work covered in class. Parents are invited to join in partnership with the School by supervising homework and by signing the completed tasks.

Assessment/Reporting to Parents

At Cambusnethan, assessment of your child starts on the first day. This is a positive assessment, looking for the skills and strengths your child has and using these to progress further. We look at what your child CAN do. You are informed continuously of your child's progress and are welcome to discuss any problems with either Mrs. Peters or the class teacher. Parents are welcome to visit the School by arrangement with the Head Teacher to discuss any concerns they may have about their child's progress or well being.

On at least two occasions during each year, there will be

" we like to
encourage the
reading habit "





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**" your child's
future is
important "**

a formal opportunity for parents to discuss their child's work with the teacher and to see the work being carried out in the class and in School. The first meeting will be in October at which parents may discuss the next steps indicated in the Progress Report from the previous teacher. The second meeting will be in March, before which parents will receive a written report which will tell them of their child's progress and the areas for emphasis in the next year. The meetings will be on an appointment system, with parents being offered either afternoon or evening appointments at their request. Mrs. Peters is available at all meetings for parents who wish to meet them.

Religious and Moral Education

The policy in Cambusnethan is to hold a weekly assembly in which the children take an active part. Once a month, there is an assembly based on Promoting Positive Behaviour where achievements in both curricular and personal development are recognised by the whole School.

In addition to our assemblies, the children are taught, within the classroom, the stories of both the Old and New Testament, and learn how other religions of the world worship. Christian festivals such as Christmas and Easter are celebrated within the school and the children also learn about festivals which are celebrated by other religions of the world. The R.M.E. curriculum is covered by North Lanarkshire Council guidelines.

It is recognised that the Education Act allows parents to withdraw their children from any religious subjects and from any religious observance and any such pupil will not be placed at any disadvantage with respect to secular instruction. Should you prefer that your child

does not take part in any religious subjects, please send a letter to Mrs. Peters at the start of the first term.

Parents/Guardians 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.

8. Equal Opportunities and Social Inclusion

Cambusnethan recognises that all children learn at a different pace and have individual needs. It is our aim that EVERY one of our children should be provided with a variety of learning experiences and have access to a full and challenging curriculum, regardless of race, creed, gender or disability. Specialist services may be enlisted to support this policy as required.

All activities in the School will be offered to both boys and girls, and to any minority groups, without prejudice.

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

Implementation of the Education, Youth and Communities Equality Policy including The Equality and Human Rights Commission's Technical Guidance for Schools in Scotland is the essential guide for the school community to promote equality. This can be accessed at:

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

**" children learn
about other
religions of the
world "**





Primary School

Cambusnethan Primary



**" all children
need a little
extra help "**

9. Additional Support Needs

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

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

In our school, Learning Support is given to children for differing reasons. At some time in their school life, all children need a little extra help or guidance.

In line with North Lanarkshire policy Cambusnethan Primary follows the staged intervention process, that is

Level 1: Internal support, where education staff identify that a child or young person needs support or planning which can be met within the school using classroom and whole school resources.

Level 2: Requesting support from within Education, Youth and Communities e.g Educational Psychologist, Community Learning and Development.

Level 3: Requesting support from another agency. When further planning is required to develop the well being of children the named person may request assistance from colleagues and partner agencies.

Level 4: Integrated and compulsory working with other agencies. Targeted interventions required to promote the well being of the child would be identified by relevant agencies (child's Network of Support) and included in the Child's Plan. A Lead Professional would be identified.

Children who come to school with English as a second language can receive additional help and guidance from the Bi-lingual Support Team.

Looked after children i.e. children who are cared for

directly or whose care is supervised by the local authority are deemed to have Additional Support Needs unless assessment determines otherwise. Mrs Peters HT, is responsible for the care and welfare of looked after children within Cambusnethan Primary.

Parents and pupils are an essential part of the assessment, planning and review processes and your views will be actively sought. Parents and young people can request of the authority the need to establish whether a child has additional support needs and/or requires a Co-ordinated Support Plan.

Planning

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

Some children and young people may require significant support from education and at least one other agency, such as health, social work and/or voluntary agency to help them meet their learning targets. Where this support requires a high level of co-ordination the opening of a Co-ordinated Support Plan (CSP) may be considered.

A CSP may be initiated by the school or another agency.

Parents and young people can, if they wish, request that a CSP be considered and would be involved in the process. Parents will receive letters from the Education Authority throughout the CSP process. Parents and young people will be invited to take part in multi agency meetings and their views will be recorded in the plan.

Dispute Resolution

North Lanarkshire Council is committed to resolving any



Primary School



**" Please let us know
if your child is likely
to be absent "**

differences of views through discussion, dialogue and building on common ground.

If the matter cannot be resolved with the Education Authority you have the right to request **mediation**. An independent mediation service is available to parents and young people through Resolve (see contact details at the back of this handbook). Mediation is free 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 free of charge. The Independent Adjudicator will make recommendations to the Education Authority about how the dispute should be resolved.

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

We aim to ensure that all children at Cambusnethan reach their full potential by the time they leave us in Primary Seven.

10. Home And School Links

Cambusnethan values its links with you, the parents. Parents are welcomed into the school to help the teachers, the children and the management team whenever possible.

Throughout the year, parents are invited to the school on both formal and informal occasions. During next session, formal parents' visits will be held on both afternoons and evenings in October and March. Parents will be notified of the dates for these visits closer to the time. Parents will be issued with written reports.

Communication between the School and parents will take the form of regular newsletters, fliers, twitter account and soon to be active school website. All parents are free to make an appointment to see Mrs. Peters to discuss any matter.

Cambusnethan prides itself in being part of a community. Some evenings, the school is used by local groups. There is a close link with the Community Police. The school also makes visits within the community. We enjoy a good relationship with other local Primary Schools and Coltness High School.

ATTENDANCE AT SCHOOL

North Lanarkshire Council's school attendance policy is described in Appendix A.

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

Please let the school know on the first day of absence by letter or telephone if your child is likely to be absent. If your child is ill, please let the school know when he/she is likely to return. Failure to do so will result in the school staff texting the child's first contact number.

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 may request that their children be permitted to be absent from school to make an extended visit to relatives. See Appendix A for further information.

Any patterns of unexplained absence will be investigated by the School Attendance Officer, following a letter requesting a discussion with the parents. The Authority has the power to write to, interview or prosecute parents or refer children to the Reporter to the Children's Panel.

If your child needs to visit the doctor or dentist during school hours, please send the appointment card to the school and make sure that he/she is collected by an adult. We CANNOT let any child leave school on his/her own during a school day.

Cambusnethan Nursery Class will follow North Lanarkshire Council's guidelines for the management of attendance at nursery.



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" keeping school premises tidy "

SCHOOL PROCEDURES FOR PROMOTING ATTENDANCE

Parents are asked to maintain contact with the school about their child(ren)'s absences. A letter explaining the absence should be brought to school by the child when he/she returns. Should absences remain unexplained or should a regular pattern or frequent absences occur, the school will ask the Attendance Officer to visit the child's home to discuss the absences with the parent.

The school is anxious to promote good attendance as even regular short gaps in attendance can have a detrimental effect on any child's performance at school. Non-attendance or irregular attendance also presents problems for children as they lose the regular day to day contact with their school friends, leaving them feeling isolated.

Please actively support the school by sending your child every day.

11. Extra Curricular Activities

Throughout the year, we encourage many out-of-school activities and invite parents to take part. Classes studying the local environment will go on short walks accompanied by teachers and parents. Other classes may go further afield to study places of historical interest.

We are lucky to have a well equipped gymnasium. Cambusnethan has thriving football groups and Cross Country groups which run with the help of various members of staff. Their help is very much appreciated. We also have an outdoor all weather pitch available for use.

Cambusnethan takes part in general knowledge competitions run by the District Library, the Euroquiz run

by North Lanarkshire Council and in a large variety of sporting and environmental events.

These activities are enjoyed by the children as well as being important as part of an all round education and we encourage parents to allow their children to join in whenever possible.

12. School Discipline

The relationship between pupils and their teacher is similar to that between the child and his or her own parents requiring mutual consideration on both sides. At Cambusnethan, we try to form a close relationship with parents so that they are kept informed of any behaviour problems that may develop in the school.

In our school, we expect the children to act sensibly, showing respect to each other as well as to their teachers and other members of staff. We also expect them to look after the school premises by keeping it tidy and making it a place of which they are proud.

If a child's behaviour in the classroom is not acceptable, the teacher will inform Mrs. Peters, who will then ask his or her parents to visit the school to discuss the situation and devise appropriate strategies to support good behaviour. (See Appendix B)

13. Supervision Of The Playground

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



Cambusnethan Primary

14. Clothing And Uniform

Our school uniform is:-

School Blazer

Claret school sweatshirt /cardigan

Yellow polo shirt/white shirt with school tie

Grey/black trousers or skirt

Black school shoes/trainers

Claret shorts, yellow school polo shirt and gym shoes are required for P.E.

Please mark all clothing with pupil's name as this enables us to identify lost clothing more easily.

Details of North Lanarkshire's policy on uniform and clothing grants can be found in Appendix C.

any point since their second birthday looked after, the subject of a kinship care or guardianship order.

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.

All children who require a school meal will be able to select their preference for lunch in class prior to going to the dinner hall. Their teacher will give them the corresponding coloured band which they will use to collect their selected preference, this ensures the children get their selected meal choice and no tickets for free meals require to be handled by the children.

Children are not encouraged to buy lunch in local shops or snack bars as they are then outwith staff care and beyond First Aid help and can be at risk.

15. Meals

Each day snacks and midday meals are served in our dining area. Special diets will be served on production of a medically prescribed diet form completed by the Child's Registered Dietician or General Practitioner.

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.

Packed lunches may also be eaten in the dining area. Supervision will be provided.

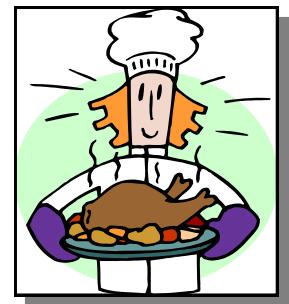
All P1-P3 pupils are entitled to a free school meal.

Children of parents receiving Income Support, Universal Credit, Job Seekers Allowance (Income Based) and Employment & Support Allowance (Income Related) are entitled to a meal without charge. Information and application forms for free school meals may be obtained from schools, first stop shops and Municipal Buildings Coatbridge.

Early Years Provision—If your child is aged between 2 and 4 years and attends a North Lanarkshire Council or Partnership Provider Nursery, in the middle of the day for more than 4 hours a day may be entitled to a free meal. Parents must be in receipt of any of the qualifying benefits above or in receipt of State Pension Credit or Incapacity and Severe Disablement Allowance. Your child will also be entitled if they are or have been at

16. Transport

At present the Education Department has a policy of providing free transport to all primary pupils who live more than one mile by the recognised shortest walking route from their local school. Please see Appendix D for more information on eligibility and how to apply.

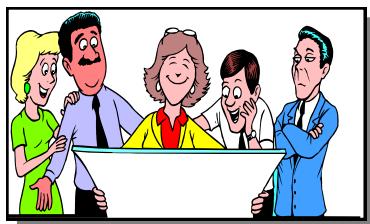


" midday meals are served in our dining area "



Primary School

Cambusnethan Primary



17. Medical And Health Care

Your child will be medically examined during the first year of their school life and then at the ages of 10/11 years and 13/14 years. This is carried out by staff of the Lanarkshire Health Board. If, however, parents are worried about an aspect of their child's health, he/she may be referred by the School at any other time for an examination or advice.

Cambusnethan maintains close contact with the local Health Team including dental health who will visit the school when necessary. Please do not hesitate to inform Mrs. Peters if you wish your child to be seen.

If one of our children takes ill at school, they are first seen by Mrs. Gowans or Mrs St. John our First Aiders. If the child is too ill to remain at school, a parent or emergency contact will be informed and asked to take the child home.

It is very important that all school records are kept up to date and that the school is informed of any change of address, telephone number or emergency contact.

Please let us know if your child requires any special medical treatment of which the school should be aware.

Parents whose children require medication (e.g. inhalers) will be asked to complete a form to detail dosage and timing of medication.

In North Lanarkshire, children and young people are treated in the paediatric in-patient 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 the school.

18. 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 North Lanarkshire Council website and Twitter.



Cambusnethan Primary

19. The Parent Forum

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

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

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

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

The head teacher has a right and duty to attend all meetings of the Parent Council in her capacity of Professional Adviser and all meetings are open to members of the public.

Our Parent Council has been formed and presently has a vacancy for chair.

E.mail: cpsparentcouncil@aol.com

20. The Parent Council

The Parent Council's rights and duties include:

- Supporting the work of the school
- Representing the views of parents
- Consulting with parents and reporting back to the Parent Forum on matters of interest
- Promoting contact between the school, parents, pupils and the wider community
- Fundraising
- Taking part in the selection of senior promoted staff
- Receiving reports from the head teacher and education authority; and
- Receiving an annual budget for administration, training and other expenses
- Improving home school partnership and facilitating parental involvement

**" the Head
Teacher has
the right to
speak "**





Primary School

Cambusnethan Primary



"Pupils normally transfer between the ages of 11½ and 12½"

21. Transfer From Primary To Secondary School

Pupils normally transfer between the ages of 11½ and 12½ so they will have the opportunity to complete at least 4 years of secondary education. Parents will be informed of the arrangements no later than December of the year preceding the date of transfer at the start of the new session.

Our pupils normally transfer to:

COLTNESS HIGH SCHOOL
Mossland Drive,
Wishaw,

Tel: Wishaw 01698 274920

Visits to Coltness High School for Primary 7 pupils will take place towards the end of the summer term. Parents of children transferring will be invited to Coltness High School for information evenings.

22. Child Protection

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

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: Mrs V. Peters

Telephone Number: 01698 522717

23. Freedom of Information

The Freedom of Information (Scotland) Act 2002 came into force on January 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 Co-ordinator can be contacted by telephone 01698 302484.

24. Data Protection Act

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



Cambusnethan Primary

24b 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 your address that is transferred. Data is held securely and no information on individual pupils can be published by SGEP.

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

Why do we need your data?

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

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

SGEP works with a range of partners including 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.

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>.





Cambusnethan Primary

" People to remember "



25. Parent/Teacher Association

The school has a Parent/Teacher Association who work towards raising funds to provide many extras for the children. They meet regularly on a monthly basis. Meetings are friendly and informal. The chair is presently Mrs Turner.

All parents and staff are welcome to come along.

26. Important Names and Addresses

AREA OFFICER

Education, Youth and Communities
Civic Centre,
Windmillhill Street,
Motherwell.
Tel: 01698 302206

COMMUNITY LEARNING AND DEVELOPMENT

Wishaw/Shotts CLD Locality Office
Coltness High School
Mossland Drive
Wishaw, ML2 8LY
Tel: 01698 274331

NORTH LANARK COUNCILLORS

Mr. McKendrick Mr Roarty
Mr Shevlin
Civic Centre
PO Box 14
Mother well 01698 266166

HEALTH CENTRE

Houldsworth Centre 01698 355511

SOCIAL WORK

Wishaw/Shotts
Kings Street
Wishaw, ML2 8BS 01698 348200

NORTH LANARKSHIRE EDUCATION REPRESENTATIVES

NORTH LANARK EXECUTIVE DIRECTOR

Education, Youth and Communities
Po Box 14
Civic Centre
Motherwell 01698 266166
Continuous Improvement Officers—
Ms J Ballantyne - Acting
Mr B McBride—Acting

Contacts in relation to Support for Learning

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

Additional Support Needs Manager—Mr Bob Duncan
Wishaw/Shotts Area, Berryhill Primary School, Hillcrest Avenue, Wishaw, ML2 7RS
01698 274656

You can also get more help and advice from:

Enquire –the Scottish advice service for additional support for learning. Operated by children in Scotland, Enquire offers independent, confidential advice and information on additional support for learning. Enquire also provide a range of factsheets.

0345 1232303 info@enquire.org.uk
www.enquire.org.uk for parents and practitioners
www.enquire.org.uk for children and young people

Resolve

0131 313 8844
(Independent Adjudicator)
Scottish Independent Advocacy Alliance
London House
20-22 East London Street
Edinburgh, EH7 4BQ Tel: 0131 524 1975
enquiry@siaa.org.uk www.siaa.org.uk



Primary School



Parents may request leave

A. Council Policy - Attendance at School

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

Regulation 7 of The Education (School and Placing Information) (Scotland) Amendment, Etc. Regulations 1993 requires each child's absence from school to be recorded in the school register as authorised or unauthorised as defined by the Scottish Government.

Every effort should be made to avoid family holidays during term time as this both disrupts the child's education and reduces learning time. Parents/guardians should inform the school by letter of the dates before going on holiday. Absences will be classified as authorised only in exceptional circumstances. Such circumstances may include:

A family holiday judged to be important to the well being and cohesion of the family, following serious or terminal illness, bereavement or other traumatic events.

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

- The availability of cheap holidays.
- The availability of desired accommodation.
- Poor weather experienced during school holidays.
- Holidays which overlap the beginning or end of term.
- Parental difficulty obtaining leave (except in cases where evidence 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.

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 of origin (to care for a relative, or for cultural reasons).
- Leave in relation to the children of travelling families.

Exceptional Domestic Circumstances

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

- 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.

Unexplained absence may be investigated by the school attendance officer and the authority has the power to write to, interview or prosecute parents or to refer pupils to the reporter of the children's hearing.

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



Cambusnethan Primary

B. Cambusnethan Anti-Bullying Policy

- ignoring
- pushing
- kicking
- talking about
- hitting

Bullying in school can only be dealt with effectively if parents, teachers and pupils work together to find a solution. We must all acknowledge that bullying does exist and is a problem common to all schools. It should be given a consistently high profile within the school and an open, caring and responsive climate must be created.

AIMS

1. To develop awareness that bullying is unacceptable.
2. To develop a shared view of bullying.
3. To work in partnership with parents to minimise bullying.
4. To encourage a climate of openness and a listening culture.
5. To develop a range of strategies to deal with bullying.
6. To create a sense of shared responsibility amongst pupils.

The class teacher should involve the silent majority by making pupils aware that there are no innocent bystanders.

THE ROLE OF MANAGEMENT

To work with staff to create a caring and supportive ethos throughout the school by :

- fostering a whole school approach to bullying
- promoting the partnership between parents and school
- supporting class teachers in their efforts to deal with bullying
- ensuring that both victim and bully are counselled and supported
- applying sanctions where deemed necessary

IDENTIFYING BULLYING

Bullying is a persistent, intentional abuse of the power to hurt. It is not always purely physical. More serious bullying is usually verbal, social or emotional in nature.

It can manifest itself in any of the following ways:

- tripping
- name calling



Primary School

Cambusnethan Primary

" discussing
bullying and its
effects "



THE ROLE OF THE TEACHER

To support the children and to prevent and deal with bullying by :

- discussing bullying and its effects on a regular basis (the first week of each term would seem an appropriate time)
- taking steps to avoid allowing or encouraging bullying in their own interactions with pupils
- fostering an atmosphere conducive to pupils confiding their problems
- being aware of and defusing potential situations before they escalate
- encouraging pupils to report bullying
- taking reports of bullying seriously
- being aware of the criteria for bullying
- taking action or advice when necessary
- monitoring and recording incidences of bullying
- reporting serious or persistent problems to management

THE ROLE OF THE SUPPORT STAFF

The playground supervisors should :

- observe and monitor the children's behaviour while outside the classroom
- intervene to defuse incidents
- report incidents which give rise to concern

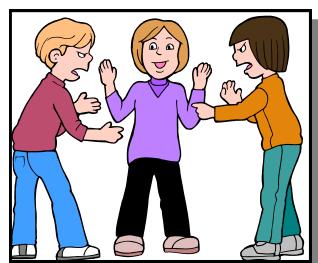
The clerical staff should :

- provide a channel of communication through which bullying could be reported
- support the children
- report any incidents of bullying to appropriate teaching staff

PROCEDURES TO DEAL WITH BULLYING

1. give children strategies to report bullying without fear of recrimination
2. record incidents of bullying which have been established
3. support the victim and counsel the bully
4. report incidents of a more serious or persistent nature to H.T.
5. discuss consequences of their actions with children and make the bullies accountable
6. involve parents where necessary and enlist their support and co-operation in resolving the situation
7. in extreme cases, where no satisfactory outcome can be reached at school level, the authority can

" defusing
potential
situations "





Primary School

Cambusnethan Primary

" co-operate with the efforts of the school "



be involved.

- put themselves at risk
- show they are upset

They should try to :

- stay calm
- look confident
- stay with friends
- pretend they don't care
- tell someone; friend, janitor, teacher, parent
- avoid worrying
- keep in control

No Hitting Policy

In the school's efforts to minimise incidents of bullying, it must be stated that any form of physical retaliation is unacceptable. The drawbacks of hitting back are ;

- it can lead to escalation of the situation
- it can cause injury
- it can make it more difficult to establish who is at fault
- it encourages violence
- it undermines all efforts to develop self control

The only acceptable approach is to encourage children to defend themselves by using the strategies already outlined.

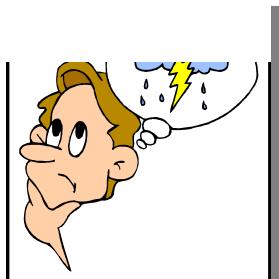
STRATEGIES FOR CHILDREN

When bullying is being discussed, advice should be given to children about how to react to and deal with bullies and bullying.

They should be aware that they should not :

- blame themselves
- think like a victim

" bullying can be complex "





Cambusnethan Primary

C. Council Policy - Clothing and Uniform

All North Lanarkshire schools must have a dress code which encourages pupils to dress in a way which is appropriate to attendance at school. This dress code must not lead to direct or indirect discrimination on the grounds of race, religion, gender or disability. Prior to drawing up the dress code, parents, pupils and staff were fully consulted. It is the expectation of Education, Skills and Youth Employment services that parents 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 (e.g. football colours)
- could cause offence (e.g. anti-religious symbolism or political slogans)
- could cause health and safety difficulties such as loose fitting clothing, dangling earrings and other potentially dangerous jewellery
- are of flammable materials which may be a danger in certain classes, (e.g. shell suits)
- could cause damage to flooring
- carry advertising, in particular for alcohol or tobacco,
- could be used to inflict injury on other pupils or be used by others to do so.

Parents in receipt of a clothing grant from the council will be encouraged to purchase items which are in accordance with the school dress code. Approval of any requests for such grants in other circumstances are at the discretion of the Assistant Chief Executive, Education, Skills and Youth Employment. Information and application forms may be obtained from any school or First Stop Shops. Parents are entitled to receive a clothing grant if they are in receipt of any of the following benefits: income support, job seekers allowance (income based), employment & support allowance (income related), universal credit, housing benefit or 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 pupil's clothing and/or personal belongings. Parents are asked to assist in this area by ensuring that valuable items and unnecessarily expensive items of clothing, jewellery, etc. are not brought to school. Parents should note that any claims submitted to cover the loss of such things are likely to be met only where the authority can be shown to have been negligent.

D. Council Policy— Transport

GENERAL

The Council has a policy of providing free transport to all primary pupils who live more than one mile 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 who consider they are eligible should obtain an application form from the School or from Education, Youth and Communities. 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.

PICK-UP POINTS

While 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's responsibility to ensure their child arrives at the pick-up point in time. It is also the parent'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.

PLACING REQUESTS

The council does not provide transport for those pupils in receipt of a placing request other than in exceptional circumstances. In the case of early entry requests, if the child is offered a place in the catchment area school, transport will be provided in accordance with the council policy stated above.



Cambusnethan Primary

E. Cambusnethan Primary Security Procedures

BASIC PREMISE

Effective security is dependent on the co-operation of all users (Staff / Pupils / Visiting Adults). Everyone should be aware of the agreed procedures and should be vigilant in ensuring implementation and in highlighting areas of weakness.

CONTROLLED ENTRY SYSTEM

MAIN DOOR

1. All Staff/Visitors should enter by main door and ensure closure after entry.
2. Pupils should not open main door nor exit via main door without a member of staff.
3. Office Staff/SMT will operate door-opening mechanism on establishing identity and purpose of visit.
4. Visitors will sign visitors' book / accept visitors' badges.

STAFF RESPONSIBILITY

1. Staff should challenge any visitors in a clear way.
2. Staff should instruct / remind pupils not to open doors to play areas.
3. Ensure pupils use designated toilets at times other than intervals.
4. Keep accurate attendance am/pm.
5. Will wear Security badges at all times.



OFFICE STAFF

1. Establish identity / purpose of caller at reception.
2. Require visitors to sign in / issue visitors' badges.
3. Direct all requests by visitors / parents to see class teachers to the HT.
4. Ensure Police/ Emergency Service Phone numbers are handy.

PUPILS

1. Enter by prescribed routes under teacher supervision.
2. Use designated toilets during Class times.
3. Should not open locked doors.
4. Should not enter corridors from play areas except in emergency.
5. Report playground problems to Adult supervisor.

JANITOR

1. Oversee all Security Arrangements.
2. Attend to tradesmen/deliveries.

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

N.B.

Although this information is accurate at the 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 by law are required to issue a copy of the school handbook to parents in December each year. It details the current policies and practices of both the council and the school



Cambusnethan Primary

F. Glossary of Specialist Terms

| | | | |
|-----------------------|---|------------------|---|
| Composite Class | class with pupils at more than one stage | Progress Reports | reports on child's progress at school which are issued twice yearly |
| Co-operative Teaching | more than one teacher in a class | Psychologist | member of Authority's team of Specialist Staff who assist schools in assessing children's progress and in devising programmes of work for individual pupils |
| D.S.M..... | Devolved School Management (Budget) | S.M.T. | Senior Management Team of school |
| Education Committee | group of Elected Members who control all areas of education | | |
| H.T..... | Head Teacher | | |