

Cambusnethan



Primary School

*School Handbook
2024/2025*



Dear Parents/Carers

Welcome to Cambusnethan Primary School & Nursery Class!

If you are considering sending your child to Cambusnethan Primary, or have already chosen this school for your child, I hope that this handbook provides you with all the information you require.

In Cambusnethan Primary School, we aim to provide children with opportunities to reach their potential whilst providing them with a platform to showcase their talents and achievements. We do this through giving the children a variety of teaching and learning experiences. This is supported by programmes of study that are carefully designed to take into account the age and aptitude of individual pupils. Through all of this our aim is to achieve excellence and equity for all learners.

In Cambusnethan we foster a nurturing ethos. Embedded within our practice is staff teamwork across the primary and nursery stages, confident and friendly children who respect and care for each other, staff who are highly committed to the well-being of all children and the use of self-evaluation to improve children's learning experiences.

Each year we evaluate our practice and from this we produce Annual Improvement Report, which informs the Annual Improvement Plan for the following session. The School Improvement Action Plan outlines developments in which all staff will be involved to provide better opportunities and experiences for the children.

The priorities in our school improvement plan each year are arrived at from a variety of sources, which include:

- Education and Families Improvement Priorities
- National Improvement Framework Priorities
- The result of audit exercises carried out in the school and across the wider community.

The School's Vision, Values and Aims of the school are under review and we are working closely with all stakeholders to identify these.

Thank you for taking the time to read our handbook. I look forward to working in partnership with you during your time as a parent/carer at Cambusnethan Primary.

Yours sincerely,

Nicola Dignall
Head Teacher

School Information

Cambusnethan Primary School & Nursery Class is a non-denominational co-educational nursery & school. Pupils are admitted to Primary 1 between 4 ½ - 5 ½ years.

Cambusnethan Primary School & Nursery Class is located in Cambusnethan, Wishaw. The school building opened in August 2007 consisting of a one-story open plan building which contains seven class bases with a current role of 154. The purpose-built nursery opened in August 2009. The nursery capacity is 40 and is presently delivering the 1140 curriculum to a full compliment. It has a large outdoor play area. Distinctive features of the school include our open plan design and large outdoor learning environment.

The school comprises of 7 classes, a role of 154 pupils, nursery class of 40 pupils and a staffing entitlement of 8.75 FTE. This consists of Head Teacher, Principal Teacher, Acting Principal Teacher, five full time class teachers, two 0.6 class teachers and Probationer. Our Nursery has One Lead Practitioner, three Grade 9 Practitioners, one full time Grade 4 the other is still to be filled and two part time Grade 4s.

Our pupils' wellbeing and academic achievement are central to every initiative undertaken within the school and nursery. We continuously seek to improve the educational opportunities provided for them and encourage their participation and involvement in every area of development.

Contact Information

Cambusnethan Primary School & Nursery Class
53 Branchal Road
Cambusnethan
Wishaw
ML2 8PD

Tel: 01698 522717

Email enquiries-at-Cambusnethan@northlan.org.uk

Website: <https://blogs.glowscotland.org.uk/nl/CambusnethanPrimarySchool/>

X: <https://twitter.com/CambusnethanPS>

Present Roll: 154

Working Capacity: 212

Associated Secondary School

Pupils normally transfer between the ages of 11½ and 12½, so that they will have the opportunity to complete at least 4 years of secondary education.

Pupils usually transfer from Cambusnethan Primary School to:



Coltness High School
Mossland Drive
Wishaw
ML2 8LY

Tel: 01698 274920

Website: <https://blogs.glowscotland.org.uk/nl/CHSFP/>

Staff 2023/2024

Senior Leadership Team

Head Teacher | Mrs Nicola Dignall
Principal Teacher | Mrs Michelle Simpson
Principal Teacher (Acting) | Miss Diane McLaughlin

Class Teachers

Primary 1 | Miss Emma Ferguson
Primary 2 | Miss Kaitlin Burbury Ashton (Monday – Friday)
Mrs Simpson on Monday afternoon & Tuesdays
Primary 3 | Miss Frida Angela Hardy (Monday – Wednesday)
Mrs Julie Amy Agnew (Thursday & Friday)
Primary 4 | Mrs Ashley McCormick
Primary 5 | Miss Siobhan Grady
Primary 6 | Mrs Amy Agnew (Monday – Wednesday)
Miss McLaughlin (Thursday and Friday)
Primary 7 | Mrs Jennifer Currie

Non-Class Contact Teacher | Mrs Rosie Nisbet (Tuesday – Thursday)
Additional Support Needs Assistant | Miss Amy Young
Additional Support Needs Assistant | Miss Abigail Cowan

Total number of staff FTE – 8.75

Nursery Staff

Lead Early Learning Practitioner | Mrs Chelsey Smilie
Early Learning Practitioner | Mrs Linzi McMillan
Early Learning Practitioner | Mrs Anne McGowan
Early Learning Practitioner | Mrs Julie Addison
Early Years Support Worker | Mrs Elaine St John (Monday – Wednesday)
Early Years Support Worker | Miss Heather Nicol (Thursday & Friday)

Support Staff

Senior Clerical Assistant | Miss Stephanie Allan
Clerical Assistant | Miss Amy Hughes
Catering Manager | Mrs Sharon
Dining Hall Assistant | Mrs Agnes Hill
Breakfast Club Supervisor | Miss Amy Young
Janitors | Mr Gerry Crumly & Mrs Goesa Kane

School Hours

Breakfast Club – 8:15am
School Opening Time – 9:00am
Interval – 10:30am – 10:45am
Lunch – 12:15pm – 1:00pm
Closing Time – 3:00pm

Nursery Hours

Nursery Opening Time – 8:45am
Optional midday pick-up – 12:00pm
Closing Time – 2:45pm

All Primary 1 pupils attend school for a full day from their first day.

The School Year Term & Holiday Dates 2024/2025

August 2024

Monday 12 August 2024 (Return date for Teachers & In-Service Day)

Tuesday 13 August 2024 (In-Service Day)

Wednesday 14 August 2024 (Return date for Pupils)

September 2024

Friday 27 September and Monday 30 September 2024 (inclusive)

October 2024

Monday 14 to Friday 18 October 2024 (inclusive)

November 2024

Monday 18 November 2024 (In-Service Day)

December 2024 – January 2025

Schools close at 2:30pm on Friday 20 December 2024

Monday 23 December 2024 - Friday 3 January 2025 (inclusive)

Monday 6 January 2025 (pupils return)

February 2025

Monday 17 February & Tuesday 18 February 2025 (Mid-term break)

Wednesday 19 February 2025 (In-service day)

April 2025

Schools close at 2.30 pm on Friday 4 April 2025

Monday 7 April- Friday 18 April 2025 (Inclusive)* Spring Holiday (Easter)

*Good Friday 18 April and Easter Monday 21 April 2025

May 2025

Monday 5 May 2025 (May Public Holiday)

Tuesday 6 May 2025 (in-service day)

Friday 23 May 2025 & Monday 26 May 2025 (inclusive)

June 2025

Schools Close at 1pm on Wednesday 25 June 2025

Transfer & Enrolment

Transfer

Where a parent decides to transfer a pupil to another school in the middle of a session the following procedures should be followed:

(a) Inform the Head Teacher of the child's present school by visit or by telephone. (b) Enrol the child in the school of choice, if there is a vacancy.

If the child will be living out with the catchment area of the school that is all that is required.

Where the child will be living out with the catchment area of the requested school, the following procedure must be observed.

- (a) Inform the Head Teacher of the intention to transfer.
- (b) Apply to Education & Families, Civic Centre, Council Headquarters, Windmillhill Street, Motherwell, ML1 1AB | 01698 403200

Enrolment

All children due to enrol for the first time must register at their local school. In the month of January each year the Director of Education and Families will publish a notice in the public press which will set out the time for the registration of Infant Beginners. All children who have reached their fourth birthday by the last day of February of that year will be required to register at the local school.

General Enrolment

Children may be enrolled at the school at other times throughout the session. Parents should telephone or call personally at the school at their own convenience.

Early Entry Placing Requests

Parents who consider their child to be mature enough to be in attendance at school but who miss the official registration date by a short period may apply for such a placing request. Information regarding such requests may be had from the Head Teacher or nursery staff.

Equal Opportunities

The school has developed a whole school policy to ensure that all pupils are given equal opportunities. This policy is reflected in the day-to-day organisation within and out with classes. Children and staff are continually reminded about the unacceptability of stereotyping and treating others unjustly.

Every pupil in Cambusnethan has access to every curricular area and will be encouraged to develop their skills at a pace which is appropriate to their individual ability. At Cambusnethan we strive to raise the achievement of all pupils in line with North Lanarkshire Council policy. Through our curriculum we aim to teach the pupils about other religions, cultures, and race. The school operates a Zero Tolerance policy in all areas of Equal Opportunity and social inclusion. Any user of the school who is reported to have been involved in any racial harassment, religious bigotry, gender bias, disability etc. will be dealt with in accordance with the policy of the school and education authority.

Cambusnethan Primary 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 Equality and Human Rights Commission's Technical Guidance for Schools in Scotland details the essential requirements of the Equality Act 2010 for schools. This can be accessed [here](#).

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 & Literacy
- Health & Wellbeing
- Mathematics & Numeracy
- Religious & 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:

- designing the senior phase as a three-year experience rather than planning each year separately
- delivering qualifications over different timescales in response to young people's needs and prior achievements
- developing pathways for able learners, which bypass qualifications at lower levels to allow more time to be spent on more challenging learning at higher levels
- providing specific and appropriate programmes that maximise achievement and attainment for young people planning to leave after S4.

Personal Support/Career Planning

From 3-18 years, 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.

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.

In 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 staff will inform you what is being done to implement Curriculum for Excellence so that you can be confident that your child is receiving a high-quality education.

Curriculum for Excellence is being successfully implemented in Cambusnethan through collaborative curriculum planning underpinned by open and honest self-reflection. We strive to provide a wide range of stimulating learning activities which support and challenge learners. Recent purchases of up-to-date hardware and software packages has significantly enhanced teaching and learning at every stage. Cooperative learning and outdoor learning is embedded in our practice and is instrumental in supporting the seven principals of Curriculum for Excellence.

The school involves parents in the pupils' education through school improvement questionnaires, newsletters, curriculum workshops and open afternoons. The school also liaises closely with all secondary schools to ensure smooth transition from Primary to Secondary School.

The curriculum aims to:

- Enable children to progress at a rate, which meets their needs and aptitudes.
- Enable children to develop fully their capacity for different kinds of thinking and learning.
- Respond to individual needs and support particular aptitudes and talents.

This will be managed and achieved through our School Improvement Action Plan, which outlines tasks to be undertaken. Throughout the year staff will be involved in training sessions on in-service days and at curriculum development meetings at the end of the school day.

Additional Support Needs

Cambusnethan Primary & Nursery Class 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.

At Cambusnethan Primary & Nursery Class we want all children and young people to be able to get the most from the learning opportunities which are available to them, so that they can realise their full potential, in learning, in work, and in life.

Through Getting It Right For Every Child, Curriculum For Excellence and the National Improvement Framework, the Scottish Government has set out its ambition for services provided to children and young people, and for their learning. An important part of our approach is the recognition that all children and young people are different. To enable them to reach their full potential some will need additional support.

North Lanarkshire Council's Support for Learning – Policy into Practice 2 is underpinned by the theme of inclusion and equality and is informed by the Education (Additional Support for Learning) (Scotland) Act 2004 which provides the legal framework for the provision of additional support for learning. The legislation was amended by the Education (Additional Support for Learning) (Scotland) Act 2009.

At Cambusnethan Primary, we follow North Lanarkshire Council's Policy and staged intervention approach to:

- Assess/identify needs
- Specify support required
- Plan additional needs
- Implement a plan
- Review progress
- Evaluate next steps

It is the responsibility of all staff to identify additional support needs at all stages of intervention. Assessment and identification of need should take place as early as possible. This should include intervening at as early an age as possible, at the earliest opportunity and/or as soon as there is a noticeable change in the child/young person's ability to make progress.

North Lanarkshire Council has an inclusive approach to learning and teaching. Most young people with speech, language or communication needs will be supported in their local mainstream school through a staged intervention approach.

A small number of children with speech, language or communication needs may require access to an alternative resource to meet their specific additional support needs.

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. The senior management team deals with issues relating to Looked after

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

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 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.

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, ASN 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.

School Improvement

The priorities and targets identified in our Improvement Plan aim to support the overall school aims as well as the aims of the Authority. Each year these priorities and targets are agreed by staff following an audit of the previous year's Improvement Plan and following consultation about the School's future improvement needs. Parents and carers are kept informed of each year's priorities and the Improvement Plan is available from the school office and website.

The proposed priorities for 2024/2025 for the school and nursery are:

School Priority 1

Refresh the school's vision, values and aims and ensure they are reflected in the culture and ethos of the school and are in line with UNCRC and RRS with the objective of strengthening relationships with the Cambusnethan community.

School Priority 2

Raise attainment in writing by strengthening teaching approaches and providing targeted interventions for those who are not meeting expected levels.

Nursery Class Priority

To develop a deeper understanding of Play Pedagogy within the Nursery environment.

We are highly committed to improving our school and for this reason we will continue to ensure staff, pupils and the Parent Forum are included in self-evaluation and school improvement procedures for forthcoming years.

Information regarding the school's performance at Local and National level can be obtained by visiting www.educationscotland.gov.uk

Homework

Following consultation with key stakeholders, Homework for pupils is optional. Each Class Teacher co-ordinates an overview of activities related to in class learning. It is at the parent/carer's discretion as to which activities are completed. It is strongly recommended pupils read each day with their families to develop their literacy skills which in turn will enhance their access to the curriculum.

School Ethos

Cambusnethan Primary is a very busy, happy school where all pupils are treated fairly and with respect. Parents are kept fully informed of all school developments and the views are welcomed and valued. We have forged very strong relationships with our parents and the local community, including local businesses and organisations including MADE4U IN ML2. We have a strong group of teachers who have developed great teamwork and help to maintain positive ethos in our school.

Spiritual, Social, Moral and Cultural Values

Our spiritual, social, moral and cultural values are enhanced throughout Religious Education programme of study. We also use Circle Time and positive behaviour is promoted within the class by all teachers. The school has devised a whole school 'House' system which promotes positive behaviour within the classroom and the playground and encourages the pupils to proudly wear school uniform.

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.

Extra-Curricular Activities

Extra-curricular activities are organised for particular groups of children, both by members of staff, visiting specialists and occasionally parents. Parental permission is always sought beforehand in order that appropriate arrangements can be made.

We are particularly proud of our inclusive after school club programme which changes each term to ensure all stages have the opportunity to participate. Educational outings to enhance teaching and learning are organised throughout the year for all classes and this generally involves parental help.

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.

Data Protection

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 (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 properly, 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 & 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 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 [here](#).

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 aspect of data protection law).

Information Commissioner's Office
45 Melville Street
Edinburgh
EH3 7HL or by e-
mail to
casework@ico.org.uk

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.

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 & 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 [here](#).

Any 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.

Need more information?

Further details about ScotXed data exchanges are available on the ScotXed website, <https://www.gov.scot/collections/scottish-exchange-of-data-scotxed/>

Child Protection

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

The Head Teacher is responsible for the school's actions in response to Child Protection concerns.

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

Child Protection Co-ordinator is: Head Teacher Nicola Dignall 01698 522717

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: Head Teacher Nicola Dignall 01698 522717

School Discipline

The relationship between pupil and teacher is to build on a relationship of mutual respect. Whilst we guide our children through the four capacities, set out in a Curriculum for Excellence, we also support them to follow our co-created values of 'respect', 'responsibility', 'honesty' and 'kindness'.

In Class

Children are expected to work to the best of their abilities. We use 'class dojo' to recognise individual success and to collate house points. Each week the class teacher also selects an 'Cambusnethan All-Star' with certificates during our weekly assembly.

We promote positive behaviour in all classes. We are currently developing a new relationships policy across our Nursery and School. As a staff we have been working on some new strategies to support our pupils and promote positive relationships. This is in line with the work of Paul Dix, '*When the Adults Change, everything changes*'.

Each Class uses a 'Spotted Board,' to recognise positive behaviour. Children have the opportunity to engage in initiatives such as 'Treat Friday,' and 'Cool Class Cup' and 'Cambusnethan Champions'. Each of these in turn promote positive behaviour and relationships. In February 2024, we achieved the Bronze Rights Respecting Schools Award and are now working towards Silver level.

In the Playground

Pupils are expected to follow our Playground Charter. We aim to ensure that the playground areas of the school are a happy and safe place for children to enjoy each other's company. There is always adult supervision in the playground. Pupils should immediately report to the adult in the playground who will deal with the incident or refer it to the Senior Leadership Team. We recognise good behaviours and reward these with 'house points'.

Anti-bullying

Bullying can take many forms. It can be physical, name calling, threatening, intimidation of an individual by another individual or by groups of pupils. Bullying in any form is always unacceptable and any allegation once reported to an adult will be thoroughly investigated. At Cambusnethan we follow NLC's 'Promoting Positive Relationships: Respect for All: Anti Bullying Policy (May 2019). All pupils are encouraged to report any incidence of bullying whether or not they are directly involved. We work collaboratively with all stakeholders to ensure our school community is a safe and happy environment. As a school community, we work very hard to ensure all children feel safe, happy, respected and valued.

Home and School Links

The staff of Cambusnethan Primary value the contribution which is made by the parents of our pupils. Indeed the school makes every effort to co-operate with parents. At all times they are encouraged to closely liaise with the school particularly when there are concerns of any nature about their child. Parents are regular supporters and helpers in the education of their child. Parents are kept informed of any activities which are taking place in the school through the School App, X (formerly known as Twitter) and the school website.

Throughout the year further opportunities are given for parents to visit the school, e.g. school concerts, open afternoons, meet the teacher events etc. It is hoped that all pupils will benefit from the support of our parental/professional partnership which we hope to continually extend.

Attendance at School

Section 30 of the 1980 Education Act places a duty on every parent/carer of a child of 'school age' to ensure that their child attends school regularly.

Attendance must be recorded twice a day, morning and afternoon.

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

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

Parents and carers are asked to inform the school if a pupil is unable to attend from the start of the school day on the first day of absence. Failure to do so will result in school staff

accessing all contact numbers provided for the school. In the interests of child safety the police will be contacted if all attempts to locate the child have been exhausted.

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

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 but will always be recorded. 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 cheaper 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 of 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:

- 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.

It should be emphasised that the school investigates unexplained absence, and that 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.

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 the parents/carers, pupils and staff were fully consulted. It is the expectation of Education and Families 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 (e.g. football colours) could cause offence (e.g. antireligious 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 to other pupils or to be used by others to do so.

Parents in receipt of a grant for footwear and clothing 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 any school or First Stop Shop. 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), 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 to 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 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 items are likely to be met only where the authority can be shown to have been negligent.

In Cambusnethan Primary we would like to foster a feeling of identity within our school and encourage the wearing of school uniform.

The official registered uniform for our school is:

- White shirt with school tie
- Black/grey trousers or skirt
- Black shoes
- Maroon V-necked jumper, cardigan, slipover
- cardigans/jumpers and jackets bearing the school emblem are available to order from our suppliers MIYO

For more information the MIYO website [here](#).

The wearing of school uniform helps to create an identity with the school and can also be useful in matters of safety and security. Your co-operation would be very much appreciated.

P.E. Uniform

The P.E. uniform is designed to enable children to exercise and work comfortably.

- Plain white T-shirt or polo shirt
- Maroon school /black shorts, leggings or plain jogging trousers (without brand names/advertising)
- Training shoes

Meals

All parents and carers can add money online to their children's card using the iPay Impact online system. There is no facility to pay for meals with cash.

All P1-5 pupils are entitled to a free school meal. We operate a cashless cafeteria. Any child who has forgotten his/her money or packed lunch will be given a meal without question, but a letter will be issued by catering staff stating the amount owed. The money owed should be put directly onto their card the following day.

The menu and nutritional information is available on the NLC website [here](#).

Breakfast Club

The school breakfast club is open from 8:15am until 8:45am each day for children requiring breakfast before the start of the school day. Games and activities are provided and all children are asked to go out to the main playground from 8.45am onwards to line up with their class when the bell rings at 9.00am.

All children can access the breakfast club from the main entrance. All P1-P5 children are now able to attend the breakfast club for free. Children in P6 & P7 can attend the breakfast club at a cost of £1 each day.

Pupils in P6-P7 who qualify for a free school meal are entitled to free school milk. However, milk will be available for purchase in the school during the lunch period. All nursery pupils are entitled to free milk and a fruit or vegetable snack.

Information and application forms for free school meals can be downloaded from the council website www.northlan.gov.uk

Special Diet Procedures

Diets required as a result of a medical condition (a medically prescribed diet e.g. coeliac disease, diabetes, PKU, food allergy or intolerance) can be provided in school by our catering staff. A medically prescribed diet form 1a must be completed and signed by the child's Registered Dietician or General Practitioner. Procedures and forms can be accessed online through North Lanarkshire Council's website, by the school, the catering service or also in some cases by the child's dietitian or doctor. For some conditions (PKU, coeliac) parents/carers may be asked to supply prescription foods or attend a meeting to discuss the child's dietary requirements.

For information; a vegetarian meal option is offered on a daily basis.

Some children with additional support needs may require food to be adapted to an appropriate texture and consistency. In this instance the child's Registered Dietician or Speech and Language Therapist will liaise with the Head Teacher and school catering service including the nutritionist to ensure appropriate food provision. In this case a form will still need to be signed by a medical professional including a Speech and Language Therapist.

It is important that the Head Teacher is aware of any medically prescribed diets within the school and, on occasion, parent/carers may be asked to attend a meeting.

Forms that have not been signed by a medical professional will be rejected. The form will be returned to the parent along with a letter stating the reason for the refusal and also they will be issued with a new form.

Any change in the child's dietary requirements must be advised through a Registered Dietitian or Medical

Practitioner to the Facilities Support Services (FSS) Nutritionist. When children move to a High School or change schools FSS will need to be informed as soon as possible. Special Diets such as Vegan and ethnic diets can also be accommodated. In this case a form b should be completed and can be signed by the parent.

All completed forms should be returned to the email specialdiet@northlan.gov.uk.

Packed Lunches and Snacks

Cambusnethan is a Nut free Zone, it is vital children do not bring any snacks or foods into school which contain nuts as this could be harmful to others. Children are encouraged to bring a water bottle to school which they can access throughout the day. Children are prohibited from bringing fizzy or energy drinks to school.

Children of parents/carers receiving Income Support, Job Seekers Allowance (income based), and Employment & Support Allowance (income related), Universal Credit (with an income below £660 per month), are entitled to a meal without charge.

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 £660 per month), housing benefit (please note that the housing element of Universal Credit is not housing benefit), council tax reduction (please note that single person's discount/council tax exemption is not council tax reduction). The deadline for school clothing grants is **31 March 2024**.

Information and application forms for clothing grants may be downloaded from the council website www.northlan.gov.uk

From all eligible two-year-olds and all children aged from 3 to those not yet attending primary school, that attend a North Lanarkshire Council Nursery or a Funded Provider (childminder or voluntary/private nursery), are entitled to 1140 hours Early Learning and Childcare provision. Those children attending for four hours per day, or more, will receive a free meal as part of the Early Learning and Childcare entitlement.

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 on local radio, on the NLC website and X.

Supervision in non-class times

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

Wet Intervals – Children remain in their rooms and are supervised by Senior Management Team and when possible other support staff.

Wet Lunch Hour – Senior promoted staff supervise those children who have remained in school for either a school or packed lunch. This can sometimes be extremely difficult and parents are asked to co-operate by ensuring that those children who have gone home for lunch return to school just in time for the start of the afternoon session.

Placing Requests

You have the right to make a placing request for your child to be educated in a school other than their catchment 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 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 as amended by the Education (Additional Support for Learning) (Scotland) 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 and young people to make a placing request to attend a school/establishment belonging to another authority.

Transport

The Council has a policy of providing free transport to primary pupils who live more than one mile from their catchment 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.

- Pick-up points

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's/carers responsibility to ensure their child arrives at the pick-up point in time. It is also the parent's/carers 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 a child is offered a place in the catchment area school, transport will be provided in accordance with the Council's policy as stated above.

Medical and Health Care



Children are medically examined by the Dental Inspection team throughout their time at school. Parents are always notified in advance in order that they may be present at the time of examinations should they so wish.

Many children fall in school and obtain minor injuries to hands and knees.

Our First Aider will attend to your child in the first instance. If your child has a nosebleed, sustains a head injury or any other serious injury we will inform you as soon as possible.

Any request for a pupil to have medication administered in school **MUST** be made in writing from the parent, before permission will be granted. **ALL MEDICINES MUST HAVE THE PRESCRIPTION LABEL ATTACHED WITH THE CHILD'S NAME AND DOSAGE.**

All medications other than inhalers and emergency rescue medication will be kept in the school main office.

Any children requiring an inhaler will keep this in their classroom to enable them to access this quickly. The inhaler will be kept in a clear bag with the child's name and photograph attached.

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

The Parent Forum

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

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

The Parent Council

Parent Councils came into force on 1st August 2007. The composition of the Parent Council, as determined by the Parent Forum, is a minimum of 4 parent members and a maximum of 8. The Head teacher is the professional advisor to the Parent Council.

The Parent Council's rights and duties include:

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

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

Cambusnethan Parent Council Members

Chairperson | Mrs Kirsty McGhie

Vice Chairperson | Mrs Karen Thomson

Secretary | Miss Amy Campbell

Treasurer | Mrs Louise Couper

It should be noted that the Head Teacher has a right and duty to attend all meetings of the Parent Council. Meetings of the Parent Council are open to members of the public.

Useful Names and Addresses

North Lanarkshire Council

Chief Executive | Des Murray

Head of Service | Gerard McLaughlin

Education & Families Manager | Marie-Claire Hendry

Cluster Improvement & Integration Lead | Donna McCann

Civic Centre

Windmillhill Street

Motherwell

ML1 1AB

01698 403200

Councillor(s) for the school

Cambusnethan Primary School sits within the Murdostoun (Ward 20) and is served by 4 elected local councillors:

- Robert John McKendrick
- Cameron McManus
- Louise Roarty
- Nicky Shevlin

Contacts in Relation to Support for Learning

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

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.

Tel No: 0345 123 2303

Enquire

Children in Scotland

Rosebery House

9 Haymarket Terrace

Edinburgh

EH12 5EZ

[Email: info@enquire.org.uk](mailto:info@enquire.org.uk)

[Website: www.enquire.org.uk](http://www.enquire.org.uk) for parents/carers and practitioners

[Website: www.enquire.org.uk](http://www.enquire.org.uk) for children and young people

Independent Adjudication

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

Reference to Additional Support Needs Tribunal (Scotland)

ASNTS

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

NHS Lanarkshire Wishaw Health Centre

Tel: 01698 355511

Social Work

Wishaw
Tel: 01698 348200

COMMUNITY LEARNING & DEVELOPMENT LOCALITY OFFICES

Wishaw/Shotts CLD Locality Office

Calderhead High School
Dyfrig Street
Shotts
ML7 4DH
Tel: **01698 274343**
E: CLD-Wishaw@northlan.gov.uk

Wishaw

Tel: 01698 348200

Qualifying Statement

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

Additional Information

NL Digital School

It is recognised that digital technology is already making a significant contribution to learning and teaching practices. When used appropriately and, with all stakeholders being supported it can enrich learning and teaching, help to raise attainment.

North Lanarkshire Council has developed a range of supports to enhance the use of digital learning within our schools. This includes the development of resources and training materials to support school staff, young people and their families with their digital learning and the provision of a universal offer the NL Virtual Classrooms, providing digital learning materials for all curricular areas at every level, up to and including the BGE.

Parents Portal

Parentsportal.scot is a digital service to help provide direct communication to parents and carers through a selection of online services. This includes:

- annual data checks
- online payments
- permission slips
- reporting absence
- viewing timetables (secondary schools)
- pupil reporting

Information and guidance relating to North Lanarkshire Council Digital offering including how to access [parentsportal.scot](https://www.northlanarkshire.gov.uk/schools-and-learning/nl-digital-school) can be found on the NL Digital School page available on the Councils website <https://www.northlanarkshire.gov.uk/schools-and-learning/nl-digital-school>

GLOW and M365

All pupils in staff in NLC have access to Glow – Scotland's national digital learning platform provided by Scottish Government and managed by Education Scotland. It provides learners and educators across North Lanarkshire with an environment that can support learning across the whole curriculum through. This is primarily achieved in NLC using the services found within Microsoft M365.

Pupils will be given a login to Glow when they start school, and these details will follow the young person throughout their school journey. Glow passwords are issued directly to pupils, and it is Education Scotland policy that these passwords should not be shared with anyone else. Guidance on Glow passwords can be found [here](#). All staff in schools have the ability to reset a pupil's Glow password.

Once logged into Glow, pupils will have the ability to use the full range of apps available via M365. These include MS Teams, OneNote, PowerPoint and MS Word. Users also have the option of downloading O365 to install on up to 5 additional personal devices and this can be accessed from the national section of the Glow Launchpad.

Armed Forces Covenant Duty

North Lanarkshire Council is committed to the Armed Forces Covenant.

The Armed Forces Covenant Duty – Statutory Legislation 2022 is a legal obligation placed on relevant bodies, when exercising relevant functions, such as Education, Health Care and Housing Services, to have due regard to the three principles of the Armed Forces Covenant.

Further details on the Armed Forces Covenant can be found on [Scottish Armed Forces Education Support Group - gov.scot \(www.gov.scot\)](#).

Cambusnethan



Primary School