



EASTFIELD PRIMARY SCHOOL AND NURSERY CLASS HANDBOOK (2025 EDITION)



EDUCATION AND FAMILIES

1 Introduction

Dear Parent/Carer,

Welcome to Eastfield Primary School's handbook.

Our school handbook is intended to offer you essential information about the vision, values, aspirations and work of our school, the many educational opportunities available to your child(ren) and our achievements as a learning community.

At Eastfield Primary School our children are provided with a high quality of education in line with Curriculum for Excellence. Pupils have the opportunity to develop academically, socially and morally through a wide range of stimulating and engaging learning experiences in a climate where they are safe, valued and treated with dignity and respect.

Eastfield Primary School is very proud of its strong supportive ethos and academic profile. At Eastfield Primary our parents/carers are true partners in their children's learning and as a team we collectively ensure that our children achieve their full potential.

Should you wish further information about any aspect of the school, please do not hesitate to contact any member of the leadership team on 01236 632106.

Kindest regards,

Lesley McPhee
Head Teacher

Aspirational Vision and Values

At Eastfield, we are committed to promoting a learning community where everyone is valued, respected and included. We will provide a learning environment to inspire, engage and motivate all learners to reach their full potential. By experiencing a stimulating and challenging curriculum and developing sustained partnerships, we aspire to develop skills for learning, life and work to ensure a bright future for all.

Together we will SHINE!

Our Values

Successful

Happy

Included

Nurtured

Engaged

2 School Information

- a) School Name: Eastfield Primary School and Nursery Class
- b) Address: 23 Cairntoul Court, Cumbernauld, North Lanarkshire G68 9JR
- c) Telephone number: 01236 632106
E-mail address: enquiries-at-eastfield@northlan.org.uk
Website: <http://www.eastfield.n-lanark.sch.uk>
- d) Denominational status: non-denominational
- e) Capacity of the school: 449.
- f) Stages covered: Primary 1 to Primary 7 and a Nursery
- g) Present roll: 327 (275 School and 52 Nursery)
- h) Current class structure:

P1	Miss Jennifer Nicholson
P1/2	Mrs Vanessa Steel
P2	Mrs Michelle Harkins
P3	Miss Emma Calderhead/Mrs Maxine Tierney
P3/4	Mrs Jasmine Campbell
P4/5	Mrs Deborah Duncan
P5	Mrs Margaret Dickson/Mrs Maxine Tierney
P5/6	Miss Hannah Walker/Mrs Maxine Tierney
P6	Miss Rachael Anderson
P6/7	Miss Ashley Wilson
P7	Mrs Susan Mills

Selection of pupils to classes, including composite classes

- The authority subscribes to the view that a number of professional considerations should be borne in mind when considering the classification of classes. In particular consideration should be given to ensuring that due account is taken of available resources of personnel for the effective management of the school. It is important for learning and teaching in the school as a whole that class classification allows for effective deployment of promoted of promoted and specialist staff together with the effective use of resources and teaching space.
- In the formation of new classes full account must be taken of existing successful groupings of pupils. Schools should use language and/or mathematics groupings as the baseline for decisions as to which class children are allocated. Within this broad guideline a language and/or mathematics working group could be defined as: (i) A number of pupils of broadly the same attainment who have shown the capacity of working well as a learning group; and/or (ii) The use of language and/or mathematics working groups as a criterion carries particular advantages.

- Working groups ensure the continuity and progression appropriate to the ability and aptitude of the children.
- Cohesive class groupings will largely be kept together thus minimising concerns for pupils and their parents.

Final responsibility for decisions on class formation

- Responsibility for the decision on class classification rests with the head teacher who must be able to produce documented educational and organisational evidence to support final structures. Head teachers should consult with promoted staff and teachers to inform the final decision on composite class formation.
- Community facilities available in the school and letting procedures: The school hall is available for let by local community groups, the Parent Council and the school in the evening. Please contact the School Office for more information.
 - Associated secondary school:
Greenfaulds High School, Auchenkilns Rd, Cumbernauld G67 4AQ (01236 794876)
 - Parent Council: please see Section 28 below (The Parent Forum)

3 Teaching Staff

- Head Teacher: Mrs Lesley McPhee
- Promoted Staff:
Depute Head Teacher: Mr Alan Miller
Principal Teacher (Acting): Mr Alexander Rutherford
- List of teaching staff and stages taught:

P1	Miss Jennifer Nicholson
P1/2	Mrs Vanessa Steel
P2	Mrs Michelle Harkins
P3	Miss Emma Calderhead/Mrs Maxine Tierney
P3/4	Mrs Jasmine Campbell
P4/5	Mrs Deborah Duncan
P5	Mrs Margaret Dickson/Mrs Maxine Tierney
P5/6	Miss Hannah Walker/Mrs Maxine Tierney
P6	Miss Rachael Anderson
P6/7	Miss Ashley Wilson
P7	Mrs Susan Mills
Interventions	Mrs Jennifer Lam

Clerical Support Staff:

Mrs Audrey McGowan	Senior Clerical Assistant
Mrs Jeanette Juba	Clerical Assistant
Mrs Adele Carroll	Clerical Assistant

School & Classroom Support Staff:

Mrs Sharon Ashbridge	Additional Support Needs Assistant
Miss Shannon Differ	Additional Support Needs Assistant
Mrs Carol Latta	Additional Support Needs Assistant
Mrs Allison McNaught	Additional Support Needs Assistant
Miss Erin McCrae	Additional Support Needs Assistant
Mrs Corrine Waugh	Classroom Assistant

Other Support Staff:

Mr Tommy Kilpatrick	Facilities Support Officer
Mrs Linda Hamilton	Lunch Time Supervisor

d) Total number of teaching staff (full time equivalent): 15

e) Nursery Staff:

Mrs Deborah Harty	Principal Lead
Miss Gillian McAra	Principal Lead
Mrs Jo-anne McMaster	Principal Lead
Miss Charlene Hyndman	Lead Practitioner
Miss Nair Da Silva de Moura	Early Years Key Worker
Mrs Dawn Heron	Early Years Key Worker
Miss Jenna Kinlan	Early Years Key Worker
Mrs Lisa Winchester	Early Years Key Worker
Mrs Julie Baxter	Early Years Support Worker
Mrs Emma Gallagher	Early Years Support Worker
Mrs Alison Barrie	Early Years Support Worker
Mrs Donna May Calgie	Early Years Support Worker
Mrs Ainslie Forrest	Early Years Support Worker
Miss Carly Skewis	Modern Apprentice

4 School Hours

- a) Opening, interval, lunch and closing times:

School Opens: 9.00am
Interval: 10.40am- 10.55am
Lunch: 12.35pm - 1.20pm
School Closes: 3.00pm

All P1 pupils will be required to attend full time from first day of school in August.

- b) A range of out of school care facilities are available locally.

- c) Nursery class - opening and closing times of each session:

Morning session: 8.00am until 12.45pm (across 48 weeks)
Afternoon session: 1.15pm-6.00pm (across 48 weeks)
Term-Time session: 9.00am-3.00pm (Term-Time 40 weeks)

- d) Our school calendar can be accessed on our website.

5 The School Year

Term and holiday dates for the forthcoming 2025/2026 session:

August

- Tuesday 12 August 2025 (Return date for teachers & in-service day)
- Wednesday 13 August 2025 (In-service day)
- Thursday 14 August 2025 (Return date for pupils)

September

- Friday 26 September and Monday 29 September 2025 (September weekend holiday)

October

- Monday 13 to Friday 17 October 2025 (October week)

November

- Monday 17 November 2025 (In-service day)

December - Christmas and New Year

- Schools close at 2:30pm on Thursday 18 December 2025
- Friday 19 December 2025 - Friday 2 January 2026 (Christmas holidays)

January

- Schools return on Monday 5 January 2026

February midterm break

- Monday 16 February 2026
- Tuesday 17 February 2026
- Wednesday 18 February 2026 (In-service day)

April - Spring holiday (Easter)

- Schools close at 2:30pm on Thursday 2 April 2026
- Monday 6 April - Friday 17 April 2026 (Spring break)
- Schools return on Monday 20 April 2026

May

- Monday 4 May 2026 (May holiday)
- Thursday 7 May 2026 (In-service day to coincide with Scottish Parliamentary election, but may be subject to change)
- Friday 22 May 2026 and Monday 25 May 2026 (May weekend)

June

- Schools close at 1pm on Friday 26 June 2026

6 Transfer/Enrolment

Information regarding transfer to and/or enrolment at Eastfield Primary School and Nursery Class can be obtained from the School Office.

PRIMARY 1 ENROLMENT FOR SESSION 2025/2026

Children who attain the age of 5 years between 1 March 2025 and 28 February 2026 should be registered for education during the week commencing Monday 13 January 2025.

Parents/carers can enrol their children at Eastfield Primary School at the following times:

- Monday 13th January – 1.15pm to 2.45pm;
- Tuesday 14th January - 9.30am to 11am;
- Wednesday 15th January – 1.15pm to 2.45pm; and
- Thursday 16th January - 9.30am to 11am.

Birth certificates and a current council tax notice must be produced.

Could we please ask parents/carers to bring the registration arrangements to the attention of any neighbours or friends who have children of age to start school?

Information for parent/carers about the registration of children in schools can be obtained from any school or by visiting <https://www.northlanarkshire.gov.uk/schools-and-learning/school-admissions/primary-school-registration-p1>.

Information on submitting an early entry request can be obtained from any school or by visiting <https://www.northlanarkshire.gov.uk/schools-and-learning/school-admissions/early-entry>.

Information on submitting a placing request can be obtained from any school or by visiting <https://www.northlanarkshire.gov.uk/schools-and-learning/school-admissions/placing-requests>.

Choosing a school booklet can also be downloaded from the Scottish Government website at www.scotland.gov.uk/Publications/2010/11/10093528/0.

Parent/carers who wish to defer entry for their child to Primary School and who wish to apply for an additional year of part time pre-school education should register their child for school as described above and complete the deferred entry application form which can be obtained from the Primary School.

Enquiries regarding Deferred Entry should be directed to the Head of Establishment in the first instance.

Further information regarding your catchment school can be obtained by visiting <https://www.northlanarkshire.gov.uk/schools-and-learning/school-catchment-transport-eligibility> and selecting school catchments.

7. Equal Opportunities

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

8 What is Curriculum for Excellence?

Curriculum for Excellence is implemented within the school and nursery.

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

The purpose of Curriculum for Excellence is encapsulated in the four capacities – to enable each child or young person to be

- a successful learner,
- a confident individual,
- a responsible citizen and
- an effective contributor.

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

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

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

Curriculum for Excellence is defined as:

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

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

These contexts are:

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

What are the Curriculum for Excellence levels?

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

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

What is the Broad General Education?

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

Curriculum Areas and subjects

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

The 8 curricular areas are:

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

The Senior Phase

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

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

- 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.

We report to parents/carers throughout the school and nursery year. This includes written reports and parent/carer consultations.

We involve parents/carers in their child's education and information, support and advice is given to parents/carers to help support children's learning at key stages, particularly when changes are being made.

Our health and wellbeing programme covers topics such as relationships, sexual health, parenthood and drug awareness. These are covered in an age-appropriate way and the programme has been approved by the Parent Council.

9. Additional Support Needs

Eastfield Primary School and 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.

1. We follow a staged approach to assessment and planning. The Depute Head Teacher coordinates additional support for learning. Pastoral care is provided initially by the Class Teacher, with support from the Senior Leadership Team as required.
2. We cater for a range of additional support needs within the school. This involves working in partnership with appropriate external agencies, including NL Virtual School, Educational Psychology, Speech and Language Therapy, Occupational Therapy, Counselling, Social Work, Community and Learning Development, NL Carers Together, School Nurse, CAMHS and the Neuro-developmental Pathway.
3. We support children or young people with English as an additional language.
4. Care experienced children i.e. children who are cared for directly or whose care is supervised by the local authority are deemed to have additional support needs unless assessment determines otherwise. We use The Promise to guide our planning for care

experienced children. The Depute Head Teacher is the designated lead professional in this area.

5. Parents/carers and young people can request an assessment at any time to establish whether a child or young person has additional needs and/or requires a Co-ordinated Support Plan.
6. Getting it Right for Me plans:
GIRFMe plans enable staff to plan effectively for children and young people when interventions are required to support their learning and improve outcomes. Parents/carers and pupils are an essential part of the assessment; planning and review processes and their views will be actively sought.

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

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

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

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

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

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

10 Improvement Plan

The priorities for 2024-2025 are:

Improvement Plan Summary	
Cluster Priority:	<ul style="list-style-type: none">• Improvement in outcomes for our Care Experienced learners.• Increased attendance through improved transitions and improved wellbeing.• Improvement of tracking, monitoring and assessment through cluster moderation to raise attainment.
School Priority 1:	Improvements in reading and writing through a relevant and challenging interdisciplinary based curriculum led by pupil voice and choice.
School Priority 2:	Improvements in learner participation, engagement and skills through effective integration of digital technologies.
Nursery Class Priority:	Improvements in reading and writing through a relevant and challenging interdisciplinary based curriculum led by the child's voice and choice.

The school undertakes rigorous self-evaluation with parents, carers and children. This self-evaluation informs the improvement priorities for the next academic session. These are issued to parents at the start of each new session. Similar activity takes place at a cluster level.

The school has achieved a number of awards:



We also share information regarding our achievements and school performance on our website, X (formerly Twitter), Microsoft Teams and via monthly newsletters.

Our recent Annual Improvement Plans and Annual Improvement Reports have included a focus on improving standards in relation to literacy, numeracy and health and well-being. This also details how we involve parents/carers in their children's learning.

Our most recent inspection reports can be accessed at:

HMIe: <https://education.gov.scot/inspection-and-review/find-an-inspection-report/find-an-inspection-report/details?id=2486>

Care Inspectorate:

<https://www.careinspectorate.com/berengCareservices/html/reports/getPdfBlob.php?id=314890>

11 Homework

Class Teachers issue homework (differentiated based on age, stage and current academic ability) on a regular basis, normally using Microsoft Teams. Children and parents/carers can choose to complete this digitally or in paper form.

12 School Ethos

We want our children to SHINE.

Our values (created by our children) are Successful, Happy, Included, Nurtured and Engaged. We encourage our children to do this in school and in activities outwith school. We celebrate their success in class and at whole-school gatherings.

We work with a range of partners to support the delivery of our curriculum and provide opportunities and experiences for our children. These include NL Active Schools, NL Virtual School, NL Digital School, PGL Limited, Scout Association, Dodds of Troon, New College Lanarkshire, Greenfaulds High School, St Maurice's High School, HSBC, Social Enterprise Academy, Cumbernauld Rugby Club, Scottish Cycling, Cumbernauld Centurions and Clyde River Foundation.

Our Relationships and Anti-bullying Policy promotes positive behaviour, good relationships, and motivates pupils.

13 Spiritual, Social, Moral and Cultural Values

The school and nursery are non-denominational and comply with the Council's policies on religious education and religious observance. 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.

14 Extra-Curricular Activities:

We work with a number of partners and with the support of parent helpers to provide a range of extra-curricular activities, including clubs, games and outings. We use our school facilities (gym halls, ICT room and outside spaces) and Broadwood Stadium (in partnership with NL Active Schools and New College Lanarkshire). Annual trips also take place to Ford Castle Residential Experience (P7), Fordell Firs Scout Camp (P6) and Titanic Belfast (P5).

15 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 at: foirequest@northlan.gov.uk.

16 General Data Protection Regulations (GDPR) Statement for Education

What is this statement?

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

Who are we?

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

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

The Council has a legal obligation to deliver an effective education service to all children and young people in North Lanarkshire. In order to do this, we need to collect personal information about children, young people and their families so that we can help them to learn and keep them safe.

Legal basis for using your information

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

Your personal information

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

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

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

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

How will we use this information?

Your personal information will be used:

- to enrol your child or young person in nursery or school
- to provide your child or young person with an appropriate education
- for teaching, assessment and planning purposes and to monitor educational progress of children and young people
- to support pupil learning, improve outcomes and identify where additional support is needed to help children and young people
- to provide appropriate pastoral care to support health and wellbeing of children and young people
- to keep children and young people safe
- to maintain records e.g. of attendance, absence, attainment and behaviour of children and young people (including exclusions)
- to support children and young people during transitions when moving on each year from nursery to primary, primary to secondary and when they move or leave school
- to enable schools and establishments to process personal data in support of SQA and Further Education
- to 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 the Council website.

Your rights under GDPR

You can:

- Request access to your information – you have the right to request a copy of the personal information that we hold about you, your child or young person. You can ask

us to confirm what personal information is being used and with whom it has been shared with.

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

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

The Council's Data Protection Officer

If you have any questions or are unhappy about the way that we use the personal information of your child, young person or yourself you can contact the Data Protection Officer.

Data Protection Officer (DPO), Civic Centre, Windmillhill Street, Motherwell ML1 1AB

or by email to AITeam@northlan.gov.uk

The Information Commissioner

You also have the right to complain to the Information Commissioner about the way the Council has handled your rights, to enquire about any exercise of these rights or to complain about the way the Council has dealt with your rights (or any other aspect of data protection law).

Information Commissioner's Office, 45 Melville Street, Edinburgh, EH3 7HL

or by e-mail to casework@ico.org.uk

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 and achievement, target resources better.

Your GDPR rights

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

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

Further details are available on:

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

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.

Want more information?

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

17 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 the Child Protection Co-ordinator will follow North Lanarkshire Child Protection Procedures and Guidelines

Child Protection Co-ordinator is: Lesley McPhee (Head Teacher) 01236 632106

18 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: Lesley McPhee (Head Teacher)

19 School Discipline

The school follows North Lanarkshire Council's guidance and Scottish Government's "Included, Engaged and Involved (Part 3)" in relation to discipline. We also use our school values and Relationships and Anti-Bullying Policy to support this. Children are encouraged to be display kindness, respect and tolerance. Indiscipline is dealt with by members of school staff as appropriate, alongside parental co-operation when required.

Anti-bullying

The school's Relationships and Anti-bullying Policy promotes an ethos of positive behaviour ethos and aligns with NLC's Promoting Positive Relationships: Respect for All: Anti Bullying Policy (May 2019).

Supervision in Non-Class Times

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

20 Home and School Links:

Parents/carers are encouraged to be active participants in their children's learning. Reference is made to the sections of Homework and the Parent Council. The school provides a number of opportunities for parents/carers to engage with and participate in their children's learning across the school year, including Showcase of Learning,

school trips, Social Enterprise, class assemblies, school performances and Team Around the Child meetings (as appropriate). We also regularly report to parents/carers about their child's performance, including via parent/carer consultations and yearly written reports.

If parents/carers wish to discuss any aspect of their child's learning, they should contact their child's Class Teacher in the first instance.

School and authority policies can be accessed via the school website.

School complaints

Our customer care service is there to help parents/carers. We aim to provide the highest quality education services to our children and young people.

We understand that sometimes things can go wrong, so if you have a complaint, please contact the headteacher of the school in the first instance. This will ensure that your complaint is dealt with at the school and is resolved as soon as possible.

All complaints are dealt with using our complaints procedure which is applied consistently across all schools.

Unacceptable Actions Policy

There may be occasions when parents, carers or other representatives of children and young people would like to discuss a particular issue with a member of staff at a school, family learning centre or headquarters. We will always work hard to resolve any issues with you and if they can't be resolved complaints can be submitted through our complaints process.

However, occasionally, the behaviour or actions of some individuals making a complaint can be excessive and can result in staff being abused, feeling intimidated or fearful or it can impede on staff's ability to continue to do their daily work and deliver a quality service.

We do understand that there are times when people behave in a way that is out of character due to other factors and we will always consider that. But excessive behaviour that is overly aggressive, unreasonable or abusive in any way is not acceptable and our Unacceptable Action Policy outlines how we deal with these instances.

[Unacceptable Actions Policy \[4.23 MB\]](#)

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

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

Extended leave with parental consent

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

Leave in such circumstances will be authorised under circumstances such as

- Extended overseas educational trips not organised by the school
- Short-term parental placement abroad
- Family returning to its country 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.

The school follows NLC procedures for the promotion and enforcement of positive attendance. The school investigates unexplained absence and the authority has the power to write to, interview or prosecute parents/carers, or to refer pupils to the Reporter of the Children's Panel, if necessary.

22 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. 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 to other pupils or to be used by others to do so.

Parents/carers in receipt of a clothing grant from the Council will be encouraged to purchase items which are in accordance with the school dress code. Approval of any requests for such grants in other circumstances are at the discretion of the Executive Director of Education and Families. Information and application forms may be obtained from the Council website [Free school meals and clothing grants | North Lanarkshire Council](#)

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 £796 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 2025.

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

The Council wishes to minimise claims arising from the loss of pupils' clothing and/or personal belongings. Parents/carers are asked to assist in this area by ensuring that valuable items and unnecessarily expensive items of clothing, jewellery, etc., are not brought to school. Parents/carers should note that any claims submitted to cover the loss of such things are likely to be met only where the authority can be shown to have been negligent.

23 Meals

School

Children may either bring a packed lunch or use the school canteen. Menu options are available on the NLC website.

Children of parents/carers receiving Income Support, Job Seekers Allowance (income based), and Employment & Support Allowance (income related), Universal Credit (with an income below £796 per month), are entitled to a meal without charge.

All P1 to P5 pupils are entitled to a free meal and free milk. 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 [Free school meals and clothing grants | North Lanarkshire Council](#)

Payments for lunches are made via our online payment system and further information regarding this is available from the School Office.

Nursery

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

Keyworkers will advise parents/carers regarding children bringing snacks to nursery.

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

24 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/carers are advised to time any placing requests so that they take effect from the beginning of the new school session.

Every effort will be made to try to meet the parental wishes, but you should note that it is not always possible to grant every placing request to a particular school.

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

Further information on placing requests and procedures is available from the school or the council's website.

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

25 Transport

General

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 can apply on the Council website. Applications should be submitted by the end of February for those pupils beginning school in August to enable the appropriate arrangements to be made.

Applications may be submitted at any time throughout the year but may be subject to delay whilst arrangements are made.

There is discretion in certain circumstances to grant privilege transport for pupils to travel in transport provided by the authority, where spare places are available and no additional costs are incurred.

Applications can be made online at the Council website [Free school transport | North Lanarkshire Council](#)

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.

26 Medical and Health Care

Medical and dental inspections form part of our school calendar.

If a child takes ill at school, staff (including, if appropriate, our First Aider, Mrs Ashbridge) will assist them. If the matter requires to be escalated, parents/carers, health or emergency services will be contacted (as appropriate).

Parents/carers must inform the school of any particular medical requirements and of the arrangements to be made if a child has to be taken home.

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 that at an educational establishment.

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

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

27 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 twitter.

28 The Parent Forum

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

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

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

EASTFIELD PRIMARY

PARENT COUNCIL



What is the Parent Council all about?

We're a small friendly group who try to represent all parents/carers of children at Eastfield Primary School. We work to support and improve the school community, working with the *Parent Forum* and the School team.

Who is in the Parent Forum?

You are. Any Parent or Guardian, with children at the school are part of the Parent Forum. Your input is important to the school, the children who attend it and how it is shaped.

Who can join the Parent Council?

Parents and Carers of children who attend Eastfield Primary. We always welcome new members and supporters. Meetings are held regularly.

Who are your current Parent Council post-holders?

Pamela Gunn & Cherie Peacock – Co-Chairs

Suzanne Breakell – Vice Chair

Frances McLaughlan – Treasurer

Scott Goldie – Secretary

Karolynn McKechnie & Gillian Caldwell – Co-Communications secretaries

Many other parents attend our meetings to find out what's going on with the school, to raise issues and contribute to our discussions. There's never any pressure to take on extra commitments, your presence and interest is just as valuable. We're very happy to feedback any issues/questions on your behalf – please approach us!

Email us at: eastfieldprimaryparentcouncil@mail.com

Follow us on X: @eastfieldPC

The Parent Council's rights and duties include:

- supporting the work of the school;
- representing the views of parents/carers;
- consulting with parents/carers and reporting back to the Parent Forum on matters of interest;

- promoting contact between the school, parents/carers, 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 acts as the professional adviser to the Parent Council and has a right and a duty to attend all Parent Council meetings.

29 Names and Addresses

- Education and Families Manager: Mrs Bernadette Hunter
- Education and Families: Civic Centre, Motherwell ML1 1AB
- Cluster Integration and Improvement Lead: Mrs Lorraine White (contact via school)
- Councillors for the school: Danish Ashraf, Gordon Currie, Tom Fisher and Alan Masterton
- Information on NLC Councillors can be found here: [CMIS > Councillors](#)

30 Specialist Terms

GIRFMe – Getting It Right For Me (part of the GIRFEC agenda; Getting It Right For Every Child).

31 Qualifying Statements

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 have 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 \(www.gov.scot\)](https://www.gov.scot)

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

Website: www.enquire.org.uk for parents/carers and practitioners

Website: www.enquire.org.uk for children and young people

Children in Scotland - Resolve Mediation

0131 313 8844 [07955 788967](tel:07955788967)

Email: resolve@childreninscotland.org.uk

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

Cumbernauld - Kildrum Health Centre

01236 721354

Cumbernauld - Condorrat Health Centre

01236 733221

Social Work

Cumbernauld/Chryston
Tel No 01236 638700

Community Learning & Development Locality Offices

North CLD Locality Office

Pivot Community Centre

Glenmanor Ave

Moodiesburn

G69 0DL

Tel: **01236 638393**

E: CLD-North@northlan.gov.uk