

Chapelhall Primary School



School Handbook

Chapelhall Primary School Vision

- where hard work makes dreams come true
- where we have respect for everyone
- where we involve the community in our learning.

**ISSUE DATE
DECEMBER 2019**

North Lanarkshire Council Motto - We Aspire - Live Learn Work Invest Visit

North Lanarkshire Council Pledge -

- By improving learning and teaching
- Raising achievement and realising potential
- Encouraging lifelong learning
- Working with communities for a better future
- Listening and learning together
- Celebrating Success
- Respecting the dignity and value of all
- Giving pupils and staff a safe, happy and attractive place to work

'Raising Achievement for All' forms the overarching strategy for the service. Subtitled 'Experiences to Last a Lifetime', this strategy aims to harness the combined forces of Learning & Leisure Services to provide a rich set of learning opportunities and experiences for young people and adults which begin in the classroom, nursery and learning centre and extend out into the community and the wider world beyond. In seeking to offer 'Experiences to Last a Lifetime', we will also draw upon 'a lifetime of experiences' already there in the communities which make up North Lanarkshire.

WELCOME

Dear Parent/Carer,

On behalf of all Chapelhall Primary staff members I would like to extend a very warm welcome to you as partners with us in the education of your child. Chapelhall Primary School is a non-denominational co-educational school serving the community of Chapelhall. We are delighted to share a joint campus with St Aloysius Primary and Honeywell Nursery and we regularly have joint activities and events throughout the year.

We care about knowing, understanding and developing all our pupils and we value parents as you have a vital role in your child's development and progress. We work closely with other agencies to make sure all pupils are well-supported and we have a dedicated and hard-working staff who strive to provide challenging and exciting learning opportunities. We are able to offer a large range of after school clubs and activities and we are delighted to have achieved our 2nd Sports Scotland Gold Award, Fair Trade Status and 5 ECO Flags.

We are a busy but welcoming school and I hope to meet you many times over the years to come as you join in the life of the school. We look forward to your co-operation and support.

Best wishes

Suzanne A Brown (Head Teacher)

December 2019

The educational aims of this school are outlined below:-

- To develop each pupil's talents as fully as possible in all curricular areas.
- To set the highest realistic standards in work and behaviour.
- To provide adequate and appropriate resources to support the learning process.
- To encourage the pupils to consider their education as a life long process.
- To provide a forum for individual needs where pupils, staff and parents are respected.
- To provide equal opportunities and social justice.
- To provide a service which recognises our ever changing society.

➤ 2. SCHOOL INFORMATION

CHAPELHALL PRIMARY SCHOOL

1 HONEYWELL CRESCENT

CHAPELHALL

AIRDRIE

ML6 8XW

TELEPHONE: 01236 632138

E-MAIL ht@chapelhall.n-lanark.sch.uk

Email enquiries@chapelhall.n-lanark.sch.uk

WEBSITE: www.chapelhall.n-lanark.sch.uk

Twitter: @chapelhallPS

The planning capacity, detailed in the Standard Circular H3 return is 285. In addition to this, the school has access to 62 temporary spaces. These are not included in the capacity calculations because of their temporary nature. The area per pupil of 2.1 was raised from the previous ratio of 1.7 but, as this is not a statutory requirement, can be reduced if required. The capacity of the school is currently under review by North Lanarkshire Council.

Parents should note that the working capacity of the school will vary dependent upon the number of pupils at each stage and the way in which the classes are organised.

Present Roll - 312 pupils in classes P1-7

Capacity of the school - 285 pupils

Composite classes

We regularly have to form composite classes within the school and after discussion with teaching staff and Parent Council members it was agreed that composite classes, where necessary, would be formed with working groups of children. This has since become policy. In recent years we have used groups of children at a similar stage of reading although other groupings may be used.

Community Facilities/Letting Procedures

It is Council policy for school accommodation to be made available for community use outwith school hours. Enquiries should be directed to:-

Education & Families

Civic Centre

Windmillhill Street

Motherwell, ML1 1AB

Telephone 01698 403200

Let applications must be received at the above office at least one week prior to the date required. A let required that may affect other users will require at least one month's notice. All let applications must be in writing to the above office before being processed. No lets will be granted by telephone.

3. TEACHING STAFF

Head Teacher:	Mrs S Brown
Depute Head Teacher:	Mrs L Rutherford
Principal Teacher:	Mrs A Cameron

Our current staffing is 15.2 FTE (Full Time Equivalent)

Present classes

P1a	Miss Woodley
P1b	Miss Iafrate
P2/1	Mrs Heron
P2/3	Miss Hendrie
P3	Miss Mort/Mrs Madden
P3/4	Mrs Waugh/Mrs Madden
P4	Mrs Provan/Mrs Creighton
P5	Mrs Carlin
P6/5	Mrs Graham
P6	Miss Bryce
P7/6	Miss Rogerson/Mrs Horner
P7b	Miss Riach

McCrone Cover - Senior Management Team

Support Staff

Mrs L Baillie	Senior Clerical Assistant
Mrs A Kennedy	Clerical Assistant (Tues - Friday)
Mrs K Coll	Classroom Assistant
Mrs A Gallacher	Additional Support Needs Assistant
Miss L Cornes	Additional Support Needs Assistant
Miss Wilmot	Additional Support Needs Assistant (T-F)

4. SCHOOL HOURS

9.00am	-	12.00pm
12.00pm	-	12.45pm (Lunch)
1.00pm	-	3.00pm

There is a morning interval between 10.30am - 10.45am when healthy snacks are sold by the Catering Staff. There is a Breakfast Club run for both schools daily. It opens at 8.15am.

OUT OF SCHOOL CARE

This is based within the school building, 1 Honeywell Crescent, Chapelhall from 3pm - 6pm. Contact Kiddiecare on 07964480316 or 07989314467

5. THE SCHOOL YEAR

THE SCHOOL YEAR 2020

Re-open		Monday 6 January 2020
Mid Term	Closed	Monday 10 February 2020
	Closed	Tuesday 11 February 2020
In-service Day	Closed	Wednesday 12 February 2020
In-service Day	Closed	Thursday 13 February 2020
Easter	Closed	Monday 6 April 2020
	Re-open	Monday 20 April 2020
May Day	Closed	Friday 8 May 2020
In-service Day	Closed	Monday 11 May 2020
Mid Term	Closed	Friday 22 May 2020
	Closed	Monday 25 May 2020
	Closed	Wednesday 24 June 2020

PROPOSED DATES FOR SESSION 2020/2021

Teachers return		Tuesday 11 August 2020
Pupils return		Thursday 13 August 2020
Local holiday	Closed	Friday 25 September 2020
	Closed	Monday 28 September 2020
Mid Term	Close	Friday 9 October 2020
	Re-open	Monday 19 October 2020
In-service Day	Closed	Monday 16 November 2020
Christmas	Close	Wednesday 23 December 2020
Pupils return		Monday 5 January 2021
Mid Term	Closed	Monday 8 February 2021
	Closed	Tuesday 9 February 2021
In-service Day	Closed	Wednesday 10 February 2021

6. Enrolment

Children whose 5th birthday lies between 1st March 2020 and 28th February 2021 should enrol during January 2020. Details appear in the local press and local shops. A full programme for transition activities will be sent to all parents who enrol inviting them to have a visit to the school, take part in workshop activities and share a lunch with their child using the catering facilities. All children and a parent are also invited for a session in the Primary One classroom.

All other parents who seek a place for their child in the school should put their request in writing to North Lanarkshire Council as follows:

Civic Centre
Windmillhill Street
Motherwell
ML1 1AB
Tel. No: 01698 403120

Please note that Primary One pupils will attend full time from the first day of the session.

7. EQUAL OPPORTUNITIES AND SOCIAL JUSTICE

Care is taken to observe both the spirit and the letter of the Equal Opportunities Act (1975). Staff are mindful of the need to base learning opportunities on an individual pupil's aptitudes and interests regardless of disability, gender or religion. Racial harassment will not be tolerated. Therefore anyone disregarding this rule will be disciplined.

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

The equality and human rights commissions technical guidance for schools in Scotland is the essential guide for the school community to promote equality. This information can be accessed at:

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

8. SECURITY POLICY STATEMENT AND PROCEDURES

"Our aim is to make our school welcoming, happy and safe for everyone"

- We ask staff and pupils to think carefully about their own safety
- We lock pupils' gates and doors after the start of the school day
- We ask all visitors to sign in and out and to wear a "visitors badge" when in the school grounds
- We ask all visitors to follow carefully the signs both outside and inside the building-especially around our school roadway and parking areas
- We ask visitors not to go directly to classrooms but to report to the office first rather than going directly to classrooms
- We ask you to let us know if you see anyone acting suspiciously near our school.
- We ask that there are no dogs brought into the school grounds at any time.
- We ask you to share with us any ideas you may have to make our school safer.

During adverse weather conditions we open the school earlier to allow pupils to come in. This may be dependent on staffing levels. Parents should encourage their children to follow Road Safety rules around the campus and show responsibility for their own belongings to avoid trip hazards.

9. CURRICULUM FOR EXCELLENCE

What is Curriculum for Excellence?

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

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

What are the curriculum areas in Curriculum for Excellence?

There are eight curriculum areas:-

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

Importantly, literacy and numeracy are given added importance because these skills are so vital in everyday life. All teachers will have responsibility to teach literacy, numeracy and Health and Wellbeing.

Learning is divided into two phases.

The Broad General Education (BGE) is from Nursery until the end of Secondary School Year 3. Learning is divided into levels. The levels are as follows:-

<u>LEVEL</u>	<u>STAGE</u>
Early	the pre-school years and P1 or later for some
First	to the end of P.4 but earlier or later for some
Second	to the end of P7, but earlier or later for some
Third and fourth	S1-S3, but earlier for some
The SECOND PHASE is from Secondary School Year 4 and beyond	
Senior Phase	S4 - S6 and college or other means of study

How will my child's learning be assessed?

A range of assessment activities take place throughout the school year. This could include spelling and mental maths tests organised by the class teacher as well as standardised assessments such as the SNSA assessments the Scottish Government require us to implement in P1, P4 and P7. All assessment information helps inform the teacher of pupils' next steps in learning.

There will be new ways of assessing each child's progress to make sure that potential is achieved. New qualifications for secondary pupils are being developed:-

- National 4 and 5 qualifications from 2013/2014
- Access, Highers and Advanced Highers to be updated to reflect Curriculum for Excellence
- New Highers in most subjects were introduced in almost all North Lanarkshire Schools in August 2014.

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

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

How CfE is being implemented in Chapelhall Primary School

Our curriculum follows National and North Lanarkshire Council Guidelines and reflects current good educational practice. We design our curriculum to follow the new Curriculum for Excellence guidelines. Children have the opportunity to study the following areas of learning -

Language: Reading, Written Language, Oral Expression, Comprehension, Appreciation, Listening and Observational Skills, Use of Reference Materials. P1-P3 use a range of materials which include Storyworlds and P.M. readers. Kingscourt, Literacy Extracts and Novel Studies are also widely used in junior and upper school, as they are "real" reading experiences. We have Library facilities in the classrooms and classes have access to the local library. Each class has access to computers and Ipads and use the Internet for research.

Mathematics:

Some of the resources we tap into for maths are ...
 SEAL Maths, Heinemann, Teejay and various resources on the internet.
 Extension materials are used where appropriate to support and challenge pupils.
 Mental Maths and problem solving activities are regular parts of children's experience in class.

Interdisciplinary Studies - known as IDL:

These may touch on History, Geography, Science, Nature Study, Health Education and Technology but will also have core Maths, Language and Health and Wellbeing aspect.

We can plan outings to enhance and illustrate topic work. Children do not study all of these subjects at one time, but over time should have a broad based educational experience throughout the school and we also respond to local and national events.

Aesthetic Subjects: Music, Art, Craft, Dance, Drama

Children receive instruction in these skills and are given the opportunity to put them into practice. Theatre visits to the school, and our class assemblies, further enhance this area.

Brass Tuition & Strings:

A substantial group of pupils from P5, P6 & P7 have weekly tuition from a professional musician for brass or violin. Children are selected by the tutors according to aptitude.

Physical Education: Football, Netball, Gymnastics, Athletics and Dance are taught in school. We strive towards sending P7 each year on a trip to an outdoor centre such as Kilbowie. This combines field studies with an introduction to rock climbing, abseiling etc. This kind of visit is dependent on staff being able to give up their own time to take the children on overnight trips.

Computer Skills:

Computer skills are taught and software programmes are linked with the curriculum throughout the school. The school has a range of Computer hardware and all classes can access the internet. Interactive Smartboards are in use across the school. We aim to constantly upgrade and increase our stock although it is a very costly area to resource, especially in consumables. We are also using Twitter as a way of sharing our learning.

R.E. & Moral Education :

Three religions are studied in school : Christianity, Islam and Judaism. We also cover Personal & Social Development through class discussion to encourage positive attitudes. Children are encouraged to develop self-esteem, confidence, resilience and an awareness of other's needs. Values are examined in the life and work of the school and through assemblies.

Modern Languages:

We teach French in P1 to P7 and staff continue to undertake training in French or Spanish as we prepare to implement the Scottish Governments initiative of '1 + 2' languages by 2021.

Shared Planning:

Each term teachers will email copies of the key areas of learning in their class. We call this our shared planning sheets and helps to inform parents of what the children will be learning so they may help at home. Paper copies are available on request.

School Improvement Planning:

In order to continue to improve a strategic School Improvement Plan which details how we will undertake each task and how we will know we have achieved each item. This is available on request.

Educational Visits:

Educational visits are regularly arranged to enhance and enrich pupil experiences. These may include sites of historical or environmental interest or cultural experiences. Details of the limited insurance cover can be obtained from the Headteacher.

PARENTAL CONSULTATIONS

Appointments are issued twice each year for family to meet with class teachers confidentially to discuss pupil's progress. In order to ensure all families are given an appropriate amount of time to meet with their child's class teacher, families will receive **one** appointment per child at each of the Parent Meetings one in November and one in May. It will then be for the families themselves to decide who comes to these meetings. Please make every effort to attend.

Should you require further meetings, please contact the school office staff (tel: 01236 632138) and an appointment will be arranged.

It has been helpful on occasions for parents to speak to a member of our Senior Management Team on the telephone to ascertain the nature of enquiries.

10. ADDITIONAL SUPPORT NEEDS (ASN)

Chapelhall Primary School complies with the Education (Additional Support for Learning) (Scotland) Act 2009 and the Additional Support for Learning Statutory Guidance 2017.

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

Support for Learning Policy, available from the school on request, which is consistent with North Lanarkshire Council guidelines.

Pupils with additional support needs are identified by the class teachers or other agencies and then parents/carers would be contacted regarding further assessment if required. Assessment, planning, provision and continual review. Learning and Leisure services follow a staged intervention process, that is:

Level 1 - Internal support, where education staff identify that a child or young person needs support or planning which can be met within the existing classroom or playroom setting

Level 2 - Internal support, where education staff identify that a child or young person needs support or planning from within the school or early years establishment.

Level 3 - External support from within learning and leisure services, where it is identified that the child or young person requires support or planning from beyond the school or early years setting but within educational services

Level 4 - External support provided on a multi-agency basis, where the child or young person's needs are identified as requiring support or planning from multi-agency services and these support needs are likely to last for more than one year.

Parents are consulted as co-operation at home is essential for all pupils to achieve their full potential. We also have an Additional Language member of staff currently offering weekly support in school.

Looked After Children ie 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 Head Teacher is responsible for all matters related to Looked After children within the school.

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. Parents and young people can request of the authority to establish whether a child has additional support needs. They can also request an assessment at any time.

Planning

Getting it Right for Me plans (GIRFMe) enable staff to plan effectively for children and young people with Additional Support Needs.

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

Dispute Resolution

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

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

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

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

Details of where information regarding the school's performance at Local and National level can be obtained e.g. signposting to a website where this information is posted.

11 IMPROVEMENT PLAN

This session we have 3 main areas for development as detailed in our School Improvement Plan (SIP):

- To further develop practice in Numeracy & Literacy in line with national developments.
- To further develop planning and experiences in all aspects of Health and Wellbeing in line with A Curriculum for Excellence and improve the physical health of our pupils.
- To develop understanding and enhance practice in the Developing the Young Workforce (DYW) throughout the school.

Information regarding the school's performances at Local and National level can be obtained through www.educationscotland.gov.uk

12. HOMEWORK

Parents in Chapelhall Primary are encouraged to sign homework notebooks. This is a good indication of our home/school links. Most children will have reading to practice at home, spelling and sentences from P3, P4 and even "can you find out?" questions. A homework guide is issued to parents at the start of each session and outlines the wide range of activities which the pupils may be asked to do. As always, your co-operation and support are appreciated. 15-20 minutes would be a reasonable time to complete homework tasks. We would also encourage all of our children to try to complete at least 20 minutes of 'reading for enjoyment' each day as this significantly improves their overall literacy skills quite dramatically. All pupils are encouraged to participate in online activities to support learning in and out of school including the use of Sumdog with the school also participating in local and national competitions. We also use Twitter to share learning at home tasks and celebrate wider achievement. In classes children also regularly set individual targets and then complete a reflection on their progress in learning in their Snapshot jotters.

13. SCHOOL ETHOS

In Chapelhall Primary School we have high expectations of our all children and we regularly share our schools' vision with them that ' Hard work makes dreams come true'. We have a very positive, inclusive ethos working closely with our joint campus partners in St Aloysius Primary School and Honeywell Nursery often holding joint events and activities such as the annual Carol Concert and Burns Suppers.

We expect a high standard of behaviour and effort at all times and encourage our children resolve to minor issues themselves with increasing confidence. We discuss our 'Relationship Rules' to maintain our standards of behavior and readiness to learn regularly in assemblies and within the day-to-day running of our classes.

Our Relationship Rules are:

Ready
Respectful
Safe

Many of our class assemblies focus on developing positive relationships with each other, with others in our campus and with our wider community and we have visits from local clergy to support us in developing and enhancing our ethos.

We celebrate our children's success in a number of ways including items on Twitter and Success Walls displaying pupil work in the infant and senior areas, and through our House Point system rewarding success individually and as a House. We also value celebrating success in activities outside of school in our weekly assemblies and we recognise particular achievements through monthly nominations in the Golden Book. We have an active Pupil Council which help us plan activities and events and to gather children's views about our school.

We have business partnerships with St Andrew's Hospice and The Coop and together we seek to enhance the learning experiences of our children. We annually undertake a number of fundraising activities for St Andrew's Hospice. These business partnerships are designed to be two-way with children learning about the World of Work and gaining some understanding of the skills they will need in adulthood.

14. SPIRITUAL, SOCIAL, MORAL AND CULTURAL VALUES

Religious, social, moral and cultural issues are taught by class teachers either as a topic or during weekly lessons.

Our whole school meet weekly in the main hall for Assemblies, Celebrating Success and House Meetings. We respect this special time for sharing a story, event or activity. We also invite a variety of visitors to share at our assemblies including the Lanarkshire Foodbank and other charities, our school Chaplain and other religious members of our local school community. **Should you wish your child to withdraw from any of these activities please let the Headteacher know in writing. Parents provide topic work for their children during this time.**

Parents/Guardians from ethnic minority religious communities may request that their children be permitted to be absent from school in order to celebrate

recognised religious events. Only written requests will be considered. Appropriate requests will be granted on not more than three occasions in any one school session and the pupil noted as an authorised absentee in the register.

Special arrangements can be made for children during religious occasions, e.g. Ramadan, but please let the Headteacher know of the requirements in writing.

15. EXTRA-CURRICULAR ACTIVITIES

We are very fortunate to be able to access a large gym hall and an Astroturf area which allows school staff to provide a range of extra-curricular activities. These include Netball, Football, Multi-sports, Badminton, Orienteering, Cross Country, Bowls and Kurling and Bikeability, at different times throughout the session. Our Active Schools Co-ordinator also arranges a variety of activities during the year as coaches are available.

16. FREEDOM OF INFORMATION

The Freedom of Information (Scotland) Act 2002 came into force on 1 January 2005. The Act allows anyone to ask for information from 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 and Records Management Officer can be contacted by telephone on 01698 524712.

17. DATA PROTECTION

Privacy statement for enrolment of pupils in a North Lanarkshire school

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

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

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

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

How will we use this information?

Your personal information will be used:

- to provide your child or young person with an appropriate education
- for teaching, enrolment and assessment 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 of attendance, absence 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.

Who do we share information with?

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

We also share information with Scottish Government and bodies such as Education Scotland, Scottish Qualifications Authority, Skills Development Scotland and other organisations that support children and young people's learning.

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

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

How long do we keep your information for?

We only keep personal information for the minimum period of time necessary. Sometimes this is set out in law, but in most cases it is based on what we need to fulfil our function. We maintain a 'records retention and disposal schedule' which sets out how long we hold different types of information for. You can view this on our website at <http://www.northlanarkshire.gov.uk/index.aspx?articleid=15003> or you can request a hardcopy of this from Education and Families, Civic Centre, Windmillhill Street, Motherwell, ML1 1AB.

Your rights under data protection laws

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

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 data protection rights

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

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

Concerns

If you have any concerns about the ScotXed data collections you can email school.stats@scotland.gsi.gov.uk

or write to The ScotXed Support Office, SEGP, Area 1B, Victoria Quay, Leith, EH6 6QQ. Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, braille and large print.

Want more information?

Further details about ScotXed data exchanges are available on the ScotXed website, <http://www.scotxed.net>.

18. 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 Headteacher is responsible for the schools actions in response to Child Protection concerns.

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

Child Protection Co-ordinator is: Mrs Brown Headteacher
Telephone Number: 01236 632138

Adult Protection Co-ordinator is : Mrs Brown Headteacher
Telephone Number: 01236 632138

19. SCHOOL DISCIPLINE

The list below was compiled so that a mutual consideration would enhance the relationship between pupils and teachers to be similar to that between the child and his/her own parents.

FOR MANY YEARS NOW WE HAVE BEEN PROMOTING POSITIVE BEHAVIOUR, THEREFORE -

- Pupils are expected to arrive on time i.e. prior to 9am and 12.45 pm.
- For reasons of safety it is essential that everyone walks within the school.
- All food and drink must be consumed either in the playground or dining hall.
- All litter must be deposited in the bins provided.

- To avoid undue disruption in class, pupils are encouraged to use the toilet facilities during the morning interval and lunchtime.
- Pupils are expected to be polite and obedient, remembering that fighting, quarreling, bullying, use of bad language, name calling and hurtful remarks will offend others.
- Sufficient playground areas are available to share. Children are expected to play within these confines.
- Throwing snowballs, stones, etc., is very dangerous and prohibited.
- Pupils must not leave the school playground after a packed lunch or cafeteria meal.
- Personal property is brought to school at the owner's risk e.g. clothing, school bags, etc., and these should be clearly marked with the pupil's name. Children should not interfere with items they do not own.
- Mobile phones are not used by pupils within the school premises. Calls are made from the school office.
-

RELATIONSHIP RULES

- Ready
- Respectful
- Safe

Class rewards are available for all who have kept the rules. These often have a mix of children from different stages in the school and engage in a wide selection of fun activities of their own choice and planning.

Any child being disruptive in class or the playground may result in loss of class rewards if a verbal warning goes unheeded. The children have opportunity to earn back any lost rewards by demonstrating a significant improvement in their behaviour.

Parental co-operation is essential to assist the promotion of excellent standards and we would always seek to work alongside parents to resolve any issues. If your child is involved in fighting or bullying at school you will be contacted as soon as possible to discuss the problem. Persistent bad behaviour can lead to the child being excluded from school.

ANTI-BULLYING

All staff are open to any child reporting another being annoying in any way. Our objective is to take the allegations seriously and find out what we can before the next interval when the children will again come in contact with one another. Should your child be either a victim or the one victimising we will either telephone or letter you, although we find that it is always helpful for you to let us know as soon as you can of anything upsetting your child. Issues arising outwith the school are reported to the police.

The recording of bullying or alleged bullying incidents are recorded electronically as part of the schools monitoring system.

HOUSE SYSTEM

Four House Captains and four Vice-Captains are nominated by the school pupils to form a group representing the HOUSE SYSTEM - Bruce, Livingstone, Owen and Wallace. We hold regular House Meetings where House Points are celebrated, with weekly and termly winners announced.

CHUMS

The CHUMS (Children Helping Us Maintain Safety) are elected Primary 6 pupils. All pupils can speak to a Chum at break times, they wear special baseball caps for easy recognition. A member of staff meets regularly with the Chums to help "iron out" current issues.

PUPIL COUNCIL

The PUPIL COUNCIL meet with our Mrs Rutherford DHT and Mrs Kennedy each term to work towards making our school better for all users. We also work closely with the Pupil Council from St Aloysius to discuss whole campus issues or on special projects.

20. HOME AND SCHOOL LINKS

In Chapelhall we believe firmly that creating effective parental links is vital to support our young people as effectively as possible. If you wish to draw our attention to a matter regarding your child please either write a letter addressed to the Class Teacher or Head Teacher or telephone the school office (632138) to make an appointment to speak to a member of staff. Alternatively you may wish to email the Head Teacher at ht@chapelhall.n-lanark.sch.uk.

A very positive link with families in this school is when parents or grandparents volunteer to help us either on a regular basis or when they can. Do you have a talent you could share? Volunteers are required to supervise educational visits, classroom activities, golden time activities, Home School activities, library and computing sessions, at social functions and on Sports Day. A new disclosure form called "Protecting Vulnerable Groups" must be completed by North Lanarkshire Personnel Department for all volunteers who are willing to help us.

Monthly Newsletters, our very popular school twitter feed and our school website, www.chapelhall.n-lanark.sch.uk, provide information to parents about the ongoing

activities in the school. Letters seeking parental consent are sent out prior to any trips requiring consent. The dates of Parent Interviews are given at the beginning of the session and again prior to the interview dates November/May. Annual pupil reports are normally issued before the Easter break.

We have a very strong Parent Group who very much support the schools activities. We hold regular monthly meetings (first Wednesday of the month) which are announced on our school newsletters. We always welcome new members and I would encourage interested parties to become involved.

21. ATTENDANCE AT SCHOOL

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

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

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

Parents and carers must 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 child. In terms of child safety, police will be contacted if all attempts to locate the child have been exhausted.

Parents should 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.

Please let us know of a pre-planned absence: e.g. hospital or dental appointment. If your child should become unwell while at home for lunch we would appreciate it very much if you could let us know he/she will not be returning.

FAMILY HOLIDAYS DURING TERM TIME

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

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

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

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

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

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

EXTENDED LEAVE WITH PARENTAL CONSENT

Where most family holidays will be recorded as unauthorised absence (see above) extended leave with parental consent will not be considered the same as a family holiday. Leave in such circumstances will be authorised under circumstances such as:

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

EXCEPTIONAL DOMESTIC CIRCUMSTANCES

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

- The period immediately after an accident or 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 attendance officer investigates unexplained absence, and that the authority has the power to write to, interview or prosecute parents, or to refer pupils to the reporter of the children's hearings, if necessary.

SCHOOL PROCEDURES FOR THE ENFORCEMENT OF ATTENDANCE

All attendance data is regularly monitored by the Head Teacher. Where there are concerns regarding attendance, parents are issued letters to confirm all unexplained absences and if there continues to be a concern then parents are invited to attend a meeting with the Head Teacher to discuss the on-going issues.

COMMUNITY LINKS

We feel very privileged to be involved with a close-knit local community. We participate in a number of community activities and welcome a variety of local businesses, groups and individuals as they support our school. We also enjoy particularly close links with St Aloysius Primary School and Honeywell Nursery as we share a joint campus. Activities include:

- Joint Carol Service. Annually we join with St. Aloysius staff and pupils for a community lead service in the church or chapel.
- Many of the local trades folk support fundraising by donating goods.
- We fundraise for others locally and send our service offerings at Christmas, Easter and Summer to help those for whom we have a special care.
- Business Link Partnership with St. Andrews Hospice, Airdrie and the Co-op.
- Working on our allotment.
- Links with the local library.
-

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, pupils and staff were fully consulted. It is the expectation of the education authority that parents will be keen to support the dress code and written agreement may be sought.

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

- could potentially encourage factions (eg football colours)
- could cause offence (eg anti-religious symbolism or political slogans)
- could cause health and safety difficulties such as loose fitting clothing, earrings, and other potentially dangerous jewellery.
- are of flammable materials which may be a danger in certain classes
- could cause damage to flooring
- carry advertising in particular for alcohol or tobacco, and

- could be used to inflict damage on other pupils or to be used by others to do so

CHAPELHALL PRIMARY UNIFORM

All pupils are expected to wear grey or black trousers/skirts, black jumpers / sweatshirts/cardigans, white shirts/blouses/polo shirts. All badged school uniform items can be bought from Scotcrest in Airdrie, however non badged items can be purchased from other suppliers.

PE Kit: Plain dark Jogging Trousers/Shorts, White t-shirts and indoor soft shoes are worn inside. We also regularly use the outdoor facilities where indoor shoes should be changed to outdoor gym shoes. All children **MUST** have PE Kit every day as we often need to alter PE days. All Earrings must be able to be removed or be covered by plasters or tape provided from home and pupils should not wear nail extensions as these can pose a risk to themselves and others. Long hair should also be tied back appropriately during PE lessons to ensure safety.

Parents of Primary aged children in receipt of a clothing grant from the council will be encouraged to purchase items which are in accordance with the school dress code. Approval of any requests for such grants in other circumstances are at the discretion of the Assistant Chief Executive, Education & Families. Information and application forms may be obtained from any school or area office. Parents are entitled to receive a clothing grant if they are in receipt of any of the following benefits: income support, job seeker's 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 might be deemed to be a serious challenge to the Head Teacher's authority and be detrimental to the well being of the whole school community. In such circumstances a Head Teacher could 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.

23. MEALS

Mrs Shields is our Catering Manager with 5 staff. The delicious meals are pre-ordered and cooked on the premises. On a daily basis, children indicate to their class teacher what they wish for lunch from the menu. All meals are eaten in the dining hall. All money is deposited onto a swipe card and MUST REMAIN IN CREDIT or may be referred to North Lanarkshire Council. Packed lunches are eaten in the dining room and the children are supervised by a member of staff.

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

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

Parents are entitled to receive a clothing grant if they are in receipt of any of the following benefits: Income Support, Job Seekers Allowance (income based), Employment & Support Allowance (income related) universal credit, housing benefit, council tax rebate.

Only those children who receive a free school meal are entitled to free milk. Milk may however be available for purchase in the school during the lunch period. Special dietary requirements are discussed with the catering staff. Parents should contact the Head Teacher for an appointment.

The availability of special diets -

Diets required as a result of a medical condition (a medically prescribed diet e.g. coeliac disease, diabetes, food allergy or intolerance) can be provided in school.

A medically prescribed diet form must be completed by the child's Registered Dietician or General Practitioner. Procedures and forms can be accessed from the child's school or dietician, or from North Lanarkshire's catering service. Occasionally parents/carers may be asked to supply prescription foods or attend a meeting to discuss the child's dietary requirements.

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

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

24. TRANSPORT

General

The council has a policy of providing free transport to all primary school pupils who live more than one mile from their local school by the shortest safe walking route. This policy is more generous than the law requires. This means that the provision of transport could be reviewed at any time. Parents who consider they are eligible should obtain an application form from the school or from learning and leisure services. These forms should be completed and returned before the end of February for those pupils beginning school in August to enable the appropriate arrangements to be made.

Applications may be submitted at any time throughout the year but may be subject to delay whilst arrangements are made. There is discretion in certain circumstances to grant privilege transport for pupils to travel in transport provided by the authority, where spare places are available and no additional costs are incurred.

Pick-up Points

While free transport is provided it may be necessary for pupils to walk a certain distance to the vehicle pick-up point. Walking distance in total, including the distance from home to the pick-up point and from the drop-off point to the school in any one direction, will not exceed the authority's limits (see above paragraph). It is the parent's responsibility to ensure that their child arrives at the pick-up point in time. It is also the parent's responsibility to ensure the child behaves in a safe and acceptable manner while boarding, travelling in and alighting from the vehicle. Misbehaviour could result in a loss of the right to free transport.

Placing Requests

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

In the case of early entry requests if the child is offered a place in his catchment area school, transport will be provided in accordance with council policy stated above.

25. MEDICAL AND HEALTH CARE

We liaise with both the health and dental services and where appropriate notification is given to families from these services.

If your child becomes ill at school we will telephone either yourself at home or an emergency contact you have given us. Please keep this information up to date. We may need to contact you urgently.

Ms Cornes and Mrs Baillie give first aid when necessary. This can be a medi-wipe, ice pack or a drink of water. Anything that concerns us e.g a head bump will usually result in a call home to parents or emergency contacts.

Allergies: Nuts or foods containing nuts and prawns/shrimp are not allowed in school. Currently we have both children and staff who have severe allergies to these products and being in contact can lead to anaphylactic shock.

Children require to be met by an adult at school when attending appointments or going home when feeling unwell.

From time to time children require to take medication during the school day. Details of dosage and when to be taken **MUST** be in writing to the Head Teacher before approval can be given to administer the medicine. All medicine requires to be prescribed by a G.P.

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 your child's school.

26. INFORMATION IN EMERGENCIES

We make every effort to maintain a full educational service, but on some occasions circumstances arise which lead to disruption. For example, schools may be affected by severe weather, temporary interruption of transport, power failures or difficulties of fuel supply. In such cases we shall do all we can to let you know about the details of closure or re-opening. We shall keep you informed by using letters, notices in local shops and community centres, announcements in local churches and announcements in the press and on local radio. We will also use text messaging to the main contact and update our twitter feed as soon as possible. Information will also be available on North Lanarkshire's website (www.northlanarkshire.gov.uk) and Twitter (NorthLanCouncil (@nlcpeople))

27. THE PARENT FORUM

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

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

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

THE PARENT GROUP

Parent Councils came into force on 1 August 2007. Ours is referred to as the Parent's Group.

Parent Group Members:-	Chairperson	-	Mrs Nicola Cameron
	Treasurer	-	Mrs Gillian Lang
	Clerk	-	Mrs Baillie

The Parent Council's (Group's) rights and duties include:-

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

CONSTITUTION

1. The objective is to raise funds and provide services for the benefit of the school.
2. Each year of activity will run from June to May with an Annual General Meeting in May, before the end of the school term.

3. The treasurer is responsible for having the books audited before the A.G.M in May.
4. At the A.G.M. office bearers will report on previous period's activities and shall examine the Treasurer's audited accounts.
5. All office bearers will seek re-election at the A.G.M.
6. A minimum of two office bearers will be responsible for a receipt and accounting for cash received at any event.
7. All funds must be lodged in the Association's Bank Account.
8. Two office bearers must sign cheques which have been approved by the committee.
9. No payments or reimbursements may be sanctioned without the authority of the committee and without a relevant voucher.

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.

Minutes of all Parent Council meetings are available at the school office once they are approved. Parent Council elections are held annually at their Reporting Evening in May.

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.

28. 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.

A Classroom Assistant supervises our pupils.

from	8.45am	-	9.00am
from	10.30am	-	10.45am
from	12.00pm	-	12.45pm

29. PLACING REQUESTS

You have the right to make a placing request for your child to be educated in a school other than the local school. In December each year, the authority will advertise its arrangements for placing requests. There are sound educational reasons for trying to ensure that the transfer or admission of children to a school takes place at the start of a school session. Other than those who are moving home, to a new area, parents are advised to time any placing requests so that they take effect from the

beginning of the new school session. Every effort will be made to try to meet the parental wishes, but you should note that it is not always possible to grant every 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. All placing requests details and procedures are 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 Educational 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, 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.

30. TRANSFER FROM PRIMARY TO SECONDARY SCHOOL

Caldervale High School is our associated secondary school and pupils will normally transfer to this school following Primary 7. Pupils are normally transferred between the ages of $11\frac{1}{2}$ and $12\frac{1}{2}$, so that they will have the opportunity to complete at least 4 years of secondary education. Parents will be informed of the arrangements no later than December of the year preceding the date of transfer at the start of the new session.

Chapelhall Primary is associated with Caldervale High School
Towers Road
Airdrie
Telephone: 01236 794855

Head Teacher: Mr D McNulty

31. USEFUL ADDRESSES

EDUCATION & FAMILIES

Civic Centre
Windmillhill Street
Motherwell
ML1 1AB
Tel. No: 01698 403200

Education Manager Mrs J Cahill

Civic Centre
Windmillhill Street
Motherwell
ML1 1AB
Tel. No: 01698 403200

ADDITIONAL SUPPORT NEEDS MANAGER

Karen Clarkston
IT Technical Service
Caldervale High School
Towers Road
Airdrie
ML6 8PG
Tel. No: 01698 632844

COUNCILLORS WHOSE WARD COVERS
PART OF THE CATCHMENT AREA

Area Office

Ian McNeil
Sandy Watson
Michael Coyle
P Di Mascio
Civic Centre
Windmillhill Street
Motherwell
ML1 1AB
Tel. No: 01698 403200
Area/Registration Office
Willowbank House
Alexander Street
Airdrie
ML6 0BA
Tel. No: 01236 758080

LEARNING & DEVELOPMENT

Airdrie CLD
Chapelside Community Centre
Waddell Street
Airdrie
Tel. No: 01236 638538

CHIEF EXECUTIVE AREA OFFICE

Mr D Murray
Civic Centre
Windmillhill Street
Motherwell
ML1 1AB
Tel. No: 01698 403200

32. SPECIALIST TERMS

SIP - School Improvement Plan

CfE - Curriculum for Excellence

NARs - National Assessment Resources

CPD - Continuing Professional Development

BtC5 - Building the Curriculum 5 (Assessment document from the Scottish Government)

NLC - North Lanarkshire Council

33. QUALIFYING STATEMENT

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

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

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

You can also get more help and advice from:

Enquire (0345 123 2303) - 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.

info@enquire.org.uk

www.enquire.org.uk for parents and practitioners

www.enquire.org.uk/yp for children and young people

Resolve - Independent Adjudicator (0131 313 8844)

Scottish Independent Advocacy Alliance

Mansfield Traquair Centre

15 Mansfield Place

Edinburgh

EH3 6BB

enquiry@siaa.org.uk

www.siaa.org.uk

Reference to Additional Support Needs Tribunal (Scotland)

ASNTS 4th Floor

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

NHS Lanarkshire
Airdrie
Airdrie Health Centre 01236 772200

Social Work (Airdrie)
Coats House
Gartlea Road
Airdrie
ML6 9JA

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