

## **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 2025**

## 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 often 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.

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 Brown (Head Teacher)  
December 2025

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 lifelong 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 [nlbrowns@northlan.org.uk](mailto:nlbrowns@northlan.org.uk)

Email [enquiries-at-chapelhall@northlan.org.uk](mailto:enquiries-at-chapelhall@northlan.org.uk)

WEBSITE: [www.chapelhall.n-lanark.sch.uk](http://www.chapelhall.n-lanark.sch.uk)

Twitter: @chapelhallPS

Denominational Status Non Denominational

Present Roll 314 pupils in classes P1-7

Capacity of the school - 434 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 15.6 FTE (Full Time Equivalent)

#### Present classes

P1a	Mrs Petropoulos
P1b	Miss Riach
P2	Miss Baillie/Mrs Wilson
P3/2	Ms Clark
P3	Mrs Moran
P4	Ms Gordon
P4/5	Mrs Carlin/Miss McGinty
P5	Mrs Horner
P5/6	Mrs Madden
P6	Mrs Waugh/Mrs Creighton
P7a	Miss Hendrie
P7b	Mr Hart

NCCT Cover -	Mrs Provan
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#### Support Staff

Mrs L Baillie	Senior Clerical Assistant
Mrs A Kennedy	Clerical Assistant (Tues - Friday)

Mrs Karen Millar	Learning Assistant
Miss L Cornes	Learning Assistant
Miss Wilmot	Learning Assistant (Tue-Fri)
Vacant	Dining Room Assistant (10 hrs)

#### 4. SCHOOL HOURS

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

There is normally morning interval between 10.30am - 10.45am. 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 F.A.S.T - 07933219804

#### 5. THE SCHOOL YEAR

##### THE SCHOOL YEAR

Re-open Monday 5th January 2026

Mid Term Closed Monday 16th February 2026

Closed Tuesday 17th February 2026

In-Service Day Wednesday 18th February 2026

Easter Closed Friday 3rd April 2026

Re-open Monday 20th April 2026

May Day Closed Monday 4th May 2026

In-Service Day Closed Thursday 7th May 2026

Mid Term Closed Friday 22nd May 2026

Closed Monday 25th May 2026

Summer Close Wednesday 26th June 2026

Teacher's Return/In-Service Monday 10th August 2026

In-Service Day Tuesday 11th August 2026

Pupil's Return Wednesday 12th August 2026

Local Holiday Closed Friday 25th September 2026

Closed Monday 28th September 2026

Re-open Tuesday 29th September 2026

Mid Term Closed Monday 12th - Friday 16th October 2026

Re-open Monday 19th October 2026

In-Service Day Monday 16th November 2026

Christmas Close Friday 18th December 2026

Pupil's Return Tuesday 5th January 2027

Mid Term Closed Monday 15th February 2027

Closed Tuesday 16th February 2027

In-Service Day Closed Wednesday 17th February 2027

Easter Friday 26th March 2027 (Good Friday)

Easter Monday 29th March 2027 (Easter Monday)

## 6. Enrolment

Children whose 5th birthday lies between 1st March 2026 and 28th February 2027 should enrol during January 2026. 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.

Following the change to legislation, from 1<sup>st</sup> August 2023, if a parent of a child that is still 4 years old on the date they are eligible to start school (ie children with birth dates on or between the day after school commencement date in August (16 August 2024) - last day in February) defers their entry to school for a year, they can automatically access an additional year of funded early learning and childcare.

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
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### 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.

### **Health & Wellbeing**

We follow the 'Healthy Schools' 3 year rolling programme which focuses each month on a different SHANARRI indicator - Safe, Healthy, Achieving, Active, Nurtured, Respected, Responsible, Included. This resource is supplemented to include Internet Safety and Relationship and Sexual Health programmes.

#### **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.

#### **Physical Education: Football, Netball, Gymnastics, Athletics**

and Dance are taught in school. We work closely with Active Schools to provide a range of opportunities including attending sports events and competitions.

#### **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 boards 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.

**Annual Improvement Planning:**

In order to continue to improve a strategic Annual 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.

**Reporting to Parents**

Appointments are issued twice each year for parent/carers 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.

We issue our annual pupil reports before we close for Easter.

**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. Education & Families services follow a staged intervention process, that is:

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

Additional Level - External support from within Education & Families services, where it is identified that the child or young person requires support or planning from beyond the school or early years setting.

Intensive Level - 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.

Parents are consulted as co-operation at home is essential for all pupils to achieve their full potential.

**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. 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 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.

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 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.

## Improvement Plan Summary

School Priority 1:	To improve quality of learning and teaching with a focus on writing across all stages to ensure there is continuity and progression, for all learners.
School Priority 2:	Early Level learners will benefit from further development of Play Pedagogy by June 2026 evidenced by increased attainment, achievement, and engagement for almost all pupils.
School Priority 3:	Improvement in children and Young People's health and Wellbeing. Extend our nurture provision to support the mental and emotional wellbeing of children to reduce barriers to learning for a targeted group of children.

### 12. HOMEWORK

Following parent and staff consultation we have agreed the following in relation to homework.

- P1 and P2 children would still have worksheets for sounds, spelling, letter formation, early number etc. as they currently do. These should be returned for marking if parents wish. No uploading to Teams/One Note.
- P1 - until approximately the end of P3 children would still have reading books/wordwalls home each week. (Stopping at novels) Please make sure they are returned.
- P4-P7 Suggested reading lists for each group will be provided and emailed home normally in September but after Easter this year. These are not particularly recommended books, just some suggestions.
- Spelling lists for each block (4-6 weeks approx.) will be sent home by email. Strategies for learning these would be sent home at the start of each year. Staff would still be assessing spelling however these words and strategies are also taught in class. No work to be handed in for marking.
- Sumdog would continue as normal to promote all areas of maths. We also enjoy taking part in the Sumdog Championships when they come along.
- If there are specific areas of concern in learning, then staff can also send additional tasks home in partnership with parents.

### 13. SCHOOL ETHOS

In Chapelhall Primary School we have high expectations of our all children and we regularly share our schools' vision that 'Together we learn, discover, grow and succeed.' 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. Due to National Guidance these are currently suspended but hope to resume them again in the future.

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. We have very helpful P7 House Captains and Vice Captains who help us plan activities and events and to gather children's views about our school.

We also recently introduced "Termly Treats" where children and staff are nominated as they have gone 'above and beyond' in one of the areas of our school values - Kind, Achieving, Healthy or Respectful.

We annually undertake a number of fundraising activities for St Andrew's Hospice and other nominated Charities.

#### **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 for Assemblies and Celebrating Success. We respect this special time for sharing a story, event or activity. We normally 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, Art, Dance, Choir 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. These activities are currently significantly reduced.

## **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 Coordinator can be contacted at: [foirequest@northlan.gov.uk](mailto:foirequest@northlan.gov.uk)

## **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](mailto: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](mailto: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](http://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](mailto: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's are:	Mrs Suzanne Brown Headteacher Mrs Linda Rutherford Depute Headteacher Mrs Andrea Cameron Principal Teacher
Telephone Number:	01236 632138

Adult Protection Co-ordinator is :	Mrs Suzanne Brown Headteacher Mrs Linda Rutherford Depute Headteacher Mrs Andrea Cameron Principal Teacher
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 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.

### PUPIL PARLIAMENT

The Pupil Parliament meet with Mrs Horner & Miss Woodley each term to work towards making our school better for all users.

## **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 email a letter addressed to the Class Teacher or Head Teacher or email [enquiries-at-chapelhall@northlan.org.uk](mailto:enquiries-at-chapelhall@northlan.org.uk) /telephone the school office (01236 632138) to make an appointment to speak to a member of staff. Alternatively you may wish to email the Head Teacher at [nlbrowns@northlan.org.uk](mailto:nlbrowns@northlan.org.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 disclosure form called "Protecting Vulnerable Groups" must be completed by North Lanarkshire Personnel Department for all volunteers who are willing to help us. Unfortunately these activities are currently suspended.



Monthly Newsletters, our very popular school twitter feed and our school website, 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.

The school will investigate unexplained absence. We regularly monitor attendance and send letters to families who have children's attendance below expected levels. We ask them to check we have recorded absence correctly and to do all they can to improve attendance. Significant, persistent absence may result in a meeting with the Head Teacher and if there is no clear improvement then it may result in referrals to the School Nurse Service or Social Work for further support and advice. 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.

### 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 panel, 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, Honeywell Nursery as we share a joint campus and also Calderview FLC. 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.
- 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. ALL CLOTHING SHOULD BE CLEARLY LABELLED.

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 wellbeing 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 6 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 should be paid into your child's account online and **MUST REMAIN IN CREDIT** using iPay system 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.

Due to severe allergies we are currently a **NUT FREE** and **EGG FREE** school, this means we have a slightly modified school menu from the Published North Lanarkshire one. This is emailed to all parents but please contact the school office if you need a copy of this again.

**All P1 to P5 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.

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. Information and application forms for free school meals can be downloaded from the council website [www.northlan.gov.uk](http://www.northlan.gov.uk) and are available in first stop shops.

Arrangements for those bringing packed lunches should also be included.

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 (income below £796 per month), housing benefit and council tax rebate.

Information and application forms for clothing grants may be downloaded from the council website [www.northlan.gov.uk](http://www.northlan.gov.uk) and are available in first stop shops.

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, PKU, 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.

For information; a vegetarian meal option is available 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 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.

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.

## **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.

Mrs Millar 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 eggs 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. Please check all packaging carefully especially on snacks as many contain these items.**

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 the 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](http://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 and meet online monthly.

Parent Group Members:- Chairperson	-	Mrs Ashley Sharp
Treasurer	-	Miss Leigh Wallace
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 as the Professional Adviser. 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.

Support Staff supervise 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: Mrs T Fox

### **31. USEFUL ADDRESSES**

## EDUCATION & FAMILIES

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

### Education & Families Manager

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

### Cluster Integration & Improvement Lead(CIIL)

Sarah Reilly  
c/o Caldervale High School  
Towers Road  
Airdrie  
ML6 8PG

## COUNCILLORS WHOSE WARD COVERS PART OF THE CATCHMENT AREA

Michael McBride  
Sandy Watson  
Michael Coyle  
P Di Mascio  
Civic Centre  
Windmillhill Street  
Motherwell  
ML1 1AB  
Tel. No: 01698 403200

### Area Office

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**

AIP - Annual Improvement Plan

CfE - Curriculum for Excellence

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.

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 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 - ([www.gov.scot](http://www.gov.scot))

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

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

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

**Resolve** - Independent Adjudicator (0131 313 8844)

[resolve@childreninscotland.org.uk](mailto: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 4<sup>th</sup> Floor

Health and Educational Chambers

First Tier Tribunals Centre

20 York Street  
 Glasgow  
 G2 8GT  
 0141 302 5860  
[www.asntscotland.gov.uk](http://www.asntscotland.gov.uk)

### **NHS Lanarkshire**

Airdrie  
 Airdrie Health Centre 01236 772200

### **Social Work (Airdrie)**

Coats House  
 Gartlea Road 01236 757000  
 Airdrie  
 ML6 9JA

### **Airdrie CLD Locality Office**

Chapelside Community Centre  
 Waddell Street 01236 638538  
 Airdrie , ML6 6DL Email - [CLD-Airdrie@northlan.gov.uk](mailto:CLD-Airdrie@northlan.gov.uk)

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