



Kilsyth Primary School

Handbook 2023/24



Shuttle Street, Kilsyth, G65 0BL





Live Learn Work Invest Visit

by

- (a) *improving learning and teaching.*
- (b) *raising achievement and realising potential.*
- (c) *encouraging lifelong learning.*
- (d) *working with communities for a better future.*
- (e) *listening and learning together.*
- (f) *celebrating success.*
- (g) *respecting the dignity and value of all.*
- (h) *giving pupils and staff a safe, happy, and attractive place to work.*



Live Learn Work Invest Visit



Kilsyth Primary School's Educational Aims

It is the aim of the school to provide each pupil of whatever academic ability with an education which will enable them to realise their full potential, both educationally and emotionally.

To achieve this, we will:

1. provide a structured curriculum relevant to the needs of the individual child.
2. to provide a broad curriculum in line with Curriculum for Excellence.
3. provide well resourced services in safe and pleasant surroundings.
4. encourage the children to take a pride in their work.
5. have high expectations of the children's progress.
6. encourage the children to be considerate to each other, to be courteous, to practise good manners and to respect property.
7. aim to develop awareness, an interest and a respect for their physical and social environment.
8. provide equal learning opportunities for all.



School Information

SCHOOL NAME: Kilsyth Primary School

ADDRESS: Shuttle Street
Kilsyth
Glasgow
G65 OBL



PHONE NO: 01236 632094



E-MAIL: enquiries-at-kilsyth-pri@northlan.org.uk



WEBSITE: www.kilsyth-pri.n-lanark.sch.uk

Kilsyth Primary School is a co-educational, non-denomination school covering the stages Primary 1 to Primary 7. The present roll is 109 pupils.

At present there are 5 classes.

The planning capacity of the school is 267 pupils. Parents should note that the working capacity of the school may vary, dependent upon the number of pupils at each stage and the way in which classes are organised.

TEACHING STAFF

The leadership structure within the school this year is as follows:

| | |
|----------------------------|-----------------------|
| Headteacher: | Mrs Louise Duncan |
| Acting Depute Headteacher: | Mrs Jacqueline Pearce |
| Acting Principal Teacher: | Mr David Rankin |

The number of teaching staff is adjusted each session according to the size of the school roll. At the time of printing for Session 2022/2023 the staff allocation is 6.73FTE.

Teachers have a total class contact time of 22.5 hours under the McCrone Agreement. At present, Senior Management Team and a specialist teacher are responsible for delivering aspects of the curriculum for the remaining 2.5 hours.

STAFF MEMBERS AND STAGES TAUGHT

| | |
|-------------|-----------------------------|
| Primary 1 | Miss N Kemp Miss C Quinn |
| Primary 3/2 | Miss L McKeown |
| Primary 4/3 | Mr K Lees |
| Primary 6/5 | Mrs A Burrows |
| Primary 7/6 | Mrs K Thomson |



ADDITIONAL SUPPORT FOR LEARNING ASSISTANTS

Ms M Miller
Mrs N Millar

CLERICAL STAFF

Mrs L Dunn Senior Clerical Assistant

CATERING STAFF

Ms M Ross
Mrs K McLean

FACILITIES OFFICER

Mr D Whelan

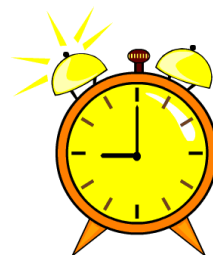
CLEANING STAFF

Mrs C Johnstone
Ms A Smith
Ms C Montgomery



SCHOOL HOURS

| | |
|-------------------|-------------------------|
| School Commences: | 9 a.m. |
| Morning Interval: | 10.30 a.m. – 10.45 a.m. |
| Lunch: | 12.15 p.m. – 1 p.m. |
| Closing Time: | 3 p.m. |



Primary 1 pupils will attend full-time from the first day of the session



THE SCHOOL YEAR 2023/2024

| | |
|--------------------------------------|---|
| August 2023 | Wednesday 16th August 2023 first day of term for pupils |
| September 2023 | September weekend: Friday 22 nd September and Monday 25 th September (inclusive) |
| October 2023 | October week: Monday 16 to Friday 20 October (inclusive) |
| November 2023 | In-service day Monday 13 th November |
| December 2023 – January 2024: | Close: Friday 22 nd December 2023 at 2.30pm Christmas and New Year holidays: Monday 25 December 2023 – Friday 5 January 2024 (inclusive) |

February 2024

Mid -term break Monday 12 February and
Tuesday 13 February 2024
In-service day: Wednesday 14 February 2024

April 2024

Schools close: Thursday 28 March 2024 at
2.30pm
Spring holiday (Easter): Friday 29 March -
Friday 12 April 2024 (inclusive)
Good Friday 29 March
Easter Monday 1 April 2024

May 2024

In-service day: Thursday 2 May 2024 (to
coincide with UK Parliamentary elections but
may be subject to change)
May holiday: Monday 6 May 2024
May weekend: Friday 24 May 2024 and
Monday 27th May 2024 (inclusive)
Monday 29th May

June 2024:

Close: Wednesday 26th June 2024 at 1pm



ENROLMENT

A child who reaches his/her fifth birthday between 1st March, 2023 and 28th February, 2024 shall be registered in the local primary school before 1st February, 2023.

On registration parents will be given the opportunity to enrol their child at Kilsyth Primary School or make a placing request in respect of another school.

Any parent wishing to seek a place in the school for their child may make an appointment to visit the school by telephoning the Headteacher.

EQUAL OPPORTUNITIES and SOCIAL INCLUSION

We aim to give both boys and girls an equal opportunity to experience all aspects of the curriculum. It is our intent to cater for the different needs of each pupil, no matter their background, religion, or ethnic grouping.



Any indication of racial harassment will be immediately dealt with. The pupils, and the parents of the pupils involved, will be invited to be involved in meaningful and purposeful discussion with the school in order to prevent any further recurrence.

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

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

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

CURRICULUM AND ASSESSMENT

A broadly based curriculum is offered embracing not only the basic skills of literacy includes Reading, Language and Mathematics, but also those of Music, Art, Physical Education, Drama, Religious Education, Enterprise Education, ICT and Environmental Studies. Our curriculum also encompasses the four capacities of A Curriculum for Excellence. Here at Kilsyth Primary School, we encourage our learners to be:

- **Confident individuals**
- **Successful learners**
- **Effective Contributors**
- **Responsible citizens**

What is Curriculum for Excellence?

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

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

- **A successful learner**
- **A confident individual**
- **A responsible citizen and**
- **An effective contributor**

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

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

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

Curriculum for Excellence is defined as:

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

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

These contexts are:

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

What are the Curriculum for Excellence Levels?

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

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

What is the Broad General Education?

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

Assessment and Reporting

Assessment is an important part of the Curriculum for Excellence and, at all levels, pupils' progress is closely monitored by teachers and staff.

In turn, teachers and staff work with pupils to reflect on their results, looking at their strengths and learning needs, agreeing next steps and action based on these. As they progress, pupils become more involved in this process as they develop the skills to make effective judgments on their own learning, developing personal expertise that will be important to them throughout life. Assessment also helps teachers plan learning experiences which are motivating and challenging. Children who may have additional support needs will be assessed using methods best suited to their requirements.

How will my child's learning be assessed?

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 we 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.

LANGUAGE



TALKING AND LISTENING

We use the North Lanarkshire Active Literacy approach at all stages of the school with staff trained to teach at their age and stage. The children are encouraged to talk and listen to each other, in groups, to the class, to the teacher, and to a wider audience. This helps to develop their skills as both a listener and talker and develops a sense of audience awareness. Situations that allow discussion occur at all stages of the school and we try to develop and progress the skills as the pupils mature. Reading and writing activities are used to assist in the development of talking & listening skills.

READING

We aim to have pupils reading fluently and accurately with understanding. Research and reference skills are developed as the children progress. The infant department uses a variety of reading resources including Oxford Reading Tree, Literacy Links, Ginn, PM and Heinemann. The upper stages use Literacy Links as well as a wide range of novels from a variety of authors. These allow the development of comprehension skills and our pupils benefit from a variety of fiction and non-fiction titles with an emphasis on Scottish writers; the children are encouraged to read for both enjoyment and information.

WRITING

We encourage children to develop their writing skills through a variety of means: personal/imaginative writing and functional writing. North Lanarkshire Council's Developing Writing Pack and a variety of additional materials are used to assist writing development. Pupils in Primary 1 follow a common course that involves emergent writing. Older pupils develop skills in spelling, grammar and punctuation through the use of a variety of resources.

NUMERACY

The school's Mathematics programme is based on the guidance in Curriculum for Excellence. Pupils explore and apply mathematical concepts to understand and solve problems, explaining their thinking and presenting their solutions to others in a variety of ways. At all stages, an emphasis on collaborative learning encourages children to reason logically and creatively through discussion of mathematical ideas and concepts.

It is our aim to help the pupils acquire the basic mathematical facts and skills and to enable them to put these to practical use.

Emphasis is placed on mental arithmetic and also on active learning in numeracy. Use is made of calculators, computers and SmartBoards.

The mathematics experiences and outcomes within the Curriculum for Excellence are divided into three areas, each of which contains a number of subdivisions:

Number, Money and Measure

- Estimation and rounding
- Number and number processes
- Multiples, factors and primes
- Powers and roots
- Fractions, decimal fractions and percentages
- Money
- Time
- Measurement
- Mathematics - its impact on the world, past, present and future
- Patterns and relationships
- Expressions and equations.



Shape, Position and Movement

- Properties of 2D shapes and 3D objects
- Angle, symmetry and transformation.

Information Handling

- Data and analysis
- Ideas of chance and uncertainty.
- planned active learning which provides opportunities to observe, explore, investigate, experiment, play, discuss and reflect
- modelling and scaffolding the development of mathematical thinking skills
- learning collaboratively and independently
- opportunities for discussion, communication and explanation of thinking
- developing mental agility
- using relevant contexts and experiences, familiar to young people
- making links across the curriculum to show how mathematical concepts are applied in a wide range of contexts, such as those provided by science and social studies
- using technology in appropriate and effective ways
- building on the principles of Assessment is for Learning, ensuring that young people understand the purpose and relevance of what they are learning
- developing problem-solving capabilities and critical thinking skills.

INTERDISCIPLINARY TOPICS

These embrace aspects of History, Geography, Local Studies, Science and Health and Wellbeing. Children are taught certain basic skills and ideas through Social Subjects. For example, they are taught the skills of observation, researching, classification and recording. Particular emphasis is placed on local and Scottish History, Geography and Habitat. Visits are made to places of local interest. Our programme of study is based on North Lanarkshire Council's guidance and also takes into account the guidelines for Curriculum for Excellence.

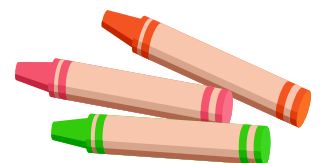


EXPRESSIVE ARTS

The Expressive Arts are Art, Music and Drama. An effort is made to teach these subjects as part of a broader topic but aspects may be covered individually.

ART

Through art and design, our pupils have rich opportunities to be creative and to experience inspiration and enjoyment. They explore a wide range of two and three-dimensional media and technologies through practical activities, and create, express, and communicate ideas. Their studies of the works of artists and designers enhance their enjoyment and deepen their knowledge and understanding.



MUSIC



Through music, our pupils have rich opportunities to be creative and to experience inspiration and enjoyment. Performing and creating music will be the prominent activities for all learners. Through these activities they develop their vocal and instrumental skills, explore sounds and musical concepts, and use their imagination and skills to create musical ideas and compositions. They can further develop their understanding and capacity to enjoy music through listening to musical performances and commenting on them. They use ICT to realise or enhance their composition and performance, and to promote their understanding of how music works. Pupils in Primary 5, 6 and 7 are offered brass, woodwind and strings instrumental tuition.

DRAMA

Through drama, our pupils have rich opportunities to be creative and to experience inspiration and enjoyment. Creating and presenting are prominent activities for all learners. Their acting and presenting skills are developed through participating in scripted or improvised drama. Exploring real and imaginary situations helps learners to understand and share their world. They develop their capacity to enjoy drama and their knowledge and understanding through evaluating technical aspects and scripts and commenting on their work and the work of others.



PHYSICAL EDUCATION



Basic games skills along with agility work are taught. An Active Schools Coordinator works closely with the school and those in the vicinity to provide opportunities in active health. The school follows North Lanarkshire Council's guidelines and delivers 2 hours of Physical Education each week.

HEALTH & WELLBEING

The programme for Health and Wellbeing follows North Lanarkshire Council's guidelines and includes aspects of physical, social and emotional health. The school has now achieved its Gold award in the Health Promoting Schools Scheme. The younger children currently take part in North Lanarkshire Council's 'Toothbrushing Campaign'.



SPIRITUAL, SOCIAL, MORAL AND CULTURAL VALUES

The school's Religious Education programme will encourage pupils to recognise religion as an expression of human experience. Through this programme the children will explore their own and other people's beliefs and traditions, and to ask questions about life and religion. They will be taught respect for other people's ideas, feelings, values, customs and beliefs. We will identify and combat stereotyping, racism and all forms of discrimination.

The Curriculum for Excellence guidelines for "Religious and Moral Education" are the basis of the programme.

In order to allow the pupils to experience community worship, whole school assemblies are held. They have a theme, for example, "Friendship", and are conducted by the children. The school chaplain is present and makes an appropriate contribution to the assembly. Church services are held in the local church at the end of each school term. Pupils take an active part in these services.

Parents, if they so wish, have the right to withdraw their children from any form of Religious Education, including attendance at religious services. This may be arranged by contacting the Headteacher.

Parents 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. Such requests will be granted on no more than three occasions in any one school session and the pupil noted as an authorised absentee in the register.

ASSESSMENT

Assessment is of a continuous nature, each pupil being assessed on his/her general class work in conjunction with class tests whenever appropriate. A variety of assessments and strategies will be used to confirm that a child is ready to move from one level to the next. Pupils' progress will be notified to parents throughout the session and at Open Evenings held in October and March. Report sheets are given to parents prior to the Open Evenings. Parents are invited to these on an appointment basis to discuss their child's progress. Parents wishing to discuss their child's progress with the class teacher at any other time may do so by making an appointment with the Headteacher.

HOMEWORK

In Kilsyth Primary School we regard homework as an excellent opportunity for children to share the work they are doing in school and the progress they are making with their parents; it is an important component of our home/school partnership. Homework provides the opportunity to celebrate success or achievement in class work. It also enables children to practice and consolidate ongoing class work.

Over the course of the year children will be engaged in a wide variety of homework tasks and may be linked to any area of the curriculum or a special focus decided upon by the teacher.

Homework advice for parents

*Parents should supervise homework and sign it but avoid completing homework for their child.

*If possible, try to find a quiet time sitting at a table without a TV or other distractions to allow pupils to concentrate.

*If a child is confused about a piece of work please write a short note in the jotter, homework diary or on a separate piece of paper to let the teacher know.

*If a child gets something wrong it is more helpful for the child to try again rather than the parent 'fixing it' for them.

HOME AND SCHOOL LINKS

Newsletters are emailed to parents notifying them of coming events. This includes information on school events, Parents' Evenings, Parent Council meetings, holidays etc. They can also be downloaded from the school website.

Parents are encouraged to take an active part in school life through volunteering as helpers, attending open day events and joining working groups as appropriate and Come and Learn Days.

ADDITIONAL SUPPORT NEEDS and BILINGUAL SUPPORT

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

Looked after children, i.e. children who are cared for directly or whose care is supervised by the local authority, are deemed to have Additional Support Needs unless assessment determines otherwise.

Additional Support Planning

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

Some children and young people may require significant support from education and at least on 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 coordination the opening of a Coordinated 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 can be considered and would be involved in the process. Parents will receive letters from the Education Authority throughout the CSP process. Parents and young people will be invited to take part in multi-agency meetings and their views will be recorded in the plan.

Through a process of staged intervention, and where appropriate, in partnership with other agencies, the school will work to support pupils and their families reflection of the Local Authority's staged intervention process, that is:-

- **Stage 1** **Internal support**, where education staff identify that a pupil needs support or planning which can be met within the existing school setting
- **Stage 2** **External support** from within education where it is identified that the pupil requires support or planning from outwith the school, but still within educational services

- **Stage 3** **External support provided on a multi-agency basis**, where the pupil's needs are identified as requiring support or planning from multi-agency services, and these support needs will last for more than one year
- **Stage 4** **External support provided on a multi-agency basis**, where the pupil's needs are identified as requiring support or planning from other agencies outwith education such as health, social work and/or voluntary services and these support needs are likely to last for more than one year.

GETTING IT RIGHT FOR ME PLANS

(GIRFMe) enable staff to plan effectively for children and young people when interventions are required to support their learning and improve outcomes. Parents/carers and pupils are an essential part of the assessment; planning and review processes and their views will be actively sought.

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

Parents/carers and young people can, if they wish, request that a CSP be considered and would be involved in the process. Parents/carers will receive letters from the Education Authority throughout the CSP process.

Parents/carers and young people will be invited to take part in 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 or young people on the decisions made by the Education Authority relating to Coordinated Support Plans, placing requests and post school transition. If you disagree with any decision relating to your child's Coordinated Support Plan, either the creation of a CSP, or the content of it, you may be entitled to refer to the Tribunal.

Additional Support for Learning is coordinated by Mrs Duncan Bain, the Headteacher.

SCHOOL IMPROVEMENT PLAN

The priorities for the School's Improvement Plan for Session 2022-2023 are as follows:

| Improvement Plan Summary | |
|--------------------------|--|
| Cluster Priority: | To improve attainment outcomes for pupils through an increase in attendance throughout all cluster schools. |
| School Priority 1: | Raising attainment in literacy. As evidence in ACEL data. |
| School Priority 2: | Raising attainment in numeracy. As evidence in ACEL data. |
| School Priority 3: | Improving the school curriculum through the creation of a new curricular rational focusing on health and wellbeing and school community. |

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, 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 are asked to inform the school if a pupil is unable to attend from the start of the school day on the first day of absence. Failure to do so will result in school staff accessing all contact numbers provided for the 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.

(a) 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 should inform the school by letter, before going on holiday, of the dates. Absences will be classified 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 experiences 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 Headteacher's prior agreement has not been sought, the absence will be automatically classed as unauthorised.

(b) Extended Leave with Parental Consent

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

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

(c) Exceptional Domestic Circumstances

Parents/carers 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 investigates unexplained absence, and that the authority has the power to write to, interview or prosecute parents/carers, or to refer pupils to the Reporter or Children's Panel, if necessary.

The school monitors attendance and if this is giving cause for concern, parents will be informed by letter and invited to come to school to discuss the matter.

SCHOOL AND COMMUNITY

Every opportunity is taken to involve the school in local community life.

An active part is taken in Kilsyth Civic Week and other community events. Visits are made to school by the local Police, Fire Service, Road Safety Officers and local tradesmen in connection with our Inter Disciplinary Learning. We are proud of our links with our business partners, Kilsyth Heritage Group and Kilsyth Community Church, and the school has taken part in campaigns run by the local community, for example, anti-vandalism and anti-litter campaigns, 140 year Heritage celebrations and Friends of The Kelvin Valley.

The school is interested in hearing from any parent who has a suggestion as to how the school might contribute further to local community life.

EXTRA-CURRICULAR ACTIVITIES

This varies from session to session depending upon the interests and the availability of staff.

At present the school has a very well attended Breakfast Club and various After School Clubs. A lunchtime Bible Club is also run by a group of parents. We will offer other clubs linked to the children's interests over the session.

The school also takes part in North Lanarkshire's Active Schools Programme. Julie Brennan is our Active Schools Coordinator who works with the children to promote active and healthy lifestyles through organising a range of events throughout the session.

Children take part each year in visiting local Senior Citizens' homes and groups. Pupils have taken part in local conservation projects, including Clyde in the Classroom at Burngreen.

We also have connections with the local Rotary Club.

SCHOOL DISCIPLINE

Our aim is to establish relationships between school and child similar to those existing between caring parents and their children. The school policy on discipline is therefore based on the co-operation and assistance of parents. Parents' help is sought in cases of serious breaches of discipline or for continual disruptive behaviour.

At the start of each session the children are made aware of the necessity of having a set of school rules. They are made conversant with these rules and the probable outcome if these rules are broken.

The school will withdraw privileges from pupils in breach of school rules. It must be emphasised that the sanction chosen will depend on the individual child and the nature of the misdemeanour.

The school runs a pupil merit system to promote positive behaviour. Each fortnight certificates of achievement are awarded to pupils in each class for good work, consideration for others and improvement. A pupil of the month is selected for each class and their photographs displayed in the school foyer.

The school has an anti-bullying policy. Children are encouraged to disclose to any adult in school if they are being bullied.

The school also has a confidential system whereby children can speak privately to a member of the teaching staff, about any concerns they may have.

Primary 6 and 7 have been trained in a peer mediation programme which offers support to children in minor matters.

In the event of incidences of bullying, parents of both parties will be informed and their support sought.

CLOTHING AND UNIFORM

All North Lanarkshire schools 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.

School uniform consists of a royal blue sweatshirt with the school badge and grey trousers or skirt. Parents have the opportunity to order sweatshirts throughout the year. Primary 7 pupils wear purple sweatshirts to recognise their increased responsibilities in the school.

Clothing which is unacceptable in school under any circumstances would include items which:

- could potentially encourage faction (e.g. football colours)
- could cause offence (e.g. anti-religious symbolism or political slogans)
- could cause health and safety difficulties such as loose fitting clothing, dangling earrings and other potentially dangerous jewellery
- are of flammable materials which may be a danger in certain classes (e.g. shell suits)
- could cause damage to flooring
- carry advertising in particular for alcohol or tobacco, and could be used to inflict damage on other pupils or be used by others to do so

Parents in receipt of a grant for footwear or clothing from the Council will be encouraged to purchase items which are in accordance with the school dress code. Approval of any requests for such grants in other circumstances is at the discretion of the Executive Director of Education and Families. Information and application forms may be obtained from First Stop Shops and can be downloaded from the Council website www.northlan.gov.uk

Parents/carers are entitled to receive a Clothing Grant if they are in receipt of any of the following benefits: Income Support, Jobseekers' Allowance (income based), Employment and Support Allowance (income related), Universal Credit (with an income below £625 per month), Housing Benefit, Council Tax reduction.

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 Headteacher's authority and be detrimental to the well-being of the whole school community. In such circumstances a Headteacher 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 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. 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/carers should note that any claims submitted to cover the loss of such things are likely to be met only where the authority can be shown to have been negligent.

SUPERVISION OF PLAYGROUNDS

Adult supervision is provided in playgrounds at breaktime in terms of the Schools Safety and Supervision of Pupils (Scotland) Regulations 1990.

MEALS

School meals are provided on a cashless system. Children are issued with a card which can be topped up either on a daily or longer term basis. All P1-P3 pupils are entitled to a free meal and free school milk. Pupils in P4 to P7 who qualify for a free school meal are entitled to free school milk. Children may bring packed lunches with them, accommodation being provided in the dining room for their use.

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 pupil's Registered Dietician or General Practitioner. Procedures and forms can be accessed online through North Lanarkshire Council's website, by the school, the catering service or also, in some cases, by the child's dietician or doctor. For some conditions (PKU, coeliac) parents/carers may be asked to supply prescription foods or attend a meeting to discuss the child's dietary requirements. For information a vegetarian meal option is offered on a daily basis.

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

It is important that the Headteacher 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 they will be issued with a new form.

Any child in the child's dietary requirements must be advised through a Registered Dietician or Medical Practitioner to the Facilities Support Services (FFS) Nutritionist. When children move to secondary school or change schools FSS will need to be informed as soon as possible.

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

Parents/carers are entitled to receive a clothing grant if they are in receipt of any of the following benefits: Income Support, Job Seekers Allowance (income based), Employment & Support Allowance (income related), Universal Credit (income below £660 per month), Housing Benefit and Council Tax Rebate.

All P1 to P4 pupils are entitled to a free meal and free milk. From January 2022, P5 pupils will also qualify for a free meal. Pupils in P6-P7 who qualify for a free school meal are entitled to free school milk. However, milk will be available to 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 and are available from First Stop Shops.

TRANSPORT

General: The Council has a policy of providing free transport to all primary pupils who live more than one mile from their local school by the shortest suitable walking route. This policy is more generous than the law requires. This means that the provision of transport could be reviewed at any time. Parents/carers who consider that they are eligible should obtain an application form from the school or Education and Families.

These forms should be completed and returned before the end of February for those pupils commencing 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 special circumstances to grant privilege transport for pupils to travel in transport provided by the authority where spare places are available and no additional costs are incurred.

PICK-UP POINTS

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

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 Council will advertise its arrangements for placing requests. There are sound educational reasons for trying to ensure that the transfer or admission of children to a school takes place at the start of a school session. Other than those who are moving home, to a new area, parents are advised to time any placing requests so that they take effect from the beginning of the new school session. Every effort will be made to try to meet the parental wishes, but you should note that it is not always possible to grant every placing request to a particular school.

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

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

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

The Act also enables parents/carers and young people to make a placing request to attend a school/establishment belonging to another authority.

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

MEDICAL AND HEALTH CARE

Routine medical reviews are carried out, when necessary, by the School Medical Officer in the presence of parents.

Age 5 and 11 years: Routine dental inspection. (Where necessary children are offered a course of treatment at the local health centre).

On enrolment, parents should indicate to the Headteacher if their child has any particular medical requirements and if any special arrangements have to be made if the child is required to be taken home.

If a child takes ill or has an accident at school, then the school office will make contact with the parent and arrangements made to take the child home or to hospital if necessary. If we are unable to make contact with the parent, then we will try to get in touch with the emergency contact. In order that our information is up to date, an emergency contact form will be sent home each session asking for the necessary information.

If we are unable to contact anyone, then the child will remain in school. However, in the case of a serious accident, transport will be provided to take the child, accompanied by a member of the school staff, to hospital.

EMERGENCY CLOSURES

If it is necessary to close the school in an emergency, and without having given prior notice to parents, then the safety of the children will be of prime importance.

No child will be sent home if there is no one at home. These children will remain in school, supervised until the normal closing time. If transport is not available, and crossing patrols are not on duty, then members of staff will supervise the children when returning home.

INFORMATION IN EMERGENCIES

We make every effort to maintain a full educational service, but on some occasions circumstances arise which lead to disruption. Schools may be affected by, for example, severe weather, and 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 in touch by using letters, texting, notices in local shops and community centres, announcements in local churches and announcements in the press, on local radio and North Lanarkshire Council's website and Twitter.

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 Council to work on behalf of all parents at the school
- be invited to identify issues for the Parent Council to work on with the school

THE PARENT COUNCIL

The Parent Council's rights and duties include:

- (a) supporting the work of the school
- (b) representing the views of parents/carers
- (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 report from the Headteacher and Education Authority
- (h) receiving an annual budget for administration, training and other expenses
- (i) improving home school partnership and facilitating parental involvement

Members of the 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. Any member of the Parent Forum is eligible to become a member of the Parent Council. Elections are held every three years.

TRANSFER FROM PRIMARY SCHOOL TO SECONDARY SCHOOL

Pupils normally transfer between the ages of $11\frac{1}{2}$ and $12\frac{1}{2}$ so that they will have the opportunity to complete at least four years of secondary education. Parents will be informed of transfer arrangements not later than December of the year preceding the date of transfer at the start of the new session.

Pupils normally transfer from Kilsyth Primary to Kilsyth Academy, Balmalloch, Kilsyth, telephone number 01236 632157.

FREEDOM OF INFORMATION

The Freedom of Information (Scotland) Act 2002 came into force in 2005. The Act allows anyone to ask for information held by the Council and imposes a timescale 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 backing of an officer in each Service. The Freedom of Information and Records Co-ordinator can be contacted on 01698 302484.

GENERAL DATA PROTECTION REGULATIONS (GDPR) STATEMENT FOR EDUCATION

What is this statement?

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

Who are we?

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

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

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

Legal basis for using your information

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

Your Personal Information

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

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

We require this information to ensure children and young people are educated appropriately, supported, and that we take account of their health and wellbeing. During a child's journey through education a pupil's record is kept, this core record is mainly paper based and is stored securely in the child or young person's establishment. If the establishment has requested assistance from educational staff outwith the nursery or school, key staff from these services may also store information securely about your child or young person.

How will we use this information?

Your personal information will be used:

- to enrol your child in nursery or school
- to provide your child or young person with an appropriate education
- for teaching, assessment and planning purposes and to monitor educational progress of children and young people
- to provide appropriate pastoral care to support health and wellbeing of children and young people
- to keep children and young people safe
- to maintain records e.g. of attendance, absence, attainment and behaviour of children and young people (including exclusions)
- to support children and young people during transitions when moving on each year from nursery to primary , primary to secondary and when they move or leave school
- to enable schools and establishments to process personal data in support of SQA and Further Education
- to monitor and report on pupil attainment and achievement in relation to the national improvement framework issued by the Scottish Government
- to assure the quality of our education services in line with national expectations from Education Scotland
- when we require to contact you by post, email, telephone or text

Who do we share information with?

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

We also share information with the 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 of 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.northlankshire.gov.uk/index.aspx?articleid=15003>

Your rights under GDPR

You can:

- Request access to your information - you have the right to request a copy of the personal information that we hold about you, your child or young person. You can ask us to confirm what personal information is being used and with whom it has been shared with.
- Request a correction to your information - we want to make sure that all personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information that you believe does not meet these standards.
- Request the restriction of processing - this enables you to ask us to suspend the processing of personal information about you, your child or young person, for example, if you want us to establish its accuracy or clarify the reason for processing it.
- Request the transfer - you can request the transfer of your information to another party.
- Deletion of your information - you have the right to ask us to delete personal information about you, your child or young person where:
 - You think that we no longer need to hold 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 Headteacher or Head of Establishment in the first instance.

DATA PROTECTION ACTS

The processing of your personal information by North Lanarkshire Council is carried out in accordance with the Data Protection Act 1998. The information you give is held securely, treated confidentially and only used for statutory educational purposes or to improve the quality of the service. Under the Data Protection Act 1998 you are entitled to access the information held. Applications for this can be made to the Data Protection Officer, North Lanarkshire Council, Civic Centre, Windmillhill Street, Motherwell ML1 1TW or by email to AITeam@northlan.gov.uk

You 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) at Information Commissioner's Office, 45 Melville Street, Edinburgh EH3 7HL or by email to casework@ico.org.uk

TRANSFERRING EDUCATIONAL DATA ABOUT PUPILS

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

What pupil data will be collected and transferred?

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 area 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 their school and education authority but they are not passed to SGEP. The postcode is the only part of your address that is transferred. Data is held securely and no information on individual pupils can or would 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 exam results. Accurate and up to date data allows SGEP, education authorities and schools to:

- plan and deliver better policies for the benefit of all pupils
- plan and deliver better policies for the benefit of specific groups of pupils
- better understand some of the factors that influence pupil attainment and achievement
- target resources better

Your GDPR Rights

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

SGEP works with a range of partners including Education Scotland and the Scottish Qualifications Authority. On occasion, we will make individual data available to parents 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 individual level data will be made public as a result of the data sharing and that these 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 e-mail school.stats@scotland.gsi.gov.uk or write to The ScotXed Support Office, SGEP, 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>

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 school's 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 Louise Duncan, Headteacher, Kilsyth Primary School. Telephone number: 01236 632094.

ADULT PROTECTION

The Council has responsibility under the Adult Support and Protection (Scotland) Act 2007 for the protection and support of adults at risk of harm within North Lanarkshire. Its employees therefore have the responsibility to ensure the welfare of all adults at risk of harm with whom they come into contact, as well as providing the highest possible standard of care for some of the most vulnerable members of our society.

The Headteacher is responsible for the school's actions in response to Adult Protection concerns.

If there are any Adult Protection concerns the Headteacher or the Adult Protection Co-ordinator will follow North Lanarkshire Adult Protection Procedures and Guidelines (see Children and Adult Protection Procedures and Guidance - Section 15)

The Adult Protection Co-ordinator is Mrs Louise Duncan Bain, Headteacher, tel. 01236 632094.

IMPORTANT ADDRESSES

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

Education Department

Education and Families
Civic Centre
Motherwell
ML1 1AB
01698 403140

Education and Families Manager North Team

Margaret Hunter
01236 812228
hunterma@northlan.gov.uk

Continuous Improvement Integration Lead

Carolann Burnet
01236 794828
burnetc@northlan.gov.uk

North Lanarkshire Social Work

Bron Way
Town Centre
Cumbernauld
G67 1DZ
01236 638700

Community Learning & Development Locality Office

CLD-North@northlan.gov.uk

North Lanarkshire Councillors:

C/o Civic Centre
Motherwell
ML1 1AB
01236 616390

Ms Heather McVey
Kilsyth

Mrs Jean Jones
Kilsyth

Mr Mark Kerr
Kilsyth

AFTER SCHOOL CARE

Kilsyth Community Church (KCC)
Anne Gallagher
01236 822252

You can also get more help and advice from:

Enquire - the Scottish Advice Service for Additional Support for Learning. Operated by Children in Scotland, Enquire offers independent confidential advice and information on Additional Support for Learning. Enquire also provide a range of factsheets.

Children in Scotland
Rosebery House
9 Haymarket Terrace
Edinburgh
EH12 5EZ
0345 123 2303

info@enquire.org.uk

www.enquire.org.uk for parents and practitioners

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

Children in Scotland - Resolve Mediation

0131 313 8844

Email: resolve@childreninscotlan.org.uk

Independent Adjudication

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

Reference to Additional Support Needs Tribunal (Scotland)

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

NHS Lanarkshire

Kilsyth Medical Partnership

01236 801677

Social Work

Cumbernauld/Chryston
Bron Way
Cumbernauld
G67 1DZ

01236 638700

Although this information is correct 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 are requested by law to issue 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.