

# Lawmuir Primary School

## Handbook 2024-25



Lawmuir Primary School

Footfield Rd

Bellshill, ML4 2BY

Tel: 01698 274930

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

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## Introduction

I am delighted to introduce our 2023-24 handbook. Whether you are already familiar with Lawmuir Primary or are joining us for the first time, I would like to warmly welcome you to our school. I hope you find the information contained in this handbook informative and interesting.



## Our Vision, Values & Aims

Our vision statement is 'Believe & Achieve'

As pupils, staff and parents of Lawmuir Primary School our vision is that our school is the heart of the community where we feel safe, valued and show respect for others. As lifelong learners, we are confident individuals, responsible citizens, effective contributors and successful learners.

Our curriculum offers opportunities for active learning, personal choice and fun with high expectations for all.

Achievements within our school and wider community are recognised and celebrated, encouraging all to realise their full potential.

In Lawmuir PS, we encourage pupils to practise our school values.

They are:      -Be safe                      -Be successful                      -Be sensible                      -Be smart

We strive to provide a happy and safe environment where children are encouraged to take pride in their learning and in their school. Lawmuir is a thriving school at the heart of the local community. We believe partnerships between home and school are central to our success. We aim to ensure all parents are involved in their child's education.

We hope your child will be happy with us at Lawmuir Primary and we look forward to working with you all.

Tracy Hurst  
Head Teacher





## School Information

School Name:	Lawmuir Primary School
Address	Footfield Rd Bellshill ML4 2BY
Telephone Number:	01698 274930
Email Address:	<a href="mailto:enquiries-at-lawmuir@northlan.org.uk">enquiries-at-lawmuir@northlan.org.uk</a>
Website:	<a href="http://www.lawmuir.n-lanark.sch.uk">www.lawmuir.n-lanark.sch.uk</a>
Twitter:	@Lawmuirps
Denominational Status:	Non-denominational/Co-Educational School
Associated Secondary School:	Bellshill Academy Main Street Bellshill ML4 1AR Tel: 01698 274940 Head Teacher: Mrs Jodie McGraw
Planning Capacity:	425
Stages Covered:	Primary 1 – 7
Present Roll:	259
Present Class Structure:	P1 P1 P2 P2/3 P3 P4 P4/5 P5 P6 P6/7 P7
Composite Classes:	All classes are structured to ensure that the needs of all pupils are met. The criteria for the structure of composite classes (i.e., more than one year group being taught by one teacher within the same classroom) are based on working groups. Working groups are comprised of children of similar educational needs. Every class is comprised of working groups in order to allow children who are of similar ability to progress at the same rate.
Community Facilities:	All applications for the use of the school should be directed to the Community Facilities Section, Kildonan Street, Coatbridge, who will advise on availability and charges.
Gaelic Language:	This school does not offer teaching by means of Gaelic language.



**Staff List - December 2023**

Miss Tracy Hurst	Head Teacher
Mr Paul Lumsden	Principal Teacher
Miss Lynn Harper	Principal Teacher
Miss Katie Wilson	Teacher (Primary 1)
Miss Colette Wilson	Teacher (Primary 1)
Miss Rachel Scott	Teacher, (Primary 2)
Miss Laura Stewart	Teacher (Primary 2/3)
Miss Lilian Muirhead	Teacher (Primary 3)
Miss Joanne McCusker	Teacher (Primary 4)
Mrs Joanne Kirkhope	Teacher (Primary 4/5)
Mrs Ashley McQuade	Teacher (Primary 5)
Miss Jillian Burt	Teacher (Primary 6)
Mrs Jenny Evans	Teacher (Primary 6/7)
Mrs Maxine Stewart	Teacher (Primary 7)
Mrs Stephanie Arthur	Teacher (NCC)M-T
Mrs Jillian Law	Teacher (Literacy Coach/NCC)
Mrs Megan Krausen	Teacher (NCC) W-F
FTE:	13.70
Ms Eileen Cordiner	Learning Assistant
Mrs Gillian Roberts	Learning Assistant
Mrs Margo Sharkie	Learning Assistant
Vacancy	Learning Assistant
Mrs Jackie D'Ambrosio	Senior Clerical Assistant
Mrs Iris Milne	Clerical Assistant
Mr Stevie Tomlinson	Janitor

In order to improve the quality of teaching and learning in schools, more time is being given to teachers in all Scottish schools for important non-teaching tasks, planning, preparing materials, marking, assessing, report writing and developing teaching programmes etc. Your child will be taught not only by their own class teacher, but also by other teachers for different subjects e.g., P.E.



## **School Hours**

Monday – Friday                      9am – 3pm

## **Interval**

Interval 1                              10.30am – 10.45am

Interval 2                              10.50am – 11.05am

## **Lunch**

First Sitting                          12 noon – 12.45pm

Second Sitting                      12.45pm – 1.30pm

**All Primary 1 pupils will be expected to attend for whole school day starting in August 2023.**

## **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.

All support staff and the Janitor are in the playground at interval and lunchtime. In the morning a presence is provided from 8.45am.

## **Wet Intervals/Lunchtimes**

During wet intervals/lunchtimes, pupils are supervised by the Leadership Team, Learning Assistants and Janitor. In the morning, a presence is provided from 8.45am.

## **Out of School Care**

Parents/carers in our school use a variety of establishments for Out of School Care. Some of these are listed below

### **YMCA**

Liberty Road

Bellshill

01698 843560

childcare@ymcabellshill.co.uk

### **Orbiston Neighbourhood Centre**

Busby Road

Bellshill

ML4 2BP

01698 573253

onc\_oosc@hotmail.co.uk

**School Holiday Arrangements 2024-25**

<b>August 2024</b>
In-service day: Monday 12 August 2024
In-service day: Tuesday 13 August 2024
Pupils return to school: Wednesday 14 August 2024
<b>September 2024</b>
September weekend holidays: Friday 27 September and Monday 30 September 2024
<b>October 2024</b>
October break: Monday 14 to Friday 18 October 2024
<b>November 2024</b>
In-service day: Monday 18 November 2024
<b>December 2023 - January 2024</b>
Christmas & New Year holidays: Monday 23 December 2024 to Friday 3 January 2025 (Inclusive)
School closes at 2.30pm on Friday 20 December 2024
Schools Return: Monday 6 January 2025
<b>February 2025</b>
Mid-term break: Monday 17 February & Tuesday 18 February 2025
In-service day: Wednesday 19 February 2025
<b>April 2024</b>
Monday 7 April to Friday 18 April 2025
School closes at 2.30pm on Friday 4 April 2025
Good Friday 18 April 2025 & Easter Monday 21 April 2025
<b>May 2024</b>
May day holiday: Monday 5 May 2025
In-service day: Tuesday 6 May 2025
May weekend holiday: Friday 23 May and Monday 26 May 2025
<b>June 2024</b>
Schools Close: Wednesday 25 June 2025 at 1pm



## Starting Primary

Enrolment for Primary 1 pupils takes place in January. Look out for advertisements in the local press and shops for specific details.

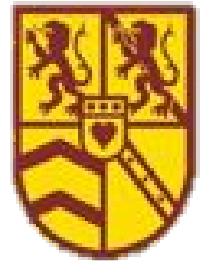
Where parents/carers and children reside out with the Lawmuir area, the child must be registered at the local school and a placing request submitted to headquarters for our school.

We liaise closely with pre-five establishments in the local area where children transfer into our school. We have a very full transition programme, which involves parents/carers and children visiting the school for planned interaction with current Primary 1 pupils.

Workshops and information programmes are held towards the end of the summer term for new parents/carers, while the children meet their teachers and their classmates for the coming session.

## Starting Secondary

From Primary 6 pupils are involved in a range of transition events. These events allow secondary teachers to participate in Interdisciplinary learning at Lawmuir. Senior Managers and the Pupil Support Team visit classes to view pupils work and attainment. Primary seven pupils attend Bellshill Academy in June to experience a secondary school programme and timetable. Lawmuir staff ensure that all relevant information is passed on to each child's receiving school.



Placing requests to primary school do not necessarily ensure that your child will have direct entry to the associated secondary. Advice on this must be sought from the primary school head teacher. All placing request details and procedures are available from the council's website. Pupils normally transfer from primary to secondary school between the ages of eleven and a half and twelve and a half years of age, so they will have the opportunity to complete at least four years of secondary education. Parents/carers 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. Our pupils usually transfer to Bellshill Academy.

## Equal Opportunities

Lawmuir is committed to eliminating unlawful discrimination and promoting equality of opportunity for and between different groups of people in line with the Equality Act 2010, the Service's Promoting Equality and Diversity Circular Gen 155-10 and the Council's Equality and Diversity Policy and Equality Strategy 2019-2014. The school is committed to ensuring its policies, practices do not impact adversely on any particular group of people, and opportunities to promote equality are actively pursued.

The Equality and Human Rights Commission's Technical Guidance for Schools in Scotland details the essential requirements of the Equality Act 2010 for schools. This can be accessed at:

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



## **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 for all learners.

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

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

Curriculum for Excellence is defined as:

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

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

These contexts are:

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

## **What are the Curriculum for Excellence levels?**

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

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



## **What is the Broad General Education?**

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

## **Curriculum Areas & Subjects**

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

The eight curricular areas are:

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

## **The Senior Phase**

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

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

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



## **Personal Support/ Career Planning**

From 3-18 years, learners are supported to achieve their full potential and, as they progress through broad general education into senior phase, to plan and prepare for further learning, training or employment. All schools and nurseries in North Lanarkshire are working hard to raise standards so that children and young people will develop all of the skills necessary to continue to be successful when leaving school and entering the world of higher education, training or work. As part of developing skills for learning, life and work, young people will be offered careers information advice and guidance to ensure they leave school and enter a positive post-school destination of higher education, further education, pre-employment training, employment (including modern apprenticeships), activity agreement or volunteering.

## **Assessment and Reporting**

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

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

Assessments are continually made by the class teacher from daily observation of children's work, by diagnostic testing and by standardised tests i.e., tests which show the stage a child has reached in a particular subject. Consultation among teachers takes place when assessing social and emotional development of individual pupils. The records are passed on with the child through the school and on to Secondary school.

An assessment summary is sent to parents/carers in Term 4 of each year and Parent's Evenings are arranged twice a year to enable discussions of children's work and progress with class teachers.

Parents/carers should contact the school without delay if they are concerned about any aspect of their child's work.

## **Additional Support Needs**

Lawmuir Primary 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.

Through a process of Staged Intervention and, where appropriate, in conjunction with other appropriate agencies, the school will work to support these pupils and their families within the framework of the new legislation and in line with the Code of Practice. Throughout the school, group and individual teaching methods are used, so that children who have learning difficulties are taught in their own class by the class teacher.



However, children with additional support needs form groups, which may be withdrawn from their class at set periods for extra tuition in the required subject or taught within class. Learning support is also provided by team teaching and co-operative learning situations.

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. Parents/carers 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.

### 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 a voluntary agency to help them meet their learning targets. Where this support requires a high level of co-ordination the opening of a Co-ordinated Support Plan (CSP) may be considered. A CSP may be initiated by the school or another agency. Parents/carers and young people can, if they wish, request that a CSP be considered and would be involved in the process. Parents/carers will receive letters from the Education Authority throughout the CSP process. Parents/carers and young people will be invited to take part in multiagency meetings and their views will be recorded in the plan. Where more intensive support for a child or young person needs to be planned for, usually when a number of agencies are involved in supporting their wellbeing, then a Child's Plan may be developed. The plan will tell you what actions need to be taken and who will help with each action. It will usually be someone called a 'Lead Professional' who will have the job of making sure that the actions outlined in the plan take place and things get better for the child or young person.

### Dispute Resolution

North Lanarkshire Council is committed to resolving any differences of views through discussion, dialogue and building on common ground. If the matter cannot be resolved with the Education Authority, you have the right to request **mediation**. An independent mediation service is available to parents/carers and young people through Resolve (see contact details at the back of this handbook). Mediation is free and independent of the Education Authority. In the event that a disagreement cannot be resolved through mediation, then an application for **Independent Adjudication** (see contact details at the back of this handbook) can be made by parents/carers free of charge. The Independent Adjudicator will make recommendations to the Education Authority about how the dispute should be resolved.

**The Additional Support Needs Tribunal** has been set up to hear appeals made by parents/carers or young people on the decisions made by the Education Authority relating to Co-ordinated Support Plans, 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**

Priorities in the school this year are:

- Health & Wellbeing: To further support the mental, social, emotional and physical health of all children and families.
- Ensure all learners receive high quality learning experiences with a focus on raising attainment in reading and writing at first level (P2 – P4) and increased pupil engagement.
- To design a curriculum for our learners, which is skills based, shaped by our school values and meets the needs of our learning community.

## **Proposed Priorities for 2024 - 2025**

To continue with priorities as above.

Our School Improvement Report and Improvement Plan can be found on the school website.

## **Communication with our School Community**

A school update is sent out weekly on the school website. Each week we publish information about the week ahead and the lunch menu. The website can be accessed at

<https://blogs.glowscotland.org.uk/nl/LawmuirBlog/>

We also have a Twitter account which is used to share photographs of our work and information about upcoming events. You can follow us @LawmuirPS or visit [www.twitter.com/lawmuirps](https://www.twitter.com/lawmuirps) if you do not have your own account.

We also use the email facility of Group Call to send letters and useful information.

We welcome the help and expertise of parents on school outings and with various other activities.

Parents are encouraged to share any concerns that they may have so that problems or issues can be resolved as quickly as possible. Parents can phone or email the school office and arrange to speak with a member of Leadership Team or the Class Teacher.

We are involved in liaison with local Pre-5 Centres and Secondary schools and maintain useful links with other Primary schools in the area.

We like to encourage our pupils to take pride in their community and to contribute in any way possible. We welcome community members who are willing to share their particular expertise with our children. This is a valuable community resource, and it helps build mutual respect between our children and other adults in the community. We enjoy good relationships with the local churches, School Health Service, Community Police Service and Fire Service.



## Homework

Homework activities are given out on a weekly basis. Each Tuesday children from P1 – P7 will be set their weekly homework (this can be found in the homework diary). It will include spelling, reading and a specifically assigned *SumDog* maths challenge.

Each child is asked to complete their spelling homework in their homework jotter. We encourage parents and carers to support their child in their reading journey by putting aside time to try to listen to their child read their schoolbook aloud if they can manage it. (If they – or their child – are tired, we suggest reading in the morning instead).

The SumDog maths challenge can be accessed and completed online.

Homework is to be handed to the class teacher on the following Monday for assessment, allowing children 6 days to complete the activities which have been set. Completed homework can be returned earlier. For each completed piece of homework, the class teacher will award the child with a House Token.

### Termly Homework

In addition, each term, each child from P1 – P7 will be given a stage-specific designed *Lawmuir Home Achievement Grid* focusing on each of Curriculum for Excellence's four capacities:

Term 1 – **Successful Learners**; leadership and learning

Term 2 – **Confident Individuals**; staying healthy, staying safe

Term 3 – **Effective Contributors**; kindness and caring

Term 4 – **Responsible Citizens**; proactive citizens of our world

The grids accommodate a variety of progressive learning tasks with children having the opportunity to achieve bronze, silver, or gold stage in their own personal home learning journey. The class teacher will issue the relevant column of tasks at the start of each term for the child/teacher to place in homework diary. Beginning at bronze stage children are asked to choose and complete at least 3 of the 5 activities provided before moving onto to the next level.

Children will have until the week before the end of a term to achieve bronze, silver, or gold.

Due to the array of tasks, children may evidence their achievements using a variety of methods:

- Written tasks, posters, and the like can be recorded in homework jotters
- Achievement/participation in sporting and/ or charity events etc. can be photographed and shared with the class teacher via Twitter
- Children may demonstrate/share in class to their teacher/class what they have learned e.g., tying shoelaces/ school tie, a verbal report on a topic
- physical evidence may be brought to class e.g., a model, an award/certificate
- a note from parent/carers in homework jotter can be written to verify for instance, the completion of a household chore.

When the class teacher has received evidence of completion of a task a House Token will be awarded with progress being recorded. At the end of each term at assembly a certificate and badge will be



presented to celebrate the level reached. For those who achieve gold level at the end of a term and special reward will be given.

### **Time Allocation**

It is difficult to be wholly prescriptive regarding the amount of time spent on completing tasks. Consequently, the allocation of time spent on tasks should follow these recommended broad bands, with the understanding that some tasks may naturally take longer, for instance, making a model.

P1, 2 & 3: 15 minutes per evening

P4 & 5: 20 minutes per evening

P6 & 7: 20 to 30 minutes per evening

### **The Role of the School**

The school's role is to:

- Provide meaningful homework tasks and appropriate activities to support children's development with in the four capacities of CfE.
- Consider the needs of the individual pupil by setting homework appropriate to their capabilities.
- Ensure that homework is set consistently in accordance with this policy
- Recognise and praise homework tasks well done
- Comment on homework performance in the annual report.

### **The Role of the Child**

The child's role is to:

- Make full use of any opportunities they are presented with
- Tackle home tasks promptly and with a positive attitude
- Take pride in their presentation and content, acknowledging the high personal standard expected
- Be organised to look after and return books and completed tasks on the agreed dates.

### **The Role of the Parent/ Carer**

The parent/carer's role is to:

- Show interest, give support and encouragement, and ensure that tasks are completed to the best of their child's ability
- Where possible, provide a suitable place for their child to carry out their homework
- Support their child by discussing the homework task, but not directly completing the task for them
- Support their child in looking after school resources.

### **UNCRC**

We are very proud to be a Rights Respecting School. Upholding children's rights is at the forefront of what we do, the below United Nations Rights of the Child articles directly link to our homework policy.



## Celebrating Achievements

We regularly celebrate achievements, both within and beyond the school. This motivates our children to aspire to excellence and to have high expectations of themselves and for their teams. We encourage our children and our entire school team to be reflective, always looking to improve our efforts, performances, and achievements in every area of learning and school life. Achievements out with school should be emailed to [enquiries-at-lawmuir@northlan.org.uk](mailto:enquiries-at-lawmuir@northlan.org.uk) or tweeted to @LawmuirPS for inclusion in assembly and on our Wider Achievement display.

## Spiritual, Social, Moral and Cultural Values

There is a copy of the RME programme of study and a list of resources in each classroom. The religions we teach are Christianity, Judaism and Islam. A termly religious assembly for the whole school is led by the pupils and involves the school chaplain.

It is recognised that the Education Act allows parents/carers to withdraw their children from any instruction in religious subjects and from any religious observance. Any such pupil will not be placed at any disadvantage with respect to secular instruction.

Parents/carers from ethnic minority religious communities may request that their children be permitted to be absent from school in order to celebrate recognised religious events. Only written requests will be considered. Appropriate requests will be granted on not more than three occasions in anyone-school session and the pupil noted as an authorised absentee on the register.

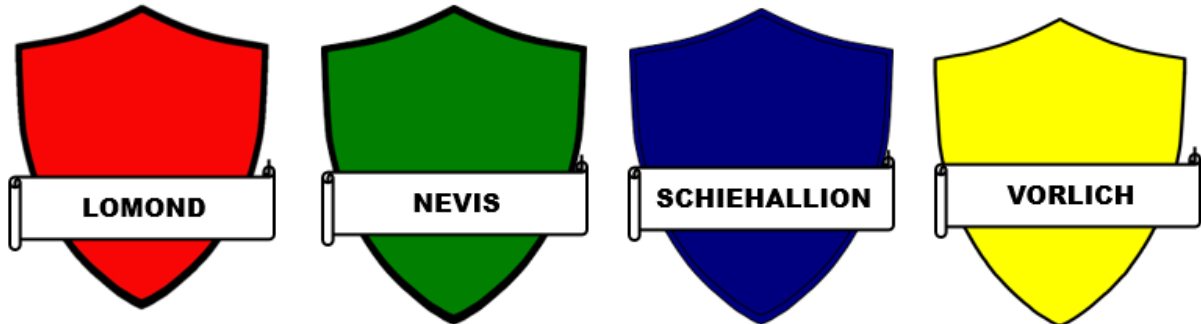
## Lawmuir Primary Pupil Council

We have an active Pupil Council, which meets to discuss issues raised by the children. The representatives from each stage are involved in making suggestions and decisions that affect them in their daily school life. This encourages our pupils to become effective contributors and responsible citizens and to work towards making our school a better place.



## **Lawmuir Primary School Houses**

Each child in P1-7 is a member of one house for the duration of their time at Lawmuir. They can earn house points for displaying the school's core values in their work and relationships. The house with the most points each week is announced at assembly. Our four houses are named after Scottish Hills, as chosen by our pupils:



## **Extra-Curricular Activities**

We offer a wide range of After School activities which take place at set times in the school year from 3pm – 4pm, for example:

\*Choir      \*Football      \*Gymnastics      \*Homework Club      \*Basketball

It is North Lanarkshire's policy that school accommodation be made available as far as possible out with school hours for use by the community. Such use by groups, clubs etc. will be in accordance with approved letting procedures and enquiries should be directed to the Community Learning & Development Area Officer. It should also be noted that the Parent Council, under the direction of the Education Authority, can assist in the letting of school premises.

## **Freedom of Information**

The Freedom of Information (Scotland) Act 2002 came into force in January 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 support of an officer in each Service.

The Freedom of Information Co-ordinator can be contacted by telephone 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 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 ask 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 contacts (phone/email). We will also ask you to update this information annually.

We may also ask you for information about medical conditions, additional support needs, religion and ethnicity. We may also record information you might wish to provide about your family circumstances. We require this information to ensure children and young people are educated appropriately, supported, and that we take account of their health and wellbeing.

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

### **How will we use this information?**

Your personal information will be used:

- to enrol your child or young person in nursery or school
- to provide your child or young person with an appropriate education
- for teaching, assessment and planning purposes and to monitor educational progress of children and young people
- to support pupil learning, improve outcomes and identify where additional support is needed to help children and young people
- to provide appropriate pastoral care to support health and wellbeing of children and young people
- to keep children and young people safe
- to maintain records e.g., of attendance, absence, attainment and behaviour of children and young people (including exclusions)



- to support children and young people during transitions when moving on each year from nursery to primary, primary to secondary and when they move or leave school
- to enable schools and establishments to process personal data in support of SQA and Further Education
- to monitor and report on pupil attainment and achievement in relation to the national improvement framework issued by the Scottish Government
- to assure the quality of our education services in line with national expectations from Education Scotland
- when we require to contact you by post, email, telephone or text.

### Who do we share information with?

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

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

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

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

### How long do we keep your information for?

We only keep personal information for the minimum period of time necessary. Sometimes this is set out in law, but in most cases, it is based on what we need to fulfil our function. We maintain a 'records retention and disposal schedule' which sets out how long we hold different types of information for. You can view this on our website at

<http://www.northlanarkshire.gov.uk/index.aspx?articleid=15003>

### Your rights under GDPR

You can:

- **Request access to your information** – you have a 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)

### **Transferring Educational Data about Pupils**

Education Authorities and The Scottish Government Education Portfolio (SGEP) exchange data about pupils either on paper or electronically through the ScotXed programme.

The data collected and transferred covers areas such as date of birth, postcode, registration for free school meals, whether a pupil is looked after by his/her local authority, additional support needs including disability, attendance, absence and exclusions from school. Pupil names and addresses are collected by the school and the council, but they are not passed to SGEP. The postcode is the only part of the address that is transferred. Data is held securely and no information on individual pupils can be published by SGEP.

Providing national identity and ethnic background data is entirely voluntary. You can choose the "not disclosed" option if you do not want to provide this data. However, we hope that the explanations contained in this message and on our website will help you understand the importance of providing the data.

### **Why do we need your data?**

In order to make the best decisions about how to improve our education service, SGEP and education authorities need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better 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](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, <https://www.gov.scot/collections/scottish-exchange-of-data-scotxed/>

## Child Protection

Every adult in Scotland has a role in ensuring all our children and young people are safe and protected from harm at all times and in all situations. The Head Teacher is responsible for the schools' actions in response to Child Protection concerns. If there are any Child Protection concerns the Head Teacher or the Child Protection Co-ordinator will follow North Lanarkshire Child Protection Procedures and Guidelines.

**Child Protection Co-ordinator is Tracy Hurst HT**  
**Telephone Number: 01698 274930**



## **Adult Protection**

The Council has responsibility under the Adult Support and Protection (Scotland) Act 2007 for the protection and support of adults at risk of harm within North Lanarkshire. Its employees therefore have the responsibility to ensure the welfare of all adults at risk of harm with whom they come into contact, as well as providing the highest possible standard of care for some of the most vulnerable members of our society. If there are any Adult Protection concerns the Head Teacher or the Adult Protection Co-ordinator will follow North Lanarkshire Adult Protection Procedures and Guidelines.

**The Adult Protection Co-ordinator is Tracy Hurst HT**

**Telephone number: 01698 274930**

## **Promoting Positive Behaviour**

Within Lawmuir Primary School, we aim to support children in developing their self-esteem, awareness and self-confidence to play an active part in school life and be a valued and valuable member of their community.

We aim to help our children and young people to feel good about themselves, a feeling that their life is going well and to support and scaffold when required to get on with their daily lives when they come across barriers to their learning.

We also promote emotional health and wellbeing through our School Vision and Values which are embedded into all our learning: Be Safe, Be Successful, Be Sensible, Be Smart.

Robbie our Rights Respecting Mascot helps us embed the UNCRC in our daily school life and learning. Children are grouped in a variety of ways to promote positive behaviour and achievement of their best.

## **Anti-Bullying Policy**

We are following North Lanarkshire Council's anti bullying policy. Children are encouraged to report bullying incidents to any member of staff. These reports are investigated promptly and thoroughly, and the Head Teacher is always notified. If bullying has occurred, the Head Teacher will deal with the individuals involved in a restorative meeting/conference with everyone affected.

**Bullying will not be tolerated, and all attempts are made to encourage the children to treat others as they would like to be treated themselves**

(Copies of the Anti-Bullying Policy is available on request)

## **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. In the morning, adult supervision in the playground is present from 8.45am.

## **Community Learning & Development**

The aim of a Community Learning and Development Worker is to support parents/carers as the prime educators of their children and to develop positive links between home, school and community. At time of printing our CLAD Worker is Lynsey Hughes.

A wide range of learning opportunities are provided for parents/carers and children. To use the school facilities out with school hours please contact North Lanarkshire Council for letting procedures.



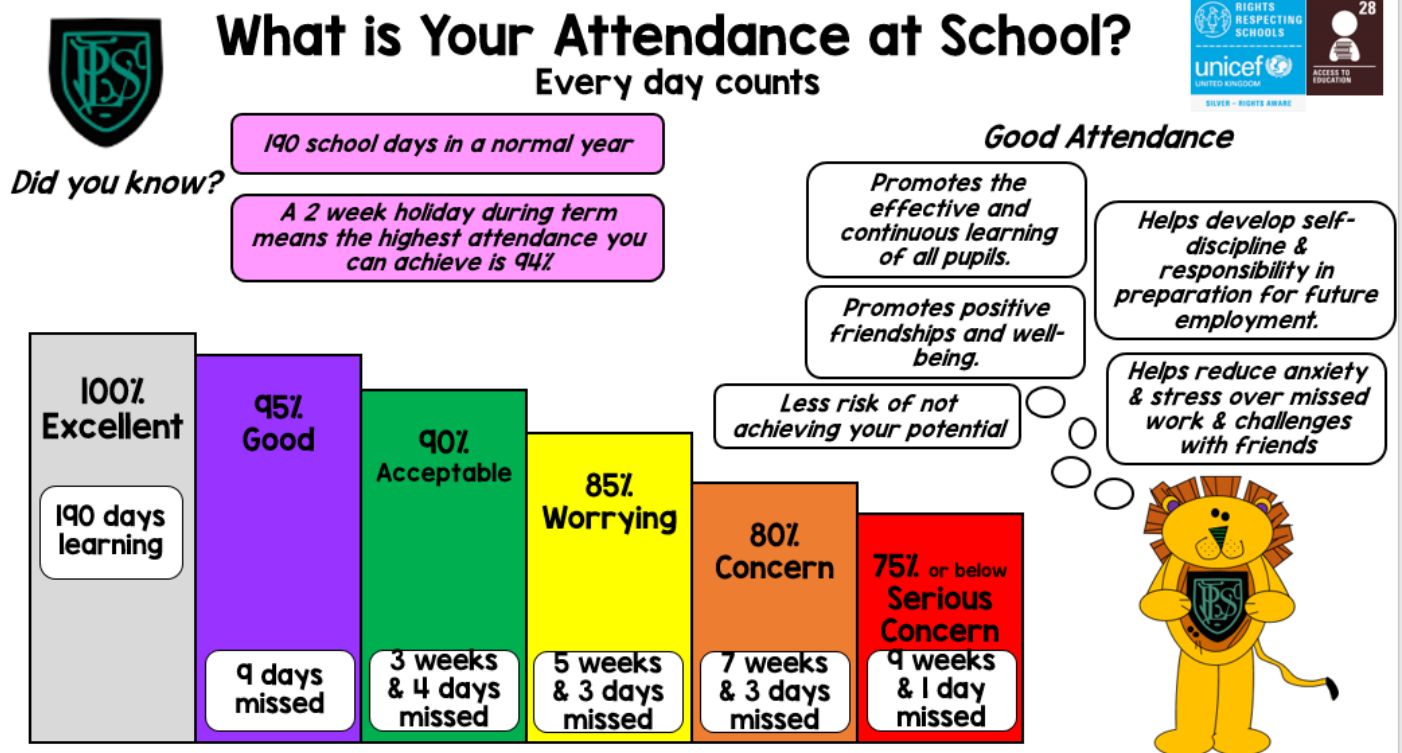
## Attendance at School

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

Parents and carers are asked to inform the school if a pupil is unable to attend from the start of the school day on the first day of absence. Failure to do so will result in school staff accessing all contact numbers provided for the school. In the interests of child safety, the police will be contacted if all attempts to locate the child have been exhausted.

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



**Family holidays during term time:**

Every effort should be made to avoid family holidays during term time as this both disrupts the child's education and reduces learning time. Parents/carers should inform the school by letter of the dates before going on holiday. Such absence will be classed as authorised only in exceptional circumstances but will always be recorded.

Such circumstances may include:

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

**A family holiday classified under the “authorised absence” category will NOT include such reasons as:**

- The availability of cheap holidays
- The availability of desired accommodation
- Poor weather experience during school holidays
- Holidays which overlap the beginning 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 circumstance such as:

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

**Exceptional domestic circumstances:**

Parents 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 a family home, causing temporary relocation.

**It should be emphasised that the school investigates unexplained absence, and that the authority has the power to write to, interview or prosecute parents/carers, or to refer pupils to the Reporter of the Children's Panel, if necessary. A statement of the school's policy including procedures for the enforcement of attendance.**



## Clothing and Uniform

The uniform at Lawmuir consists of grey skirt or trousers; white shirt and school tie; grey sweatshirt/cardigan; green polo shirt with school badge.

PE Kit: Shorts, T-shirt and gym shoes (Soft shoes, without laces for infants).

Sweatshirts and polo shirts with the school logo are available from the school office or from local suppliers.

Information about the Lawmuir Primary School and Nursery Class school uniform can be found at:  
<https://blogs.glowscotland.org.uk/nl/LawmuirBlog/uniform/>

All North Lanarkshire schools must have a dress code which encourages pupils to dress in a way which is appropriate to attendance at school. This dress code must not lead to direct or indirect discrimination on the grounds of race, religion, gender or disability.

Prior to drawing up the dress code the parents/carers, pupils and staff were fully consulted. It is the expectation of the Education and Families Services that parents/carers will be keen to support the dress code and written agreement may be sought.

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

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

Parents/carers 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 Executive Director of Education and Families. Information and application forms may be obtained from the Council website [www.northlan.gov.uk](http://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, Job Seekers Allowance (income based). Employment & Support Allowance (income related), Universal Credit (with an income below £660 per month), housing benefit (please note that the housing element of Universal Credit is not housing benefit), council tax reduction (please note that single person's discount/council tax exemption is not council tax reduction). **The deadline for school clothing grants is 31 March 2024.**

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



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

## **School Meals**

The cost of a full school lunch is £3.10 and is ordered each day. A vegetarian meal option is offered on a daily basis. All meals are served with milk or chilled water and two portions of vegetables and a portion of fruit daily. Pupils can also choose either soup, yoghurt, or home baking as indicated on the menu to accompany their meal.

**All P1 – P5 pupils are entitled to a free school 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.

Children may also eat a packed lunch in the dinner hall with their class.

## **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 by our catering staff. A medically prescribed diet form must be completed and signed by the child's Registered Dietician or General Practitioner.

Procedures and forms can be accessed online through North Lanarkshire Council's website, the child's school or dietician or from NLC catering service.

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

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

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

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

Any change in the child's dietary requirements must be advised through a Registered Dietitian or Medical Practitioner to the Facilities Support Services (FSS) Nutritionist. When children move to a High School or change schools FSS will need to be informed as soon as possible. Special Diets such as



Vegan and ethnic diets can also be accommodated. In this case a form b should be completed and can be signed by the parent.

All completed forms should be returned to the email [specialdiet@northlan.gov.uk](mailto:specialdiet@northlan.gov.uk)

### Free School Meals

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

Further Information, to check eligibility and application forms for free school meals can be downloaded from the council website [www.northlan.gov.uk](http://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, Job Seekers Allowance (income based). Employment & Support Allowance (income related), Universal Credit (income below £660 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)

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

### Breakfast Club

We also have a breakfast club which runs each morning from 8.30am – 8.45am which offers a healthy, well-balanced start to the day for the children.

Breakfast clubs aim to:

- provide a healthy nutritious meal
- help children to be alert and ready to learn
- encourage children to mix with their friends
- improve attendance and performance throughout the day
- reassure parents that their child is safe when dropped off in the morning

The breakfast consists of cereal, milk and toast. This is free to pupils who are in Primary 1 to 5 and for pupils in Primary 6 to 7 who receive free school meals. For all other pupils the cost is £1 per day with a sliding scale for families of two at £1.50 per day and families of three at £1.80 per day.

### Placing Requests

You have the right to make a placing request for your child to be educated in a school other than the local school.

In December each year, the authority will advertise its arrangements for placing requests.



There are sound educational reasons for trying to ensure that the transfer or admission of children to a school takes place at the start of a school session. Other than those who are moving home to a new area, parents/carers are advised to time any placing requests so that they take effect from the beginning of the new school session.

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

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

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

Parents/carers and Young People have a right under the Additional Support for Learning Act 2009 to make a placing request for their child or young person to attend a nursery (including partnership nursery), special school or special class managed by the home authority. In the event of a successful placing request the authority is 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.

## **Transport**

The Council has a policy of providing free transport to primary pupils who live more than one mile from their catchment school by the shortest suitable walking route. This policy is more generous than the law requires. This provision may be reviewed at any time.

Parents/carers who consider they are eligible can apply on the Council website. Applications should be submitted by the end of February for those pupils beginning school in August to enable the appropriate arrangements to be made.

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

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

## **Pick-up Points**

Where free transport is provided it may be necessary for pupils to walk a certain distance to the vehicle pick-up point.

Walking distance in total, including the distance from home to the pick-up point and from the drop-off point to the school in any one direction, will not exceed the authority's limits (see above paragraph).



It is the parent's/carers responsibility to ensure their child arrives at the pick-up point in time. It is also the parent's/carers responsibility to ensure the child behaves in a safe and acceptable manner while boarding, travelling in and alighting from the vehicle. Misbehaviour could result in a loss of the right to free transport.

### Placing Requests

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

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

### Medical and Health Care

The medical examination of children is undertaken during each child's school life, normally in the first year of primary schooling and then at ages 10/11 years and 13/14 years, by staff of Lanarkshire Health Board and parents/carers may refer their child at other times to the Clinical medical Officer for examination or advice. Dental inspections are also carried out on a routine basis in primary schools and parents/carers are offered any necessary treatment for their children although they may choose to go instead to the family dentist. Secondary school pupils receive examination and treatment at the local community dental clinic on request. Parents/carers are notified by letter and given the opportunity to be present at their child's medical examination.

We have a medical room in the school, so that if a child who takes ill or has an accident is, in the first instance attended to here by the First Aider. The parent is then notified by a member of staff. In the event of the parent or emergency contact being unavailable the child is cared for in the school where necessary. Any child who has to be taken to hospital is always accompanied by the parent or a member of staff and if necessary, by both.

Parents/carers are asked to inform the school of any particular medical requirements and of any special arrangements to be made if their child is to be taken home.

**Where medication needs to be given in school, parents/carers are required to complete a form at the main office to allow medicine to be administered. This will be signed by a member of staff each time medication is given. All medications should be provided in the original packaging showing that it has been prescribed to the child.**

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.

### Allergies

A number of children and young people in our schools will have allergies and it is important that parents keep the school fully informed on these matters.

**We are a nut free school. Please do not send your child to school with lunch items or snacks containing nuts. This includes Nutella and other supermarket own brand hazelnut/chocolate spreads.**



Allergies can present in a variety of ways and can occur at any point in a person's life. Symptoms range from mild to severe. Children and young people known to have an allergy with moderate to severe symptoms will likely have a Health Care Plan drawn up by the NHS. This will detail symptoms and appropriate interventions. It is vital that parents share this information with the school and continue to provide any updated information. Where symptoms are mild and a Health Care Plan is not in place, parents should still continue to liaise regularly with the school on any new triggers, medications and actions required.

In all cases, our employees need to know your child's symptoms, treatments and any actions required to help prevent exposure to the allergen and minimise the risk of allergic reactions.

Employees in schools will receive training on allergies and will liaise with parents and NHS on any additional specialist training required.

In supporting children and young people with allergies, school employees will operate in accordance with North Lanarkshire Council advice, risk assessments and national guidance on the administration of medicines.

## **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 text messaging, letters, 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. Please follow us on twitter @LawmuirPS or download our school app from the Apple/Google store. More information can be found on our school [website](#).

**It is ESSENTIAL that we are provided with current telephone numbers.**

**Please inform the school office immediately of any changes.**

## **The Parent Forum**

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

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

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

## **The Parent Council**

Parent Councils came into force on 1st August 2007. The composition of the parent Council is defined in terms of the new legislation. The Head Teacher is the professional adviser to the Parent Council.

The Parent Council's rights and duties include:

- Supporting the work of the school.
- Representing the views of parents/carers.



- Consulting with parents/carers and reporting back to the Parent Forum on matters of interest.
- Promoting contact between the school, parents/carers, pupils, providers of nursery education and the wider community.
- Fundraising.
- Taking part in the selection of senior promoted staff.
- Receiving reports from the head teacher and education authority
- Receiving an annual budget for administration, training and other expenses
- Improving home school partnership and facilitating parental involvement.

**There is a fully established Parent Council in Lawmuir Primary School.**

Office bearers are:

Chairperson – Lesley Condrón

The HT has a right to attend all meeting and these meetings are open to members of the public.  
Election of parent council members takes place each session in September.



## Important Addresses

Chief Executive Office:	Civic Centre Windmillhill Street Motherwell ML1 1AB
Education & Families Manager:	Mrs J Woodward
Additional Support Needs Assistance:	Mrs Nicola Ritchie (CIL) <a href="mailto:RitchieN@northlan.gov.uk">RitchieN@northlan.gov.uk</a>
The Member of Scottish Parliament is	Mr Stephanie Callaghan MSP Local Office 40b Grovewood Business Centre Strathclyde Business Park Bellshill ML4 3NQ
The Member of Parliament is	Marion Fellows MP House of Commons London SW1A 0AA
The Local Councillors are	Angela Campbell Anne McCrory Pat Patton Lisa Stubbs
They may be contacted at:	North Lanarkshire Council Civic Centre Motherwell ML1 1AB
Bellshill Social Work	01698 346666
Careers Office	12 Pollock Street Mossend (Tel: 01698 745988)
Bellshill Health Clinic	Greenmoss Place, Bellshill (Tel: 01698 575700)
CL&D Area Office	Bellshill Academy, 321 Main St, Bellshill (Tel: 01698 274685)



## **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**

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

- Annual data checks
- Online payments
- Permission slips
- Reporting absence
- Viewing timetables (secondary schools)
- Pupil reporting

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

## **Glow and M365**

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

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

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



## **Armed Forces Covenant Duty**

North Lanarkshire Council is committed to the Armed Forces Covenant.

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

Further details on the Armed Forces Covenant can be found on [Scottish Armed Forces Education Support Group - gov.scot \(www.gov.scot\)](https://www.gov.scot/topics/armed-forces/covenant/education-support-group)

## **Support for Learning**

Help and advice on any matters relating to Support for Learning can be obtained from the school. You can also get more help and advice from:

### **Enquire**

The Scottish advice service for additional support for learning operated by Children in Scotland, Enquire offers independent confidential advice and information on additional support for learning. Enquire also provide a range of factsheets,  
Tel No: 0345 123 2303

Enquire  
Children in Scotland  
Rosebery House  
9 Haymarket Terrace  
Edinburgh  
EH12 5EZ

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

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

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

## **Children in Scotland - Resolve Mediation**

0131 313 8844

Email: [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  
Health and Educational Chamber  
First Tier Tribunal for Scotland  
Glasgow Tribunals Centre  
20 York Street  
Glasgow  
G2 8GT



0141 302 5860

[www.asntscotland.gov.uk](http://www.asntscotland.gov.uk)

## Information

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

- before the commencement or during the course of the school year in question.
- in relation to subsequent school years.

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