



# St Aidan's High School handbook 2024



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Dear Parent/Carer

I would like to welcome you and your son/daughter to the community of St Aidan's High School. I hope that you will find the information in this handbook very useful in preparing to join us.

St Aidan's High school has a long and proud reputation within the local communities of Wishaw, Newmains, Shotts, Carluke and Lanark. We are proud to be a Catholic secondary school and welcome young people who are Catholic, as well as those of other faiths and of none. Our vision, aims and values are expressed in picture form – designed by one of our pupils and can be seen on the previous page.

Our mission is **Seeking the best as we grow together in faith and learning**. This originates from our traditional Latin motto "Optima Petenda" – seeking the best.

We support all of our young people to become

- Successful learners
- Confident individuals
- Responsible citizens
- Effective contributors
- Faithful disciples

We do this by offering a very varied curriculum – inside and outside of the classroom. Our aims are achieved in an ethos which is based firmly on the Gospel Values of **love, compassion, equality, justice, wisdom, respect, inclusion, forgiveness**.

Our school was last inspected by Education Scotland in December 2018. Among the many strengths highlighted was "The strong sense of community and the respectful, nurturing environment based on Gospel values. Young people have pride in their school." Inspectors commented on the wide range of school activities available and the achievements of pupils. In terms of attainment, our young people perform better than similar pupils across Scotland in a number of indicators.

Our success is achieved as a result of working in partnership with families, primary schools, colleagues across North Lanarkshire, Parishes, New College Lanarkshire and many other external organisations.

We work closely with our primary schools to offer a programme of activities to support the move from primary 7 into first year. We look forward to welcoming your son/daughter into our wonderful school community.

Claire Connelly

Head Teacher



## School Information

|                          |   |         |         |
|--------------------------|---|---------|---------|
| NAME & ADDRESS OF SCHOOL | ST AIDAN'S HIGH SCHOOL<br>WAVERLEY DRIVE<br>WISHAW<br>ML2 7EW   |         |         |
| TELEPHONE NO             | 01698 522738  |         |         |
| E-MAIL ADDRESS           | <a href="mailto:enquiries-at-st-aidanshigh@northlan.org.uk">enquiries-at-st-aidanshigh@northlan.org.uk</a>        |         |         |
| WEBSITE                  | <a href="https://www.blogs.glowscotland.org.uk/nl/staidans">https://www.blogs.glowscotland.org.uk/nl/staidans</a> |         |         |
| TWITTER                  | <a href="https://twitter.com/staidanshigh">https://twitter.com/staidanshigh</a>                                   |         |         |
| DESCRIPTION              | CATHOLIC HIGH SCHOOL S1-S6  |         |         |
| AREA SERVED              | WISHAW, NEWMAINS, SHOTTS, LANARK, CARLUKE   |         |         |
| AGREED CAPACITY          | 1587  |         |         |
| CURRENT ROLL             | 910   |         |         |
|                          | S1: 152   | S2: 172 | S3: 153 |
|                          | S4: 177   | S5: 150 | S6: 106 |

ESTIMATED INTAKE FOR NEXT 3 YEARS 2024 - 140, 2025 - 135, 2026 - 139

PROJECTED ROLL FOR AUGUST 2024 901

THE PARENT COUNCIL CAN BE CONTACTED VIA THE SCHOOL OFFICE

### Our School Accommodation

A main entrance provides a warm welcome for parents and other visitors. Students have their own entrance which leads directly into a large and attractive pupil social area.

Our oratory is located within the social area and our well used assembly hall provides an appropriate setting for year group assemblies, school functions, concerts and plays as well as being used as a trampolining venue.

The attractive games hall complex with its two gymnasias offers good facilities for a wide range of games and sports. In addition we have a fitness suite and an outdoor grass football pitch. Standard classrooms are spread over 4 blocks, all connected. We have specialised areas for Music, Art, Food and Textile Technology and Design and Technology. The school has its own music studio and a drama area. We have a construction area and hair and beauty room in order to provide vocational skills.

Information Communication Technology (ICT) has a high profile within our school with attractive Computing and Business Education facilities, whole school ICT suites and classrooms all with ceiling mounted projectors. Further support for students is provided by our Group Room, our flexible learning space, our nurture room and a Support for Learning suite. Our Library Room provides a range of books to support literacy skills and learning across the curriculum. Lifts in two blocks of the school support those with mobility issues.

Our school accommodation is available for community hire via [school&facilitybookings@northlan.gov.uk](mailto:school&facilitybookings@northlan.gov.uk)

## Senior Leadership Team

### **Mrs C Connelly (Head Teacher)**

As Headteacher, Mrs Connelly has overall responsibility for the school community. Particular responsibilities include the vision and values of the school, the school improvement plan and report, analysis of attainment and achievement data and staff recruitment and welfare.

### **Mr D Kennedy (Depute Head Teacher)**

Responsibility for health and wellbeing, child protection and safeguarding procedures, the P7–S1 transition programme including liaison with partner primary schools and our anti-bullying policy. Mr Kennedy leads the Pupil Support Team.

**Year group responsibility S1**

### **Mrs F Imani (Depute Head Teacher)**

Responsibility for numeracy, the development of the broad general education (S1-S3 curriculum), behaviour management policy, learning and teaching policy, professional development of staff and probationer and student teachers.

**Year group responsibility S2 and S3 (S3 until December)**

### **Mr L McKague (Depute Head Teacher)**

Responsibility for developing the young workforce through employability skills, work placements and positive destinations, ICT developments, SQA arrangements, health and safety and school transport.

**Year group responsibility S3 and S4 (S3 from January)**

### **Mrs S Devlin (Depute Head Teacher)**

Responsibility for the curriculum rationale, literacy, senior phase curriculum including consortium and vocational arrangements, the school timetable, staff absence cover and supply teachers, UCAS, EMA payments and the Pupil Council.

**Year group responsibility S5 and S6**

### **Miss M O'Neill (Depute Head Teacher – Pupil Equity Fund)**

Responsible for interventions and activities to close the attainment gap, using the Pupil Equity Fund.



*Left to right, Mr L McKague, Mrs S Devlin, Miss M O'Neill, Mrs C Connelly, Mrs F Imani, Mr D Kennedy*

**ST AIDAN'S HIGH SCHOOL  
TEACHING STAFF LIST 2023-2024**

|                                  |   |   |                             |  |  |
|----------------------------------|---|---|-----------------------------|--|--|
| <b>Languages &amp; Drama</b>     | Miss F McGrogan<br>Mr J Connarty<br>Miss E Donnelly<br>Mr G O'Brien<br>Mr R Stirling<br>Mrs C Mullen<br>Miss B McDowall<br>Miss E Brand<br>Mrs N Todd | <b>PT Languages &amp; Drama</b>   | <b>Science</b>              | B Mrs E Shuel<br>B Ms T Cushnan<br>B Ms K Catherwood<br>B Mrs A Quinn<br>B Mr B Lafferty<br>P Mr D McLindon<br>P Mr F O'Mara<br>C Mrs F Imani<br>C Mrs S Cochrane<br>C Mrs N Halferty<br>C Mrs J O'Neill | <b>PT Sciences</b><br><br>Act.PT (PS) (0.4)<br><br>DHT<br><br>(0.8)<br>(0.8) |
| <b>Mathematics</b>               | Mr A MacDonald<br>Mr T Callaghan<br>Mrs S Devlin<br>Mr D Kennedy<br>Mrs E Murray<br>Mr S Park<br>Mrs C McNally<br>Mrs E Grogan<br>Mr A Holloway       | <b>PT Math &amp; ICT (0.6)</b><br>(0.8)<br>DHT (0.6)<br>DHT<br>PT (PS)<br>(0.6) | <b>Art &amp; Design</b>     | Miss R Mohammed<br>Miss A McMaster   |  |
| <b>Social Subjects</b>           | G/MS Mr K O'Donnell<br>H/MS Mrs J Gilmour<br>H/MS Mrs P Farmer<br>H Ms M Burke<br>MS Miss C McHenry<br>MS Mrs B Young<br>G/MS Mrs L McCartney         | <b>PT Social Subjects</b><br><br>PT (PS)<br>Act.PT (PS)                         | <b>ICT / Business Educ</b>  | Mrs C Connelly<br>Mr L McKague<br>Miss M O'Neill<br>Mrs K Jeffrey<br><br>Mr J Brennan<br>Mr J McMillan<br>Mr S Kelso   | HT<br>DHT<br>DHT<br><b>Act PT Math &amp; ICT (0.4)</b>                       |
| <b>Modern Languages</b>          | Mrs G Dunsmore<br>Miss N Dunn<br>Miss D Currie<br>Mr R Hardie (P)   | (0.6)   | <b>P.E.</b>                 | Mr M Dunnery<br>Mr M Wedlock<br>Miss L Cairns<br>Mr J Tamburrini<br>Miss A O'Donohue   | PT Healthy Lifestyles & Technologies<br><br>PT (PS)                          |
| <b>Music</b>                     | Mrs C McEachen<br>Mr P Kennedy<br>Mr A Jenkins<br>Mr C Johnston   | <b>PT Exp Arts (0.6)</b><br><b>Act PT Exp Arts (0.4)</b>                        | <b>Tech-nology</b>          | Mr S Duffy<br>Mr J Bell<br>Mrs P Brown   |  |
| <b>Food / Textile Technology</b> | Mrs C Hunter<br>Mrs V Britton<br>Miss J Creechan  | (0.8)<br>(0.6)  | <b>RE</b>                   | Mr M Mann  | <b>PT RE</b>   |
|                                  |   |   | <b>Support For Learning</b> | Miss T Keating   | <b>PT Support for Learning</b>   |

Teaching staff total is 61.7 Full Time Equivalent.

## School Hours

| Monday to Thursday |       |       |
|--------------------|-------|-------|
| Period 1           | 8:55  | 9:45  |
| Period 2           | 9:45  | 10:35 |
| Interval           | 10:35 | 10:50 |
| Period 3           | 10:50 | 11:40 |
| Period 4           | 11:40 | 12:30 |
| Lunch              | 12:30 | 1:15  |
| Period 5           | 1:15  | 2:05  |
| Period 6           | 2:05  | 2:55  |
| Period 7           | 2:55  | 3:45  |

| Fridays   |       |       |
|---|-------|-------|
| Period 1  | 8:55  | 9:45  |
| Period 2  | 9:45  | 10:35 |
| Interval  | 10:35 | 10:50 |
| Period 3  | 10:50 | 11:40 |
| Period 4  | 11:40 | 12:30 |
| <i>Future Fridays: Enrichment Afternoon Activities are offered. Pupils can voluntarily take part in these activities or they can go home.</i> |       |       |

## The School Year 2024/2025

### August 2024

- Monday 12 August 2024 (Return date for Teachers & In-Service Day)
- Tuesday 13 August 2024 (In-Service Day)
- Wednesday 14 August 2024 (Return date for Pupils)

### September 2024

- Friday 27 September and Monday 30 September 2024 (September weekend)

### October 2024

- Monday 14 to Friday 18 October 2024 (October Week)

### November 2024

- Monday 18 November 2024 (In-Service Day)

### December 2024 - January 2025

- Schools close at 2.30pm on Friday 20 December 2024
- Monday 23 December 2024 - Friday 3 January 2025 (inclusive) (Christmas holidays) Schools return on Monday, 6 January 2025

### February 2025

- Monday 17 February and Tuesday 18 February 2025 (Mid-term break)
- Wednesday 19 February 2025 (In-service day)

### April 2025

- Schools close at 2.30 pm on Friday 4 April 2025
- Monday 7 April- Friday 18 April 2025 (Inclusive)\* Spring Holiday (Easter)

\*Good Friday 18 April and Easter Monday 21 April 2025



## May 2025

- Monday 5 May 2025 (May Public Holiday)
- Tuesday 6 May 2025 (in-service day)
- Friday 23 May 2025 and Monday 26 May 2025 (May Weekend)

## June 2025

- Schools Close at 1pm on Wednesday 25 June 2025

## Enrolling in and leaving St Aidan's

St Aidan's High School and our partners recognise the need for child centred transition planning, in accordance with "**Supporting Effective Child Centred Transitions**" North Lanarkshire Council's policy for transition planning across all educational settings. To this end we have a robust and detailed transition policy which outlines our procedures and timelines.

We work very closely with our cluster primary schools – St Aidan's, St Athanasius, St Brigid's, St Ignatius, St Mary's, St Patrick's and St Thomas. We plan a programme of activities to support transition from P7 to S1. This is shared each year with the parents of Primary 7 pupils from our cluster and with parents of other Primary 7 pupils on request, via the school office.

Working in partnership with parents and carers is an integral part of how St Aidan's High School support our learners. Our transition programmes include opportunities for parent and carers to express their views and work in partnership us. This includes visits to St Aidan's High, meeting staff and being informed about the opportunities available within the school. Our primary 7 pupils come to St Aidan's for an initial visit in September/October to meet key staff and become familiar with the school. Around October/November parents of primary 7 children are invited to attend a welcome evening in the school, with the opportunity to meet key staff and visit several classrooms around the school to experience some of the S1 curriculum with teachers. In June of Primary 7, the children come to the school for a 3 day visit to follow their timetable and to participate in a sports day.

Parents and carers who have young people who require an enhanced transition are included in the planning process. This includes attendance at meetings, additional visits to the school and attending parent workshops.

To arrange a visit, parents should speak to the relevant Depute Head Teacher via the school office.

For a young person who wishes to transfer from another secondary school to St Aidan's, the current school should invite St Aidan's to attend a meeting to discuss and plan the move.

Young people are able to choose to leave school after completing S4 if they reach age 16 by the 30<sup>th</sup> September immediately after S4. If they reach 16 years after this date, their earliest leaving date is at the start of the Christmas holidays in S5. Our young people are supported with this transition through a wide range of careers advice, assistance with employment, college and university applications and support in accessing training opportunities across North Lanarkshire. Enhanced transition at the point of leaving school is offered to those with additional support needs.





## Guidance Structure/Pastoral Care

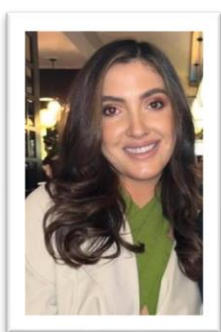
Every learner attending St Aidan's High School will need support at different times in their school life, and it is important that both you and your child know that we are here to help and support your child during these different challenges involving learning, health, friendships or family life.

Every learner at St Aidan's High School has a **Pupil Support Teacher**. This is a teacher who is responsible for them when they are at St Aidan's High School. The Pupil Support teacher is the principal contact between home and school. Their aim is to support the progress and wellbeing of the young people in their caseload. They do this by

- Tracking the attendance, behaviour and learning progress of your child and taking action to improve these if necessary, in communication with you.
- Being available at parents evenings and through arranged interviews to meet with you at any stage, to discuss your child's welfare or progress.
- Providing additional reports if required, to give an overall view of your child's progress.
- Working with partner agencies who may be involved with your child eg. Family Engagement Support Assistant, School Nurse, Social Work, Educational Psychologist, School Counsellor, Home School Partnership Officer, Child and Adult Mental Health Service (CAMHS).
- Assisting you at the major transition periods eg from primary school to secondary school, making subject choices in S2-S5, leaving school.

In St Aidan's our Pupil Support teachers share responsibility for the new S1 pupils so your child will be allocated to one of the team initially. Then your child will be allocated a Pupil Support teacher in S2 who will stay with them until the point of leaving school. To contact your child's Pupil Support teacher, simply phone or email the school office.

It is important to state that Pupil Support teachers are teaching classes for the majority of the week. They will endeavour to get back to you as soon as possible after any phone or email enquiry to the school.



**Miss Burke**  
Pupil Support  
Teacher



**Miss Cairns**  
Pupil Support  
Teacher



**Miss Catherwood**  
Pupil Support  
Teacher



**Miss McHenry**  
Pupil Support  
Teacher



**Mrs Murray**  
Pupil Support  
Teacher

For young people who require additional help with their learning either short or long term, the Principal Teacher of Support for Learning works closely with them, their family and the Pupil Support teacher. In addition we have a Home School Partnership Officer, shared with Coltness High School, who provides support for young people in terms of one to one and small group therapies and achievement opportunities in school and in the community.



**Mrs Hyslop  
Home School  
Partnership  
Officer**



**Miss Keating  
Principal Teacher  
Support for Learning**

Our school Careers Advisor Eleanor Shields provides one to one careers interviews for S2-S6 learners and gives advice at parents evenings.

Our Educational Psychologist Rebecca Rankin works with our Pupil Support Team to support young people with additional needs and provides advice to teaching staff and parents.

## **Equal Opportunities**

St Aidan's High, as a Catholic school, values and promotes equality. We believe in the equal human dignity of everyone in our school community and in society. Our school is committed to eliminating discrimination and promoting equality of opportunity in line with our Gospel values, North Lanarkshire policy and the UK law.

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.

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

<https://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 of achievement for all learners.

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

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



Curriculum for Excellence is defined as:

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

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

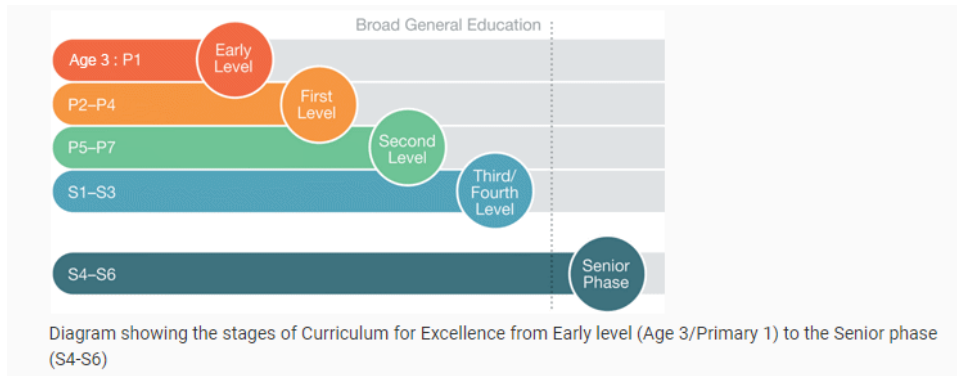
These contexts are:

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

## What are the Curriculum for Excellence levels?

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

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



## What is the Broad General Education?

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

### Curriculum Areas and subjects

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

The 8 curricular areas are:

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

Experiences and outcomes (often called Es&Os) are a set of clear and concise statements about children's learning and progression in each curriculum area. They are used to help plan learning and to assess progress.

<https://education.gov.scot/curriculum-for-excellence/curriculum-for-excellence-documents/experiences-and-outcomes/>

Benchmarks have been developed to provide clarity on the national standards expected within each curriculum area at each level. **Benchmarks allow us to assess learning consistently**

<https://education.gov.scot/curriculum-for-excellence/curriculum-for-excellence-documents/curriculum-for-excellence-benchmarks/>

In St Aidan's High, we offer the following subjects in S1-2, which ensure that the eight curriculum areas are experienced:

***RE, English, Maths, PE, Science, Business and ICT, Drama, Music, Art, Social Subjects, Spanish, French, Home Economics, Technical.***

In addition, all young people have one period per week of ***Wellbeing and Personal Support*** in order to experience aspects of the health and wellbeing curriculum.

In S3 there is the opportunity to specialise in subjects within the 8 curricular areas. All young people will study RE, English, Maths, PE and WPS. In addition they can select a further subject from the following curricular groups – Technologies, Languages, Science, Expressive Arts and Social Subjects. Two further subjects can be studied from any of the curricular areas.

## **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.

In St Aidan's High, in line with other schools in North Lanarkshire, young people in S4 generally study 7 subjects (including Maths and English) at National Qualification levels 3,4 or 5. For some, a reduced curriculum will be in place to meet specific needs.

In S5 and S6, we offer a wide range of courses. These are delivered in school by our own staff or college lecturers or by other schools online. For a limited number of courses, young people will travel to other establishments. Courses include National Qualifications (from N4 to Advanced Higher), HNCs and Foundation Apprenticeships. In S6 we also offer wider achievement opportunities such as Duke of Edinburgh and Introduction to Journalism. Our expectation is that young people follow 5 courses, with some exceptions where Advanced Highers, HNCs or Foundation Apprenticeships are being studied.

In S4-S6 all young people will study 2 periods of RE. In S4 there will be 2 periods of core PE. The health and wellbeing curriculum will be experienced across the range of subjects, through year group assemblies and with input from specialist speakers, workshops and activities.

## **Personal Support/Career Planning**

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

## **Assessment and Reporting**

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

In turn, teachers and staff work with pupils to reflect on their results, looking at their strengths and learning needs, agreeing next steps and action based on these.

As they progress, pupils become more involved in this process, as they develop the skills to make effective judgments on their own learning, developing personal expertise that will be important to them throughout life. Assessment also helps teachers plan learning experiences which are motivating and challenging. Children who may have additional support needs will be assessed using methods best suited to their individual requirements.

Each school year, parents will receive two school reports. One will be a tracking report during the first half of the session which indicates attendance, effort, behaviour, homework and level of study. The second report will contain the same information along with a comment from each teacher indicating strengths and next steps in learning. In addition, there will be one face to face parents' evening per year group. Parents will be able to meet with every teacher that their child is being taught by (or one teacher where the class is shared). The calendar for reports and parents' meetings will be shared online at the start of the session and termly newsletters will contain reminders of the dates.

In S2, S4 and S5 parents will be invited to attend an Information Evening on subject choices for the year ahead. In S3 information will be communicated via email and Teams on the final choices for S4. Booklets on course options will be shared with parents at the relevant stages. Parents are welcome to attend one to one subject choice interviews in the school.

Parents will be advised on any sensitive topics being taught at school with young people. Our Catholic school follows the advice of the Bishops of Scotland on relationships education.

### **Skills Development Scotland – My World of Work**

My World of Work is a web service for people to plan, build and direct their career throughout their lives.

Users can see jobs in action; build their CVs; search for vacancies and explore training opportunities in a way that's personal to them. There are video clips of people explaining their job roles and a news magazine cover with some great up-to-the-minute tips on how to get a job or train for one.

Delivered by Skills Development Scotland, it provides information on the jobs market as well as offering help with things like tackling tough interview questions.

My World of Work complements SDS's current face to face and telephone services, as well as those provided to be partners, so customers have access to a range of channels depending on the level of support they need.

To explore My World of Work and the range of tools on offer, visit [www.myworldofwork.co.uk](http://www.myworldofwork.co.uk)

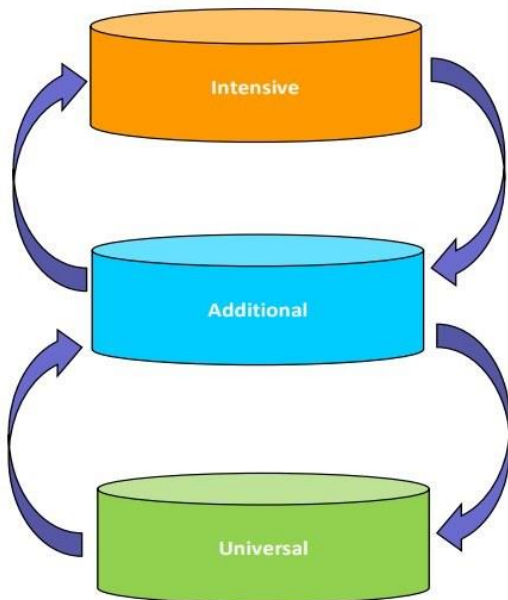




## Additional Support Needs

St Aidan's High School complies with the Additional Support for Learning (Scotland) Act 2004 as amended by the Additional Support for Learning (Scotland) Act 2009 and the Additional Support for Learning: Statutory Guidance 2017.

In our school there are a range of processes to assess and identify young people who may be in need of additional supports to achieve their potential. Getting It Right For Every Child (GIRFEC) has three stages.



Intensive - where it is necessary to work with different partners outside of the school such as health, social work, police to support a young person with significant needs.

Additional – supports that are given to some young people from staff within the school eg support for learning assistants, Educational Psychology input, part-time timetables, one to one or small group teaching, school counsellor.

Universal – supports that are made available to all children eg advice and support from the Pupil Support Teacher, wellbeing classes, careers advice.

### Identifying needs

The school's Principal Teacher of Support for Learning visits our primary schools to discuss and gather information on any primary 7 children who will require additional support to come into first year at St Aidan's High. In some cases, this involves meeting with parents also. All relevant information is then communicated to our staff so that they can do the necessary preparation to meet the learning needs of these children before they arrive. Some of these children are invited to participate in our Linking Up Group programme. This programme provides the children with the opportunity to attend additional sessions in the high school, aimed at ensuring a smooth transition from P7 to S1.

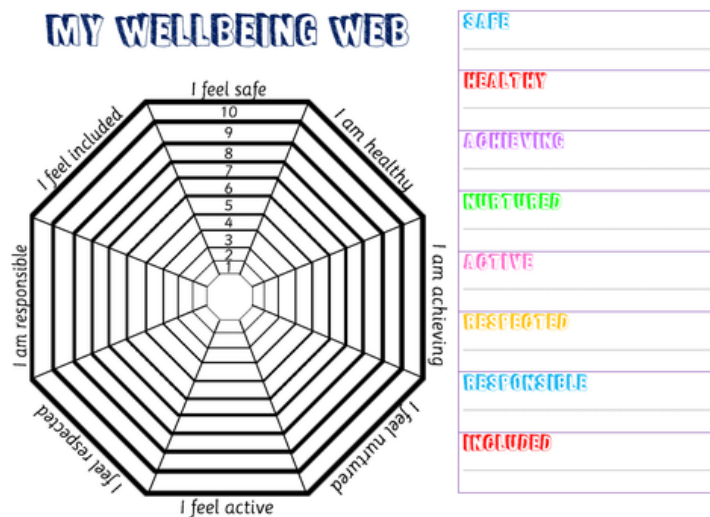
### Types of needs

Young people are supported in St Aidan's with a variety of needs. These could be social and emotional needs or specific learning needs. These may relate to diagnosed or undiagnosed conditions including dyslexia, dyscalculia, autism, physical disabilities, or mental health conditions. Bereavement may also be a factor impacting on young people's learning. In all cases the presumption would be that mainstream education is the appropriate environment for learning.

In St Aidan's High, when we identify learners with Additional Support Needs the first step is to identify the barriers to their learning. We do this in several different ways depending on the initially identified barrier:

- We complete the Wellbeing Assessment, looking at the eight wellbeing indicators **Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible** and **Included**. This is normally completed by the learner's Pupil Support Teacher.

- The learner's views are sought using the "What I think" tool or the Wellbeing Web.



- We request up to date information from the learner's class teachers.
- The learner may be observed in class.
- We complete a Literacy Consultation Profile where necessary.
- A referral may be made to external agencies such as health to request assessments.

After gathering this information, there are various next steps that can be taken including

- Teachers adapting the curriculum to meet the young person's needs more effectively
- Social and emotional supports such as time out cards or referral to the school counsellor
- Additional Support Needs Assistants providing some support with learning
- Referral to the school's Flexible Learning programme or a part-time timetable
- The creation of a personalised Getting it Right for Me plan to be shared with relevant staff
- A Team Around the Child meeting to discuss suitable supports outside of the classroom
- A referral may be made to St Aidan's High Planning for Wellbeing Group
- Implementation and review of the learners Co-ordinated Support Plan
- Special arrangements to help with the SQA qualifications
- A health care plan
- A personalised Co-ordinated Support Plan where agencies outside of school are involved
- Educational Psychologist providing direct intervention
- The Home School Partnership Officer to work with both learner and parents.
- Support from specialist services such as Hearing Impairment Team, Visual Impairment Team, English as an Additional Language Team, and Health Services

Learners in St Aidan's High for whom English is not their first language are referred to the English as an Additional Language team (EAL) and if required support is provided by them in school for a short period of time. The English as an Additional Language Team also provide advice and guidance.

To discuss any concern or issue around your child's learning support needs, you can contact your child's Pupil Support teacher in the first instance, by phoning or emailing the school.

## **Our Promise for care experienced young people in St Aidan's High**

In St Aidan's High we ensure that we fully implement "The Promise" – Scotland's promise to care experienced children and young people that they will grow up loved, safe and respected. To ensure and support this

- our care experienced learners are provided with educational – and wider – experiences of the highest quality that will equip them with the skills, knowledge and qualifications to secure aspirational careers and destinations beyond school.
- we provide appropriate additional supports for care experienced learners and their carers.
- each care experienced learner has a Pupil Support teacher that supports their needs and ensures that they are fully included in any decisions around their learning and care.
- each care experienced learner has a Depute Head Teacher that ensures that their needs are supported throughout the academic year.
- all teaching staff are made aware of young people who are care experienced in order to ensure all necessary additional supports are in place.

Requests for either a GIRFMe plan, Co-ordinated Support Plan, or to discuss the possibility of an additional need can be arranged through a phone call or email to the school requesting to speak to the Pupil Support Teacher or the Support for Learning Principal Teacher.

### **Getting it Right for Me Planning Process**

In many cases this process is started in Primary 6 in collaboration with our Cluster Primary Schools through the transition process.

It is important to recognise that in St Aidan's High School the Pupil Support Teacher responsible knows their learners extremely well and as such know who will benefit from having a GIRFMe plan. These plans are written in collaboration with the learner, their parents/carers, their class teachers, and professionals supporting the learner in different capacities.

In St Aidan's High School GIRFMe Plans are considered for learners that:

- Have literacy and/or numeracy difficulties including Dyslexia and Dyscalculia.
- Have health and wellbeing concerns including ASD, ADHD, social difficulties.
- Are at risk of not achieving positive post 16 destinations.
- Have attendance issues.
- Required counselling.
- Are Care Experienced and are not engaging with education.

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

### **Co-ordinated Support Plan**

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

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

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

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

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

## Dispute Resolution

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

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

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

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

In 2023-24 our plan is to improve the following

- Attendance of learners
- Achievement opportunities for learners
- Listening to the voice of learners to identify improvements in their experiences in school
- Knowledge and understanding of discrimination, in line with our Gospel values



Our achievements last school session are detailed in the school's Improvement Report which is shared with the Parent Council each year as well as with North Lanarkshire Council. A copy is available via the school web site.

Each year the school evaluates its work against Education Scotland's **How Good is Our School? Version 4** and also against **Developing in Faith** – a resource to help Catholic Schools evaluate their work. This evaluation involves using data, gathering views and observing learning experiences. The views of young people and parents are critical in this evaluation. From this evaluation, our improvement priorities for the year ahead are identified. As part of our improvement work, we agree on a priority shared by all schools in our cluster.

The school's improvement priorities are discussed with the Parent Council and all parents are encouraged to attend the meetings.

School attainment is discussed twice each year with the Parent Council – following analysis of the August results and following analysis of the February data on leavers from the year below.

## Summary of the school's attainment in recent years

### **Broad General Education (S1-S3)**

By the end of S3, in line with government expectations, most young people achieve third level literacy and numeracy and the majority achieve 4th level.

#### ***Leavers***

Almost all young people leave school with level 4 literacy. In each of the past 3 years, most young people left school with level 5 literacy.

Almost all young people leave school with level 4 numeracy. The majority of young people left school with level 5 numeracy in 2023 which was an improvement on the previous years.

By the end of S6 attainment at level 6 literacy is consistently above similar young people in Scotland (called our virtual comparator). Attainment at level 6 numeracy is in line with our virtual comparator.

At the point of leaving school, young people across SIMD deciles 1-9 achieve in line with and often significantly above the national average.

#### ***Year groups***

##### **S4**

- The percentage achieving 5 or more awards at National 3 or above is consistently above the virtual comparator
- The percentage achieving 5 or more awards at National 4 or above is consistently above the virtual comparator
- The percentage achieving 5 or more awards at National 5 or above is consistently above the virtual comparator

##### **S5**

- Attainment at level 5 is above the virtual comparator

##### **S6**

- Attainment at Higher level has consistently been above the virtual comparator in terms of 2 or more passes

### Summary of destinations of young people

- Over recent years, almost all young people entered a positive destination with 2023 showing the highest ever level – 96.4% - of young people entering a positive destination.
- The % of young people leaving school and going into higher education is consistently above the virtual comparator. The % of S6 leavers in SIMD 1-2 entering higher education is consistently significantly above the virtual comparator in recent years.





## Homework

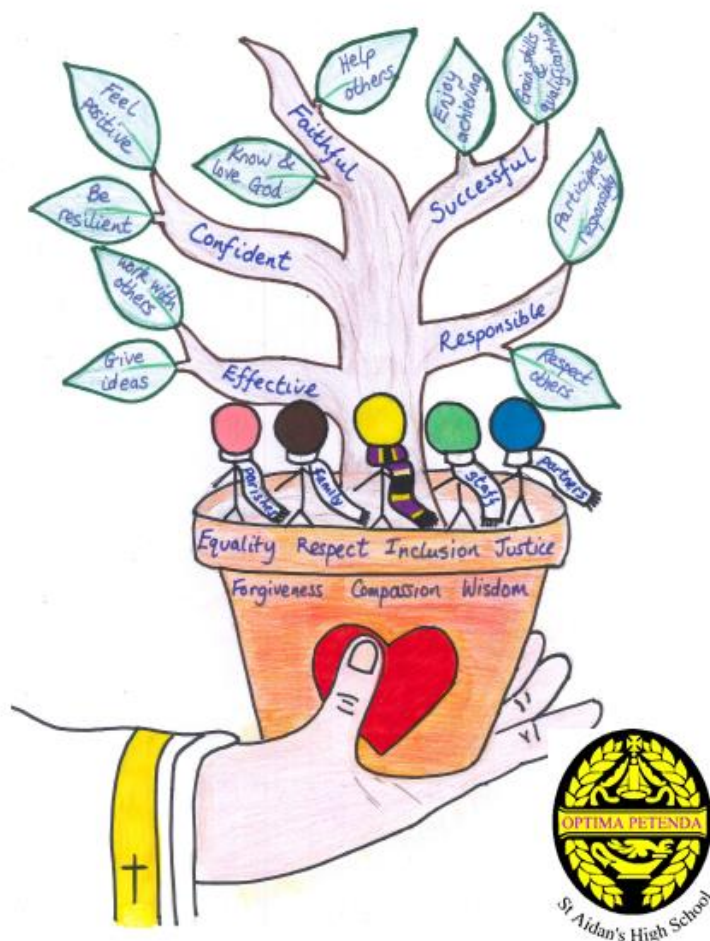
It is school policy that homework is an important element of the curriculum from S1- S6. Together with parents, the school wishes to develop in students a positive attitude to study in school and at home. There are many kinds of homework tasks which may be set, from the completion of classwork, to specific homework tasks, to revision of learning that has taken place. Homework can be formal and informal in nature. Some homework activities may be suggested rather than expected. In general S1-S3 workloads will be lighter than homework set in the senior phase of school. Parents play an essential part in ensuring the benefits of homework. Their cooperation in helping to monitor their child's progress with homework is highly valued by the teaching staff. Providing a quiet place for young people to complete homework at home, if possible, can help. Each report to parents gives feedback on how well young people are doing in terms of completing homework, however Pupil Support teachers will be in contact with parents at an early stage if teachers have raised concerns over homework.

## School Ethos

Our school Badge incorporates the motto "*Optima Petenda*" which means "*Seeking the best*". Our mission statement is "***Seeking the best as we grow together in faith and learning***".

Our vision and values are represented in a diagram which shows

- Jesus as the source of our values – love, compassion, wisdom, respect, equality, inclusion, forgiveness, justice – values which permeate all aspects of our school community
- our desire to seek the best for our young people, staff and members of the community
- our aim to work together, in partnership with others, to allow young people to flourish as successful learners, confident individuals, effective contributors, responsible citizens and faithful disciples.





We promote positive, respectful relationships in our school community through the values mentioned above and through our PLUS policy – created by our Pupil Council in consultation with staff and pupils. The PLUS policy (Positive Learning for Us) promotes responsibility, respectfulness and kindness, in line with our school prayer. Expectations for classroom routines to promote a positive learning climate are included within this policy.

Our school plays a major role in the school community. Our young people are encouraged and supported to put their faith into action in many ways including

- participating in liturgical events within the Diocese of Motherwell
- fundraising to support local and national charities
- giving food parcels to the local community
- entertaining the local community at our Christmas concerts
- inviting children and young people with additional support needs to a Christmas party
- participating in the Caritas Award programme during S6

In addition, we work with many partners in the community to educate our young people on matters relating to health, wellbeing, faith, knowledge of the curriculum and employability skills.

We celebrate the achievements of our young people in various ways

- In our daily announcements each morning
- In subject classes
- On our social media account on X
- In our end of term newsletters
- At regular assemblies
- At special end of year assemblies with the presentation of certificates
- At the annual Awards Ceremony



Our school is a member of the Scottish Catholic Education Service. We work closely with them in ensuring that we follow advice and guidance from the Bishops of Scotland.

## **Spiritual, Social, Moral and Cultural Values**

The Education (Scotland) Act 1980 continues to impose a statutory duty on local authorities to provide religious education in Scottish schools.

In a letter of guidance issued by the Scottish Government in February 2011, it is acknowledged that Catholic schools take a distinctive approach to the provision of Religious Observance: Scottish Government Ministers welcome the tradition that, in Catholic schools, Catholic liturgy will largely shape the nature and frequency of religious observance activities in the classroom and in the wider school community. So, at times, young people will be invited to participate in, and sometimes to lead, prayer and reflection in classrooms and at assemblies. At other times, to honour particular occasions or feasts, chaplains will lead school communities in the celebration of Mass and other forms of liturgical celebration.

Our school chaplain, Father Femi, is involved in supporting RE classes, leading the liturgy in school and in providing spiritual and pastoral care to young people and staff. The link with parishes is maintained by inviting priests who serve the parish to come to school to talk to the children and support the chaplain with liturgical events and through pupil involvement in the Mass ministries on Catholic Education Sunday and in voluntary duties as part of the Caritas Award.

Holy Mass is celebrated regularly in the Oratory including every Wednesday morning at 8.30 am. Class and year group masses and liturgies are held on a regular basis. The Oratory is also used throughout the year for special religious services appropriate to the Church's calendar and it serves as a quiet place where students and staff can go to pray. A retreat day is offered to students at different stages where pupils follow a programme of workshops and spiritual reflection.

Provision is made as far as possible, for all children to attend Mass on Holy Days of Obligation and to receive the Sacrament of Reconciliation during Advent or Lent.

Religious education in Catholic schools is a statutory core subject for all pupils attending primary and secondary education, including those in years S5 and S6, and it is their entitlement to have this taught in a meaningful and progressive way. Religious education in Catholic schools is one of the eight core curriculum areas within Curriculum for Excellence. In Roman Catholic schools the experiences and outcomes should be delivered in line with the guidance provided by the Scottish Catholic Education Service.

All classes have two periods per week of Religious Education during which they study the appropriate syllabus for each Year Group based upon the Religious Education programme devised by Motherwell Diocesan Advisorate, the national programme called This is our Faith in conjunction with some Courses offered by the SQA. The school's Religious Education programme therefore meets the requirements of national guidelines published by the Scottish Government in conjunction with the Scottish Catholic Education Commission. All RE classes are taught principally by specialist RE Teachers and members of the school's extended Religious Education team.



## Charter for Catholic Schools in Scotland



SCOTTISH CATHOLIC EDUCATION SERVICE

The mission of the Catholic school is to develop as a community of faith and learning, providing the highest quality of education, and offering formation through the promotion of Gospel values, through celebration and worship, and through service to the common good.

**All Catholic schools in Scotland**, in honouring Jesus Christ as the Way, the Truth and the Life, will feature the following characteristics:

- a commitment to the integrated education and formation of the whole person, in close partnership with parents as the first educators of their children;
- an inclusive ethos which aims to honour the life, dignity and voice of each person, made in the image of God;
- a commitment to the search for wisdom in life and to the pursuit of excellence, through the development of each person's unique God-given talents;
- a commitment to the spiritual formation of the school community, through the shared experience of prayer and liturgy, and in partnership with local parishes;
- the provision of religious education programmes which will enable young people to develop their understanding of Gospel values and of how to apply them to life;
- a commitment to uphold the moral teaching, faith tradition and sacramental life of the Catholic Church;
- a commitment to communicate Catholic social teaching and thereby to promote social justice and opportunity for all;
- a commitment to ecumenical action and the unity of Christians;
- the promotion of respect for different beliefs and cultures and for inter-faith dialogue;
- a commitment to support the continuing professional and spiritual development of staff.

**All staff appointed to a Catholic school** are expected to support and promote the aims, mission, values and ethos of the school, as illustrated in this Charter.

The Charter for Catholic Schools in Scotland summarises the key characteristics which all Catholic schools in Scotland strive to feature through the experiences and the service which they offer. St Aidan's High School is committed to this charter.

Recognising the important role of parents as first educators of their children, the Church has always encouraged them to take responsibility for educating and forming their children in accord with their beliefs. In expecting Catholic schools to develop as communities of faith and learning, the Church, encourages teachers to work closely with parents in support of their children's learning. The Church regards the parish as a vital link in contributing to the partnership of home, school and Church in forming children in faith. This partnership can include activities such as preparing children to receive the sacraments, providing education about loving relationships and participating in prayer and liturgical celebrations.

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

It is recognised that the Education Act allows parents to withdraw their children from any instruction in religious subjects and from religious observances and any such students will not be placed at a disadvantage with respect to secular education. However we feel certain that all parents, who have, after all, chosen freely to send their children to a Catholic school, will wish their children to attend all religious instruction and observance in the school. Any parents who may wish to request the withdrawal of their children from such religious instruction or observances must, in the first instance, request a parental interview with the headteacher.

## Extra-Curricular Activities



Young people enjoy having access to a range of school activities which enhance their physical, social and emotional wellbeing. In St Aidan's we provide many opportunities for our young people to develop leadership and citizenship skills as well as gain confidence in team working, problem solving and communication whilst having fun with friends. This is done through a wide range of lunchtime and after school activities involving, sport, games, ICT skills, wellbeing, literacy and more. There are also many opportunities to participate in competitions such as the UK Maths Challenge, Science and public speaking competitions.

The school fosters a culture of volunteering and sense of giving back to its community encouraging many young people to participate in various leadership roles. These include the Peer Advocacy, Reading Ambassadors, Sports Leaders, Young STEM leaders and pupil leadership roles such as the pupil council, guides to S1 and assisting with parents evenings. Each year large numbers of young people in S6 participate in the Caritas Award, volunteering to help others in school and in their local community. In S5 all young people contribute to charitable work through RE classes.

As well as the many leadership roles in S5/6, there are growing opportunities for learners in S1-S4 to gain awards such as the Industrial Cadets award, Bronze Crest Awards, Young STEM leaders awards and Duke of Edinburgh Bronze Award.

The school has been accredited with the North Lanarkshire Enterprising Schools award in recognition of the range of enterprising experiences learners are benefitting from. In recent years, the school has won UK wide competitions in the field of Science and innovation and have supported young people in being selected for Strathclyde University's Space School.

### Future Fridays

On Friday afternoons, activities are on offer for those S1-S6 young people who wish to remain in school to expand their knowledge, skills and experiences. These vary each year and include things like sports, reading club, pet therapy, First Aid courses, employability workshops, arts and crafts, games, introduction to college courses, hair and beauty and more. Transport home is provided for those entitled to school transport.

## **Out of School Learning and Childcare**

Frequently teachers offer study support classes to S4-S6 learners during lunchtimes or after school, particularly in the run up to assessment periods and final SQA exams. Information on supported study programmes is issued to parents by email.

To support learning at home, our young people can access a range of online resources via the Glow platform which they have logins for. Our senior pupils are given access to the Scholar online resource to support learning. Each Easter, details of online study programmes are shared with pupils.

## **Freedom of Information**

Freedom of Information (Scotland) Act 2002 came into force in 2005. The Act allows anyone to ask for information held by the Council and imposes a time-scale of 20 working days for the Council to respond. To deal with Freedom of Information requests, the Council has appointed a Corporate Freedom of Information Officer with the support of an officer in each Service. The Freedom of Information Coordinator can be contacted 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 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 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 allow us to process Education Maintenance Allowance (EMA) applications
- to monitor and report on pupil attainment and achievement in relation to the national improvement framework issued by the Scottish Government
- to assure the quality of our education services in line with national expectations from Education Scotland
- when we require to contact you by post, email, telephone or text.

### **Who do we share information with?**

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

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

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

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

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

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

View this on our website at our website at <http://www.northlanarkshire.gov.uk/index.aspx?articleid=15003> or you can request a hardcopy of this from Education, and Families, Civic Centre, Motherwell, ML1 1AB.

### **Your rights under GDPR**

You can:

- Request access to your information – you have the right to request a copy of the personal information that we hold about you, your child or young person. You can ask us to confirm what personal information is being used and with whom it has been shared with.



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

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

|  |
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| <b>The Council’s Data Protection Officer</b>   |
|  |
| 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 <a href="mailto:AITeam@northlan.gov.uk">AITeam@northlan.gov.uk</a>  |
|  |

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|--|
| <b>The Information Commissioner</b>  |
|  |
| 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  |
| <a href="mailto:casework@ico.org.uk">casework@ico.org.uk</a>   |

## Transferring Educational Data about Pupils

Education authorities and the Scottish Government

Education Portfolio (SGEP) exchange data about pupils either on paper or electronically through the ScotXed programme.

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

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



## Why do we need your data?

In order to make the best decisions about how to improve our education service, SGEP and education authorities need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better educational outcomes. Accurate and up-to-date data allows SGEP, education authorities and schools to:

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

## Your GDPR rights

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

## 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 school's actions in response to Child Protection concerns

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

Child Protection Co-ordinators: Mr Kennedy, Miss O'Neill

Telephone number: 01698 522738

## Adult Protection

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

Adult Protection Co-ordinator: Mrs Connelly

## School Discipline

Standards of expected behaviour are made clear to all young people when they first arrive in the school and on a regular basis via the school's PLUS policy (mentioned in the ethos section), by classroom teachers and in assemblies.

Our school has a staged intervention process for dealing with issues relating to discipline.

- Classroom teachers will give verbal reminders to young people either quietly in class or briefly outside of the classroom door. The teacher will record any subsequent issues. This will be used to feedback to parents via parents' evenings and written reports. They will make a referral to the Pupil Support teacher if they have ongoing concerns about effort, behaviour or homework.
- Pupil Support teachers will contact parents by phone regarding concerns raised by classroom teachers or in relation to timekeeping or minor behaviour issues between classes or at break times. A monitoring card may be issued.
- Depute Headteachers and/or Pupil Support teachers may issue a short lunchtime detention where the young person reflects on the incident and discusses with the duty teacher how to improve behaviour.
- Depute Headteachers will contact parents regarding any serious incidents relating to behaviour. In some instances, a telephone discussion will be sufficient to address the issue but in other cases parents will be invited to the school to discuss the matter. The outcomes of such meetings could be
  - Changes to GIRFMe plans where behaviour is due to specific additional support needs and further support strategies have been agreed
  - Monitoring timetables
  - Alternative education provision within the school building for a period of time
  - Formal exclusion from school for a period of time. In this instance, formal paperwork will be issued including information on the right to appeal the decision. Following the exclusion, a meeting will take place to discuss steps that can be taken at school and at home to support improved behaviour. ***It should be noted that exclusion should only be put in place in line with North Lanarkshire policy.***
  - A meeting of key staff involved with the young person, to discuss further strategies/ interventions to support the young person and potentially a referral to the Planning for Children's Wellbeing meeting.

- Referral to North Lanarkshire Council due to repeated exclusions or seriousness of incident.

Our school's aim is to work closely with parents and families in a supportive manner to help improve the behaviour of young people.

## **Anti-bullying**

Our school does not tolerate bullying of any kind. We value the dignity of all members of our school community and we educate all of our young people to treat others as they would wish to be treated, as stated in our school prayer. This message is reinforced in classrooms and assemblies and in conversations with young people.

Young people in St Aidan's are encouraged to speak to their Pupil Support teacher, a member of the Senior Leadership Team or any member of staff to report any issues related to bullying. This will be fully investigated and acted upon wherever necessary. Such action may take the form of a conversation with the other young person(s) involved to highlight the wrongdoing and to educate them further. In many instances, parents will be informed. Parents may be invited to the school to discuss such incidents. If there are repeated incidents of bullying, a formal exclusion may be the outcome. At all stages, our Gospel values will be emphasised and our actions will be taken in line with NLC's Promoting Positive Relationships: Respect for All: Anti Bullying Policy (May 2019)

## **Supervision in Non-Class Times**

An adult presence is provided in social areas at break times in terms of the Schools (Safety and Supervision of Pupils) (Scotland) Regulations 1990. For some young people with Additional Support Needs, a quiet supervised area is available during breaks.

## **External Provider Staff**

- i School disciplinary policy & procedures should be invoked when there is an incident involving any member of external staff (not employed by NLC) within a NLC establishment.
- iii External staff with allocated classes in schools should be met by a school senior manager before the first lesson to confirm the policy and procedures on how disruptive behaviour will be managed.
- iii Any misconduct should be reported to a member of the school SMT before the close of the business day.

## **Home and School Links**

In St Aidan's High school we recognise that parents and carers are the first educators of their young people. In developing as a community of faith and learning we work closely with families to support learning.

Details on how parents and carers are involved in the transition or transfer to St Aidan's have been outlined at the start of the handbook.

A face to face parents' evening is held each year for each year group, allowing parents and carers to meet with teachers from all subject areas. The Principal Teachers of Pupil Support and of Support for Learning are available to talk to at these evenings also, as well as the Depute Headteacher for the year group and the Headteacher if required.

In addition, parents/carers receive two reports per school year to inform them of progress in learning.

Information evenings are arranged for parents and carers of young people in S2, S4 and S5 in order to support subject choices for S3, S5 and S6. These events provide information on the curriculum, on things to consider when making choices and where further information can be sought. Information and advice is provided to parents/carers of young people in S3 in order to support the final subject choices for S4. Parents/carers are invited to attend one to one course choice interviews if they wish.

The parents and carers of S6 pupils are invited to attend an information evening on the university application process.

Parents and carers are kept up-to-date with key events, achievements and the school's curriculum through regular emails from the relevant Depute Headteacher and the Headteacher and also through the end of term newsletters. These newsletters provide useful dates for parents/carers such as when reports are due to be sent home and when information evenings take place. They also include details of Parent Council meetings, which all parents and carers are able to attend.

### ***Online Parents Portal***

The school strongly encourages the use of the Parents Portal online. This portal gives parents/carers the opportunity to access school reports, timetables and pupil data including emergency contact information. There is also access to an online school calendar. Online payments can be made for school meals and trips.

Information and guidance relating to North Lanarkshire Council's 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>

**The web site above provides information about online learning resources.**

### **Supporting digital learning**

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.

Should parents/carers wish to contact the Parent Council, they should get in touch with the school office for the details.

As stated previously, parents/carers can contact the school regarding any aspect of their young person's education by phone or email (details at start of handbook). In the first instance, the Pupil Support teacher should be the point of contact. If a parent/carer wishes to raise a concern/make a complaint then this can be raised with the Pupil Support teacher or the relevant Depute Headteacher. All complaints will be followed up as promptly as possible and the outcome will be communicated, including reference to school and North Lanarkshire policies. If a parent/carer is unsatisfied with this outcome, they can request to speak with the Depute Headteacher or Headteacher as appropriate. If a parent/carer does not feel that the school has resolved the complaint, they can complain to North Lanarkshire Council via their website.

<https://www.northlanarkshire.gov.uk/nlc-forms/complaint>

## Attendance at School

Section 30 of the 1980 Education Act places a duty on every parent/carer of a child of 'school age' to ensure that their child attends school regularly.

Attendance must be recorded twice a day, morning and afternoon.

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

At the start of each school session, parents/carers will be asked to confirm 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. The school strongly encourages the use of the parent portal to keep contact details up to date.

Parents and carers are asked to inform the school if their young person 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.

Parents/carers should advise the school if their young person is likely to be absent for some time, and to provide the young person with 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 young person's education and reduces learning time. Parents/carers should inform the school by letter of the dates before going on holiday.

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

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

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

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

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

### b) Extended leave with parental consent

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

Leave in such circumstances will be authorised under circumstances such as

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

### c) Exceptional Domestic Circumstances

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

- The period immediately after an accident or illness
- A period of serious or critical illness of a close relative
- A domestic crisis which causes serious disruption to the family home, causing temporary relocation.

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

## Clothing and Uniform

All North Lanarkshire schools must have a dress code which encourages pupils to dress in a way which is appropriate to attendance at school. This dress code must not lead to direct or indirect discrimination on the grounds of race, religion, gender or disability. Prior to drawing up the dress code the parents/carers, pupils and staff were fully consulted. It is the expectation of Education and Families that parents/carers will be keen to support the dress code and written agreement may be sought.

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

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



### The school uniform for St Aidan's High is

- A black school blazer
- A St Aidan's High year group tie
- A white school shirt
- Black skirt or trousers (please note leggings/ tracksuits/ cargo pants/ jeggings/jeans are not acceptable)
- A plain black v neck jumper or cardigan if required – branded items are not acceptable and school ties should be visible
- Black footwear

### PE uniform is

- Plain white t-shirt (no logos)
- Black shorts or leggings/jogging bottoms

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

## **Meals**

(i) A range of hot and cold food items are served in school each day first thing in the morning, during morning interval and at lunchtimes. The school canteen is cashless. Young people use their Young Scot card to pay for items. Money can be added to the account via the iPayimpact system. Parents may already be familiar with this system from primary school. Details are sent out to parents at the point of transition but can also be issued via a phone call or email to the school office. Those young people receiving a free meal will automatically have their allowance added to their card each day.

### **(ii) Special Diet Procedures**

Diets required as a result of a medical condition (a medically prescribed diet e.g. coeliac disease, diabetes, PKU, food allergy or intolerance) can be provided in school by our catering staff. A medically prescribed diet form 1a must be completed and signed by the child's Registered Dietician or General Practitioner. Procedures and forms can be accessed online through North Lanarkshire Council's website, by the school, the catering service or also in some cases by the child's dietitian or doctor. For some conditions (PKU, coeliac) parents/carers may be asked to supply prescription foods or attend a meeting to discuss the child's dietary requirements.

For information a vegetarian meal option is offered on a daily basis.

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

It is important that the Head Teacher is aware of any medically prescribed diets within the school and on occasion 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)

(iii) Other

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.

Students aged between 16 and 18 and who are in receipt of any qualifying benefits can apply for free school meals in their own right.

Information and application forms for free school meals may be obtained from schools or downloaded from [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.

Free milk is not provided for secondary pupils. Milk may, however, be available for purchase in the school during the lunch period.

## 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.

Once a pupil has reached the school leaving age the pupil, not the pupil's parent/carer may choose which school to go to.

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

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

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

## Education Maintenance Allowance (EMA)

Students who have reached the statutory school leaving age of 16 may be eligible for an Education Maintenance Allowance (EMA) to allow them to remain at school.

In session 2024-2025 students who are born before 1 March 2009 will be eligible to apply for an EMA.

The EMA guidelines explain the criteria which must be met in order to be eligible for an EMA and the rules which must be adhered to for the EMA to be paid throughout the year.

The following notes will be helpful in giving information about the EMA Guidelines.

### i) Eligibility

All applications are individually assessed. Students must attend a school within North Lanarkshire Council, regardless of where he or she is resident.

The income used as the basis of the assessment is the gross household income for the preceding financial year.

The income thresholds used in assessing applications in session 2023/2024 are as shown below. These levels may be subject to change in session 2024/2025.

For applicants in single student households - £30 per week is paid where the income is up to £24,421; where the income is above that level no award will be made.

For applicants in multiple student households - £30 per week is paid where the income is up to £26,884; where the income is above that level no award will be made.

### ii) Attendance

Students in receipt of an EMA must attain 100% attendance in any week to receive payment for that week. Where the student is absent through illness a medical certificate must be submitted. In addition, self-certification forms are accepted for a maximum of 5 days sickness absence in the academic session. Any illness which would take the pupil over the 5 days self-certification would continue to require submission of a medical certificate.

### iii) Application forms

A Groupcall message will be sent to all students who are in the eligible age-band to apply for EMA

Application information, qualifying criteria, payment schedule and guidance notes are available under the Education Maintenance Allowance information page on the Council website. [Education Maintenance Allowance | North](https://www.northlanarkshire.gov.uk/schools-and-learning/additional-support-families-and-children/education-maintenance-allowance)<https://www.northlanarkshire.gov.uk/schools-and-learning/additional-support-families-and-children/education-maintenance-allowance> Lanarkshire Council A link to the online application form can also be found here.

Students who are eligible for EMA for the full academic session should apply as early as possible. Students, who are eligible for EMA from January to June, should apply from November.

Any student who is unsure whether they meet the EMA criteria should contact the EMA Section for advice on [ef.ema@northlan.gov.uk](mailto:ef.ema@northlan.gov.uk)

## Transport

### i) General

The Council has a policy of providing free transport to secondary pupils who live more than two miles 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 should apply online before the end of February for those pupils beginning school in August to enable the appropriate arrangements to be made. Applications may be submitted at any time throughout the year but may be subject to delay whilst arrangements are made.

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

Applications can be made online at the Council website [www.northlan.gov.uk](http://www.northlan.gov.uk)

### ii) 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.

### iii) Placing Requests

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

Any information on transport appropriate to the school should be mentioned and this should include travelling arrangements arising from inter-school curricular arrangements.

## Medical and Health Care

Parents/carers will be informed, in advance, of any proposed medical or dental inspections or treatment at the school.

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

If a young person becomes unwell at school, they should report to their Pupil Support teacher or the school office. The school will contact home to let them know of the situation and to establish if a parent or family contact is able to collect them. If a young person is injured in school, parents will be contacted. The school has first-aid trained members of staff who are called upon when necessary. In emergency situations, an ambulance will be called by the school and parents will be kept updated.

If a young person is unable to attend a suitable educational establishment as a result of prolonged ill-health, North Lanarkshire Council must make special arrangements for the pupil to receive education elsewhere, other than that at an educational establishment

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

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

## **Information in Emergencies**

We make every effort to maintain a full educational service, but on some occasions circumstances arise which lead to disruption. For example, schools may be affected by severe weather, temporary interruption of transport, power failures or difficulties of fuel supply. In such cases we shall do all we can to let you know about the details of closure or re-opening. We shall keep you informed by using letters, notices in local shops and community centres, announcements in local churches and announcements in the press on local radio, on the NLC website and twitter. Email and text messages may also be used.

## **The Parent Forum**

As a parent/carer of a young person 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

Currently there are five members of our Parent Council. The Chairperson is Mrs Brenda O'Hara, the Secretary is Mrs Maureen Smith and the Treasurer is Mrs Donna Allen. Mr David McKendrick and Mrs Lisa McAllister are also members. The Head Teacher acts as professional adviser to the Parent Council and attends all meetings. All parents, as members of the Parent Forum are able to attend Parent Council meetings. The dates of all meetings are published in end of term newsletters. The Parent Council can be contacted via the school office.

At the AGM each year, parents can be elected onto the Parent Council. Every two years, the election of the Chairperson, Secretary and Treasurer will take place.

The school Captains in S6 are invited to attend meetings on behalf of pupils.

The Parent Council's rights and duties include:

- supporting the work of the school;
- representing the views of parents/carers;
- consulting with parents/carers and reporting back to the Parent Forum on matters of interest;
- promoting contact between the school, parents/carers, pupils, and the wider community;
- fundraising;
- taking part in the selection of senior promoted staff;



- receiving reports from the head teacher and education authority; and
- receiving an annual budget for administration, training and other expenses.
- Improving home school partnership and facilitating parental involvement

## 2023 Attainment

In line with our vision and values, our young people will be supported to achieve the best possible outcomes in terms of national qualifications and other awards.

In S4, young people will be presented for 7 national qualifications, with flexibility for some, where agreed with parents/carers. In S5/6 young people will broadly be presented for up to 5 national qualifications or awards. The school, in consultation with pupils/parents/carers will normally decide on presentation for examinations. However in the final analysis, the school will accede to the wishes of the parents/carers.

The school offers a very wide range of subjects, qualification levels and awards. We work with a range of partners to do this including other schools in North Lanarkshire and local colleges. Information on this, including pathways for individual learners, is shared with parents/carers at options information evenings each year and in written communication home.

### 2023 Data

The figures below show the pass rate at different quantities and levels of national qualifications. The figure for St Aidan's is shown, alongside the figure for our "virtual comparator" - this is similar young people across Scotland and is a figure used by school inspectors for comparison purposes.

| <b>S4</b>                               | St Aidan's | Virtual Comparator |
|---|------------|--------------------|
| 5 or more passes at National 3 or above | 94.4%      | 85.5%              |
| 5 or more passes at National 4 or above | 89.4%      | 81.8%              |
| 1 or more passes at National 5          | 79.3%      | 83.2%              |
| 3 or more passes at National 5          | 61.5%      | 61.1%              |
| 5 or more passes at National 5          | 45.8%      | 41.7%              |
| <b>S5</b>                               |            |                    |
| 1 or more passes at Higher              | 52.3%      | 57.3%              |
| 3 or more passes at Higher              | 31.8%      | 34.5%              |
| 5 passes at Higher                      | 12.3%      | 14.4%              |
| <b>S6</b>                               |            |                    |
| 1 or more passes at Higher              | 54.7%      | 57.5%              |
| 3 or more passes at Higher              | 41.1%      | 39.3%              |
| 5 passes at Higher                      | 29%        | 24.7%              |
| 1 or more passes at Advanced Higher     | 14.7%      | 17.3%              |

## **Additional qualifications and awards gained in 2023**

- 1 x SCQF Level 6 Acting and Theatre Performance
- 4 x SCQF Level 6 Civil Engineering
- 1 x SCQF Level 6 Diploma in Digital Application Support
- 3 x SCQF Level 6 Foundation Apprenticeships in Civil Engineering
- 2 x SCQF Level 6 Foundation Apprenticeships in Social Services and Healthcare
- 3 x SCQF Level 6 Foundation Apprenticeships in Social Services: Children and Young People
- 4 x SCQF Level 6 Musical Theatre
- 2 x SCQF Level 6 Social Services and Healthcare
- 12 x SCQF Level 6 Social Services: Children and Young People
- 12 x SCQF Level 5 Construction Skills
- 1 x SCQF Level 5 Cyber Security
- 1 x SCQF Sports Coaching
- 3 x SCQF Level 4 Employability/Certificate of Work Readiness
- 4 x SCQF Level 4 Health and Safety in Construction
- 1 x SCQF Level 4 Wellbeing
- 3 x Dynamic Youth Awards

## **Useful contact information**

### **Education and Families – North Lanarkshire Council**

Civic Centre  
Windmillhill Street  
Motherwell  
ML1 1AB  
01236 812222  
Email [ef.sfl@northlan.gov.uk](mailto:ef.sfl@northlan.gov.uk)

The school's Education and Families Manager is Marie Claire Hendry.

The school's CIIL (Cluster Improvement & Integration Lead) can be contacted in relation to supporting additional needs of young people. Our CIIL is Donna McCann, who can be emailed at ***McCannDo@northlan.gov.uk***

### **Elected Councillors in local area**

Ward 13 Fortissat Margaret Hughes, John Jo Leckie, Martin McCulloch, Kenneth Stevenson  
Ward 20 Murdostoun Robert McKendrick, Cameron William McManus, Louise Roarty, Nicky Shevlin  
Ward 21 Wishaw Bob Burgess, Fiona Fotheringham, Jim Hume, Frank McKay  
Ward 1 Law, Clydesdale West Poppy Corbett Lynsey Hamilton Eileen Logan, David Shearer  
Ward 2 – 7, 13 & 16, Clydesdale North Richard Lockhart, Catherine McClymont, Julia Marrs

Elected Members may be contacted at: Members Services Civic Centre MOTHERWELL ML1 1TW Tel No 01698 302222

### **Support for Learning**

Help and advice on any matters relating to Support for Learning can be obtained by calling or emailing St Aidan's High School and requesting to speak to your child's Pupil Support Teacher or the Principal Teacher Support for Learning.

### **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.

Enquire  
Children in Scotland  
Rosebery House  
9 Haymarket Terrace  
Edinburgh  
EH12 5EZ  
[Email: info@enquire.org.uk](mailto:info@enquire.org.uk) Telephone 0345 123 2303

[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**

**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 8GT  
0141 302 5860  
[www.asntscotland.gov.uk](http://www.asntscotland.gov.uk)

**NHS Lanarkshire**

**Motherwell Health Centre**

01698 242610

**Wishaw Health Centre**

01698 355511

**Social Work**

**Motherwell**

Tel No 01698 332100

**Wishaw/Shotts**

Tel No 01698 348200

## **COMMUNITY LEARNING & DEVELOPMENT LOCALITY OFFICES**

### **Motherwell CLD Locality Office**

Our Lady's High School

Dalziel Drive

Motherwell

ML1 2DG

Tel: 01698 403830

E: [CLD-Motherwell@northlan.gov.uk](mailto:CLD-Motherwell@northlan.gov.uk)

### **Wishaw/Shotts CLD Locality Office**

Calderhead High School

Dyfrig Street

Shotts

ML7 4DH

Tel: **01698 274343**

E: [CLD-Wishaw@northlan.gov.uk](mailto:CLD-Wishaw@northlan.gov.uk)

## **Qualifying Statements**

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

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

Education Authorities are required by law to issue a copy of the school handbook to certain parents/carers in December each year.

It details the current policies and practices of both the council and the school.

## **Provision of Scottish Statistical Information**

All Government produced statistics relating to schools can be found here:

<https://www2.gov.scot/Topics/Statistics/Browse/School-Education>

That includes, among other things

- Teacher judgement of levels of attainment for learners in S3
- Leaver Destinations
- School profile statistics (rolls etc.)
- Attendance / Exclusions