



EDUCATION AND FAMILIES

ST SERF'S PRIMARY SCHOOL HANDBOOK (2024 EDITION)



NLC – Service Pledge [tbc]

Introductory Section by Head Teacher

Educational Objectives

Curriculum for Excellence places learners at the heart of education. At its centre are four fundamental capacities from the ages of 3-18:

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

As part of a learner's journey, the cumulative experiences of the four capacities above is planned for and experienced by learners across the following contexts:

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

St. Serf's School **Values** based on Gospel Principles:

Love: love our school, develop your love of learning, continue to love one another.

Care: care about our school and your school work, care to do well for your future, care about ourselves and each other.

Forgiveness: everyone makes mistakes, everyone can try harder and when if given another chance you should take it, everyone can forgive.

St. Serf's **Vision**:



At St Serf's, we encourage learners to *achieve*, share *responsibility and respect* as we *nurture happy learners in a safe and supportive environment*, embodying our *values of love, care and forgiveness within our school and wider community*.

◆ purpose for being ◆ culture ◆ values

School Motto:

Learning minutes matter





Dear Parent and Carers,

I would like to take this opportunity to welcome you warmly to St Serf's Primary School. I hope you find this handbook helpful as it aims to provide essential information about the community of faith and learning we actively promote within St. Serf's Primary School.

When your child first joins us here in St Serf's Primary, we are all entering a new partnership with the same aim in mind – to provide the education of your child in order to meet their educational, personal and spiritual needs and to best prepare them to make an effective contribution to society in their present and future lives. We want your child to feel happy in their learning environment, feel secure in their surroundings and raise aspirations for achievement and attainment. We also encourage our learners to play their part in the wider life of our school.

The staff team work hard to create a happy, secure atmosphere in and around their learning environment and to encourage and support your child to achieve their best. This is best achieved when home and school are working together. At St. Serf's we actively encourage parental partnership throughout the school year and promote your involvement in the community life of the school.

I look forward to working in partnership with you and your family. If I can be of further assistance, please do not hesitate to contact our school.

Yours faithfully,

Mrs M. McGuigan
Head Teacher

2 School Information

St Serf's Primary & Nursery
Thrashbush Road,
Airdrie
ML6 6QU

Telephone number: 01236 632082

e-mail address: enquiries-at-st-serf@northlan.org.uk

Denominational status: Catholic School

Capacity of the school: 420

Stages covered: Primary 1 to Primary 7

Present roll: 189

Current class structure for 2023-24:

P1 23	P2 18	P3 27	P4 34	P5 29	P6 30	P7 27
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*In exceptional circumstances, it will be necessary to change class structures within a school year. This would occur due to staffing circumstances or a change + or – to the school roll.

Composite class information found here: <https://www.northlanarkshire.gov.uk/schools-and-learning/maintaining-school-standards/school-policies-and-guide/composite-classes>

Community facilities available in the school and letting procedures: N/A

Associated secondary schools:

St Margaret's High School Waverly Drive, Airdrie. ML6 6EU Tel: 01236 794888	Airdrie Academy South Commonhead Avenue, Airdrie ML6 6NX. Tel: 01236 632161
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Parent Council information:

Lynda McGaw	Chair Person	email: Lynda.harold@yahoo.co.uk
Claire McCormack		Treasurer
Carolanne Deacon		Secretary
Collette Mills		Member

Gaelic language provision: St Serf's Primary does not provide Gaelic language provision

3 Staff

Head Teacher and Promoted Staff

Head Teacher:	Mrs M. McGuigan
Acting Depute Headteacher (P.E.F.):	Mrs F. Powell
Acting Principal Teacher:	Mrs C. Easton
Acting Principal Teacher:	Mrs S. Francis

Teaching staff and stages for session 2021-2022:

Total number of staff (full time equivalent.) 10.93 FTE

Primary 1	Miss H. Moore
Primary 2	Mrs L. Balloch
Primary 3	Mrs L. Duncan
Primary 4	Mr S. Callan
Primary 5	Mrs S. Sneddon
Primary 6	Mr D. Kelly
Primary 7	Mrs M. Reid
Primary 7	Mr D. Kelly

Mrs D Griffin and Mrs C. Durkin provide additional targeted interventions and NCCT delivery.

Nursery staff

Vacancy	Lead Practitioner
Mrs M. Brown	Early years practitioner (35 hrs)
Mrs E. White	Early years practitioner (30 hrs)
Mrs G. Lewis	Early years practitioner (35 hrs)
Miss N. Trower	Support Worker (30 hrs)
Miss A. Braiden	Support Worker (30 hrs)
Miss D. Roberts	Support Worker (15 hrs)

Office Staff:

Mrs L. McCulloch (Mon-Wed), Mrs D. Belardo (Thu-Fri), Vacancy (18.68 hrs Mon-Fri)

Support Staff:

ASNA Mrs C. Allison and Miss G McGregor and Mrs A. Watson Classroom Assistant.

Janitor:

Miss A. Miller

Lunch Duty Assistant:

Mrs M. Drummond (7.5 hrs)

4 School Hours (revised during the year 2022-23)

School starts 9.00 a.m.

Morning Interval: 10.30 – 10.45 a.m.

Lunch: 12.45 – 1.30 p.m.

*link to access menu options

[Primary school menu | North Lanarkshire Council](#)

School exit at 3.00 p.m.

All P1 pupils will be required to attend on a full-time basis. Their first day (only) will begin at 10.00 a.m.

Out of School Care

Out of hours school care provider: Peace of Mind for Parents (P.O.M.P.)

Address: St. Serf's Huts, Thrashbush Road, Airdrie. ML6 6QU

Telephone Number: 01236 721382

*pick up is available from St. Serf's, Dunrobin, Petersburn, St. Dominic's and Clarkston

Nursery Class Hours

9.00 – 3.00

*lunch is provided daily – link below for nursery menu options

[Nursery school menu | North Lanarkshire Council](#)

P.E. provision: Classes are timetabled for 2 hours of P.E. per week. P.E. timetables can often change, sometimes at short notice, and this information will be communicated to you as quickly as we can, should this happen.

Assembly: Assemblies can be as a whole school or in stages e.g. P1-3 or P4-7. These are opportunities for: developing the life and ethos of the school, a time to come together for Religious worship, prayer and hymn signing often linked to liturgical or sacramental events. It is also an opportunity

to share and consolidate Right's Respecting (Unicef) learning, environmental themes and many other interdisciplinary learning. It is also a time to witness and celebrate the success of children's learning & achievements.

Procedural information for North Lanarkshire Council and St Serf's.

5 The School Year

Term and holiday dates are freely available by using the link below or google to ensure you are accessing the most up to date information.

[School holidays and term dates | North Lanarkshire Council](#)

6 Transfer/Enrolment

Enrolment - communication is relayed for children due to start nursery and school through the council and all parents must provide proof of address (council tax) and birth certificate.

A new child starting in our nursery will benefit from what's known as a 'soft start'. Following your child's 3rd birthday the nursery will arrange visits to help your child transition into the nursery setting, this will be done in consultation with you.

A child starting in our school who currently attends our nursery will benefit from various transition experiences in their pre-school year and have planned experiences within school. For the past few years the 'Teddy Bear's Picnic' is special event of transition which is also a fundraising opportunity for our local St. Andrew's Hospice. Children and a parent will also experience having a special lunch in the school lunch hall to build familiarity with this new environment.

Secondary school – children transferring to St. Margaret's High will normally undertake transition arrangements throughout the year as well as experience a three-day immersion visit in the final term. The arrangements vary on a year-to-year basis and this information is communicated as per annual agreement. Airdrie Academy will also offer a version of transition.

7. Equal Opportunities

The school's commitment to eliminate unlawful discrimination and promote equality of opportunity for and between different groups of people in line with the Equality Act 2010, the Service's Promoting Equality and Diversity Circular Gen 155-10 and the Council's Equality and Diversity Policy and Equality Strategy 2019 -2024.

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>

[Printable Parents' Equality and Inclusion Leaflet .pdf](#)

8 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 Well Being
- Mathematics and Numeracy
- Religious and Moral Education
- Sciences
- Social Studies
- Technologies.

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. Below is a link to more detail for parents regarding how assessment information is gathered and how this informs progression.

[National Assessment parent leaflet august 2017.pdf](#)

<https://www.education.gov.scot/parentzone/learning-in-scotland/assessment-and-achievement/what-is-assessment-and-when-and-how-does-it-take-place/>

REPORTING TO PARENTS

The variety of ways we engage with you across the school year:

 Twitter	 Text	 Email	 Remote or arranged in school	 Phone Call	 School gates	 Online Forms	 Sway class & school newsletter
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Each class will have a Twitter account to share photographs of class learning at a minimum twice a week – this may vary throughout the school terms. Any school twitter account is for information sharing only and should not be used as a method of contacting teachers or the school. Twitter accounts can only be used this way if there is an emergency and it should be approved by the Head Teacher.

Texts and emails are the main way we share information. Keeping your email address and mobile numbers up-to-date is crucial so that you can be contacted about your child wellbeing and for distribution of school information.

We take advantage of other digital options e.g. Microsoft Forms and Sway newsletter formats.

We share information about children's learning more generally through class/school Twitter and the class newsletter. Your opportunity to meet with your child's teacher to discuss learning progress is normally arranged for October and then again in March. In the final term you will receive a school report charting overall achievement and any areas for development along with suggestions about how to support your child.

Please see the link below to the school twitter policy.

[Social Media Twitter Policy St Serfs.docx](#)

The table below broadly indicates where information is shared about learning.

First Term	Second Term	Final Term
Class Twitter	Class Twitter	Class Twitter
Class Newsletter	Class Newsletter (after Christmas)	School Reports June
See Me in School *dates are negotiable	Parents Evening (before Easter Holidays)	
Parent's Evening (end of October)	See Me in School	

*Please see the school email address/telephone number at the beginning of this handbook should you have any queries.

The link to Curriculum Framework for Curriculum for Excellence experiences and outcomes for all levels is contained below.

[Experiences and outcomes | Curriculum for Excellence | Policy drivers | Policy for Scottish education | Scottish education system | Education Scotland](#)

Below is a link to Curriculum for Excellence Benchmarks, their purpose is to make clear what learners need to know and be able to do to progress through the levels, and to support consistency in teachers' and other practitioners' professional judgements. As CforE levels (Early, First and Second) take approximately three years to achieve (for most), St Serf's have collaborated using these Benchmarks to make explicit progression for each class stage.

[Curriculum for Excellence Benchmarks | Learning resources | National Improvement Hub \(education.gov.scot\)](#)

St Serf's Primary plans learning through Curriculum for Excellence Experiences and Outcomes. These are planned by teachers using an overview to balance the depth and experiences of interdisciplinary learning across the year. More in depth planning is done on a termly basis and teachers reflect and assess pupil progress using the Curriculum for Excellence Benchmarks and other assessment information. Termly planning links to weekly planning or planning for a block of learning within any given subject area. An interdisciplinary approach is taken with regards to topic planning and it is normal that more than one area of the curriculum can be planned within lessons.

Attainment is tracked to ensure children are at expected levels/benchmarks and should any child be under achieving at expected levels, short term interventions will be used to help address attainment gaps. Most support would be considered at Universal level e.g. support that can be given within the class with an alternative resource or programme of learning or an amendment within the class setting. Other interventions be managed in a specially resourced area e.g. Rainbow Reading/Read Write Inc.

At times, the school will administer further detailed assessments to give more specific information to determine the best way forward to address specific learning needs. Addressing more detailed and specific learning needs is normally done in consultation with parents and carers.

Specific assessments e.g. Scottish National Standardised Assessments (SNSA's) will be undertaken at the end of P1 (Early Level), P4 (First Level) and P7 (Second level). St Serf's also uses Health and Wellbeing screeners e.g. Pupil Attitudes to Self and School (P.A.S.S.) or The Glasgow Wellbeing Assessment which might identify areas that could be supported through health and wellbeing support.

Interdisciplinary learning, sometimes referred to as 'topic work' is reviewed for Coherence and Breadth and staff collaborate together and plan for clarity and progression as well as incorporating an element of pupil choice for learning.

St Serf's works with other partners and participates in National Awareness Days e.g. Safer Internet Day. We also work with community police and other services to highlight with dangers at home e.g. fire/fireworks, being near railways etc. These types of themes which can be particularly relevant at different times in the year are also explored through assembly too. The NSPCC are welcomed to support learners through assembly or class workshops to learn about how to keep themselves safe too. Here is a link to their work:

[NSPCC's work in Scotland | NSPCC](#)

St Serf's is a Catholic School and the Catholic ethos should permeate our interactions. Children will undertake regular R.E. lessons and many will also undertake Sacramental Preparation. Through Health and Wellbeing, digital literacy will be addressed as well as planning for social, emotional and physical wellbeing. The detailed planning framework in **God's Loving Plan** connects learning in Religious Education (RERC) to aspects of Health & Wellbeing (H&W/B) taught from Primary 1 to Primary 7. This learning is organised under four themes, dealing with God as the source of all life who is delighted when we use our unique talents (including our bodies) for good, who calls us to be loving people and who guides us to make choices that are good and responsible. Below is a link to a SWAY guide for parent and a parent leaflet.

<https://sway.cloud.microsoft/aTbs85GxVpIYMv6k?ref=Link>

[Gods Loving Plan - a guide for parents.pdf](#)

9. Additional Support Needs

St Serf's Primary & Nursery 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.

- Children at St. Serf's who are evidenced to have additional support needs including identification, assessment, planning, provision and continual review, will be managed with a staged approach to this cycle. Many needs can be met with identification and planning within the class setting and managed on a short term basis. Occasionally these needs may be recorded in a 'Getting it Right for Me' Plan where the child's parent/carer will be invited to be included as part of this process.
- A Getting it Right for Me plan is evaluated by the teacher and short-term goals or smart targets are set for achievement and progression.
- St Serf's works with partners from other Universal Services e.g. Educational Psychology, Health Visitors, NHS specialised support for a variety of health needs that impact on learning amongst others.

- There are once weekly or fortnightly sessions (depending on external staff available) to support learners who have English as an Additional Language. There are other in-school resources which are very effective at supporting learners too e.g. Rainbow Reading Pens

Care experienced children i.e. children who are cared for directly or whose care is supervised by the local authority are deemed to have additional support needs unless assessment determines otherwise. Senior management staff engage with external agencies to support looked after children.

Parents/carers and young people can request an assessment at any time to establish whether a child or young person has additional needs and/or requires a Co-ordinated Support Plan. If doing so, please discuss with a member of the school management team or make a request in writing for the Head Teacher outlining areas of concern.

1. 'Getting it Right for Me' plans.

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

Some children and young people may require significant support from education and at least one other agency, such as health, social work and/or voluntary agency to help them meet their learning targets. Where this support requires a high level of 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, ASN 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.

10 Improvement Plan

The priorities for 2023-2024 focus on Literacy, Numeracy attainment and Attendance improvements. Below is the most up to date progress data for P1, P4 and P7 which is statistically collected by the Scottish Government at the end of the academic year.

December 2023 overall data for learners at P1, P4 and P7 attaining levels of Curriculum for Excellence.	Numeracy	77% on track = 64/83 learners
	Reading	87% on track = 72/83 learners
	Writing	87% on track = 72/83 learners
	Listening and Talking	89% on track = 74/83 learners

Below is a link to all Scottish School's Information Dashboard*. Parents and Carers should select North Lanarkshire Council and then St. Serf's Primary School.

[School information dashboard | My school | Parent Zone \(education.gov.scot\)](#)

*Scot Gov update figures are retrospective and 2023-24 figures will likely be uploaded into the new school year of 2024-5.

11 Homework

St Serf's maximises the use of digital technology to facilitate homework. Children are normally issued with a pack at the beginning of the year with basic equipment e.g. pencils/jotters etc., to support the use of work at home. A digital SWAY, created by teachers for homework is emailed on a weekly basis. This allows for audio, video and pictorial information to support learning at home. Homework principals are for consolidation and repetition/revision of class learning. Occasionally there will be home projects over a longer period e.g. 2 or 3 weeks. The outcome of these will relate to in-school learning e.g. create an Anderson shelter (WWII) or related to Space/solar system (as examples).

12 School Ethos

St Serf's Primary is a mainstream Catholic primary school and strives to foster a positive and inclusive culture and ethos for learners taking account of their own unique circumstances. The best learning culture is where learners feel included, respected, safe and secure and their achievements and contributions are valued and celebrated. St Serf's Primary has had Values embedded and an over reaching Vision. It is recognised that schools where there are high expectations and structure on the one hand, and warmth and support on the other, improves attainment, reduces bullying and victimisation.

Within Curriculum for Excellence and General Teaching Council for Scotland standards all staff are expected to be proactive in promoting positive relationships and behaviour in the classroom, playground and the wider school community. There are specific experiences and outcomes in Health and Wellbeing which are the responsibility of all practitioners, who have a role in:

- ◆ establishing open, positive, supporting relationships across the community, where children and young people will feel that they're listened to, and where they feel secure in their ability to discuss sensitive aspects of their lives
- ◆ promoting a climate in which children and young people feel safe and secure
- ◆ modelling behaviour which promotes health and wellbeing and encouraging it in others
- ◆ using learning and teaching methodologies which promote effective learning
- ◆ being sensitive and responsive to the wellbeing of each child and young person

Below is a link to St. Serf's Positive behaviour policy to encourage achievement and motivation for success. Whilst there is a whole school structure to promoting a positive learning culture, there are other ways this is done too. Regular assemblies share successes of learners and all staff nominate learners on a weekly basis. Children are encouraged to share successes/achievements out with school and additional certification/stickers may be issued by staff members in school too.

[Parents and Families Positive Behaviour Policy Information 2021.pdf](#)

Within St. Serf's we encourage healthy hydration. Please see the link to our healthy hydration policy.

[Updated Water and hydration policy 2022.pdf](#)

Within 2021-22 we have established a Food Pantry. SVDP have partnered with us to provide assistance to families when they need it most. Please see the introductory letter with more information below.

[Food Pantry Introduction letter March 2022.docx](#)

13 Spiritual, Social, Moral and Cultural Values

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. The link below outlines the Charter for Catholic Schools in Scotland. Whilst St. Serf's is a Catholic school, many children who attend might not be Catholic.

[CATHOLIC SCHOOLS CHARTER POSTER.pdf](#)

Religious Education in Roman Catholic Schools is one of the eight core curriculum areas within Curriculum for Excellence which contributes to the totality of the curriculum through the delivery of experiences and outcomes as part of broad general education.

An additional factor which parents should consider is that in choosing a denominational Catholic school for their child's education, they choose to opt in to the school's ethos and practice which is imbued with religious faith and it is therefore more difficult to extricate a pupil from all experiences which are influenced by the school's faith character. Should a parent not wish for their child to attend school masses or withdraw from participation in religious education then please contact the head teacher. The link below explains this in more detail:

[Curriculum for Excellence: religious and moral education - gov.scot \(www.gov.scot\)](#)

It should be noted that nursery classes are non-denomination.

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.

14 a) Extra-Curricular Activities:

There are currently no community lets planned for 2023-24. This year 2023-2024, up until December 2023, a range of daily sporting after school clubs were facilitated by the organisation 'Achieve More Scotland' (funding through the Pupil Equity Fund). Lunch time clubs for infant learners P1-3 ran by trained Junior Sport's Leaders (from P6-7). There is a very popular lunch time choir facilitated by Mrs Reid and Mrs Sneddon and an extremely popular Homework Club 29 facilitated by Mr Callan and supported by other teachers in St Serf's. Primary 7 pupils are supported to undertake lunch time clubs to share their skills e.g. Irish Dancing, Mindfulness, Sewing, Football, Hockey (as examples). Extra-curricular activities vary per year.

15 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

16 a) 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 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 the Council website.

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.

The Council's Data Protection Officer
If you have any questions or are unhappy about the way that we use the personal information of your child, young person or yourself you can contact the Data Protection Officer.
Data Protection Officer (DPO)
Civic Centre,
Windmillhill Street,
Motherwell ML1 1AB
or by email to AITeam@northlan.gov.uk

The Information Commissioner
You also have the right to complain to the Information Commissioner about the way the Council has handled your rights, to enquire about any exercise of these rights or to complain about the way the Council has dealt with your rights (or any other aspect of data protection law).
Information Commissioner's Office,
45 Melville Street,
Edinburgh, EH3 7HL
or by e-mail to
casework@ico.org.uk

b) **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).

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

Further details are available on:

<https://www2.gov.scot/Topics/Statistics/ScotXed/PrivacyInformation>

Any Concerns

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

17 a) Child Protection

Every adult in Scotland has a role in ensuring all our children and young people are safe and protected from harm at all times and in all situations.

The Head Teacher is responsible for the schools actions in response to Child Protection concerns

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

Child Protection Co-ordinator is: Mrs M. McGuigan Tel: 01236 632082

[Parent and Families Child Protection Policy St Serf's.pdf](#)

18 a) 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 is: Head Teacher

19 i) School Discipline

Below is a link to our positive behaviour policy that aims to motivate children to achieve their potential to and contribute positively to a safe learning environment. Parental cooperation is of the highest importance where learners are encouraged by their families to exhibit their best in and around school. Any issues that may affect a child in school should be communicated to school at the earliest opportunity.

[Parents and Families Positive Behaviour Policy Information 2021.pdf](#)

ii) Anti-bullying

[Relationships policy St Serf's Primary.pdf](#)

iii) Supervision in Non-Class Times

An adult presence is provided in playgrounds at break times in terms of the Schools (Safety and Supervision of Pupils) (Scotland) Regulations 1990. The support staff and Janitor of the school provide this adult presence at playtime and lunchtime. In the morning, the gates are opened from 8.50 a.m. and there will be the Janitor and Mrs Allison in the yard to welcome children.

20 Home and School Links:

Being involved in your child's learning will help give your child the best start in life. St Serf's have close links with Community Learning and Development which can help reduce barriers a parent is experiencing and provide some support. Many parental groups have been arranged e.g. Solihul / L.I.A.M as well as one-to-one support along with more generalised opportunities e.g. primary school transition workshops have helped break down barriers to enable better partnership working.

On every school newsletter, information is embedded on how to access parental support at home, including free parental access to the renowned Solihul Parent programme which offers:

- Online courses that cover from conception up to 19+ years
- The same content as a face-to-face parenting group
- Available in 108 languages with voiceovers in English and Urdu
- Take anytime. Any place.

The link below is general helpful information for parents and carers about their child's education.

[Parentzone Scotland | Parent Zone \(education.gov.scot\)](https://www.education.gov.scot/parentzone)

St Serf's have successfully ran 'See Me in School' events across all classes, twice a year, to encourage parental participation in your child's learning and reduce barriers for adults being in school. This is successful because our learners enjoy having family members in the class and showing off their learning environment. This initiative is resuming following the inability to offer these during the Pandemic.

Below is a link to an infographic representation of how we link with parents and carers at St Serf's.

[Ways we communicate with you - Nov 2022.pdf](#)

As per school information section, school contact details are:

Telephone: 01236 632082 Email Enquiries: enquiries-at-st-serfs@northlan.org.uk

Further information about Educational Services for North Lanarkshire schools can be accessed at:

[Schools and learning | North Lanarkshire Council](#)

We understand that sometimes things can go wrong, so if you have a **complaint**, please contact the headteacher of the school in the first instance. This will ensure your complaint is dealt with at the school and is resolved as soon as possible. The above link includes the web page regarding school complaints to North Lanarkshire Council.

21 Attendance at School

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

Attendance must be recorded twice a day, morning and Afternoon

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

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

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

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

Below is a link to parental information regarding St Serf's approaches to managing attendance. The full policy can be obtained on request.

[Parent Attendance Information 2021-2022.docx](#)

a) Family Holidays During Term Time

Every effort should be made to avoid family holidays during term time as this both disrupts the child's education and reduces learning time. Parents/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.

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

22 Clothing and Uniform

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

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 first stop shops and can be downloaded from the Council website

www.northlan.gov.uk

Parents/carers are entitled to receive a clothing grant if they are in receipt of any of the following benefits: Income Support, 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 31st 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. It is always discouraged that children bring items to school that include the above *mobile phones or other devices brought to school are done at a parent's own risk of loss/damage.

St Serf's School Uniform is:

Grey trousers/skirt

White Shirt

Burgundy jumper/cardigan

School tie (burgundy and yellow stripes).

There is a **special P7 tie** which is plain burgundy with the school crest

Burgundy blazer

It is requested that parents clearly label all articles of clothing. Parents should ensure that valuable items are not brought to school because if they are lost/damaged you cannot be compensated.

Official embroidered uniform can be purchased at Scotcrest. Telephone: 01236 768686

Address: 62 Clark Street, Airdrie

Website: Scotcrest Schools | School Uniform Supplier Scotland

Airdrie Community School Clothing Bank is an excellent organisation that supports families sourcing of items of uniform. Contact details in school newsletters but can easily be googled through social media channels.

23 Meals

- (i) The arrangements for meals and the collection of money should be set out, including the type of service and the range of meal choices. ASN schools should make specific reference to the seating and supervisory arrangements.

- (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 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, parent/carers may be asked to attend a meeting.

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

Any change in the child's dietary requirements must be advised through a Registered Dietitian or Medical Practitioner to the Facilities Support Services (FSS) Nutritionist. When children move to a High School or change schools FSS will need to be informed as soon as possible. Special Diets such as Vegan and ethnic diets can also be accommodated. In this case a Form b should be completed and can be signed by the parents. Link below to these procedures and forms as described above.

[Diet and nutrition | North Lanarkshire Council](#)

All completed forms should be returned to the email 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.

All P1 to P5 pupils are entitled to a free meal and free milk. Pupils in P6-P7 who qualify for a free school meal are entitled to free school milk. However, milk will be available for purchase in the school during the lunch period. All nursery pupils are entitled to free milk and a fruit or vegetable snack.

Information and application forms for free school meals can be downloaded from the council website www.northlan.gov.uk

Children can bring an appropriate packed lunch and the child should place this on the lunch trolley at registration time for it to be brought to the lunch hall.

Parents/carers are entitled to receive a clothing grant if they are in receipt of any of the following benefits: Income Support, Job Seekers Allowance (income based), Employment & Support Allowance (income related), Universal Credit (income below £660 per month), housing benefit (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 31st March 2024.

Information and application forms for clothing grants may be downloaded from the council website www.northlan.gov.uk

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

In our nursery, parents are asked to contribute to the purchase of additional healthy snacks.

24 Placing Requests

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

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

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

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

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

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

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

25 Transport

i) General

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

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

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

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

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.

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

26 Medical and Health Care

Medical and dental inspections and dental treatment are occasionally facilitated by qualified personnel. When these occur you will be notified. If your child takes ill at school and it is considered that they cannot be accommodated in school contact will be made with you or your emergency contact to come and collect your child. It is necessary to inform the school of any particular medical requirements and of the arrangements to be made if a child has to be taken home.

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 Council Education Department and Social Work Services. For further information please contact the school.

27 Information in Emergencies

We make every effort to maintain a full educational service, but on some occasion's 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.

28 The Parent Forum

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

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

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

The Parent Council

St Serf's Parent Council Information

Lynda McGaw	Chair Person	email: Lynda.harold@yahoo.co.uk
Claire McCormack		Treasurer
Carolanne Deacon		Secretary
Collette Mills		Member
Mhairi Green		Member

The Head Teacher undertakes the professional adviser role to the Parent Council.

The Parent Council's rights and duties include:

- supporting the work of the school;
- representing the views of parents/carers;
- consulting with parents/carers and reporting back to the Parent Forum on matters of interest;
- promoting contact between the school, parents/carers, pupils, 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

The head teacher has a right and duty to attend all meetings of the Parent Council. Meetings of the Parent Council are open to members of the public.

29 Names and Addresses

- Councillor(s) whose ward covers part of the catchment area

Airdrie North Councillors

Councillor S. Coyle
Councillor R. A. Sullivan
Councillor H.E. Dunbar
Councillor A. Beveridge

- NL Community Learning and Development office:
Municipal Buildings
Kildonan Street
Coatbridge
ML5 3BT
- Name of Education Manager – Mrs J. McCrone

31 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.

Additional Information

NL Digital School

It is recognised that digital technology is already making a significant contribution to learning and teaching practices. When used appropriately and, with all stakeholders being supported it can enrich learning and teaching, help to raise attainment.

North Lanarkshire Council have developed a range of supports to enhance the use of digital learning within our schools. This includes the development of resources and training materials to support school staff, young people and their families with their digital learning and the provision of a universal offer the NL Virtual Classrooms, providing digital learning materials for all curricular areas at every level, up to and including the BGE.

Parents Portal

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

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

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

Glow and M365

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

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

Once logged into Glow, pupils will have the ability to use the full range of apps available via M365. These include MS Teams, OneNote, PowerPoint and MS Word. Users also have the option of downloading O365 to install on up to 5 additional

personal devices and this can be accessed from the national section of the Glow Launchpad.

Armed Forces Covenant Duty

North Lanarkshire Council is committed to the Armed Forces Covenant.

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

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

Support for Learning

Help and advice on any matters relating to Support for Learning can be obtained from the school.

You can also get more help and advice from:

Enquire

The Scottish advice service for additional support for learning operated by Children in Scotland, Enquire offers independent confidential advice and information on additional support for learning. Enquire also provide a range of factsheets,

Tel No: 0345 123 2303

Enquire

Children in Scotland

Rosebery House

9 Haymarket Terrace

Edinburgh

EH12 5EZ

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

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

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

Children in Scotland - Resolve Mediation

0131 313 8844

Email: resolve@childreninscotland.org.uk

Independent Adjudication

Scottish Government

Directorate for Learning

Support and Wellbeing Unit

Area 2C North

Victoria Quay

Edinburgh

EH6 6QQ

Edinburgh

Reference to Additional Support Needs Tribunal (Scotland)

ASNTS

Health and Educational Chamber

First Tier Tribunal for Scotland

Glasgow Tribunals Centre

20 York Street
Glasgow
G2 8GT
0141 302 5860
www.asntscotland.gov.uk

NHS Lanarkshire local health centre

Airdrie Health Centre

01236 772200

Social Work

Airdrie

Tel No 01236 757000

COMMUNITY LEARNING & DEVELOPMENT LOCALITY OFFICES

Airdrie CLD Locality Office

Chapelside Community Centre

Waddell Street

Airdrie

ML6 6DL

Tel: **01236 638538**

E: CLD-Airdrie@northlan.gov.uk



End