



Abronhill Primary School and Nursery Class



Handbook 2022/2023



We **ASPIRE** to 'be the best we can be'

Welcome to Abronhill Primary School and Nursery Class

Dear Parent/Carer,

As head teacher of Abronhill Primary School and Nursery Class, I wish to extend a warm welcome to everyone in our community.

Our handbook has been created to provide you with:

- general information about the school
- a brief outline of our educational and pastoral aims for our children
- statements on our curricular content
- local authority and national advice and information

In partnership with parents/carers, we aim to provide high quality experiences for every child in a learning environment that is nurturing, safe, active and fun. We provide children with opportunities to develop a wide range of skills across the curriculum, taking account of appropriate support and challenge, and we encourage everyone to approach new learning and experiences with a positive attitude. These experiences and opportunities enable our children to take responsibility for their choices and we support them in making decisions about their own learning. As a result, every child can be confident that he/she will experience success in Abronhill Primary School and Nursery Class.

As a parent/carer, you have been your child's first teacher and we value you as a member of our school community. We have high expectations for everyone and believe that by developing strong links between school and home we can work together to ensure that every child reaches his/her full potential. I encourage you to become involved in the life of our school community in any way you can and welcome your contributions.

In Abronhill Primary School and Nursery Class we **ASPIRE** to 'be the best we can be'.

We are:

Achieving
Supportive
Persistent
Inspirational
Responsible
Excellent

I am very proud of the positive ethos we have in Abronhill Primary School and Nursery Class, the wonderful children who belong to our community and the dedication and commitment of the staff.

Yours faithfully



Jane Stocks
Head Teacher



Covid-19 Pandemic

NLC will continue to align supports, from across the service, in response to the Covid-19 pandemic, to support children and families and maintain educational provisions. Further information is available directly from the school or from North Lanarkshire Council's website www.northlan.gov.uk

SCHOOL INFORMATION

Abronhill Primary School and Nursery Class

Medlar Road
Abronhill
Cumbernauld
G67 3AJ

Telephone: 01236 794870

E-mail: enquiries-at-abronhill-pri@northlan.org.uk

Website: <https://blogs.glowscotland.org.uk/nl/abronhillps/>

Twitter: <https://twitter.com/abronhillps>



Abronhill Primary School is a non-denominational primary school covering the stages nursery to P7

Planning Capacity: 367

Current Working Capacity: 367

Present Roll: 160 (school) and 40 (nursery)

There are currently 7 classes:

P1, P1/2, P3, P4, P5, P6 & P7

In addition, Abronhill Primary Nursery Class has a capacity for 48 children for full time provision. The nursery class is non-denominational.

Maximum class sizes are as follows:

Primary 1 25

Primaries 2 and 3 30

Primaries 4-7 33

If it is necessary to have composite classes in the school, account is taken of the individual needs of children, working groups and any additional support requirements.

Community Facilities

The school building is available for let. Applications should be made to: Culture NLC Ltd, Coatbridge Community Centre, Old Monklands Road, Coatbridge. ML5 5EA - 01236 632802



Associated Secondary

Cumbernauld Academy, South Kildrum Ring Rd, Cumbernauld, Glasgow G67 2UF Tel: 01236 794864

Transition work with Cumbernauld Academy takes place when children are in primary 6 and 7. Children are involved in a range of activities and visits to the Academy where they become more familiar with the environment, staff and subjects. Abronhill Primary and Cumbernauld Academy staff meet to share information so that the transition between primary and high school is a smooth and enjoyable one for all children. There are also opportunities for parents/carers to attend various events at Cumbernauld Academy in relation to transition. If any children are going to a different secondary school they will also be involved in any transition activities their new school offers.

Parent Council

We have a very active Parent Council that works hard to support the school. You can contact them by email: apnparents@gmail.com

Gaelic Language

Abronhill Primary School does not provide teaching by means of the Gaelic language.

SCHOOL STAFF (updated December 2021)

Head Teacher Mrs. Stocks
Acting Depute Head Miss. Crawford
Acting Principal Teacher Mrs. Hannah

Class Teachers

Miss. Nelson	Primary 1
Miss. R. Stewart	Primary 1/2
Miss. J. Stewart/ Miss Carrigan	Primary 3
Miss. Morrison	Primary 4
Mrs. Black/Miss Carrigan	Primary 5
Miss. McCusker	Primary 6
Miss. Miss. Heath	Primary 7
Mrs Burns	NCCT Teacher
Mrs. McCormack	Class Teacher/Support for Learning



Total Number of Teaching Staff (Full Time Equivalent): 11.4

Nursery Staff

Mrs. Nisbett	Lead Practitioner
Ms. McGurk	Early Learning Practitioner
Ms. McCammon	Early Learning Practitioner
Mrs. Grant	Early Learning Practitioner
Mrs. Darszewska	Early Learning Practitioner
Mrs. Cordiner	ELC Support Worker
Mrs. O'Donnell	ELC Support Worker

Total Number of Nursery Staff: 7

Support Staff

Mrs. Mulholland	Senior Clerical Assistant
Mrs. Rodgers	Clerical Assistant
Mrs. Reid	Classroom Assistant
Mrs. Quinn	Additional Support Needs Assistant
Miss. Stocks	Additional Support Needs Assistant
Mr. Mason	Facility Officer

Catering Staff

Ms. carchrie	Catering Assistant
Mrs Finlyson	Catering Assistant
Mrs Devlin	Catering Assistant

Cleaning Staff

Mrs. McMillan	Cleaner
Ms. Carchrie	Cleaner
Mrs. Fern	Cleaner
Mrs. Martin	Cleaner

SCHOOL HOURS

School Hours:

P1, P2, P3, P5 & P6 9:00am - 3:00pm
P4 & P7

Morning Interval:

P1, P2, P3 & P6 10:45am - 11:00am
P4, P5 & P6

Lunch:

P1, P2, P3 & P6 12:15pm - 1:00pm
P4, P5 & P6



All primary 1 children will attend full-time from the first day of the school session in August.

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

POMP

Cumbernauld YMCA-
Afton Road,
Cumbernauld
Tel: 01236 721382
Contact: Jillian McCormick

Tinytots Nursery

YWCA Kenilworth Court
Kildrum Farm Greenfaulds
Cumbernauld
Tel: 01236 454100
Contact: Mary Brown

Cumbernauld and Kilsyth Nursery and Out of School Care

1 Brown Road
Seafar
Cumbernauld
Tel: 01236 728810
Contact: Esther Bradley

Please note, that it is parents/carers responsibility to arrange for children to be collected at 3pm when the school day ends. Out of school care providers must be made aware of this.

NURSERY HOURS

8:45am-2:45pm

SCHOOL HOLIDAY ARRANGEMENTS 2022/2023



August 2022

Teachers return and in-service day: Monday 15 August 2022

In-service day: Tuesday 16 August 2022

Pupils return: Wednesday 17 August 2022

September 2022

September weekend: Friday 23 September to Monday 26 September 2022

October 2022

October week: Monday 17 to Friday 21 October 2022 (inclusive)

November 2022

In-service day: Monday 14 November 2022

December 2022 - January 2023

Schools close: Thursday 22 December 2022 at 2.30pm

Christmas and New Year holidays: Friday 23 December 2022 to Friday 6 January 2023 (inclusive) Schools return: Monday 9 January 2023

February 2023

Mid-term break: Monday 13 February 2023 and Tuesday 14 February 2023

In-service day: Wednesday 15 February 2023

April 2023

Schools close: Friday 31 March 2023 at 2.30pm

Spring holiday (Easter): Monday 3 April to Friday 14 April (inclusive)

Good Friday: 7 April 2023 Easter Monday: 10 April 2023

Schools return: Monday 17 April 2023

May 2023

May holiday: Monday 1 May 2023

In-service day: Tuesday 2 May 2023

May weekend: Friday 26 May 2023 to Monday 29 May 2023 (inclusive)

June 2023

Schools close: Wednesday 28 June 2023 at 1pm

TRANSFER/ENROLMENT

Registration for new primary 1 pupils normally takes place the second week in January.

The following advertisement regarding registration will appear in the local newspapers:

Children who attain the age of 5 years between 1st March 2020 and 28th February 2022 must be registered at their local primary school.

Parents/Carers should contact their local school to confirm arrangements for registration. Children's birth certificates and proof of address in the form of the current Council Tax bill must be produced.

The designated catchment area of Abronhill Primary School includes the following roads:

Alder Road	Lime Crescent	Cedar Road
Medlar Road	Hazel Road	Rowan Road
Laburnum Road	Spruce Road	Gean Court
Hawthorn Road	Birch Road	Elm Drive
Oak Road	Larch Court	Larch Grove
Larch Road		

The streets in **bold** are eligible for free transport.

We welcome new families to our catchment area. For families who live outside this catchment area, further information about seeking a place in our school is available from the school office.



EQUAL OPPORTUNITIES

In Abronhill Primary School and Nursery Class, we emphasise the need for respect and are committed to providing an environment which values everyone. We encourage all children to 'have a go' and to always try their best, while ensuring that they are appropriately supported and challenged according to individual needs. We believe that this will enable every child to access the curriculum and to experience success.

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>

CURRICULUM

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.

We provide children with opportunities to demonstrate and further develop their learning in a range of contexts, including, using active and co-operative learning, interdisciplinary approaches and outdoor learning. We work in partnership with visiting specialists and organisations who support and extend the rich experiences we provide through cross curricular approaches, ensuring that our children are able to develop skills for life.

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 all 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 advise 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), actively 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.

The school and nursery class use a range of approaches to ensure that every child's progress is effectively tracked, assessed and monitored. Staff engage in observations, discussions with children and monitor work being produced. We use a range of ongoing assessments and take account of the views of children, aiming to ensure that every child can reach his/her full potential.

We have produced target books so that children can work with their teachers in identifying suitable targets to focus on in literacy, maths and health and wellbeing. These books also contain children's current working levels, feedback from teachers and comments from parents and are sent home each term. Parents/Carers are welcomed to progress/target setting meetings twice a year, as well as other events where evidence of children's learning can be shared. When these meetings take place we also hold an event in the dining hall to share information on our progress with the School Annual Improvement Plan and other initiatives within the school and nursery. Written reports are provided twice a year. By ensuring that we share details of children's progress and next steps we are able to work together with families to effectively plan future learning opportunities.

CURRICULUM FOR EXCELLENCE IN ABRONHILL PRIMARY SCHOOL AND NURSERY CLASS



Abronhill Primary School and Nursery Class, the curriculum es account of school improvement priorities and local and ional guidelines. We aim to make learning for our children llenging, engaging and motivating, and to encourage everyone

to have ambition and high aspirations. At all stages, learners of all aptitudes and abilities experience an appropriate level of support and challenge, enabling every child to achieve his/her potential. Children are active in their learning and have opportunities to develop and demonstrate their creativity.

Teachers continually assess children's work to obtain information that enables them to make professional judgements regarding pupils' progress. This will inform the planning and next steps for learning and teaching in the classroom. We use a range of summative and formative assessment strategies and ensure that all children are involved in the assessment process.

Learners learn best when they:

- understand clearly what the intended learning is, what is expected of them and how they can demonstrate this learning
- are given quality feedback about their work, what they have done well and what they can do to improve it
- participate in self- and peer-assessments
- are fully involved in identifying and understanding next steps in learning
- know how to access support to assist their learning when they require it



Languages and Literacy

In line with national guidelines and through the use of North Lanarkshire Council's active literacy approaches, Abronhill Primary School and Nursery Class places great emphasis on promoting the development of critical and creative thinking, as well as developing children's abilities to listen and talk, read and write to the best of their abilities. Children are encouraged to explore language by engaging with a wide range of reading materials, both fiction and non-fiction. They create their own texts by writing for a variety of purposes, and develop their abilities to accurately use appropriate grammar, punctuation and spelling strategies. A high standard of presentation is encouraged and expected at all times. Consistent development of listening and talking skills enables the children to communicate information and opinions effectively and confidently. Children are provided with opportunities to use relevant, meaningful contexts across the curriculum to explore the skills they have developed and to deepen their knowledge and understanding of all aspects of literacy.

Parents/Carers continue to play a vital role in further developing children's language skills by reading together, and by taking advantage of the daily opportunities they have to talk with their children about a wide range of experiences, interests and thoughts and feelings.





Modern Languages

We have worked closely with Cumbernauld Academy and our cluster primaries to develop a progressive and coherent French programme for pupils throughout the school from primary 1 to 7. Pupils in primaries 5, 6 and 7 also have Spanish lessons.

Mathematics and Numeracy

In Abronhill Primary School and Nursery Class we take account of national and local guidelines to provide all children with a curriculum that will develop their skills, knowledge and understanding of number, money and measure; shape, position and movement; and information handling. Great emphasis is placed on providing all children with experiences that enable them to explore and apply mathematical concepts to understand and solve problems, ask questions, and to explain their thinking and present solutions in a variety of ways. At all stages, children have opportunities to learn actively and collaboratively, allowing them to reason logically and creatively through discussing their ideas with others. A wide range of concrete materials and real-life contexts are used to enable children to explore maths and numeracy in a meaningful way, helping them to better understand a range of processes and concepts. Children focus on developing their mental agility through the Number Talks programme which encourages the use of a wide range of strategies and methods to support them in improving speed, accuracy and problem solving skills. Children are provided with opportunities to make links across the curriculum to show how mathematical concepts are applied in a wide range of contexts, such as those provided by science, technology and social studies.

Parents/Carers can further develop children's awareness, knowledge and understanding of many concepts by providing them with opportunities to use skills in everyday life. Parents/Carers should also encourage children to practise their addition, subtraction, multiplication and division facts regularly at home, enabling them to further develop speed and accuracy. It is important that consistent approaches are used in school and at home to avoid children becoming confused and parents/carers are encouraged to speak to class teachers about the maths language and methods being used.

HEALTH AND WELLBEING

Learning in health and wellbeing ensures that children develop the knowledge and understanding, skills, capabilities and attributes they need for mental, emotional, social and physical wellbeing now and in the future.

Mental, Emotional, Social and Physical Wellbeing

In Abronhill Primary School and Nursery Class we have a very positive ethos

and aim to provide children with an environment that enables them to feel safe, happy, respected and included. We place great emphasis on developing their



knowledge and understanding of what it means to be healthy and we encourage them to make informed choices. Children are provided with opportunities to be active and to achieve to the best of their abilities in all areas of school life. We encourage them and provide them with opportunities to develop as successful learners, confident individuals, responsible citizens and effective contributors.

Our health and wellbeing programme focuses on all children making positive contributions as they learn about self-awareness, self-worth, relationships and respect for others. Children are supported in understanding how they develop physically, socially and emotionally, and we ensure that lessons on subjects such as puberty and substance misuse are



handled sensitively. We encourage children to develop a healthy attitude towards food and provide them with opportunities to prepare and cook a range of healthy meals and snacks in our cooking room. We also encourage our children to make positive contributions to their local environment and the wider world.

Physical Education

Each class participates in two P.E. sessions a week. Children have all been provided with P.E. kits by the school and these must be worn on P.E. days. Football strips are unacceptable. We encourage all children to develop a positive attitude towards exercise and to see daily activity as an essential part of a healthy lifestyle. As well as P.E., we work with our active schools coordinator to provide extra curricular sports activities, including football, basketball, dance and athletics. We also have taster sessions from local clubs, such as tae kwon do, to encourage children to access the activities available in our local community. Our senior pupils often provide lunch time clubs for the younger children in the school.

Religious and Moral Education



Through religious and moral education, children develop an awareness and appreciation of the value of all individuals and the importance of having a responsible attitude towards others. We aim to teach the children to respect the beliefs, practices, values and religious traditions of everyone. We study

different religions and cultures so that children may become more aware of the similarities and differences between them and focus on the importance of respect and tolerance.



Social Studies

Through focusing on social subjects we aim to provide children with experiences that enhance their knowledge and understanding of their local area and the wider world.

Our local environment provides us with a very rich learning context that we utilise through our outdoor learning programme. Educational visits, the use of ICT and a range of texts support the children's learning experience and enhances their understanding of the diverse world in which we live. Children develop informed attitudes about the past and present through focusing on social subjects that we hope they will further develop in the future.

The Social Studies Experiences and Outcomes are grouped as follows:

- People, Past Events and Societies
- People, Place and the Environment
- People in Society, Economy and Business



STEM (Science, Technologies, Engineering and Maths)

We provide children with opportunities to work collaboratively on a range of investigative tasks. This develops their curiosity and understanding of their environment and the wider world, as well as developing their skills in scientific inquiry and the accurate use of scientific language. The Experiences and Outcomes for science cover the following:

- Planet Earth
- Forces, Electricity and Waves
- Biological Systems
- Materials
- Topical Science

Learning through technologies allows children to be informed, skilled, thoughtful, adaptable and enterprising citizens. Children are supported in gaining skills and confidence in using technologies to support and enhance their learning. They are provided with opportunities to use ICT in a wide variety of contexts and are encouraged to be creative and innovative.

Expressive Arts

Learning through expressive arts enables children to be creative and to



express themselves in different ways. In Abronhill Primary School and Nursery Class all children are supported and encouraged in developing their abilities, knowledge and understanding of art and design, music, dance and drama. Developing skills through different aspects of expressive arts is enjoyable for the children and allows them to explore different ways of communicating their ideas, thoughts and feelings, as well as learning to evaluate and

appreciate their own and others' contributions.

There are opportunities for children in the upper stages of the school to receive music instruction from visiting specialists, and we are also able to utilise our links with Cumbernauld Academy to provide the children with a range of interesting activities and experiences. All children have opportunities to perform and present their work in a wide range of contexts in class lessons, assemblies and whole school shows, which are well supported by families and the local community.

OUTDOOR LEARNING

A range of approaches are used in Abronhill Primary School and Nursery Class to provide children with opportunities to investigate and explore their learning in a variety of contexts. We have an excellent outdoor learning programme throughout the year which enables them to work on all curricular areas within their local environment. This allows children to develop new skills, to work with children from other classes and to have lots of fun.



ADDITIONAL SUPPORT NEEDS

Abronhill Primary School and Nursery Class 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 with additional support needs are identified using a variety of approaches, including observations, examining class work, assessments, and taking account of the views of the children and their families. Where possible, support is provided within the class setting. If further support is required from specialist practitioners from out with the school, this will be requested by

the Principal Teacher. Specialists who may support children include the educational psychologist and speech and language therapists. When required, further advice and guidance is provided to the school by the Cluster Improvement Integration Lead (CIL)

If you require additional information on Support for Learning, pastoral care or would like to refer your child for assessment, please contact Miss. Crawford, who is our school Support for Learning Co-ordinator and has responsibility for pastoral care primaries 1-7, or Mrs. Hannah who is our nursery Support for Learning Co-ordinator and has responsibility for pastoral care in the nursery. Parents/Carers are always informed of any concerns regarding children's progress, care and welfare, and we strive to work in partnership with families to ensure we are providing the most appropriate support. Parents/Carers and pupils are an essential part of the assessment, planning and review processes and we will always seek your views.

Parents/Carers can request an assessment at any time to establish whether a child has additional needs and/or requires a Co-ordinated Support Plan.

Staged Intervention

There are three levels in the staged intervention process to identify and provide support to meet children's needs:

Level 1: Universal Support within Education

Level 2: Additional Support within Education

Level 3: Intensive Support within Education

We work in partnership with North Lanarkshire's English as an Additional Language (EAL) staff work effectively with children whose first language is not English.

Looked After Children i.e. children who are cared for directly or whose care is supervised by the local authority, are deemed to have Additional Support Needs unless assessment determines otherwise. Mrs Stocks, the Head Teacher, is the Named Person and can be contacted for further information or support. In the event that Mrs Stocks is unavailable, the Acting Depute Head, Miss. Crawford or the Acting principal teacher Mrs. Hannah, should be contacted.

Parents 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. Parents and pupils are an essential part of the assessment, planning and review processes and views will be actively sought.

Getting It Right For Me (GIRFMe) Plans



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.

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.

SCHOOL ANNUAL IMPROVEMENT PLAN

Every year the school and nursery evaluate practice and from this we produce a School Improvement Report that informs the School Improvement Plan for the following session. The School Improvement Plan outlines developments in which all staff, children and parents will be involved to further develop the curriculum and to enhance opportunities and experiences for the children. When deciding on school improvement priorities we take account of local and national priorities, the school curriculum, and the results of audit exercises carried out in the school and nursery class. Consideration is also given to how we can further improve standards in relation to literacy, numeracy and health and wellbeing.



2022-23 School Annual Improvement Priorities:

Priority 1

- **Effective Use of Data:** Data will be used effectively to ensure continuous improvement in raising attainment and achievement for all children.

Priority 2

- **Raise Attainment in Writing:** Overall attainment in writing will increase from 70% to 80% by May 2023 (as measured in P1, 4 and 7 ACEL data).

Priority 3

- **Digital:** Establish a digital pedagogy across the curriculum, which engages learners and delivers a high quality learning experience for all children. Provide appropriate supports to enable parents/carers to support children with accessing digital platforms and learning.

Nursery Class Priority

- **High Quality Learning Experiences:** All children will engage in high quality literacy and numeracy learning experiences that take account of individual needs. Staff will make effective use of observations and self-evaluation to inform their practice. Parental engagement will be a focus, along with children being more involved in planning and evaluating their nursery environment and experiences.

The current priorities will be reviewed throughout the school year and the new School Annual Improvement Plan for 2023-2024 will be available in August 2023.

At our information sessions during Parents' Evenings we share information on the AIP and seek the views and input of parents. We ask for parents/carers to be involved in supporting us in taking forward and reviewing initiatives. We regularly post information on Twitter, sharing the work that we do in school.

HOME LEARNING



Learning is not something that only takes place in school and there are many opportunities within our homes, local communities and the wider world for children to have valuable experiences, which enhance and enrich their lives. At the beginning of each term, class teachers will provide a newsletter to inform parents/carers of the intended learning for the term. Parents/Carers will also be provided

with a grid that details a range of possible activities families may wish to engage on. A suggested list of websites will also be provided. None of these activities are compulsory and there is no requirement for children to bring them into school, however, at the end of each term there will be a Celebrate Learning Day in which the children can bring in any of their home learning that they would like to share with the class. Teachers will provide certain homework tasks that children do need to prepare each week to support their learning.

COST OF THE SCHOOL DAY



We are very aware that coming to school and nursery can be expensive and we strive to minimise costs for all parents/carers and to ensure that finance is never a reason for any child to miss out. We provide a calendar showing parents when in the year they may be asked for money, e.g. school trips, so that families can budget for this. We also ensure families can pay into the online accounts throughout the year for such events. We have used our PEF money to

provide P.E. kits for every child to ensure that they are all the same and no-one misses out, and every child has been provided with a water bottle and pencil case with stationery so that they are equipped for the school day. We will be providing home learning supplies this session also. The costs for most trips and events throughout the session are met by the school and we aim to only ask parents/carers to provide for the summer trip. We have a range of school uniform items which we provide free of charge for anyone who requires them. All children in primaries 5, 6 and 7 are provided with Care Kits containing a range of personal care supplies, such as shower gel and deodorants. We collect previously loved clothing and footwear, Christmas jumpers and Hallowe'en costumes so that families who require these may have them free of charge.

Our 'No Gifts' policy means that we do not accept gifts from children at Christmas or the end of the school year to ensure that there is not a financial burden on families and, instead, we ask children to write a card to their teachers instead.

SPIRITUAL, SOCIAL, MORAL AND CULTURAL VALUES

The spiritual, social, moral and cultural values we wish to develop in our children permeate the life of Abronhill Primary and Nursery Class and are not confined to religious education lessons. Our school and nursery class are non-denominational and we aim to teach the children to respect the beliefs, practices, values and religious traditions within their own community and also those of people from other faith communities and cultures. If parents/carers would like to discuss any aspect of the school's religious education programme they should speak to their child's teacher or a member of the management team.

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.

EXTRA CURRICULAR ACTIVITIES



The school offers a variety of clubs and activities which are run by members of staff and visiting specialists throughout the school year. Our Active Sports Co-ordinator is a valued member of our school community and organises many of the active clubs we offer. After school and lunch time clubs

are introduced in blocks throughout the school year.

We are extremely fortunate at Abronhill Primary School and Nursery Class to have excellent indoor and outdoor facilities to enable our children to have additional experiences beyond the classroom. This includes the woodland walk around the school grounds which is used as part of our outdoor learning programme throughout the year. Our senior pupils are trained by our Active Schools Co-ordinator in delivering a range of playground activities to our younger 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 out with the nursery or school, key staff from these services may also store information securely about your child or young person.

How will we use this information?

Your personal information will be used:

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

Who do we share information with?

To support your child or young person's access to appropriate education and meet our legal 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

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, <http://www.scotxed.net>.

CHILD PROTECTION

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

The 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: Jane Stocks (HT) 01236-794870

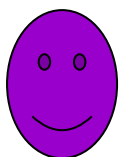
ADULT PROTECTION

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: Jane Stocks (HT) 01236-794870

SCHOOL DISCIPLINE

In school we encourage all children to be the best they can be at all times, showing a respectful and caring attitude towards others and demonstrating responsibility for their own actions. We have high expectations of all children and we use a range of positive approaches and praise to encourage everyone to try their best.



Positive school discipline is necessary to create the right conditions for learning. It is the joint responsibility of home and school. In partnership with the children we designed our behaviour management system called 'Emoji Magic'.

It is school policy to inform parents of any concerns regarding behaviour or attitude to work as soon as possible. If there is no significant response or improvement, and behaviour continues to be a concern, parents/carers will be asked to come to the school to discuss possible solutions. Parental co-operation at this stage is vital. Your role as parent/carer, your approval of the necessity for rules and discipline within the school, and the way you express this to your child is important. You are asked to talk with your child about the importance of self-discipline and how responsibility for his/her own actions increases as he/she grows older. If parents/carers have any concerns regarding behavior then they should arrange to speak with the class teacher or a member of the management team as soon as possible.

In Abronhill Primary School and Nursery Class we **ASPIRE to BE THE BEST WE CAN BE.**

We are:

Achieving

Supportive

Persistent

Inspirational

Responsible

Excellent

- We have access to high quality teaching and learning experiences.
- We work hard and always try our best.
- We treat other people the way we want to be treated.
- We are kind, honest and polite.
- We listen well and try to help others.
- We are proud of our school and look after it.

ANTI-BULLYING

At all times we strive to promote positive behaviour in Abronhill Primary School and Nursery Class. We operate a zero tolerance policy towards bullying and address this through assemblies and in our Health and Wellbeing programme in classes. The children's awareness is raised regarding the different kinds of bullying that exist and the actions they should take if they encounter it. We are committed to challenging bullying and dealing with it when it arises. Your support with this is very much appreciated.



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. During breaks when it is not suitable for children to go into the playground, they remain within their classrooms. Primary 7 pupils monitor the classrooms and a support staff member oversees this.

HOME AND SCHOOL/NURSERY LINKS

We view parents/carers as partners in their child's learning. We encourage parents/carers to be involved in the life of the school and nursery class and to update them on their child's progress throughout the school year. We ask parents to contribute views and ideas when developing initiatives and we value the time that is given to this. We welcome parents/carers to volunteer in the school, e.g. reading with younger pupils and supporting classes with a range of activities.

We have an active parent council who are committed to supporting the school by co-ordinating regular events to raise additional funds for the school. Parents/Carers may also volunteer to assist at particular events or to accompany groups of children on trips.

Parents/Carers are always welcome to arrange an appointment to speak to their child's class teacher or to a member of the senior management team if there are any concerns. Each year, staff will report to parents/carers via written reports and parents' appointments. All parents/carers are invited into school throughout the school year to share children's learning and their achievements and to be involved in plans for future learning. The school and nursery welcome families and friends to attend a range of performances, including assemblies, seasonal events and shows. We aim to keep parents/carers informed through the use of our annual calendar, blog, emails, Twitter, newsletters and homework links.

ATTENDANCE AT SCHOOL

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

Attendance must be recorded twice a day, morning and afternoon

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

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

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

ATTENDANCE AT NURSERY

Children are expected to attend during the sessions as arranged with parents. If your child is sick, or likely to be off Nursery for any length of time, you should inform the school clerical staff who will then inform the Nursery staff. If a child is absent from nursery and staff have not been informed, we will call to enquire about the child's whereabouts.

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. Such circumstances may include:

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

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

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



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

EXTENDED LEAVE WITH PARENTAL CONSENT

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

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

EXCEPTIONAL DOMESTIC CIRCUMSTANCES

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

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

It should be emphasised that the school investigates unexplained absence, and the authority has the power to write to, interview or prosecute parents, or to refer pupils to the Reporter of the Children's Panel, if necessary.

At Abronhill Primary School, the Head Teacher will review absences termly and write to parents/carers when the absence rate is below 85% and gives cause for concern. If absence rates do not improve parents/carers may be invited to a meeting to discuss the issue further.

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 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 is at the discretion of the Executive Director of Education and Families. Information and application forms may be obtained from any school or 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 and Support Allowance (income related), Universal Credit (with an income below £600 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 grant is March 2023.

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 well being 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/Guardians are asked to assist in this area

by ensuring that valuable items and unnecessarily expensive items of clothing, jewellery, etc., are not brought to school. Parents should note that any claims submitted to cover the loss of such things are likely to be met only where the authority can be shown to have been negligent.

Abronhill Primary School's uniform consists of:

- ✚ Navy blue sweatshirt
- ✚ Blue polo shirt
- ✚ Grey trousers /skirt
- ✚ White shirt and school tie
- ✚ Black shoes
- ✚ P.E. kit is provided by the school- black shorts, white t-shirt and indoor gym shoes (primaries 4-7 provide their own gym shoes)



You are able to buy your child's school uniform online direct from Gilmour Sports Uniform Made Easy.

The school asks for donations of previously loved school uniforms which we launder and make available to anyone who wants them. Parents/Carers can come into school and take what they need or can fill in a request form and the items will be available to collect at the school office or will be put into the child's school bag.

SCHOOL MEAL ARRANGEMENTS

School Lunches



We operate a cashless cafeteria system. Parents/carers add funds to the cards using online banking. Further information can be obtained at:

www.northlanarkshire.gov.uk/schoolpayments.

Children in receipt of free school meals automatically have funds credited to their cards. Information and application forms for free school meals can be downloaded from the

council website www.northlan.gov.uk and are available in the school. Children of parents/carers are entitled to receive a free school meal if they are in receipt of any of the following benefits: Income Support, Job Seekers' Allowance (income based), Employment and Support Allowance (income related), Universal Credit (with an income below £600 per month). All children in primaries 1, 2, 3, 4 and 5 receive free school meals. Only school children who receive a free school meal are entitled to free milk at lunchtime. Milk is available to purchase in the dining hall.

During registration time in the morning's children choose which meal they would like from the menu options. There is always an option of two hot meals and

sandwiches. A vegetarian option is available every day. Children are then allocated a corresponding-coloured band which they take to the dining hall. This ensures that all children receive the meal they have chosen. Menus are sent home throughout the year and parents/carers can check online to see what their child has chosen each day.

Further information available at: northlanarkshire.gov.uk/primaryschoolmeals

Special Dietary Needs

Diets required as a result of a medical condition (a medically prescribed diet e.g. coeliac disease, diabetes, PKU, food allergies 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 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 Dietitian 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, 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 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. All completed forms should be returned to the email: specialdiet@northlan.gov.uk

Packed Lunches

Packed lunches may be eaten in the school lunch hall or, in good weather, children may be given permission to eat packed lunches outside, in designated areas. We request that parents support our Health Promoting School by only providing healthy lunches and



snacks for children. Children should not bring sugary or fizzy drinks or sweets for their packed lunch. It is important that children learn in school and at home about the importance of healthy eating.

Breakfast Club

A breakfast club operates within the school and is open from 8.15am and closes at 8.50am each morning. Children coming to the Breakfast Club should enter via the main school entrance and make their way to the dinner hall. There is no cost for the breakfast service for pupils in P1 to P5. The cost for all other pupils in P6-P7 not entitled to a free school meal is as follows:

One child £1 per day, 2 children £1.50, 3 children £1.80 and 4 children £2.10.

Playtime Snacks

As a Health Promoting School, we strive to encourage children to make healthy choices. We ask that children bring a healthy snack and drink to school for playtime, such as fruit, and that sweets and crisps be given as an occasional treat.

Drinks



We have provided every child with an Abronhill Primary School water bottle and have water coolers installed throughout the school. All children should bring their water bottle to school every day filled with fresh water. This can then be refilled during the day at designated times, if required. It has been proven that drinking water helps children to focus and learn so we encourage them to do so. We only allow water to be consumed in the classrooms so please do not provide your child with any other drinks as they will not be allowed to have them.

Children may have milk every day in school. This costs 50p a week and can be paid using the online payment system (IPay).

Nursery Snacks

Healthy snacks are provided each day for our nursery children. Children are supported to develop their independent skills by helping to prepare, select and tidy at snack time. Details of snacks provided are listed on the nursery information board, including details of possible allergens. Nursery children are entitled to free milk.

Nursery Lunches

All eligible two year olds and all children aged from 3 to those not yet attending primary school, who attend a North Lanarkshire Council Nursery or a Funded Provider (childminder or voluntary/private nursery), will be 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.

PLACING REQUESTS

You have the right to make a placing request for your child to be educated in a school other than the local school. In December each year, the authority will advertise its arrangements for placing requests.

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

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

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

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

Parents 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 and young people to make a placing request to attend a school/establishment belonging to another authority.

TRANSPORT

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

Parents/Carers who consider they are eligible should obtain an application form from the school or from Education and Families. These forms should be



completed and returned before the end of February for those pupils beginning school in August to enable the appropriate arrangements to be made.

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

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

Pick Up Points

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

Placing Requests: Transport

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

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

MEDICAL AND HEALTH CARE

Medical examination of children is undertaken during the primary school years, usually in the first year and then selected children in primary 7. Lanarkshire Health Board arranges these with the school. Parents may refer their child at other times to the School Medical Officer for examination or advice. Dental inspections are carried out at various times and parents offered any necessary treatment for their children, although they may choose to go to a dentist of their own choosing instead.

At the start of each school year, parents are requested to provide information, i.e., name, address, emergency contact



and relevant health information, about their child so that all records can be kept up to date. This is important for children's wellbeing. If your child becomes ill at school or nursery, contact will be made as soon as possible with the parent or person nominated by the parent. In the case of a serious accident, the child will be taken to hospital immediately while contact is made with the parent/carer. It is important therefore, that we are aware made of any changes regarding children's medical requirements or emergency contact information.

If children require medication in school or nursery, parents/carers must complete consent forms which are available at the school office and from nursery staff. Medication cannot be given to children without consent forms and it is the duty of parents/carers to ensure that medication in the school or nursery is in date and that there is enough to treat the child. Children's medication must come in the original packaging if it is to be administered in school or nursery. It is the responsibility of parents/carers to ensure that there is an appropriate supply of medication in school/nursery for their child and that it is in date.

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

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

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

THE PARENT FORUM

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

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

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

THE PARENT COUNCIL

Parent Councils came into force on 1st August 2007.

The composition of the Parent Council is:

Parent Council Representatives

Ms. Katrina McIntyre	Chairperson
Ms. Katrina McIntyre	Secretary
Mrs. Coulter	Treasurer



Parent Council e-mail: apnparents@gmail.com

Duties

The Parent Council's rights and duties include:

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

The Head Teacher is the professional adviser to the Parent Council and has a right and duty to attend all meetings of the Parent Council. Parent Council meetings are open to members of the public.

Parent Council Elections

An electoral roll - a list of the names of parents or guardians of children at the school - is drawn up. All those whose names appear on the list on a date fixed by the Authority, are entitled to vote or be nominated as a representative on the parent council. Notice will be given to each member on the electoral role when vacancies arise. This will state the closing date for nominations. Each nomination must be supported by two proposers who are eligible to vote at the particular election. Nomination papers will be available at the school, also a pro-forma which may be used for submitting a 250 word statement in support of candidature.

IMPORTANT NAMES AND ADDRESSES

Education and Families,
North Lanarkshire Council,
Civic Centre,
Motherwell. ML1 1AB.

COUNCILLORS - (Cumbernauld East)

Claire Barclay (SNP)

Address: c/o Civic Centre, Motherwell. ML1 1AB
Telephone: 07939280059
Email: barclaycl@northlan.gov.uk

Adam Smith (SNP)

Address: c/o Civic Centre, Motherwell. ML1 1AB
Telephone: 07581032674
Email: SmithAda@northlan.gov.uk

Barry McCulloch (LAB)

Address: c/o Civic Centre, Motherwell. ML1 1AB
Telephone: 0758104953/01698302621
Email: McCullochBa@northlan.gov.uk

Tom Johnston (SNP)

Address: c/o Civic Centre, Motherwell. ML1 1AB
Telephone: 01236-738986
Email: johnstont@northlan.gov.uk

Chief Executive Area Office

Mr Des Murray

Civic Centre

Windmillhill Street

Motherwell ML1 1AB Tel: 01698 403200

Education Manager

Lorraine McBride

Contacts in relation to Support for Learning

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

Cumbernauld Academy Cluster

Lois Mullaney

MullaneyL@northlan.gov.uk

You can also obtain 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: 0345 123 2303

Children in Scotland

Rosebery House

9 Haymarket Terrace

Edinburgh

EH12 5EZ

info@enquire.org.uk

www.enquire.org.uk for parents and practitioners

www.enquireorg.uk for children and young people

Children in Scotland- Resolve Mediation

0131 313 8844

Email: resolve@childreninScotland.org.uk

Independent Adjudicator

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

Community Learning and Development Locality Offices

North CLD Locality Office

Pivot Community Centre
Glenmanor Ave
Moodiesburn
G69 0DL
Tel: 01236 638393
E: CLD-North@northlan.gov.uk

NHS Lanarkshire (Cumbernauld)

Kildrum Health Centre Tel: 01236 721 354
Condorrat Health Centre Tel: 01236 733 221

Social Work

Cumbernauld/Chryston,
Bron Way,
Town Centre,
Cumbernauld.
G67 1DZ
01236 638700

QUALIFYING STATEMENT

Although this information is accurate at the 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 by law are required to issue a copy of the school handbook to parents in December of each year. It details the current policies and practices of both the council and the school.