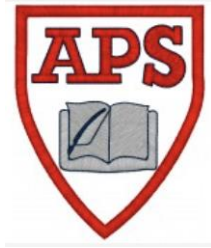


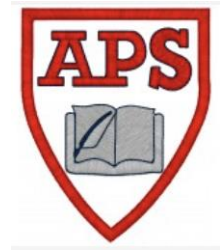
Aitkenhead Primary



# School Handbook 2024



Happy  
Safe  
Included  
Responsible  
Respectful



Dear Parents/Carers,

As the Head Teacher, I warmly welcome you to Aitkenhead Primary School .

This handbook is written for all parents and carers of children at Aitkenhead Primary School and for those who are about to start. It contains information about the school itself and the varied aspects of primary education. We hope you will find it useful and informative.

We look forward to welcoming our new pupils and parents to our school community. In partnership with you, we aim to provide high quality education for all children that will enable them to develop intellectually and socially within a welcoming, safe, and nurturing environment. We strive to provide challenging and enjoyable learning experiences that will develop skills for learning, skills for work and skills for life and will motivate children to become lifelong learners. We hope that you and your child will enjoy being part of our school in the years to come.

We recognise that we cannot achieve our vision and promote our values alone. We therefore work in close partnership with our pupils, parents, and members of the Uddingston community and beyond to achieve excellence, raise attainment and achievement and provide a variety of learning opportunities. We actively encourage you to take a positive role in the education of your child because with your support we can work together to make sure your child has the best learning experiences.

We operate an open door policy at Aitkenhead, so feel free to pop in at any time and you will always be welcome. Any enquires are dealt with quickly and courteously. Should you wish to speak with any member of staff please call into the school office, where every effort will be made to allow you to speak to the appropriate person. Alternatively, telephone to make an appointment for a mutually suitable time.

We look forward to working in partnership with you and your child and we welcome you to our Aitkenhead family.

*Ms Megan McCrossan*

Head Teacher (acting)

## School Information

<b>Name and Address:</b>	Aitkenhead Primary Lincoln Avenue, Uddingston, G71 5QZ
<b>Telephone:</b>	01698 522710
<b>Email Address:</b>	<a href="mailto:enquiries-at-aitkenhead@northlan.org.uk">enquiries-at-aitkenhead@northlan.org.uk</a>
<b>Website:</b>	<a href="https://blogs.glowscotland.org.uk/nl/aitkenheadprimaryschoolblog/">https://blogs.glowscotland.org.uk/nl/aitkenheadprimaryschoolblog/</a>
<b>Twitter:</b>	@AitkenheadS
<b>Stages:</b>	P1 to P7
<b>Roll:</b>	182 pupils
<b>Status:</b>	The school is non-denominational and co-educational.
<b>Planning Capacity:</b>	Planning Capacity is 192
<b>Gaelic Language:</b>	No provision.

Aitkenhead is a semi open plan school. Parents should note that the working capacity of the school will vary dependent upon the number of pupils at each stage and the way in which classes are organised. In North Lanarkshire composite classes are normally formed on the basis of language and/or mathematics working groups. This means that pupils working at broadly the same pace and level in language and/or mathematics are grouped together. Such an arrangement makes for the most efficient use of teaching resources.

## Community Facilities

The school building is available for let. It is Council Policy that school accommodate is made available as far as possible outside school hours for use by the community. Enquiries should be directed to Culture NL Bookings, based at Coatbridge Community Centre, 9 Old Monkland Road, Coatbridge ML5 5EA. Tel: 01236 632778

## Associated Secondary

Uddingston Grammar  
Old Glasgow Road  
South Lanarkshire  
G71 7BT  
Tel 01698 805050

**Head Teacher:** Mr John McKay

Our Cluster primaries include Tannochside, Muiredge, Bothwell and Newton Farm

Our Empowering Cluster primaries in North Lanarkshire include Tannochside, Mossend, Noble and Lawmuir.

## Parent Council

The chair of the parent council is Mrs Fiona Aitken.

The parent council can be contacted via the following email address: [apc@parentcouncil@gmail.co.uk](mailto:apc@parentcouncil@gmail.co.uk)

They can be followed on Twitter: [@APSparents](https://twitter.com/APSparents)

## School Staff

### School Leadership Team

Ms Megan McCrossan

Acting Head Teacher

Mrs Jan McGregor

Principal Teacher

### Teaching Staff

P1

Mrs G. Hall/ Mrs V. Lowe

P2

Miss J. Quinn

P3

Mrs H. Brown/ Miss K. Gillies

P4

Ms D. Whiston

P5

Miss N. Stevenson

P6

Miss A. Carlin

P7

Mrs J. White

NCCT/ Support for Learning  
Support for Learning

Miss Y. Lalmy

Mrs K. Devine

**Total number of teaching staff**

9.95FTE Allocated Core Staff

Permanent Staff:

9.6FTE

Additional Teaching Staff:

1.2FTE (NLC funded/ PEF)

**Total Teaching Staff**

10.8FTE

### Support Staff

Mrs E. Kupsky

Senior Clerical Assistant

Mrs E. Quinn

Clerical Assistant

Mrs A. Hanna

Support Assistant

Miss S. McGown

Facilities Officer

Mrs L. Docherty

Catering Assistant

Mrs N. Campbell

Catering Assistant

Mrs D. McCrae

Catering Assistant/ Cleaner

Mrs L. Cavanagh

Cleaner

**School Psychologist:**

Mrs N. Robertson

**Music Tuition:**

Ms E. Smith (brass) & Mrs L. MacGregor (Kodaly Music)

## School Hours

### **Breakfast Club:** 8:15am – 8.45am

All P1-5 children and those P6-7 children who are entitled to Free School Meals are entitled to a free breakfast. For all others, there is an incremental price structure in place (1 child= £1, 2 children = £1.50, 3 children =£1.80 – children have to be at the till at the same time). We usually have a selection of games and activities available for the children to use after they have their breakfast. Children go to their class bases when breakfast club is finished at 8.45am.

<b>School Opens</b>	8.55am
<b>Interval</b>	10.35am to 10.50am
<b>Lunch</b>	12.30pm to 1.20pm
<b>School Closes</b>	3.00pm

Please note that all Primary 1 pupils attend school full time from the first day of term in August. Details will be issued during transition and information events.

## Out of School Care

A variety of After School Care Clubs operate within our local area. Children attending the club are collected from the school hall every day and escorted to the relevant venue.

Viewpark Out of School Care is located within the Viewpark Community Centre. For further information contact them on 01698 801774 or 07709 738691.

Happy Days is located in Kilmartin Place Uddingston. Further information can be found on [www.happydaysoutofschoolcare.co.uk](http://www.happydaysoutofschoolcare.co.uk) or [udd@happydaysoutofschoolcare.co.uk](mailto:udd@happydaysoutofschoolcare.co.uk) or on 07947076952

Other services can be found on the website: [www.scottishchildcare.gov.uk](http://www.scottishchildcare.gov.uk) or by contacting North Lanarkshire Council's Childcare Information Service on 01236 812281.

## Term and Holiday Dates for 2024/25

The following dates are advertised and proposed dates on the North Lanarkshire Council website:

<https://www.northlanarkshire.gov.uk/schools-and-learning/school-holidays-and-term-dates>

These dates may be subject to change.

### August 2024

In-service day: Monday 12 August 2024

In-service day: Tuesday 13 August 2024

Pupils return to school: Wednesday 14 August 2024

### September 2024

September weekend holidays: Friday 27 September 2024 and Monday 30 September 2024

### October 2024

October break: Monday 14 to Friday 18 October 2024 (inclusive)

School resumes: Monday 21 October 2024

### November 2024

In-service day: Monday 14 November 2024

### December 2024 - January 2025

Schools close at 2.30 pm on Friday 20 December 2024

Christmas/New Year holidays: Monday 23 December 2024 to Friday 3 January (inclusive)

School resumes on Monday 6 January 2025

### February 2025

Mid-term break: Monday 17 February 2025 and Tuesday 18 February 2025

In-service day: Wednesday 19 February 2025

### April 2025

Schools close at 2.30 pm on Friday 4 April 2025

Spring Holiday: Monday 7 April 2025 to Friday 18 April 2025 (inclusive)

Easter: Good Friday 18 April 2023 Easter Monday 21 April 2025

School resumes on Tuesday 22 April 2025

### May 2025

May day holiday: Monday 5 May 2025

In-service day: Tuesday 6 May 2025

May weekend holiday: Friday 23 May 2025 and Monday 26 May 2025

### June 2025

Schools Close: Wednesday 25 June 2025 at 1.00pm

## Registration and Enrolment

Enrolment of new entrants takes place in January each year. Pupils who reside within the school catchment area, whose fifth birthday falls between 1<sup>st</sup> March of the current school year and the last day of February of the following school year, will automatically be admitted into school. Details of dates are in the local press along with other school platforms (twitter, newsletter). When registering their child, parents/ carers should bring their child's Birth Certificate and a Council Tax Bill as proof of address.

Parents of older children seeking a place should contact the school where advice will be given.

## Induction Programme

During the Summer Term (May/ June) we have an Infant Induction programme, which provides parents and new entrants with opportunities to get to know the school and to meet staff and new classmates. It also gives us a chance to discuss school procedures and curricular issues with parents/carers.

## Transfer from Primary to Secondary

Pupils normally transfer to secondary school between the ages of 11 and 12, so that they have the opportunity to complete at least 4 years of secondary education. Parents will be informed of the arrangements no later than December of the year preceding the date of transfer at the start of the new session.

Pupils from Aitkenhead normally transfer to:

Uddingston Grammar,  
Old Glasgow Road,  
South Lanarkshire,  
G71 7BT

Tel 01698 805050

**Head Teacher: Mr John McKay**



## Equal Opportunities

In Aitkenhead Primary, we feel it is important that everyone is valued and treated fairly. We expect all members of our school community to value and respect each other. All pupils are encouraged to develop a 'can do' attitude and to always try their best. Teachers provide active, challenging, and enjoyable learning experiences matched to the needs of the children. We promote equality of opportunity and good relations and we aim to ensure the school community is aware of the need to guard against discrimination of any kind.

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. We operate within the guidance of the Council's Equality and Diversity Policy and Equality Strategy 2019-2024.

The Equality and Human Rights Commission's Technical Guidance for Schools in Scotland details the essential requirements of the Equality Act 2010 for schools. This can be accessed at <https://www.equalityhumanrights.com/en/publication-download/technical-guidance-schools-scotland>

# What is Curriculum for Excellence?

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

The purpose of Curriculum for Excellence is encapsulated in the four capacities:



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.



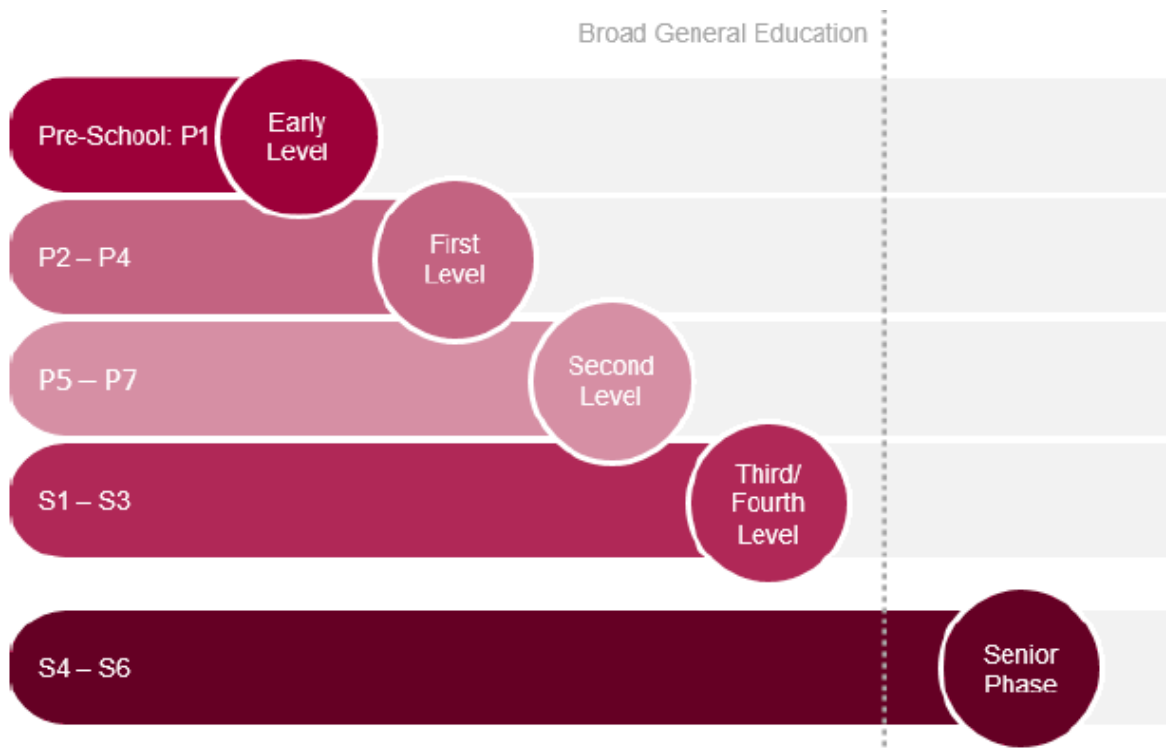
These contexts are:

- 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.

## The Senior Phase

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

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

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

## Personal Support/Career Planning

From 3-18 years, learners are supported to achieve their full potential and, as they progress through broad general education into senior phase, to plan and prepare for further learning, training, or employment. All schools and nurseries in North Lanarkshire are working hard to raise standards so that children and young people will develop all 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.

## Assessment at Aitkenhead

We embrace the policy and practice of the 'Assessment is for Learning' programme and actively engage all children in the learning and assessment process. This provides a sound foundation for taking forward assessment in relation to Curriculum for Excellence. Children have access to cooperative, challenging, and enjoyable experiences that encourages them to develop as successful learners, confident individuals, responsible citizens, and effective contributors.

Teachers share with children what they expect them to learn. Children are more involved in their learning and understand what is expected of them. Sharing these learning intentions and success criteria with pupils helps them focus not only on what they are producing and the success they had but also how they can improve their performance in future. Teachers give verbal or written feedback to pupils about what they have achieved and offer advice about how they can improve.

Children often have learning partners and work in pairs or trios. They will also give feedback to each other known as 'peer assessment'. Often children will be asked to reflect on their own work, known as 'self-assessment', and be asked to consider how well they think they have done and how they can improve. Pupils use the 'traffic light system' as a means of assessing how they have done.

Red	'I need some extra help with this task'
Yellow	'I think I am doing fine at the moment'
Green	'I can do this task'

At times standardised assessments may be used to help teachers assess pupil progress and to identify any strengths and diagnose any barriers to learning. Results are discussed with staff and pupils are challenged/supported appropriately. Today we don't compare children against each other but rather treat each as an individual who is always gaining new achievements and attainments for themselves. Their own personal best is what we are aiming for.

## What can parents and carers do to help?

Parents and carers can help their children to become more confident and successful learners by:

- talking to them about their learning; their strengths and next steps
- helping them to understand that making a mistake is not bad -they can learn from them and improve
- helping them to develop a 'can do' attitude and the resilience to keep trying
- discussing comments from their teacher that suggest specific improvements and helping them follow advice given

### **How will I be informed about my child's progress?**

Your child's progress will be reported to you so that you know how well your child is doing. Parents are invited to school twice per year to discuss their child's progress, but are welcome to consult with the class teacher at other times if there is an issue that concerns them or they wish more information. An email, telephone call or letter to arrange a mutually convenient time is appreciated. During the course of the year, parents will be contacted should a concern about a child's attainment or behaviour arise. A full written report is issued in June and this report highlights each child's strengths, development needs and the next steps in their learning.

We also hold three Open Events each session when parents can visit the classroom and see their child at work. Snapshot Jotters are sent home regularly to enable parents to discuss learning with their children and to see their progress.

### **Additional Support Needs**

Aitkenhead Primary complies with the Additional Support for Learning (Scotland) Act 2004 as amended by the Additional Support for Learning (Scotland) Act 2009 and the Additional Support for Learning: Statutory Guidance 2017.

In Aitkenhead Primary we ensure that all children are provided with a curricular experience which is appropriate to their age, stage, and development. Planning shows differentiation which caters for the individual and group needs of pupils. Needs are met within class, group, and individual settings.

Through a process of Staged Intervention and, where appropriate, in conjunctions with other appropriate agencies, the school will work to support pupils and their families within the framework of the new legislation and in line with the Code of Practice.

Every child may have a difficulty with their learning at some point in their time at school. Each child is treated as an individual whose needs will be assessed, planned for and provision will be put in place with progress continually reviewed.

We cater for a wide range of additional support needs including a variety of language disorders and delays, hearing impairment, emotional and behavioural difficulties, autistic spectrum disorders, physical challenges arising from operations or conditions, looked after and accommodated pupils and more able pupils.

### **English as an Additional Language**

Support is available from North Lanarkshire for pupils with English as an additional language.

### **Care Experienced/ Children experiencing Care**

Care Experienced or children experiencing Care 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. Miss Sommerville is the designated person in school with responsibility for children experiencing care or care experienced.

## Getting it Right for Me (GIRFMe)

(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

## School Improvement Plan

Planning of any kind is concerned with moving from a present position to a future one. In school improvement planning the focus is on effecting change to aspects of practice or approach. The main aim of improvement planning is to improve the efficiency and effectiveness of the education service particularly in relation to the quality of learning and teaching. The school improvement plan sets out priorities for improvement and the targets stemming from these. The school will conduct a self-evaluation audit of practice using the quality indicators described in 'How Good Is Our School 4', take into consideration national and authority targets and consult with parents and pupils. The results of these will determine the school's priorities for improvement. Copies of the School Improvement Plan and School Improvement Report are available on request at the school office. We issue a summary to parents on an annual basis.

Our identified priorities for session 2023-24 were as follows.

<b>Cluster Priority 1:</b>	All learners will benefit from an integrated approach to improve health and wellbeing, with identified learners accessing additional and intensive cluster supports to address the equity gap.
<b>School Priority 1:</b>	By June 2024, we will have reviewed and refreshed our curriculum so that it is reflective of our school community.
<b>School Priority 2:</b>	By June 2024, through high quality learning and teaching that is differentiated to meet learner needs and through targeted interventions, we will raise attainment in literacy to meet the NIF stretch aim of 90%.

## Homework

Homework has an important part to play in the development of strong relationships between home and school. Homework is issued at all stages throughout the school and the duration and expectations placed upon children are age appropriate. We are always happy to discuss issues relating to homework and parents/ carers should feel free to make contact with us regarding any homework concerns.

## School Ethos

Aitkenhead Primary promotes a positive nurturing ethos, where all pupils, parents and staff are valued and treated with respect. We promote positive behaviour guided by our positive relationship policy. Staff regularly recognise and celebrate pupil strengths, progress, and achievements in class and at whole school level, during weekly assemblies.

## Community Links

The school plays an important part in the community. It is our policy to foster in the pupils an interest and pride in Aitkenhead Primary School and the Uddingston community. We have good links with Uddingston Grammar, Bellshill Academy, our associated primaries, ST Andrew's Hospice and with Viewpark Church. We actively support and encourage community involvement in school issues through our Leadership Academies.

## **Pupil Leadership Academies**

Our pupils are involved in many aspects of school life and their ideas and opinions are often sought. We run a variety of mixed stage Leadership Academies which promote citizenship and give pupils responsibilities in a range of areas. The children lead these under the supervision of a nominated staff member.

## **Out of School Experiences**

We aim to further enrich the children's learning experiences through a variety of additional experiences out with the school building. We make good use of places of interest in the local and surrounding areas. We also encourage and request support of external agencies who can come into school to deliver curriculum based workshops.

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

Religious and Moral education is a process where children engage in a search for meaning, value and purpose in life. Religious and Moral education enables children to explore the world's major religions and views which are independent of religious belief and to consider the challenges posed by these beliefs and values. It supports them in developing and reflecting upon their values and their capacity for moral judgement.

Through developing awareness and appreciation of the value of each individual in a diverse society, religious and moral education engenders responsible attitudes to other people. This awareness and appreciation will help children to develop as tolerant individuals, counteract prejudice and consider issues such as sectarianism and discrimination.

The experiences and outcomes are structured under three headings:

1. beliefs
2. values and issues
3. practice and traditions

When planning religious and moral education, our school will take account of the community and the context in which our children live and learn. Children will develop an understanding of Christianity and other world religions. While recognising the role of Christianity as the major religious tradition of Scotland, pupils will also be encouraged to develop an understanding of and respect for people of other faiths and people who adopt a non-religious stance for living.

Education is about the whole person. Religious and Moral Education deals with the development of the person in relation to self-awareness, relationships with others, and the realm of beliefs, values and practices which go to make up a religious outlook on life. As such it makes an important contribution to the personal and social development of pupils.

We have regular contact with Viewpark Parish Church through chaplain involvement in school assemblies and religious and moral themes in the classroom. We look forward to continued contact allowing staff and pupils to work closely with our local church.

Parents have the right to withdraw their children from religious education and should contact the school if they wish to exercise this right.

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

Throughout the year, the school offers a variety of extra-curricular activities with clubs lasting approximately 6-8 weeks. Parents are expected to collect their child from school after each club. Our Active Schools Co-ordinator, Mr Alistair Gardner, organises coaches to run clubs. Parents are also welcome to become involved in extra-curricular activities. This will require a PVG check. Please give your name to the school office if you are interested.

## Freedom of Information

Freedom of Information (Scotland) Act 2002 came into force in 2005. The Act allows anyone to ask for information held by the Council and imposes a time-scale of 20 working days for the Council to respond. To deal with Freedom of Information requests, the Council has appointed a Corporate Freedom of Information Officer with the support of an officer in each Service. The Freedom of Information Coordinator can be contacted by telephone on 01698 302484

## General Data Protection Regulations (GDPR) Statement for Education

### What is this statement?

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

### Who are we?

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

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

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

### Legal basis for using your information

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

### Your personal information

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

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



We require this information to ensure children and young people are educated appropriately, supported, and that we take account of their health and wellbeing.

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

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

Your personal information will be used:

- to enrol your child or young person in nursery or school
- to provide your child or young person with an appropriate education
- for teaching, assessment and planning purposes and to monitor educational progress of children and young people
- to support pupil learning, improve outcomes and identify where additional support is needed to help children and young people
- to provide appropriate pastoral care to support health and wellbeing of children and young people
- to keep children and young people safe
- to maintain records e.g. of attendance, absence, attainment and behaviour of children and young people (including exclusions)
- to support children and young people during transitions when moving on each year from nursery to primary, primary to secondary and when they move or leave school
- to enable schools and establishments to process personal data in support of SQA and Further Education
- to 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.

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

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

## Transferring Educational Data about Pupils

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

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

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

### Why do we need your data?

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

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

### Your GDPR rights

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

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

Further details are available on:

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

### Any Concerns

If you have any concerns about the ScotXed data collections you can email [school.stats@scotland.gsi.gov.uk](mailto:school.stats@scotland.gsi.gov.uk) or write to:

*The ScotXed Support Office,  
SEGP,  
Area 1B,  
Victoria Quay,  
Leith, EH6 6QQ.*

*Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, braille and large print.*

### **Want more information?**

Further details about ScotXed data exchanges are available on the ScotXed website, <https://www.gov.scot/collections/scottish-exchange-of-data-scotxed/>

## **Child Protection**

Every adult in Scotland has a role in ensuring all our children and young people are safe and protected from harm at all times and in all situations. The Head Teacher is responsible for the schools actions in response to Child Protection concerns

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

**Child Protection Co-ordinator is:** Ms Megan McCrossan  
**Telephone Number:** 01698 522710

## **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:** Ms Megan McCrossan  
**Telephone Number:** 01698 522710

## **School Discipline**

At Aitkenhead we have a positive, restorative, and inclusive ethos. Our school aims to provide a happy, safe and secure environment for all and we expect the highest standards of behaviour at all times. We encourage this through a number of initiatives and positive behaviour strategies. We believe that by encouraging Positive Relationships and by setting out fair and firm approaches to behaviour, our children will become equipped with the necessary tools to become full and active members of the school community and beyond.

The Golden Rules are discussed with children to outline the desired behaviours. These rules aim to foster respect for self, others, and property.

The Golden Rules are:

**Do** be gentle, **do not** hurt anybody

**Do** be kind and helpful, **do not** hurt people's feelings

**Do** be honest, **do not** cover up the truth  
**Do** work hard, **do not** waste our own or other people's time  
**Do** look after property, **do not** waste or damage things  
**Do** listen to people, **do not** interrupt

If children follow the Golden Rules they will receive privileges which includes 'Golden Time'.

## Statement on Bullying

Everyone has the right to be safe and free from bullying behaviour and harassment. It is more easily dealt with if it is reported early before it becomes a habit. Pupils are encouraged to report any type of bullying behaviour, either verbal, physical or emotional, to a member of education staff.

If you discover any kind of bullying taking place, please do not hesitate to report it, either by letter, email, or telephone. We operate restorative practice where children are encouraged to recognise and discuss how they have caused injury to another party. We encourage children to take responsibility for their behaviour and to deal with the consequence of their actions.

## 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.

Our Support staff supervise the playground areas during playtime and lunchtime. Even with adults on duty accidents can happen and our office staff/ leadership team attend to minor injuries. However, great care is taken to ensure that Parents/ Carers are contacted in the event of a bumped head.

In inclement weather, children stay in school, however we do try to have them outside as much as possible (even when showery) so children should have a shower proof jacket. Support staff supervise the open area and in line with the ethos of Curriculum for Excellence, our Primary 7 pupils are involved in mentoring younger pupils and are available during non-class contact times to give support.

It would be helpful if children who go home for lunch during wet lunchtimes did not return to school before 1.20pm where possible.

In the event that a pupil cannot access the playground due to an injury, or remain in class during a wet interval, they will be supervised at the office.

## Home and School Links

In Aitkenhead Primary we are very keen to forge links with parents as we are aware of the value of sharing the responsibility for the education of our children with their parents and carers. Strong home/ school links are invaluable in maintaining the good relationships already established between parents and staff. We greatly appreciate the time and commitment which so many of our parents give.

Our Parent/ Carer Open Events are very successful along with the more formal parent consultation meetings. Each year, we seek volunteer involvement from Parents/ Carers and other family members. We try to encourage people to get involved when they can.

There are many opportunities throughout the year for parents/ carers to connect with the school and access information on their child's learning

- Open Events (3 times per year)
- Snapshot Jotters sent home (6 times per year)
- Writing jotters sent home monthly
- Parent/ Carer Consultations Evenings (twice a year with access to class and jotters)
- Final written report sent home in June

We encourage parent helpers within the school. Each adult brings personal skills, individual experiences, talents, and knowledge, which contributes to the children's school experience. Parents also help us by supporting the wider life of the school such as escorting pupils on educational outings or assisting at after school events e.g. discos.

We understand the importance of effective communication between parents/ carers and the school. We communicate through email, X (twitter), phone calls and SMS messaging. Most correspondence is sent via email. Paper copies can be requested from the school office for those without internet access.

Communication is a two way process and it is important that parents/ carers inform the class teacher or a member of SLT of any concerns, complaints or changes in family circumstances, as soon as possible so that we can work together to resolve any difficulties.

## **Attendance at School**

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

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

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

At the start of each school session, parents/carers will be asked to provide contact details (mobile number and email address) 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.

### **Absence Notification Procedures for Primary Pupils**

If a pupil is absent from school, a parent/carer should inform the school on the morning of the first day of absence giving the reason and an indication of how long the absence is likely to last. Where a child has not registered and the school has not been informed of the absence by 9.30am, the school will try to contact the main carer by SMS message. On receipt of this message, you should phone the school to explain your child's absence. If the school does not hear from you, school staff will access all other contacts that we hold on file. In terms of child safety, police will be contacted if all attempts to locate the child have been exhausted.

Parents/ carers should inform the school by email, phone call, letter or visiting the ParentPortal if your child you are aware in advance that your child will be absent from school. For example, where your child needs to attend a hospital appointment.

## **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.

## **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 their country of origin (to care for a relative, or for cultural reasons)
- Leave in relation to the children of travelling families

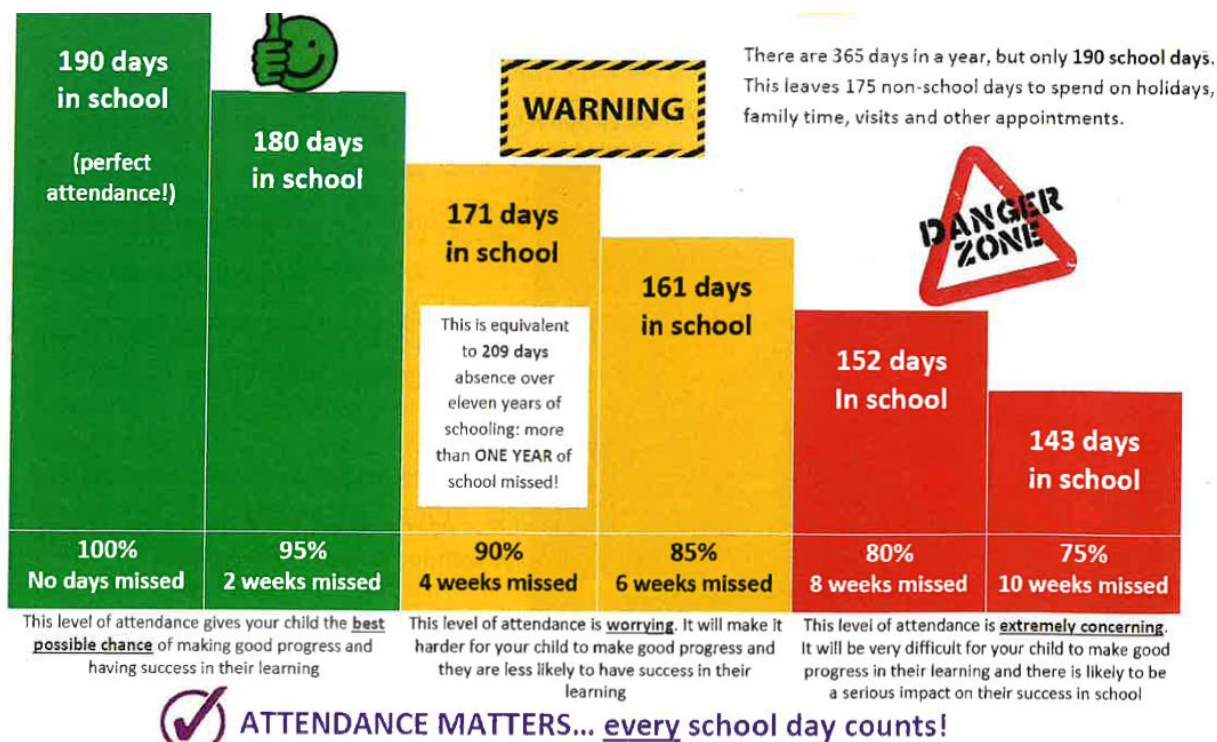
## **Exceptional Domestic Circumstances**

Parents/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.

In Aitkenhead, we put a great deal of emphasis on attendance at school. The school closely monitors the attendance of all pupils and informs parents (by letter) when concerns emerge. We monitor attendance monthly and will follow NLC guidance in improving attendance at school where necessary. The Education 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. Obviously the school takes these steps in a small number of cases, but most importantly we want to work with parents to improve attendance.

## Understanding your child's attendance percentage



## 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.



## Grant for Footwear and Clothing

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

Parents/carers are entitled to receive a clothing grant if they are in receipt of any of the following benefits: Income Support, Job Seekers Allowance (income based), Employment & Support Allowance (income related), Universal Credit (with an income below £660 per month), housing benefit (please note the housing element of universal credit is not housing benefit), council tax reduction (please note that single person's discount/ council tax exemption is not council tax reduction). The deadline for school clothing grants is 31 March 2024.

## Dress Code Expectations

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.

## Loss of Pupils' Clothing and/or Personal Belongings

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.

## Aitkenhead's School Uniform

We are very proud of our school and its uniform. Children are encouraged to wear their uniform with pride. We appreciate your help in maintaining our high standards in having all children in full uniform at all times.

The school colours are **red** and **grey**.

School tie	
Shirt:	White
Polo shirt	White
Jumper/Sweatshirt/ Cardigan:	Red or Grey
Trousers/Skirt/ pinafore:	Grey
Blazer (optional):	Grey
Summer dress (optional):	Red and white
Gym Shorts:	Grey or black
Gym joggers/leggings	Grey or black
Gym T-shirt:	White
Gym shoes:	Trainers that are fitted to your child's feet with laces or Velcro



School blazers are expensive and not practical for all year round use, so we don't expect pupils to have a blazer as part of their essential uniform.

We no longer change shoes on arrival at school, however in winter weather, it may be necessary to change from boots into shoes. In this case, children can keep their change of indoor shoes in their bags.

## PE Kit

On gym days children can come to school in grey jogging suits with their school polo shirt or white T-shirt. Children may also wear black or grey leggings in place of jogging bottoms or shorts.

North Lanarkshire Council has a Code of Practice for Participation in Physical Education. The recommendation is that no child wearing jewellery will be allowed to participate in gym for their own safety. This covers rings, earrings, chains, watches, and bracelets. It is unacceptable for children to wear plasters over earrings. Ears recently pierced cause a problem as earrings cannot be removed for a number of weeks. If children are having ears pierced, parents are asked to consider having this done during the summer break.

## Labelling Clothes

All items of clothing and school bags should be clearly marked with the child's name. Valuable time can be lost trying to locate missing or mixed up items which have no means of identification on them.

## School Meals

School lunches are cooked for us at John Paul II Primary School.

There is a 3-week menu offering a choice of at least two healthy home cooked meals, with a choice of seasonal vegetables and/or salad with a selection of bread, and either a starter or dessert. A selection of home baking (on selected days) and fruit is also available alongside milk and fresh drinking water. The price of a meal is £3.10.



We operate a pre-order lunch service so that pupils receive their first choice of lunch each day. Pupils order their lunch on the smartboard during their morning routine. They are given a coloured wristband to indicate their choice which is handed over to the catering staff when they receive their lunch.

We operate a cashless system. Parents/carers can deposit money into their child's account online to pay for their meals. Primary 1-5 children are entitled to a free school meal. No child will ever not be able to get a meal due to shortage or lack of appropriate payment.

## Special Diets Procedures

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

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

Some children with additional support needs may require food to be adapted to an appropriate texture and consistency. In this instance the child's Registered Dietician or Speech and Language Therapist will liaise with the school catering service and the Head Teacher 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, parents/ 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/ carer along with a letter stating the reason for the refusal and they will also be issued with a new form.

Any changes 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 a parent.

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

### **Free School Meals/ Clothing Grants**

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

All Primary 1-5 children are automatically entitled to a free school meal and free milk. Children in P6 and P7 who qualify for a free school meal are entitled to free school milk. Milk will be available for purchase in the school during the lunch period.

Information and application forms for free school meals can be downloaded from the council website [www.northlan.gov.uk](http://www.northlan.gov.uk).

Parents/carers are entitled to receive a **clothing grant** if they are in receipt of any of the following benefits: Income Support, Job Seekers Allowance (income based). Employment & Support Allowance (income related), Universal Credit (income below £660 per month), housing benefit (please note that the housing element of Universal Credit is not housing benefit) and council tax reduction (please note that a single person's discount/ council tax exemption is not council tax reduction). The deadline for school clothing grants is 31 March 2023.

Information and application forms for clothing grants may be downloaded from the council website [www.northlan.gov.uk](http://www.northlan.gov.uk).

### **Packed Lunch**

Children may prefer to bring packed lunches to school. Packed lunches are eaten in the hall and children can sit beside their friends if they are on the same lunch sitting. For safety reasons, we ask that children do not bring glass or metal bottles and please remember that Aitkenhead is a nut free school.

### **Home Lunch**

Children who are going home for their lunch should be collected by a parent/carers or other adult family member. Please arrive 5 minutes beforehand to collect your child. Children should return to school by 1.20pm.

Pupils are not allowed to go to the shops at break times. This measure is in place to protect your child from the busy roads and to give you peace of mind that your child is safe within the school grounds.

## 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.

## Transport

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

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

Applications may be submitted at any time throughout the year but may be subject to delay whilst arrangements are made. There is discretion in certain circumstances to grant privilege transport for pupils to travel in transport provided by the authority, where spare places are available and no additional costs are incurred.

### Pick-up points

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

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



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

### Placing Requests - 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 a child is offered a place in the catchment area school, transport will be provided in accordance with the Council's policy as stated above.

## Medical and Health Care

Medical and Dental inspections are carried out during the year and parents will be informed of the relevant dates. No treatment is ever given without parental consent.

On enrolling your child we request a contact number and an emergency contact. In the event of your child taking ill we need to be able to inform you or the nominated contact to take responsibility for the particular medical requirements.

Medication should only be taken into educational establishments when absolutely essential. The **Administration of Medicines** is a matter within the discretion of the head of establishment. In order to assist the staff involved in the observation of safe practices, the school requires the co-operation of parents as follows:

- Inform Head Teacher of any medicine required to be taken by your child during the school day.
- Attend a meeting to discuss the details with the Head Teacher.
- Assist with the administration of the medicine in particular complex cases.
- Complete the parental request form and pass to Head Teacher with the medicine.
- A separate supply of medicine, properly labelled, should be obtained from the pharmacist.

Ensure that the medicine container is clearly labelled with:

- (i) the name of the child
- (ii) the name of the medicine
- (iii) the dosage and time

Please note that oral information will not be acted upon.



If your child suffers from asthma it is essential that you inform the Head Teacher of the medication which has been prescribed for routine and emergency treatment as well as any restrictions which need to be applied to his/her activities. At all times children who suffer from asthma should have a spare inhaler kept in the medical room.

If your child suffers from anaphylactic shock, epileptic attacks, or diabetes it is essential that you inform the Head Teacher of the appropriate emergency treatment which would be given.

NO medicine should be in school without the Head Teacher's knowledge.

### Prolonged Ill Health

If a pupil 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 the 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 emails, 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 X (twitter).

## The Parent Forum

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

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

## The Parent Council

Parent Councils came into force on 1 August 2007.

Any parent of a child at the school can volunteer to be a member of the Parent Council. The membership will be a minimum of 4 parents of children attending the school and up to a maximum of 9 parent members. The Parent Council may co-opt up to 4 members to assist with carrying out its functions. These may include staff members and community/business members. Parent Council members and co-opted members will serve on the Council for a minimum of 1 year. In the event that the number of volunteers exceeds the number of places set out in the constitution, members will be selected by drawing names from a hat.

The Head Teacher acts as a professional adviser to the Parent Council. The Head Teacher has the right to speak but not vote.

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
- receiving an annual budget for administration, training, and other expenses
- improving home school partnership and facilitating parental involvement

The names of the Parent Council are as follows:-

Chairperson: Fiona Aitken  
 Vice Chair: Charlene MacAlister  
 Secretary: Fiona Aitken/ Charlene MacAlister  
 Treasurer: Ruth Waterstone  
 Parent members: Lorna Thompson, Marianne Fannon,  
 Allison Gorman, Debbie Broghan,  
 Clerk: Edith Kupsky  
 Adviser: Alison Sommerville



*Fundraising & Social sub committee:*

Members: Volunteers from the Parent Council and Parent Forum

The parent council can be contacted via the following email [apc@parentcouncil@gmail.com](mailto:apc@parentcouncil@gmail.com)  
 They can be followed on Twitter @APSparents

The Parent Council meetings are held at least once in every school term and are open to the public. The Head Teacher has a right and a duty to attend all meetings. Dates and times of these meetings are intimated in the school calendar and newsletters. Meetings of the Parent Council are open to all members of the parent forum. Copies of the minutes of all meetings are available to all. Individual copies can be requested from the Clerk or school office.

A copy of the Parent Council Constitution is available from the Clerk or school office.

## 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 Council's 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/support-groups/armed-forces-education)



## Important Names and Addresses

### Education and Families

Civic Centre  
Windmillhill Street  
Motherwell  
ML1 1AB  
01698 302222

### Education Manager

Jill Woodward

### CIIL/ Support for Learning

Nicola Ritchie

### Councillors for the School

Councillor Margaret Boyd  
Councillor Helen Loughran  
Councillor Barry McCluskey

### Community Learning and Development

Bellshill CLD Locality Office  
Bellshill Academy  
321 Main Street  
Bellshill  
ML4 1AR  
01698 274685  
[CLD-Bellshill@northlan.gov.uk](mailto:CLD-Bellshill@northlan.gov.uk)

Contact via:

Member Services  
Civic Centre  
Windmill Hill Street  
MOTHERWELL  
ML1 1AB

## You can also get more help and advice from:

### Enquire

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

Children in Scotland

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

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

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

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

### Children in Scotland – Resolve Mediation

0131 313 8844

Email: [resolve@childreninscotland.org.uk](mailto:resolve@childreninscotland.org.uk)

### Independent Adjudication

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

**Reference to Additional Support Needs Tribunal (Scotland)**

ASNTS

Health and Educational Chambers

First Tier Tribunal for Scotland

Glasgow Tribunals Centre

20 York Street

Glasgow

G2 8GT

Helpline: 0141 302 5860

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

**NHS Lanarkshire**

Bellshill Health Centre

Greenmoss Place

Bellshill

ML4 1PS

01698 575700

**Social Work**

303 Main Street

Bellshill

ML4 1AW

01698 346666

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.

**We look forward to working in partnership  
with you and your children  
as you become part of the  
Aitkenhead Learning Community.**