



School Handbook 2021/2022



Auchinloch Primary School and Nursery
Fourth Avenue
Auchinloch
Glasgow
G66 5DU

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Auchinloch Primary School

In Auchinloch Primary School we aim to provide children with opportunities to reach their potential whilst providing them with a platform to showcase their talents and achievements. We do this through giving the children a variety of teaching and learning experiences. This is supported by programmes of study that are carefully designed to take into account the age and aptitude of individual pupils. Through all of this our aim is to achieve excellence and equity for all learners.

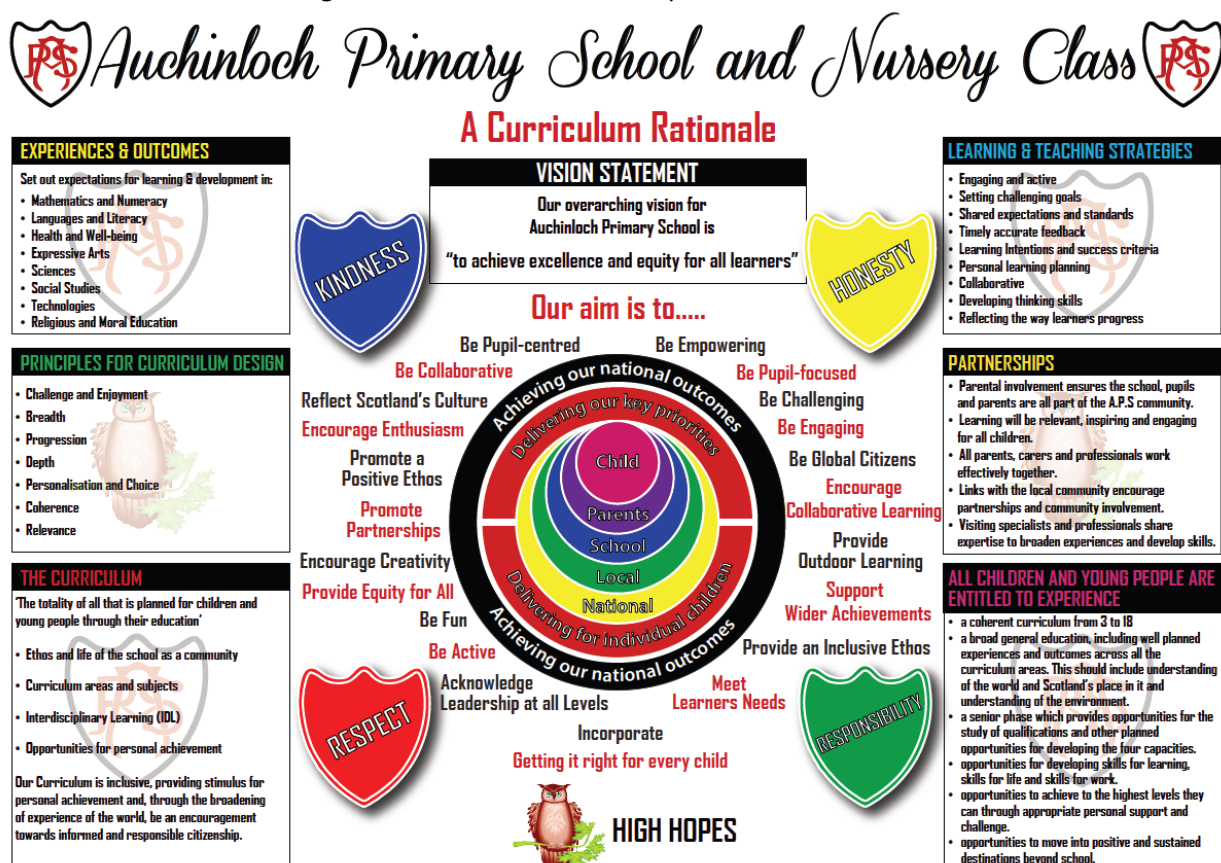
In Auchinloch we foster a nurturing ethos. Embedded within our practice is staff teamwork across the primary and nursery stages, confident and friendly children who respect and care for each other, staff who are highly committed to the well-being of all children, strong leadership by the Head Teacher and promoted staff and use of self-evaluation to improve children's learning experiences.

Every year the school has to evaluate its practice and from this we produced a School Improvement Report, which informs the School Improvement Plan for the following session. The School Improvement Plan outlines developments in which all staff will be involved to provide better opportunities and experiences for the children.

The priorities in our school improvement plan each year are arrived at from a variety of sources, which include:

- Education and Families Improvement Priorities
- National Improvement Framework Priorities
- The result of audit exercises carried out in the school and across the wider community.

Below is the Vision, Values and Aims for Auchinloch Primary School and Nursery. These were created collaboratively through self-evaluation by the pupils, parents and staff of Auchinloch in 2018. A copy of this can be found throughout the school and nursery.



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 provision. Further information is available directly from the school or from North Lanarkshire Council's website www.northlan.gov.uk

School Information

Auchinloch Primary School & Nursery Class is a non-denominational co-educational nursery & school. Pupils are admitted to Primary 1 between 4 $\frac{1}{2}$ - 5 $\frac{1}{2}$ years

Auchinloch Primary School is a small village school situated in the village of Auchinloch in North Lanarkshire. The school building was opened in the early 1930s to replace the existing smaller school in the village. It is a traditional building with a central inner garden area. There are extensive playgrounds to the rear of the school and a grass pitch on one side.

Classes range from Primary 1 to 7. At present the roll of the school is 100 with a capacity of 100.

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 the classes are organised. At present, pupils are organised into 4 composite classes. A great deal of thought and planning goes into deciding how best to structure our classes and timetables to best meet the needs of our pupils within our allocated staffing levels.

Contact Details:

Auchinloch Primary School
Fourth Avenue
Auchinloch
Glasgow
G66 5DU
Tel: 01236 794824
Email enquiries@auchinloch.n-lanark.sch.uk
Blog: <https://blogs.glowscotland.org.uk/nl/auchinloch>

twitter: @AuchinlochPrim1

Present Roll: 100
Capacity of School: 100
Working Capacity: 100

Associated Secondary School:

Pupils normally transfer between the ages of 11 $\frac{1}{2}$ and 12 $\frac{1}{2}$, so that they will have the opportunity to complete at least 4 years of secondary education.

Pupils usually transfer from this school to:



CHRYSTON HIGH SCHOOL *
Lindsaybeg Rd
Chryston
G69 9DL
Tel No. 01236 757687

Given the unique location of the school, children within our catchment area can also attend Lenzie Academy.

STAFF

HEAD TEACHER	Mr Andrew Brown	
PRINCIPAL TEACHER	Ms Megan McCrossan	
CLASS TEACHERS	Mrs Kelly Ann Daly (4 days) Mrs Lucia Turner (1 day)	Primary 1 / 2
	Mrs Elaine Lang (2.5 Days) Mrs Julie Hughes (2.5 Days)	Primary 2 / 3
	Miss Lucy Rutherford (Temp)	Primary 6 / 7
	Miss Melissa Shaw (Temp)	Primary 4 / 5
Non Class Contact Teacher Support for Learning Teacher	Mrs Lucia Turner (4 Days) Mrs Heidi Gillan (3 Days)	
Total Number of Teaching Staff	7.1	
NURSERY STAFF		
Early Years Practitioners	Miss Zeenat Ahmed (0.5) (Temp) Mrs Karolina Luba (Temp) Miss Nicola Beattie	
Classroom Assistant	Vacancy	
Additional Support Needs Assistant	Mrs Lynne Carr (15 Hrs)	
OFFICE STAFF		
Senior Clerical Assistant	Mrs Christine Marshall	
JANITOR/ CLEANER	Mrs Lorraine Whitefield	
BREAKFAST CLUB SUPERVISOR	Mrs Aileen Watkins Miss Rachel Collins	
DINNER LADIES	Mrs Christine Kennedy Mrs Cathy Ford	

SCHOOL HOURS	Nursery Hours
Breakfast Club 8.15am	Opening Time 8.45am
Opening Time 8.55am (P4-7 9.00am)	Optional mid day pick up 12.00pm
Interval P1-3 10.15am - 10.30am P4-7 10.30am - 10.45am	Closing Time 2.45pm
Lunch 12.15pm - 1.00pm	
Closing Time 2.55pm (P4-7 3.00pm)	

All primary 1 pupils will attend school for a full day from their first day

August 2021

In-service day: Thursday 12 August 2021 & Friday 13 August 2021

Pupils return to school: Monday 16 August 2021

September 2021

September weekend holidays: Friday 24 September 2021 and Monday 27 September 2021

October 2021

October break: Monday 11 to Friday 15 October 2021 (inclusive)

November 2021

In-service day: Monday 15 November 2021

December 2021 - January 2022

Christmas and New Year holidays: Thursday 23 December 2021 to Friday 7 January (Inclusive)

Schools close at 2.30 pm on Wednesday 22 December 2021

February 2022

Mid-term break: Monday 14 February 2022 and Tuesday 15 February 2022

In-service day: Wednesday 16 February 2022

April 2022

Monday 4 April 2022 to Monday 18 April 2022 (inclusive)

Schools close at 2.30 pm on Friday 1 April 2022

Good Friday 15 April 2022 and Easter Monday 18 April 2022

May 2022

May day holiday: Monday 2 May 2022

In-service day: Thursday 5 May 2022 (to coincide with Scottish Local Government Elections)

May weekend holiday: Friday 27 May 2022 and Monday 30 May

June 2022

Schools Close: Wednesday 29 June 2022 at 1.00pm

Transfer & Enrolment

Transfer

Where a parent decides to transfer a pupil to another school in the middle of a session the following procedures should be followed:

- (a) Inform the Head Teacher of the child's present school by visit or by telephone.
- (b) Enrol the child in the school of choice, if there is a vacancy.

If the child will be living out with the catchment area of the school that is all that is required.

Where the child will be living out with the catchment area of the requested school, the following procedure must be observed.

- (a) Inform the Head Teacher of the intention to transfer.
- (b) Apply to Education and Families, Municipal Buildings, Kildonan Street, Coatbridge.

Enrolment

All children due to enrol for the first time must register at their local school. In the month of January each year the Director of Education and Families will publish a notice in the public press which will set out the time for the registration of Infant Beginners. All children who have reached their fourth birthday by the last day of February of that year will be required to register at the local school.

General Enrolment

Children may be enrolled at the school at other times throughout the session. Parents should telephone or call personally at the school at their own convenience.

Early Entry Placing Requests

Parents who consider their child to be mature enough to be in attendance at school but who miss the official registration date by a **short** period may apply for such a placing request. Information regarding such requests may be had from the Head Teacher or nursery staff.

Equal Opportunities

The school has developed a whole school policy to ensure that all pupils are given equal opportunities. This policy is reflected in the day to day organisation within and out with classes. Children and staff are continually reminded about the unacceptability of stereotyping and treating others unjustly. Every pupil in Auchinloch has access to every curricular area and will be encouraged to develop their skills at a pace which is appropriate to their individual ability. At Auchinloch we strive to raise the achievement of all pupils in line with North Lanarkshire Council policy. Through our curriculum we aim to teach the pupils about other religions, cultures, and race. The school operates a Zero Tolerance policy in all areas of Equal Opportunity and social inclusion. Any user of the school who is reported to have been involved in any racial harassment, religious bigotry, gender bias, disability etc. will be dealt with in accordance with the policy of the school and education authority.

Auchinloch Primary 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.



Curriculum for Excellence

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

The purpose of Curriculum for Excellence is encapsulated in the four capacities – to enable each child or young person to be

- a successful learner,
- a confident individual,
- a responsible citizen and
- an effective contributor.

These four capacities govern the entire curriculum from age 3 to 18 and aim to raise the standards of achievement for all learners.

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

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

Curriculum for Excellence is defined as:

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

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

These contexts are:

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

What are the Curriculum for Excellence levels?

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

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

What is the Broad General Education?

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

Curriculum Areas and subjects

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

The 8 curricular areas are:

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

The levels are as follows:-

LEVEL	STAGE
Early	the pre-school year to P1 or later for some
First	the end of P4, but earlier or later for some
Second	the end of P7, but earlier or later for some
Third and Fourth	S1 - S3, but earlier for some
Senior Phase	S4 - S6 and college or other means of study.



How will my child's learning be assessed?

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.

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

Each year our nursery/school will let you know what is being done to implement Curriculum for Excellence so that you can be confident that your child is receiving a high quality education.

Curriculum for Excellence is being successfully implemented in Auchinloch through collaborative curriculum planning underpinned by open and honest self-reflection. We strive to provide a wide range of stimulating learning activities which support and challenge learners. Recent purchases of up to date hardware and software packages has significantly enhanced teaching and learning at every stage. Cooperative learning and outdoor learning is embedded in our practice and is instrumental in supporting the seven principals of Curriculum for Excellence.

The school involves parents in the pupils' education through school improvement questionnaires, newsletters, curriculum workshops and open afternoons. The school also liaises closely with all secondary schools to ensure smooth transition from Primary to Secondary School.

The curriculum aims to:

- Enable children to progress at a rate, which meets their needs and aptitudes.
- Enable children to develop fully their capacity for different kinds of thinking and learning.
- Respond to individual needs and support particular aptitudes and talents.

This will be managed and achieved through our School Improvement Plan, which outlines tasks to be undertaken. Throughout the year staff will be involved in training sessions on in-service days and at curriculum development meetings after the school day.

Additional Support Needs



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

North Lanarkshire Council's policy is contained within "Support for Learning Policy into Practice 2" a copy of which is available from the school on request, which is consistent with North Lanarkshire Council guidelines.

Children who require additional help with their learning are well supported and are closely monitored. The Principal Teacher takes responsibility for Support for Learning and liaises closely with the Network Support Facility, Educational Psychologist and staff from relevant agencies.

The role of our Classroom Assistant would include them being utilised extremely effectively and playing an important role in supporting individuals and supporting children; taking responsibility for the Rainbow Reading programme and Catch up Numeracy.

Reviews are held regularly to ensure effective communication between parents and all relevant agencies. Please see below the four levels of Staged Intervention.

Level 1 - where education staff identify that a child or young person needs support or planning which can be met within the school using classroom and whole school resources

Level 2 - Requesting support from within Education and Families (services/resources outwith school) e.g. Educational Psychologist, Community Learning and Development

Level 3 - Requesting support from another agency (Joint working with partner agency/agencies including 3rd Sector). When further planning is required to further develop the wellbeing of children and young people the Named Person may request assistance from colleagues in partner agencies.

Level 4 - Integrated and Compulsory working with other agency/agencies. Targeted intervention(s) required to promote the wellbeing of the child would be identified by relevant agencies (child's Network of Support) and included in the Child's Plan. A Lead Professional would be identified. At level 4 there would be an expectation that a statutory Child's Plan with integrated assessment, integrated chronology and Lead Professional is in place.

Pupils with English as an additional language are referred to NLC Bi-lingual Support Section.

Auchinloch has a robust system in place for Additional Support Needs using the Staged Intervention Approach.

Stage 1 - Teachers are adept at providing differentiated learning experiences to suit the needs of all pupils.

Stage 2 - The Principal Teacher ensures individual interventions for pupils are delivered. Success and progress will also be tracked.

Auchinloch benefits from having an Additional Support Needs Assistant to support pupils within the school.

The school offers a range of staged interventions for pupils, e.g. Read, Write Inc, Rainbow Reading, Better Reading, IDL dyslexia Programme, Clicker 6, Wave 3 and Catch up Numeracy.

Pupils who require support at levels 3 and 4 have GIRFMe plans which are regularly reviewed at meetings with parents, teachers, support staff and the Educational Psychologist.

Sensory Support staff visit pupils at school.

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. The senior management team deals with issues relating to Looked after children. Parents and young people can request an assessment to establish whether a child or young person has additional needs or requires a Co-ordinated Support Plan.

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

Planning

Getting it Right for Me plans

(GIRFMe) enable staff to plan effectively for children and young people when interventions are required to support their learning 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



Improvement Plan

The priorities and targets identified in our Improvement Plan aim to support the overall school aims as well as the aims of the Authority. Each year these priorities and targets are agreed by staff following an audit of the previous year's Improvement Plan and following consultation about the School's future improvement needs.

Parents are kept informed of each year's priorities and the Improvement Plan is available from the school office and website.

The proposed priorities for 2020-2021 for the school and nursery are:

GIRFEC Refresh- SEEMiS Wellbeing application Working in collaboration across our cluster and at local authority level we aim to get it right for every child by piloting the new Seemis wellbeing toolkit application.

Digital Readiness - We will begin our journey to become an accredited 'Digital School'. This year we will build on for from last session and move all homework to a fully digital platform. Furthermore we seek to upskill all stake holders in the use of digital platforms such as Glow, Teams, Class Notebook etc.

Recovery - Assessment and Support for Learning - Following the Scottish governments announcement of school closure as a result of COVID-19 pandemic, we intend to support children bridge the gap this change may have illicited. We will carry out a full and thorough assessment of childrens learning following their return to school in August 2020. Using a variety of supports and media we will create a bespoke programme of learning to address the individual needs of any children who require this. We aim to ensure all children 'recover' from this distrupction to school life, both mentally and academically.

We are highly committed to improving our school and for this reason we will continue to ensure staff, pupils and the Parent Forum are included in self-evaluation and school improvement procedures for forthcoming years.

Information regarding the school's performance at Local and National level can be obtained by visiting www.educationscotland.gov.uk



Homework

The school's whole school policy on homework is currently in the consultation process with parents. The views of parents will be sought before the policy will put in place to ensure their co-operation, support and encouragement with regards to their child's completion of homework tasks set by their class teacher.

School Ethos

Auchinloch Primary is a very busy, happy school where all pupils are treated fairly and with respect. Parents are kept fully informed of all school developments and their opinions are welcomed and valued.

We have forged very strong relationships with our parents and the local community, including local businesses and organisations such as the pensioners club and Auchinloch Bowling Club.

We have a very strong group of teachers who have developed great teamwork throughout the years and help to maintain an excellent ethos in our school.



Spiritual, Social, Moral and Cultural Values

Our spiritual, social, moral and cultural values are enhanced through our R.E. programme of study. We also use Circle Time and positive behaviour is promoted within the class by all teachers. The school have devised a whole school 'House' system which promotes positive behaviour within the classroom and playground and encourages the pupils to wear school uniform.

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

Many extra-curricular activities are organised for particular groups of children, both by members of staff, visiting specialists and occasionally parents. Parental permission is always sought beforehand in order that appropriate arrangements can be made. We are particularly proud of our inclusive after school club programme which changes each term to ensure all stages have the opportunity to participate.

Educational outings to enhance teaching and learning are organised throughout the year for all classes and this generally involves parental help.



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

Data Protection

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 Kildonan Street, Coatbridge ML5 3BT.

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 our website at

<http://www.northlanarkshire.gov.uk/index.aspx?articleid=15003> or you can request a hardcopy of this from Education, and Families, Kildonan Street, Coatbridge ML5 3BT.

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 Principal Teacher will follow North Lanarkshire Child Protection Procedures and Guidelines

Child Protection Co-ordinator is: Andrew Brown HT 01236 794824

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: Andrew Brown HT 01236 794824



School Discipline



The relationship between pupil and teacher is similar to that of parent and child, requiring mutual consideration on both sides. The school is concerned with the child's moral and social education. The curriculum, organisation, method and work programmes are designed to condition the attitudes and behaviour of pupils, and develop the qualities of character which they require as individuals, as well as the conduct expected of them when living and working with others. Consequently, a very high standard of good behaviour is expected from all pupils at all times.

In Class

Children are expected to co-operate with the teacher and carry out the work assigned. They must allow other children to work without interruption, impertinence, foul language, disobedience, late coming, leaving class or school without prior permission being sought and granted, or any form of disruption, will not be tolerated. At all times, children must recognise the authority of the class teacher and all adults working in class.

In the Playground

Children must not be involved in vandalism, bullying, verbal or physical assaults on other children, or practice menacing behaviour. We aim to ensure that the playground areas of the school are a happy and safe place for children to enjoy each others company. There is always adult supervision in the playground. Children should immediately report to the adult in the playground who will deal with the incident or refer it to the Senior Management Team.

In the Environment

A great deal of effort has gone in to making the school and its immediate surroundings as attractive as possible. Children are expected to assist in looking after the school by using the litter bins and other facilities in a proper manner.

Behaviour: In school as in the home, minor misdemeanours are corrected with minor sanctions and the children encouraged to improve their behaviour. However where a child is guilty of extreme antisocial behaviour or a serious breach of discipline, either in or out of class, the following measures may be taken:

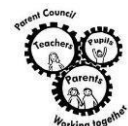
1. parents will be informed and their support requested
2. pupil may be placed on a discipline card to be signed daily by parent
3. where a child continually refuses to co-operate, he or she will be excluded from school in accordance with the Council policy on pupil exclusion.

Anti-bullying



Bullying can take many forms. It can be physical, name calling, threatening, intimidating of an individual by another individual or by groups of pupils.

Bullying in any form is always unacceptable and any allegation once reported to an adult will be thoroughly investigated. If after investigation staff feel that there is clear evidence that bullying has taken place, parents of the bully will be informed and asked to co-operate with the school in ensuring that it ceases immediately. Those pupils who do not conform with this policy will be dealt with appropriately and in line with NLC policy on pupils exclusion. All pupils are encouraged to report any incidence of bullying whether or not they are directly involved.



Home and School Links

The staff of Auchinloch Primary value the contribution which is made by the parents of our pupils. Indeed the school makes every effort to co-operate with parents. At all times they are encouraged to closely liaise with the school particularly when there are concerns of any nature about their child. Parents are regular supporters and helpers in the education of their child. Parents are kept informed of any activities which are taking place in the school through weekly updates on the school blog. Parents are given at least two opportunities per session to formally meet with their child's teacher to discuss progress. However parents should always feel that they may contact the school at any time to discuss matters of concern. This should be done in the first instance through contact with the Head Teacher.

Throughout the year further opportunities are given for parents to visit the school, e.g. school concerts, Nativity Play, open afternoons, meet the teacher events etc. It is hoped that all pupils will benefit from the support of our parental/professional partnership which we hope to continually extend.

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

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

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

Family Holidays During Term Time

Every effort should be made to avoid family holidays during term time as this both disrupts the child's education and reduces learning time. Parents/carers should inform the school by letter of the dates before going on holiday

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

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

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

Parent and Community Links

Auchinloch Primary school prides itself on the links which have been forged with parents and the local community.

Our communication policy is currently in the consultation process. It will identify the many ways we communicate pupil progress and successes to our parents. Parent interviews to discuss pupil progress are in November and May. A summative report is issued in April. Parents should feel welcome in school at any time. However, in the interests of good security, we ask that all visitors make an appointment and report to the school office before going about their business so that we are always aware of who is in the building. This is necessary for the children's safety and in the event of an emergency.

The school twitter pages are updated regularly to inform parents of school events and how to support their child's learning at home.

Many parents volunteer some of their time to work with the children or carry out some of the many tasks that make a school a better place for children, e.g., helping on excursions. Parents who wish to help within the school may be required to have a Criminal Convictions Disclosure carried out. This is a simple process and further information about this is available from the school.

Over the years the generosity of the parents and pupils has been recognised by various charities which the school supports.

During the year we organise many fund raising events to support charities of the children's choosing. The charities we always commit to are Children in Need, Comic Relief and have also participated in fundraising for Cancer Research UK. Each year the Primary 6/7 pupils sing Christmas Carols at the St Enoch Centre to raise money for Ronald McDonald House.

Our school is well supported by the active schools programme we enter into various local sporting competitions with a certain measure of success. We also enjoy attending sporting events to see live sport in action. We are very proud to have achieved the Sport Scotland Silver Sport Award.

We have strong links with Reverend Carmichael from Lenzie Union Parish Church who supports the liturgical life of our school. We have an excellent parent council who actively support the school improvement agenda and work hard to raise school funds.

We are very grateful for the excellent link and support our parents and community give in supporting our curriculum.



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 grant for footwear and clothing 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 any school or First Stop Shop. Parents 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), housing benefit, council tax rebate.

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 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 items are likely to be met only where the authority can be shown to have been negligent.



By tradition parents have strongly intimated that they wish their children to wear items of clothing which will identify their children as being pupils of Auchinloch Primary. The official registered uniform for our school is:-

White shirt with school tie

Black/grey trousers or skirt

black shoes

Red V-necked jumper, cardigan, slipover

cardigans/jumpers, fleeces and jackets bearing the school emblem are available to order from our suppliers Scotcrest. For More information visit www.scotcrestschoools.co.uk.

P.E. Uniform

The P.E. uniform is designed to enable children to exercise and work comfortably

- plain white T-shirt or polo shirt
- blue/black shorts, leggings or plain jogging trousers (without brand names/advertising)
- Training shoes

Meals

Children of parents receiving Income Support, Job Seekers Allowance (income based) and Employment & Support Allowance (income related) are entitled to a meal without charge.

Information and application forms for free school meals may be obtained from schools, first stop shops and Municipal Buildings, Coatbridge. Parents 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), housing benefit, and council tax rebate.

Only primary school children who receive a free school meal are entitled to free milk. Milk may, however, be available for purchase in the school during the lunch period.

The cafeteria runs on a 4 weekly menu, a copy of which is available from the school. Auchinloch operates a cashless cafeteria system. Pupils are issued with a swipe card which can be topped up at the machine in the corridor. All children are accommodated at tables in the assembly hall where they are supervised by a member of staff. There are 2 sittings which work on a daily rota basis; 12.15p.m. and 12.40p.m. Diets required as a result of a medical condition (a medically prescribed diet e.g. celiac disease, diabetes, food allergy or intolerance) can be provided in school. A medically prescribed diet form must be completed by the child's Registered Dietician or General Practitioner. Procedures and forms can be assessed from the school or dietician, or from North Lanarkshire's catering service. Occasionally, parents/carers may be asked to supply prescription foods or attend a meeting to discuss the child's dietary requirements. Nursery children are provided with an optional healthy snack each session.

From August 2020, all eligible two year olds and all children aged from 3 to those not yet attending primary school, that attend a North Lanarkshire Council Nursery or a Funded Provider (childminder or voluntary/private nursery), 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.



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.

ii) Pick-up points

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

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

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

iii) Placing Requests

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

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

Medical and Health Care

Children are medically examined by the Dental Inspection team throughout their time at school. Parents are always notified in advance in order that they may be present at the time of examinations should they so wish.

Many children fall in school and obtain minor injuries to hands and knees. Our First Aider (Mrs Marshall) will attend to your child in the first instance. If your child has a nose bleed, sustains a head injury or any other serious injury we will inform you as soon as possible.

Please make the school aware, as soon as possible, of any particular medical requirements your child may have.

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 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 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 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, as determined by the Parent Forum, is a minimum of 4 parent members and a maximum of 8. The Head teacher is the professional advisor to the Parent Council.

The Parent Council's rights and duties include:

- a. supporting the work of the school;
- b. representing the views of parents;
- c. consulting with parents and reporting back to the Parent Forum on matters of interest;
- d. promoting contact between the school, parents, pupils, providers of nursery education and the wider community;
- e. fundraising;
- f. taking part in the selection of senior promoted staff;
- g. receiving reports from the head teacher and education authority; and
- h. receiving an annual budget for administration, training and other expenses
- i. improving home school partnership and facilitating parental involvement

Members of Parent Councils, on a voluntary basis, may also have an advisory role in decisions on placing requests by parents in respect of those situations where the number of placing requests for a particular school or for a particular stage in a particular school exceeds the number of places available.

Name	Position
Mr Andrew Brown	Head Teacher
Ms Megan McCrossan	Deputising for Head Teacher
Vacancy	Chairperson
Vacancy	Vice Chairperson
Jacqui Fraser	Treasurer
Lorna Kennedy	Secretary

It should be noted that the Head Teacher has a right and duty to attend all meetings of the Parent Council. Meetings of the Parent Council are open to members of the public.

Supervision in non-class times

Playground - An adult presence is provided in playgrounds at break times in terms of the Schools (Safety and Supervision of Pupils) (Scotland) Regulations 1990.

Wet Intervals - Children remain in their rooms and are supervised by Senior Management Team and when possible other support staff.

Wet Lunch Hour - Senior promoted staff supervise those children who have remained in school for either a school or packed lunch. This can sometimes be extremely difficult and parents are asked to co-operate by ensuring that those children who have gone home for lunch return to school just in time for the start of the afternoon session.

Placing Requests

You have the right to make a placing request for your child to be educated in a school other than their catchment 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 as amended by the Education (Additional Support for Learning)(Scotland) 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.



Contacts in relation to Support for Learning

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

Chryston HS cluster

Lesley Grant

GrantLe@northlan.gov.uk

You can also get more help and advice from:

Enquire

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

Enquire

Children in Scotland

Rosebery House

9 Haymarket Terrace

Edinburgh

EH12 5EZ

Email: info@enquire.org.uk

Website: www.enquire.org.uk for parents/carers and practitioners

Website: www.enquire.org.uk for children and young people

Children in Scotland - Resolve Mediation

0131 313 8844

Email: resolve@childreninscotland.org.uk

Independent Adjudication

Scottish Government

Directorate for Learning

Support and Wellbeing Unit

Area 2C North

Victoria Quay

Edinburgh

EH6 6QQ

Reference to Additional Support Needs Tribunal (Scotland)

ASNTS

Health and Educational Chamber

First Tier Tribunal for Scotland

Glasgow Tribunals Centre

20 York Street

Glasgow

G2 8GT

0141 302 5860

www.asntscotland.gov.uk

NHS Lanarkshire

Cumbernauld - Kildrum Health Centre

01236 721354

Cumbernauld - Condorrat Health Centre

01236 733221

Social Work

Cumbernauld/Chryston

Tel No 01236 638700



Qualifying Statement

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.