

Baird Memorial Primary School

School Handbook 2024-2025



Caring, Ambition, Respect, Effort
At Baird we C.A.R.E



BAIRD MEMORIAL PRIMARY SCHOOL HANDBOOK 2025

Introduction

Welcome to Baird Memorial Primary School. We are delighted that your child(ren) will be joining us here at Baird Memorial. We are committed to providing a nurturing and supportive environment and will provide inspiring and exciting learning opportunities so that all learners reach their full potential. We are fully committed to working in partnership with parents/carers, and the wider community to ensure that we provide our pupils with the highest quality learning experiences in a safe and secure environment with the physical, academic, emotional and social needs of each child being recognised, nurtured and developed.

Values are the principles that drive our thinking and behaviour at Baird Memorial. They influence our actions and attitudes and are spoken about and modelled throughout the school. They influence our relationships across the entire school community. Our values of Caring, Ambition, Respect and Effort are embedded throughout the school; At Baird we C.A.R.E.

We look forward to working with you and your child(ren) for a number of years to come, and welcome you to the Baird Memorial school community.

Should you require further information please get in touch with us; we operate an open-door policy and would be happy to help.

Kind regards

Lindsay-May McLean
Head Teacher

School Information

School Name:	Baird Memorial Primary School
Address:	6 Avonhead Road, Condorrat, Cumbernauld. G67 4RA
Telephone Number:	01236 632096
Email address :	enquiries-at-baird@northlan.org.uk
Web address :	www.baird.n-lanark.sch.uk
Denominational Status:	Non-Denominational
School capacity:	245 - Parents/carers should note that the working capacity of the school may vary dependent upon the number of pupils at each stage and the way in which the classes are organised.
Stages covered:	P1 – P7
Present Roll:	185 pupils in the school and 24 pupils in the nursery
Current Class Structure:	Primary 1 Primary 2 Primary 3 Primary 3/4 Primary 4/5 Primary 5 Primary 6 Primary 6/7
Nursery Provision:	For pupils aged 3-5 years old with Additional Support Needs. Applications made to North Lanarkshire Council Allocation Panel
Letting Procedures:	For further information on letting procedures contact: Mr Colin Coupar, Area Manager North_Muirfield Community Education Centre, Brown Road, Cumbernauld. Tel: 01236 725448
Associated Secondary School:	Greenfaulds High School, Athelstane Drive, Greenfaulds, Cumbernauld. Tel: 01236 794876
Parent Council:	Chair: Elaine Dunbar

Teaching Staff

Head Teacher
Principal Teacher
Principal Teacher

Mrs Lindsay-May McLean
Mrs Lyn Rice (Acting)
Vacancy

The number of teachers is adjusted each session dependent on the school roll.
The present teaching compliment is as follows:

Mrs Rose/Miss Dunbar	Primary 1
Miss Stewart/Mrs Munro	Primary 2
Miss McFadyen	Primary 3
Miss Tayyub	Primary 3/4
Mrs Colville	Primary 4/5
Mrs Carus	Primary 5
Mrs Smith	Primary 6
Miss Watson	Primary 6/7
Mrs Gilles	NCCT

Total number of teaching staff: 11.2FTE

NON-TEACHING STAFF

Mrs Hooper	Senior Clerical Assistant
Ms Warnock	Clerical Assistant
Mrs McCorkell	Additional Support Needs Assistant
Miss Young	Additional Support Needs Assistant
Mrs Brady	Additional Support Needs Assistant
Mr Coid	Facilities Manager

SCHOOL HOURS

Opening time:	9am
Morning interval:	10.45 – 11.00am
Lunchtime:	12.30 – 1.15pm
Dismissal:	3pm

Primary 1 pupils attend full time from the first day of school in August.

The School Year – 2025/26

Teachers return	Tuesday 12 th August 2025 & Wednesday 13 th August 2025 (Inservice Days)
Pupils return	Thursday 14 th August 2025
September Weekend	Friday 26 th and Monday 29 th September 2025
October Week	Monday 13 th to Friday 17 th October 2025
Inservice Day	Monday 17 th November 2024
Christmas	School closes at 2.30pm on Thursday 18 th December 2025 School reopens Monday 5 th January 2026
Mid Term Break	Monday 16 th and Tuesday 17 th February 2026
Inservice Day	Wednesday 18 th February 2026
Easter	School closes at 2.30pm on Thursday 2 nd April 2026 and reopens on Monday 20 th April 2026
Public Holiday	Monday 4 th May 2026
Inservice Day	Thursday 7 th May 2026 (to coincide with Scottish parliamentary election but may be subject to change).
May Weekend	Friday 22 nd and Monday 25 th May 2026
Summer	School closes at 1pm on Friday 26 th June 2026

Transfer/Enrolment

Enrolment

The enrolment of children due to start school in August of any year, will take place at the catchment school in the January of that year. Official dates for registration will be announced in the press and parents/carers will be notified concerning details of time etc. by the Head Teacher. There will be a transition programme organised in April/May/June for our new P.1 pupils and their parents/carers. Within the programme the children will be given an opportunity to meet their new teacher and become familiar with the class environment. Our P.1 curriculum will be explained to parents/carers and possible strategies to help your child in P1 will be discussed. Parents/carers are invited to contact the school at any time should they have a query with regards to the registration process.

Transfer from Primary to Secondary School

Pupils normally transfer between the ages of 11.5 and 12.5 years, so that they will have the opportunity to complete at least four years of secondary education. Parents/carers 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.

Children in Primary 7 visit their prospective high school, Greenfaulds High, throughout the year and close links are maintained between Baird Memorial and Greenfaulds to ensure that the transition from primary to secondary is as smooth as possible.

Admission during term time

Parents/carers who wish to enrol children during term time are invited to visit the school at a time convenient to both the parent and the Head Teacher to make arrangements for this.

Equal Opportunities

In line with the Equality Act 2010, the service's Equality and Diversity Policy 2018 and NLC's Equality and Diversity Policy and Equality Strategy 2019-2024, we are committed to eliminate unlawful discrimination and promote equality of opportunity for and between different groups of people.

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.

Implementation of the Education and Families Equality Policy including The Equality and Human Rights Commission's Technical Guidance for Schools in Scotland is the essential guide for the school community to promote equality. This can be assessed at:

<http://www.equalityhumanrights.com/en/publication-download/technical-guidance-schools-scotland>

What is Curriculum for Excellence?

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

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

- A successful learner
- A confident individual
- A responsible citizen and
- An effective contributor.

These four capacities govern the entire curriculum from age 3 to 18 and aim to raise the standards of achievement for all learners. Curriculum for Excellence is underpinned by the values inscribed on the mace of the Scottish Parliament – wisdom, justice, compassion and integrity.

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

Curriculum for Excellence is defined as:

The totality of all this 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	Religious and Moral Education
Health and Well Being	Sciences
Languages and Literacy	Social Studies
Mathematics and Numeracy	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.

Personal Support/Career Planning

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

positive post-school destination of higher education, further education, pre-employment training, employment (including modern apprenticeships), activity agreement or volunteering.

Assessment and Reporting

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

In turn, teachers and staff work with pupils to reflect on their results, looking at their strengths and learning needs, agreeing next steps and action based on these. As they progress, pupils become more involved in this process, as they develop the skills to make effective judgements 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 ways of assessing children's learning taking account of national and local advice and guidance. Your child's progress will be reported to you throughout the year in a variety of ways including through face-to-face parents' meetings, phone calls and formal written reports. We will also ask for your views during these times.

Teachers currently deliver Curriculum for Excellence using Experiences and Outcomes from the levels (Early, First or Second) to plan the learning for each class. This learning is differentiated to meet the needs of all learners. Topics are taught using an interdisciplinary approach, which provides a context for the children's learning. This means that a theme will include different curricular areas such as Science, Technology, Social Studies and Art, for example. Assessment for Learning strategies are used throughout the school to encourage children to assess their work and set targets for themselves. At Baird we promote active learning to engage pupils in their learning. We prepare children for lifelong learning by encouraging them to take responsibility for their own learning and to be independent workers as well as working as part of a group and a class.

Each term, parents/carers receive an overview of what their child is learning about and focusing on.

Both formal and informal methods of assessment are used here at Baird. The school encourages pupils to be fully active in their own learning and regularly reflect on their own learning, so they can discuss next steps with their teacher to help them to be successful. Assessment and recording are important so that:

- Progress can be tracked, and information passed on to teachers and parents/carers.
- Meaningful dialogue can take place with teachers and parents/carers and pupils.
- The transition from primary to secondary can be made more smoothly by providing relevant information.

Additional Support Needs

Baird Memorial 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.

We follow a staged approach to the assessment and planning for children with additional support needs, i.e., identification, assessment, planning, provisional and continual review.

We aim to educate all pupils according to their age and ability and to assist them to achieve their full potential. One vital aspect is the early involvement of parents/carers. Should your child be experiencing difficulties with their learning, you will be involved as early as possible and become actively involved throughout the processes/plans made to support your child.

At various times throughout the year, we have visiting specialists who work with us to provide support for pupils who require it. These include:

- Educational Psychologist
- Paediatrician
- Physiotherapist
- Speech & Language Therapist
- Occupational Therapist

Visits to individual pupils are arranged through the Head Teacher at a convenient time to the pupil as well as the Specialist, with the needs of the children being at the centre of these discussions.

Parents/carers and pupils are an essential part of the assessment; planning and review processes and your views will be actively sought. Parents/carers and young people can request an assessment at any time to establish whether a child or young person has additional support needs. Parents/carers can also contact the school at any time to discuss their child's progress.

Support can also be provided for children with English as an Additional Language. Provision is available through a range of supports including EAL teachers.

Care experienced children i.e., children who are cared for directly or whose care the local authority supervises are deemed to have Additional Support Needs unless assessment determines otherwise. The Head Teacher should be contacted in the first instance to discuss this further.

Getting It Right for Me Plans

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

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

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

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

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

Where more intensive support for a child or young person needs to be planned for, usually when a number of agencies are involved in supporting their wellbeing then a Child's Plan may be developed. The plan will tell you what actions need to be taken and who will help with each action. It will usually be someone call 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 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 current priorities for 2024/2025 are:

- **Priority 1 - Writing** – To improve attainment in writing. To increase engagement in writing across the school using an adapted Leuven Scale
- **Priority 2 - Rights Respecting Schools** - To further develop the inclusive ethos of our school through the introduction of a focus towards achieving the Bronze Rights Respecting Schools Award by June 2025.
- **Priority 3 - Learning and Teaching** – To develop a shared understanding of high-quality teaching and learning through engaging in professional dialogue around all aspects of the Learning, Teaching and Assessment Cycle. To create a curriculum rationale involving all stakeholders.

To find out more about the school's performance nationally then please have a look at the Scottish Schools Information Dashboard where Teacher Professional Judgement is used for reporting on performance. This can be accessed via: [Primary School Information Dashboard](#)

School Improvement Priorities for 2025/26 will be confirmed through a rigorous self-evaluation process taking into account all stakeholder views as well as monitoring and tracking information and data. Parents will be informed of the improvement priorities at the start of the academic session of 2025/2026.

Homework

We aim to provide homework to enhance the curriculum and to provide further opportunities for pupils to practice what they have been taught here at school. We would encourage you to get involved in the homework with your child. Homework should always compliment the work that has already been done in class. Your child will receive homework weekly. This is handed out on a Monday and should be returned to

school on a Friday; giving your child the flexibility to do homework at an appropriate day and time that suits the needs of your family. Home learning may include a variety of interesting and active tasks that underpin the values and principles of Curriculum for Excellence and compliments work done in class. Curriculum for Excellence proposes that learning experiences encourage children to be successful learners, confident individuals, responsible citizens, and effective contributors. With this intention in mind, Baird Memorial believes home, the community, the environment, and the media all provide information and examples, which can be used to enrich work introduced in school. Homework activities will vary and can include a range of different tasks linked to learning themes and will differ depending on the stages. However, every pupil should receive reading, spelling and maths/numeracy weekly. Some classes will provide homework using an online platform and some activities will be given out on paper; we encourage you and your child to complete homework in a variety of ways and in a way that suits the way they like to learn.

School Ethos

Our school values (Caring, Ambition, Respect, Effort) are the core of our school ethos. Our values were chosen by pupils, parents and staff and are consistently reinforced. *At Baird we C.A.R.E.*

Our school vision:

At Baird, we are committed to providing a nurturing and supportive environment. We will provide inspiring and exciting learning opportunities so that all learners reach their full potential.

We celebrate achievement and success in many different ways. Teachers promote success and achievement and celebrate it with their classes. At a wider school level, pupil success is celebrated through a variety of ways. We award Values prizes for pupils who consistently display our school values, we award certificates for the four capacities of CfE, and we also display excellent work on our WOW Wall, which parents are invited to come in to see. At weekly assemblies we also celebrate out of school achievements and pupils are encouraged to bring in trophies, medals, certificates etc that they have achieved out of school, so that we can celebrate their success with them.

One pupil a week receives the Head Teachers Trophy for excellent behaviour and manners and each week one pupil from each class joins the Head Teacher for 'cakes and shakes' to celebrate a week of super effort and behaviour. This encourages pupils to continue to be the best that they can be and celebrates our pupils who continuously approach school with maximum effort and a super attitude.

Spiritual, Social, Moral and Cultural Values

At Baird Memorial Primary School, we aim to help pupils to:

- Recognise religion as an important expression of human experience.
- Reflect on and respond to the values, beliefs and practices of religious traditions within our community and beyond.
- Develop their own beliefs, attitudes, moral values and practices.

We also:

- Celebrate important occasions in the life of the school and community.
- Involve pupils in experiences, which stimulate, challenge and extend their capabilities for spiritual response to the world in which they live.
- Encourage pupils to become aware of a wide range of religious interpretations of personal experience and their importance to believers.
- Foster attitudes of open enquiry and awareness of prejudice.

Parents/carers/Guardians 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.

Social, Moral and Cultural values are explored and taught as part of the Religious and Moral Education programme, planned for using CfE. We also explore elements of RME as part of the Health and Wellbeing programme, which includes Citizenship.

There will also be opportunities for children to take part in religious observance and parents have the right to withdraw their child from religious observance. Please contact the Head Teacher to discuss this.

Extra-Curricular Activities

A variety of activities are offered each year, and these include:

- A variety of educational visits and excursions to enhance learning taking place in class.
- Parties and discos at special times of the year.
- Nativity Play
- School Concerts
- Class Assemblies or showcase events.
- A variety of after school clubs and lunch time clubs (pupils are able to sign up to relevant clubs that they wish to attend).

Parent Helpers

We value the role that our parents can play in our school. Termly we host a Parent Helper information session, where parents can come along and find out how they can be involved in the life of the school. A list of parent helpers is kept in the school and is updated on a regular basis. Any parent is welcome to come into the school and help out on a regular basis or as a helper on class outings. The assistance and involvement of parents/carers is a valuable and worthwhile experience for parents/carers, children and teachers alike. A PVG Disclosure is required for Parent Helpers, but we can assist with this.

Facilities for Sport and Outdoor Activities

The school has grassed and hard areas, a football pitch, a gymnasium/hall and separate dining area that can be used for subjects like Drama. Children also benefit from the use of our Meadow Garden which includes an outdoor classroom, trim trail and loose parts; this allows us to extend Outdoor Learning.

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 timescale 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 at: foirequest@northlan.gov.uk

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 and Families uses the national IT system, SEEMiS, to store personal information electronically. We ask parents/carers/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 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 obligation, personal information may be shared internally between departments 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 the information for?

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

Your rights under GDPR

You can:

- Request access to your information – you have the right to request a copy of the personal information that we hold about you, your child or young person. You can ask us to confirm what personal information is being used and with whom it has been shared with.
- Request a correction to your information – we want to make sure that all personal information is accurate, complete and up to date. Therefore, you may ask us to correct any personal information that you believe does not meet these standards.
- Request the restriction of processing – this enables you to ask us to suspend the processing of personal information about you, your child or young person, for example if you want us to establish its accuracy or clarify the reason for processing it.

- Request the transfer – you can request the transfer of your information to another party.
- Deletion of your information – you have the right to ask us to delete personal information about you, your child or young person where:
 - You think that we no longer need to hold the information for the purposes for which it was originally obtained
 - You have a genuine objection to our use of personal information
 - Or, use of personal information is contrary to law or our legal obligations.

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

The Council's Data Protection Officer

If you have any questions or are unhappy about the way that we use the personal information of your child, young person or yourself, you can contact the GDPR Officer.

Data Protection Officer (DPO)
Civic Centre
Windmillhill Street
Motherwell ML1 1AB
Email - 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 GDPR Law)

Information Commissioner's Office
45 Melville Street
Edinburgh EH3 7HL
Email - 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 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 Act 1988. We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The GDPR Act 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://www3.gov.scot/Topics/Statistics/ScotExd/PrivacyInformation>

Any Concerns

If you have any concerns about the ScotXed data collections you can email – school.stats@scotland.gsi.gov.uk or write to The ScotXed Support Office, SEGP, Area 1B, Victoria Quay, Leith, EH6 6QQ.

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

Want more information?

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

Child Protection

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

The Head Teacher is responsible for the school's action in response to Child Protection Concerns.

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

Child Protection Co-Ordinator is: Mrs Lindsay-May McLean

Tel: 01236 632096

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: Mrs Lindsay-May McLean

Tel: 01236 632096

School Discipline

Promoting Positive Behaviour

Here at Baird Memorial we promote positive behaviour. Our approach is based on encouragement, praise with our school values being at the centre. We believe that positive relationships are vital to establish a positive environment where everyone is safe and ready to learn. Positive behaviour contributes to the whole school ethos and there is an expectation that pupils behave positively throughout the school including classrooms, dinner hall, the playground etc. Staff have been trained in Solihull and manage situations with a nurturing and restorative approach. The school is committed to acknowledging achievement and recognises the motivating factor of praise in influencing beneficially a pupil's behaviour and in raising a pupil's self-esteem. We work very closely with parents and co-operation from parents is vital in ensuring that Baird Memorial can continue to be a safe place for everyone to learn and work. If a pupil does not display positive behaviour, then this will be dealt with in a sensitive manner, where the pupil will always be given the opportunity to calm down and explain, if they can, what has happened. The Senior Management Team will be called upon to deal with behaviour that is not safe or inappropriate, support and consequences will be discussed with the pupil, and if required, the parents. We appreciate your support and co-operation with this.

Each year, each class negotiates their own class rules and a yearly Class Charter in line with the UNCRC focusing on the rights of everyone in the class.

During the academic year of 2025/2026, we will be undertaking a review of our Promoting Positive Behaviour Policy. A finalised copy of this will be shared with all parents.

Anti-bullying

At Baird we promote positive behaviour. Our most important aim in the prevention of bullying is to adhere to our anti-bullying policy. This involves strong commitment from all parties – pupils, staff and parents/carers. It is vital that all parties are aware of the steps and action taken in the event of a bullying incident. We will deal with bullying incidents in line with NLC's Promoting Positive Relationships: Respect for All: Anti Bullying Policy (May 2019).

Supervision in Non-Class Times

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

- The Janitor supervises pupils during the periods below:

- Additional Support Needs Assistants supervises pupils during the periods below:
- Members of SLT may supervise during the periods below, if available:

Morning break	10.45-11am
Lunchtime	12.30-1.15pm

HOME AND SCHOOL LINKS

A close partnership between home and school is essential if children are to benefit fully from their time at school. There are presently a number of ways in which the school seeks to develop and strengthen links with parents/carers and these can be identified as:

Reporting to Parents/carers

- Meet the Teacher Events
- Parents/carers' Evenings – two per year
- Written Report issued in June each year

Communication

- Monthly Newsletters
- School Twitter - @baird_ps
- Induction Programme for the Primary 1 (parents/carers will be notified in advance).
- Parent Open Afternoons/Evenings (parents/carers will be notified in advance).
- Meet the Teacher Event

Parents/carers can contact the school at any time to discuss matters of concern or to discuss specific issues with a member of the Senior Leadership Team.

Parent Council

We are very well supported by an active Parent Council. We meet monthly; normally the third Monday of each month, although this can be subject to change. The Parent Council is open to all parents. The chair of the Parent Council is Elaine Dunbar. The Parent Council have a Facebook page where they share information regularly.

Attendance at School

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

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

Regulation 7 of The Education (School and Placing Information) (Scotland) Amendment, Etc. Regulations 1993 requires each child's absence from the 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, including where possible, a number that will accept a text message. Parents/carers are required to inform the school if these contact details change during the course of the 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 child and may result in the school sending a text message. In terms of child safety, police will be contacted if all attempts to locate the child have been exhausted.

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

If a child has a dental, medical or optician's appointment the school should be notified before the planned absence if possible. On their return to school, after the appointment, they will be given the attendance for that particular part of the day. In such a situation, children must be collected by the parent from the main office.

The Head Teacher monitors attendance and will be in touch if attendance falls below a certain percentage, as per our attendance policy. We will always work with you to support your child's attendance at school.

Family Holidays during Term Time and Extended Leave

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 well-being 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 reason 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. A statement of the school's policy includes procedures for the enforcement of attendance.

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 would include 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 damage on other pupils or be used by others to do so.

Parents/carers in receipt of a clothing grant from the council will be encouraged to purchase items, which are in accordance with the school dress code. Approval of any requests for such grants in other circumstances is at the discretion of the Executive Director of Learning & Leisure Services. Information and application forms may be obtained from any school or First Stop Shop. They can also be downloaded from the Council website www.northlan.gov.uk

Parents/carers are entitled to receive a clothing grant if they are in receipt of any of the following benefits: Income Support, Job Seekers' Allowance (income-based), Employment & Support Allowance (income related) housing benefit, council tax rebate. The deadline for school clothing grants is 31st March 2025.

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 might be deemed to be a serious challenge to the Head Teacher's authority and be detrimental to the wellbeing of the whole school community. In such circumstances, a Head Teacher may justify the use of the school discipline procedure.

The council wishes to minimise claims arising from the loss of pupils' clothing and/or personal belongings. Parents/carers are asked to assist in this area by ensuring that valuable items and unnecessarily expensive

items of clothing and jewellery etc. are not brought to school. Parents/carers 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.

Our school uniform is:

- Grey or black shorts/trousers or skirt/dress, or Baird tartan skirt or pinafore
- Magenta pullover, cardigan or sweatshirt
- Navy pullover, cardigan or sweatshirt **for P7 pupils only**
- White shirt or polo shirt.
- Baird Tartan tie

Our uniform is provided by Baru and should be purchased directly from them. They can be visited in store, contacted online via [Home - Baru](#) or by telephoning them on 0141 777 8528.

PE Kit

- Pupils are required to wear appropriate clothes for PE. Pupils are required to wear black shorts, leggings or jogging bottoms and a plain, white T-shirt. Sensible and secure shoes must be worn. Pupils should come to school already dressed in gym kit on PE. Days. Please note that if a child wears Crocs as indoor shoes then these are not suitable for PE and they must have alternative indoor shoes.

It would be helpful if all clothing and equipment is clearly labelled with child's name.

Meals

A cashless cafeteria is in operation in the school at lunchtime. All P1-5 pupils are automatically entitled to a free school meal and milk. Pupils in Primary 6 and Primary 7 are required to pay for their school lunch unless they are entitled to a free school meal – this must be applied for. A choice of school meals and snacks are available on a daily basis. Vegetarian options are available daily and alternatives are provided for children with allergies. If your child has an allergy please speak to the school directly as a nutrition form must be completed to ensure allergies are catered for. Our school meals are cooked in Condorrat Primary and brought to Baird for serving at lunch time. Menus are distributed to parents/carers twice a year. They are also available on the NLC website. We would encourage you to discuss the options with your child before they come to school.

Special Diet Procedures

Diets required as a result of a medical condition (a medically prescribed diet e.g. coeliac 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 accessed from the child's school or dietician, or from North Lanarkshire's catering service. Occasionally, parents/carers/carers may be asked to supply prescription foods or attend a meeting to discuss the child's dietary requirements.

Some children with additional support needs may require food to be adapted to an appropriate texture and consistency. In this instance the child's Registered Dietician or Speech and Language Therapist will liaise with the Head Teacher and school catering service to ensure appropriate food provision.

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 along with a letter stating the reason for refusal and also they will be issued with a new form.

Any change in the child's dietary requirements must be advised through a Registered Dietician or Medical Practitioner to the Facilities Support Services (FSS) Nutritionist. When children move to a High School or change schools FSS will need to be informed as soon as possible.

Special diets required for ethical, religious or cultural reasons should be requested in writing to the Head Teacher, who will liaise with the school catering service.

Children taking packed lunches are accommodated in the dining hall, however for safety reasons parents/carers are asked to ensure that the children do not carry glass containers or very hot liquids to school. Packed lunches should **NOT** contain items with nuts. We are a nut free and peanut free school and children will not be permitted to eat any foods which contain nuts if they bring them to school.

Pupils are supervised by the Support Staff and the Senior Leadership Team at lunch time.

All children using the cafeteria for lunches/packed lunches must remain in the school grounds during the lunch break.

Information and applications for free school meals can be downloaded from the council website.

Pupils are also welcome to bring a packed lunch to school. All children sit together in the hall for lunch.

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

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 or 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 into the associated secondary. Advice on this must be sought from the Primary School Head Teacher.

Further information on placing request 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, special class managed by the home authority. In the event of a successful placing request, the authority is 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

General

The Council has a policy of providing free transport to all primary pupils who live more than one mile from their local 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 that 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 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 special 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 dropping off point to the school in any one direction, will not exceed the authority's limits (see above paragraph).

It is the parent's/carer's responsibility to ensure that their child arrives at the pick-up point in time. It is also the parent's/carer's responsibility to ensure their 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

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

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

Free transport is only provided for nursery pupils in Baird Memorial Early Years Support Unit who have been allocated a space through the council's NBPR process.

Medical and Health Care

Routine medical examinations take place during each child's first year at school. These are carried out by the school nurse, and parents/carers will be notified of their appointments by Lanarkshire Health Board. During their time at school children who are suspected of having a defect of vision or hearing, or who are suffering from any condition, which limits their ability, to benefit fully from education may be referred to the school doctor by the class teacher although the matter would be discussed with parents/carers in advance. In addition the school nurse makes regular visits during the school year. This includes dental checks at particular stages.

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.

First Aid

The school will attend to any minor injury (minor cuts/bruises) occurring on the premises. However, in the event of a more serious or complicated injury including a bump to the head, parents/carers will be contacted and asked to take the child for medical care. For this reason, it is very important that details of home/day time phone numbers and emergency contacts are kept up to date.

We have first aiders in the building who are our first port of call when an incident occurs but will always err on the side of caution.

Medication

Parents/carers should notify the school of any particular medical requirements of their children and an Administration of Medicines "Parental Request Form" should be completed for the administration of any prescribed medicines. Staff are unable to prescribe medicine if this form has not been completed and signed.

Information in Emergencies

We make every effort to maintain a full educational service but on some occasions, circumstances arise which can 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 in touch by using letters, notices in local shops and community centres, announcements in local churches and announcements in the press and on local radio, on the NLC website and Twitter.

The Parent Forum

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

The Parent Council is composed of parents/carers, staff and co-opted members with the Head Teacher as professional advisor.

The Parent Council's rights and duties include:

- supporting the work of the school;
- representing the views of parents/carers;
- consulting with parents/carers and reporting back to the Parent Forum on matters of interest;
- promoting contact between the school, parents/carers, pupils and the wider community;
- fundraising;
- taking part in the selection of senior promoted staff
- receiving reports from the head teacher and education authority and
- receiving an annual budget for administration, training and other expenses.
- Improving home/school partnership and facilitating parental involvement.

There is an established Parent Council in Baird Memorial Primary School at this present time. 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. Currently the roles within the parent council are:

Elaine Dunbar	Chairperson
Linda Petri	Vice Chair
Arlene Green	Treasurer
Susan Fullerton	Secretary
Lindsay-May McLean	Head Teacher
Lyn Rice	Principal Teacher (Acting)

Each year, vacancies on the Parent Council may arise and any parent who has a pupil at the school can put themselves forward for nomination. Roles are voted for during the Parent Council AGM.

Contact in Relation to Support for Learning

Help and advice on any matters relating for Support for Learning can be obtained from
Greenfaulds High – Lorraine White – WhiteLorr@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.

0345 123 2303

Rosebury House

9 Haymarket Terrace

Edinburgh

EH12 5EZ

info@enquire.org.uk

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

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

Scottish Independent Advocacy Alliance

Melrose House

69a George Street

Edinburgh

EH2 2JG

01131 260 5380

enquire@siaa.org.uk

Reference to Additional Support Needs Tribunal (Scotland)

ASNTS

Health and Education Chamber

First Tier Tribunal for Scotland

Glasgow Tribunals Centre

20 York Street

Glasgow

G2 8GT

Helpline: 0141 302 5860 www.asntscotland.gov.uk

Cumbernauld Kildrum Health Centre 01236 721345

Cumbernauld Condorrat Health Centre 01236 733221

Social Work

Cumbernauld/Chryston 01236 638700
Bron Way
Cumbernauld
G67 1DZ

Community Learning and Development Locality Offices

North CLD Locality Office
Pivot Community Centre
Glenmanor Avenue
Moodiesburn
G69 0DL
Tel: 01236 638393
Email: CLD-North@northlan.gov.uk

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 of the NL Virtual Classrooms, providing digital learning materials for all curricular areas at every level, up to and including BGE.

Parents Portal

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

- Annual data checks
- Online payments
- Permission slips
- Reporting absence
- Viewing timetables (secondary school)
- Pupil reporting

Information and guidance relating to North Lanarkshire digital offering, including how to access parentportal.scot can be found on the NL Digital School page, available on the Council's website. <https://www.northlanarkshire.gov.uk/schoolsandlearning/nl-digital-school>

All pupils and 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 curriculum. This is primarily achieved in NLC using the services found within Microsoft 365.

North Lanarkshire Council is committed to the Armed Forces Covenant.

Further details on the Armed Forces Covenant can be found on [Scottish Armed Forces Education Support Group – gov.scot \(www.gov.scot\)](http://www.gov.scot)

Education and Families

Chief Executive Area Office

Des Murray
Chief Executive Officer
Civic Centre
Motherwell
Tel: 01698 302222

Although this information is correct at time of printing, there could be changes affecting any of the matters dealt with in the document

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