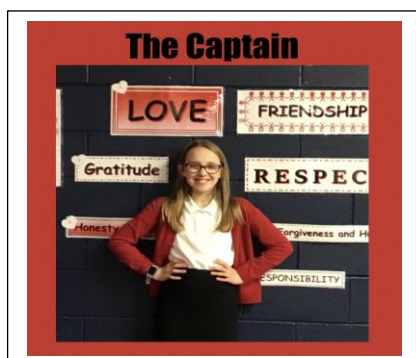


Balmalloch Primary School & Nursery Class Handbook - Session 2023-2024

BPS & NC Captain 2022 - 2023



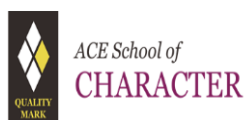
BPS & NC Vice Captains 2022 - 2023



BPS & NC Prefects 2022 - 2023



BPS & NC Community Partnership Team 2022 - 2023



(Photographs by Digital Leaders - P7 - Grace Tallieu and Robyn Ballantyne)



North Lanarkshire Council Education & Families



North Lanarkshire Council's Motto: **ASPIRE**

- **Articulate**
- **Sensitive**
- **Proactive**
- **Inspirational**
- **Realistic**
- **Evaluate**



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WELCOME TO BALMALLOCH PRIMARY & NURSERY CLASS

Dear Parent/Carer,

I would like to welcome you and your child to Balmalloch Primary School and hope we have many fulfilling years ahead together. This handbook contains a range of information that you might find helpful. Throughout your child's stay with us, it is our wish that your child is happy and successful.

As a Scottish School of Character, our values are at the heart of everything we do. We seek to build on the work of your child's Nursery Class, fostering a positive attitude to work, progress, self, others and the environment. It is important to us to develop the 'whole child', focusing not only on the academic and aesthetic development of all our pupils, but also on their personal and social development. Our children are always encouraged to have belief in themselves to enable them to achieve their goals in an environment which promotes enthusiasm to learn. We hope to work in partnership with you in the important task of developing your child to his/her fullest potential, preparing him/her for the challenges and opportunities they face in the future. Many activities are organised throughout the school year, so we look forward to welcoming you to the school and meeting you on as many of these occasions as you can manage.

Please be assured that no worry concerning your child is too small or unimportant to share with us; please do not hesitate to contact the school or check the school website - Glow Blogs or Twitter page and of course, our Parent Council if you need more information at any time. I hope that this handbook gives you a glimpse of life at Balmalloch Primary School. We look forward to having you and your child work with us and hope that this will be the start of a strong partnership.

Kind Regards,

Ruth McCarthy - Head Teacher

LEADERSHIP AND MANAGEMENT TEAM

Each member of the Leadership and Management Team has responsibility for specific year groups across the school and nursery to ensure consistency of approach. If you require an appointment with a member of the Leadership and Management Team on Parents' Evening, or at an alternative time during the school year, to discuss your child's education, please contact the school office to make an appointment:

Nursery:	Mrs. Adele Parker (Principal Lead) and Miss Denise Kelso (Principal Lead)
P1 - P3:	Mrs. Erin Diamond (Depute Head Teacher)
P4 & P5:	Miss. Ruth McCarthy (Head Teacher)
P6 & P7:	Mr. John Paterson (Acting Principal Teacher)



CAPTAIN, VICE-CAPTAINS AND PREFECTS

The development of key skills and values make a positive contribution to pupil progress; ICT, Literacy, Communication, Working with Others, Leadership, Planning and Organisation, Problem Solving and Creative Thinking. The values of love for one another and the environment, friendship, gratitude, respect, generosity, humility, responsibility and perseverance are taught, caught and sought through arrange of activities.



The **School Captain** is a role model for the whole school. The School Captain is known and respected by all members of the school community because of the contribution they make to the school. The School Captain plays an important role in organising and presenting important events.



The **School Vice-Captain** is a role model for the whole school and supports the work of the School Captain. The School Vice-Captain is known and respected by all members of the school community because of the contribution they make to the school. The School Vice-Captain plays an important role in supporting the School Captain with the organisation and presentation of important events.



The role of a **Prefect** is to lead the student body of Balmalloch Primary School by demonstrating positive behaviours and acting as role models for all pupils. School prefects will promote the school vision, values, aim and motto at all times.



Our Community Pupil Partnership Team engage with the school and wider community, supporting wellbeing and achievement. Opportunities are sought from Kilsyth Academy, local businesses and organisations, including Kilsyth Rotary and the Port Gallery and through collaborative work with the Association for Character Education and Connecting Classrooms.



OUR VISION, VALUES AND MOTTO

A PLACE OF ENTHUSIASTIC LEARNING AND ACHIEVEMENT

OUR VISION - A Place of Enthusiastic Learning and Achievement!

Our vision for Balmalloch Primary School and Nursery Class reflects a passionate commitment to learning and the recognition of the uniqueness of individual learners. It is driven by our desire to offer the best possible education for our pupils in partnership with parents and the local community. We believe our approach will inspire learners to develop a growth mindset through our motto; Believe in Yourself, Achieve your Goals, creating a 'place of enthusiastic learning and achievement'.

responsi**B**ility

gr**A**atitude

BELIEVE IN YOURSELF

hu**M**ility and forgiveness

persever**A**nce

Love

ACHIEVE YOUR GOALS

h**O**nesty and generosity

Compassion and respe**C**t

friends**H**ip

OUR AIMS

To enable all in our care to reach their maximum potential educationally, socially and emotionally in a safe, happy, secure and trusting environment.

To ensure that children are given the opportunities to become **successful learners** through effective learning and teaching based upon clear aims, policies and through a structured learning programme which offers both challenge and support.



To encourage all children to develop an appreciation of self-worth, respect for themselves and others in an environment where success is celebrated and promoted thus encouraging all children to become **confident individuals**.

To strive to create and maintain a positive partnership between parents and the whole school community where each plays a vital role in the development of our children's moral and social values in order that they become **responsible citizens**.

To foster independence and the development of positive attitudes and self-discipline within an agreed code of conduct to ensure that all children feel accepted and valued encouraging them to be **effective contributors** within their environment and the wider community.

SCHOOL INFORMATION

CONTACT DETAILS

School name	Balmalloch Primary and Nursery Class
Address	Kingsway Kilsyth North Lanarkshire



G65 9UJ

Telephone 01236 632058

E-mail

Head Teacher: nlmccarthy@northlan.org.uk
 School Office: enquiries-at-balmalloch@northlan.org.uk
 School Transport/
 After School Care: enquiries-at-balmalloch@northlan.org.uk
 First Aider - Mrs Hourigan (P4-7): nlhouriganh@northlan.org.uk
 First Aider - Mrs Connelly (P1-3): nlconnellyk@northlan.org.uk

Website Glow Blogs <https://blogs.glowscotland.org.uk/nl/balmalloch>

Twitter @balmalloch

Present roll 366

Planning Capacity 425

Parents should note that the working capacity of the school will vary dependent upon the number of pupils at each stage and the way in which classes are organised. Balmalloch Primary and Nursery class is a non-denominational establishment.

Currently there are 14 classes in the school from P1 to P7, including composite classes. Pupils may be placed in two-stage composite classes (P1/2, P2/3, P3/4, P4/5, P5/6 or P6/7) based on working groups mainly in Literacy and in Numeracy. The policy on Composite Classes can be found on the school website.

Current school roll at each stage:

P1	44	P4	53	P7	40
P2	57	P5	48		
P3	54	P6	69		

2023-24 Classes

P1a, P1b, P2a, P2b, P3a, P3b, P4a, P4b, P5a, P5b, P6, P7/6, P7a and P7b.

COMMUNITY FACILITIES

Various organisations have made use of the school facilities in the evenings and applications for the use of the school accommodation and or kitchen should be made in writing to:

School & Facility Bookings,
 Community Information & Learning,
 9 Old Monkland Road,
 Coatbridge,
 North Lanarkshire,
 ML5 5EA.



Tel: 01236 632778.

THE SCHOOL DAY

School opens:	9.00am
Interval:	10.30-10.45
Lunch:	12.15-1.00pm
School closes:	3.00pm

Information on out of school care centres in Kilsyth is available from the school and under useful addresses at the back of this handbook.

THE NURSERY DAY

Our nursery offers both a Term Time and Full-Time placement for your child, these are detailed below:

- Term Time - 38 weeks - Monday to Friday, 9am - 3pm
- Full Time - 48 weeks - Monday to Friday, 8.00am - 12.45pm (A.M. session)
- Full Time - 48 weeks - Monday to Friday, 1.15pm - 6.00pm (P.M. session)

We are registered with the Care Inspectorate to provide care to a Maximum of 44 children per session.



Forest Kindergarten Sessions



Child Led Learning Experiences



Building Positive Relationships with others



Play on Pedals Programme

SCHOOL TEACHING STAFF - 22/23

Head Teacher	Ms R McCarthy
Depute Head Teacher	Mrs E. Diamond
Acting Principal Teacher	Mr J Paterson
Principal Teacher	Vacancy
Primary 1a	Mrs D Davidson



Primary 1b	Mrs Macfarlane
Primary 2a	Miss H McCarthy
Primary 2b	Mrs E Duff (3 Days) & Miss A Martin (3 Days)
Primary 3a	Mrs L Emslie (3 Days) & Miss C McNeill (3 Days)
Primary 3b	Miss J Steele (3 Days) & Miss K Paterson (3 Days)
Primary 4a	Mrs R Murphy
Primary 4b	Miss H McDonnell
Primary 5a	Miss M Arbuckle
Primary 5b	Mrs L Grant
Primary 6a	Mr B Clark
Primary 6b	Miss D Wright
Primary 7/6	Mrs L Vernett
Primary 7	Miss A Wright
Learning Support/NCCT	Miss K Hay
Nurture/Learning Support	Mrs K Patrick
Learning Support/NCCT	Mrs M McDaid (Tuesday/Wednesday/Thursday)

Brass Tutor
Active Schools Primary Co-ordinator

Mr G Golding
Mrs J Brennan

NURSERY STAFF

Principal Early Learning Practitioner	Mrs A Parker (known as Adele)
Principal Early Learning Practitioner	Miss D Kelso (Known as Denise)
Lead Early Learning Practitioner	Mrs G Fowler (known as Gayle)
Early Learning Practitioner	Mrs H Ross (known as Heather)
Early Learning Practitioner	Miss J McBride (known as Jade)
Early Learning & Childcare keyworker	Miss S Curtis (known as Sophie)
Early Learning & Childcare keyworker	Miss C Wallace (known as Charlie)
Early Learning & Childcare Support Worker	Mrs F McBride (known as Fiona)
Early Learning & Childcare Support Worker	Vacancy



Early Learning & Childcare Support Worker Vacancy

Meet Team Balmalloch

	
Adele Parker Early Learning and Childcare Principal Lead	Denise Kelso Early Learning and Childcare Principal Lead
	
Gayle Fowler Early Learning and Childcare Lead Practitioner	Heather Ross Early Learning and Childcare Practitioner
	
Jade McBride Early Learning and Childcare Practitioner	Sophie Curtis Early Learning and Childcare Keyworker
	
Charlie Jo Wallace Early Learning and Childcare Keyworker	Fiona McBride Early Learning and Childcare Support Worker
	
Vacancy Early Learning and Childcare Support Worker	Vacancy Early Learning and Childcare Support Worker

CLERICAL STAFF

Senior Clerical Assistant:
Senior Clerical Assistant:
Clerical Assistant:
Clerical Assistant:

Mrs S Mitchell (Tuesday-Friday)
Mrs E Stark (Monday)
Mrs E Stark (Tuesday & Thursday)
Mrs Michelle Mitchell (Part-Time Monday-Friday)

SUPPORT STAFF

ASN Assistant/First Aider:

Mrs K Connolly



ASN Assistant:	Mrs C Smith
ASN Assistant:	Mrs J Arbuckle
Classroom Assistant/First Aider:	Mrs H Hourigan



Breakfast Club Assistant:	Mrs M Hamilton
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CATERING STAFF

Catering Supervisor:	Miss C Montgomery
Catering Assistant:	Miss K Agnew
Catering Assistant:	Miss L Scott
Catering Assistant:	Mrs M Carr
Catering Assistant:	Mrs J McCarroll

CLEANING STAFF

Cleaning Supervisor:	Mrs C McDonald
Cleaner:	Mrs J Haggerty



<u>Facilities Support Officer</u> Mr A Thomson
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Dining Hall Supervisor
Miss M Mallon



Mrs. Hourigan Classroom Assistant	Mrs. Smith ASN Assistant	Mrs. Connelly ASN Assistant	Mrs. Arbuckle ASN Assistant
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Mrs. S. Mitchell Senior Clerical Assistant	Mrs. Stark Clerical Assistant	Mrs. M. Mitchell Clerical Assistant
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SCHOOL HOLIDAYS 2022/23

FIRST TERM	Monday 14th August 2023 (In-service)	PLEASE NOTE: Staff Return
	Tuesday 15th August 2023 (In-service)	PLEASE NOTE: Staff only
	Wednesday 16th August 2023	Pupils Return
	Friday 22 nd September 2023	School Closed



	Monday 25 th September 2023	School Closed
October Week	Monday 16 th to 20 th October 2023	PLEASE NOTE: School closes at 3pm on 13.10.23
SECOND TERM	Monday 23 rd October 2023	Staff and Pupils Return
	Monday 13 th November 2023 (In-service)	PLEASE NOTE: Staff Only
Christmas	Monday 25 th December 2023 to Friday 5 th January 2024 (Inclusive)	PLEASE NOTE: School closes at 2.30pm - 22.12.23
THIRD TERM	Monday 8 th January, 2024	Pupils & Staff Return
Mid Term	Monday 12 th & Tuesday 13 th February 2024	Holiday
	Wednesday 14 th February 2024	PLEASE NOTE: In Service Day - Staff Only
	Thursday 15 th February 2024	Re-open
Spring Break	Friday 29 th March 2024 to Friday 12 th April 2024 (inclusive)	School closes at 2.30 on Thurs 28 th March 2023 Easter Holiday (Inclusive)
FOURTH TERM	Monday 15 th April 2024	Staff and Pupils return
	Thursday 2 nd May, 2024 - In-service (To coincide with UK Parliamentary elections, may be subject to change)	PLEASE NOTE: Staff Only
May Day	Tuesday 6 th May, 2024	Closed
May Weekend	Friday 24 th May & Monday 27 th May 2024	Close 3pm on Thursday 23 rd May 2024
	Tuesday 28 th May 2024	Staff and Pupils return
Summer	Wednesday 26 th June 2024	PLEASE NOTE School Closes at 1pm on 26.06.24

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.



In the event of the school being closed in an emergency, every precaution will be taken to ensure the safety of children. It is vital that children are aware of the person who is designated as their emergency contact. Please keep the **school office** informed of any changes to telephone numbers, emails and emergency contacts.

SUPERVISION OF THE PLAYGROUND

An adult presence is provided in playgrounds at **break time** in terms of the schools (Safety and Supervision of Pupils) (Scotland) Regulations 1990. This supervision is undertaken by our Additional Support Needs Assistants and Classroom Assistant/ First Aiders who provide supervision at **Interval and Lunch-time** in the playground.

(Supervision is not provided in the playground before 9am).

Interval - 10.30-10.45am

Mrs Hourigan - Senior Playground
Mrs Smith - Junior Playground
Mrs Arbuckle - Junior Playground
Mrs Connelly - Infant Playground

Lunch Break - 12:15 - 1:00pm

Mrs Hourigan - Senior Playground
Mrs Smith - Junior Playground
Mrs Arbuckle - Junior Playground
Mrs Connelly - Infant Playground



During wet playtimes children will be kept indoors and supervised by the additional support assistants and classroom assistant. Older pupils, including the Captain, Vice-Captain and Prefects, will also adopt distributed leadership roles, monitoring younger stages.

Miss Marie Mallon has the responsibility for organisation and supervision of the dining hall from 11.00am to 1.30pm

SCHOOL SECURITY

Parents are asked to note that all doors to the school are locked immediately after the children enter the school in the morning and after each break. Any latecomers or visitors to the school must arrive at the main door of the school, which is operated by a buzzer door release system.

All visitors to the school must, immediately on entry to the school, report to the school office and sign the Visitors' Book. This will indicate the arrival/departure times of visitors and record that they have read important Fire Safety procedures. No parent/carer or visitor is allowed directly to the classrooms, unless authorised by a member of the Senior Leadership and Management Team.



ARRANGEMENTS FOR ENROLMENT

Registration of Infant Beginners

This takes place in January of each year for those children who are due to start formal primary education the following August. Official dates are normally notified to parents in the local press and in notices around the local community.

Enrolment procedures

Parents wishing to enrol their child at Balmalloch Primary are encouraged to visit the school prior to formal enrolment. A mutually convenient time can be arranged with either the HT or DHT by contacting the school office.

Placing requests

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

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

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

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

Placing requests to Primary School does not necessarily ensure that your child will have a direct entry to the associated secondary. Advice on this must be sought from the Primary School Head Teacher. Further information on placing requests and procedures is available from the school or the council's website.

Parents/carers and Young People have a right under the Additional Support for Learning Act 2009 to make a placing request for their child or young person to attend a nursery (including partnership nursery), special school or special class managed by the home authority. In the event of a successful placing request the authority are not required to provide transport.

The act also enables parents/carers and young people to make a placing request to attend a school/establishment belonging to another authority.

Information regarding enrolling children at Balmalloch who live out with the recognised catchment area can be obtained from the Balmalloch Primary School office or the office in the school whose area the child lives.

Induction Programme for P1 pupils



A comprehensive induction programme has been devised and established. Parents have the opportunity to meet with the HT, DHT and class teachers in June and the children visit their new classes on several occasions throughout the session in their pre-school year.

All Primary 1 pupils will be required to attend full-time from the first day of the school session in August.

Collection Arrangements for Primary 1 Pupils

A system is now in place for Primary 1 pupils for collection at the end of the school day to improve safety and security. As part of the induction programme, parents/carers will be asked to complete a 'collection form' indicating the adult who will collect their child at the end of each school day, starting in August. We understand that circumstances may change, so a password should also be provided which will be asked for by the class teacher or member of staff in charge before the child is released from school.

Kids' Club and NLC Transport

If your child is expected to attend Kids' Club or go home on the school bus, the school must be advised of the days this will occur for safety and security reasons. A register will be made up by the school office and given to class teachers to display in their classrooms/bays. A register will also be displayed where the children line up to allow it to be checked if a child is unsure of their arrangements on a particular day.

Please support the school by completing the relevant documentation, as failure to do so could impact negatively on safety and security procedures to protect our children. Support staff have responsibility for children attending Kids Club and using NLC transport.

Nursery Class enrolment

Enrolment can take place anytime although parents are encouraged to enrol their children after the adverts are placed in the press in November of each year. Places will be offered following a child's 3rd birthday

TRANSFER FROM PRIMARY TO 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. Parents will be informed of the school arrangements no later than the December of the year preceding the date of transfer at the start of the new session. Normally pupils from Balmalloch Primary continue to: Kilsyth Academy, Balmalloch Road, Kilsyth Tel. no.: 01236 632157
Acting Head Teacher: Mrs Tracey Fox.



We enjoy a good relationship with the staff of Kilsyth Academy and both ourselves and Kilsyth Academy aim to make the transition from primary to secondary a simple process for our pupils.

- Usually in November, Kilsyth Academy holds a meeting for the parents of pupils transferring there in August.
- Visits to Kilsyth Academy by our P7 pupils usually happen in June to meet staff and develop knowledge and understanding of routines and procedures on day 1, with days 2 and 3 encouraging pupils to follow a sample S1 timetable.
- Usually throughout the year, Kilsyth Academy staff visit Balmalloch Primary and our pupils enjoy meeting staff from a variety of departments.
- We have a comprehensive transition programme in place with events happening over the course of the Primary 7 year. Enhanced transition can also be arranged to support pupils, which can be discussed further with the Principal Teacher.



'Training Time'
Balmalloch P.S. Football Team
at
Kilsyth Academy's Sports Facility

MEALS IN SCHOOL

A cafeteria within school provides a two-course meal price approx. £3.10. Home baking, milk and water are also available. We operate a cashless band system within school, money can be added in school or online. Primary 1-5 are entitled to a free meal. All meals are ordered first thing in the morning. Menus change twice yearly and are given out and uploaded on our Twitter page and school website enabling you to help your child decide their choice for that day before



coming to school. Menus, however, are subject to change as a result of unforeseen circumstances.



BPS 'Catering Staff'

Special Dietary Requirements

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

Some children with additional support needs may require food to be adapted to an appropriate texture and consistency. In this instance the child's Registered Dietician or Speech and Language Therapist will liaise with the Head Teacher, Depute Head Teacher and/or Principal Teacher and school catering service, including the nutritionist, to ensure appropriate food provision. In this case a form will still need to be signed by a medical professional, including a Speech and Language Therapist.

Special diets required for medical, ethical, religious or cultural reasons should be requested in writing to the Head Teacher. 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 the refusal and a new form will be issued. Any change in the child's dietary requirements must be advised through a Registered Dietitian or Medical Practitioner to the Facilities Support Services (FSS) Nutritionist. When children move to a High School or change schools FSS will need to be informed as soon as possible.

Children of parents/carers receiving Income Support, Job Seekers Allowance (income based), and Employment & Support Allowance (income related), Universal credit (with an income below £660 per month) are entitled to a meal without charge. Information and application forms for free school meals can be downloaded from the council website www.northlan.gov.uk



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

Packed Lunches

Children who bring a packed lunch to school are also usually accommodated in the dining-hall or open areas.

Home Lunches

P1-3 pupils going home for lunch should be collected at the main door for safety and security Reasons. P4-7 pupils can leave through their allocated cloakroom door when the bell rings.

Breakfast Club

Balmalloch Primary School offer a supervised breakfast club from 8.15 -8.45am, at a cost of £1.00 for children in P6-7. To support our families, however, 2 children attending Breakfast Club from the same family costs £1.50 in total, 3 children from the same family would cost £1.80 and 4 children from the same family, £2.10. The Breakfast Club is supervised by Mrs Hamilton. Breakfast is provided free of charge for children in P1-5 and children in receipt of free school meals. The breakfast consists of cereal, toast, fruit juice or milk. It is essential that children attending Breakfast Club select from the items available and pay the daily charge if required.

A range of activities are also provided after breakfast to support the development of social skills. The Breakfast Club is supported by Primary 7 pupils, providing opportunities for our children to develop relationships across the school. At 8.45am the children go into the playground joining their lines at 9am.

A Breakfast Club Application Form can be accessed on the school website. For Health and Safety reasons, the Breakfast Club Charter must be signed prior to children attending. Days should be selected by parents/carers to show which days children will attend to ensure maximum numbers are not exceeded.

SNACK & MEALS IN NURSERY

Throughout the session a healthy snack is available to every child. Children are encouraged to help pick and prepare snack within the nursery. Children participate in



creating the nursery snack list for the week and will often visit local shops to buy the snack.



All children who attend Balmalloch Nursery Class are entitled to a hot meal during their nursery session. When arriving at the nursery children will be able to choose from the main option or the vegetarian option. During the enrolment process parents/carers will be able to notify staff of any special dietary/allergy requirements.



BALMALLOCH NURSERY CLASS UNIFORM



Polo Shirt: Yellow
Sweatshirt: Royal Blue (Logo)

CLOTHING AND UNIFORM

Belonging and Family

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, parents/carers, pupils and staff were fully consulted. It is the expectation of the Education and Families service 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 etc.) 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 are at the discretion of the Executive Director of Education and Families. Information and application forms may be obtained from the council website www.northlan.gov.uk

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

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 could justify the use of the school discipline procedure.

The council wishes to minimise claims arising from the loss of pupils' clothing and/or personal belongings. Parents/carers are asked to assist in this area by ensuring that valuable items and unnecessarily expensive items of clothing, jewellery etc. are not brought to school. Parents/carers should note that any claims submitted to cover the loss of such things are likely to be met only where the authority can be shown to be negligent.

BALMALLOCH PRIMARY SCHOOL UNIFORM

Shirt/blouse/polo shirt	White
Jersey/cardigan/sweatshirt	Red
Pinafore/skirt/trousers	Black
Tie	Navy/red stripe

Sweatshirts, Polo shirts and cardigans with the school logo can be purchased through school along with the tie (no logo).



SCHOOL DISCIPLINE

Balmalloch Primary & Nursery Class is a Rights Respecting School which means that everyone puts the rights of the child at the heart of the school. All children have rights as detailed by the UNCRC (United Nations Convention on the Rights of the Child).

Everyone in our school has the right:

- To feel safe, healthy and happy;
- To be treated with respect, dignity and equality;
- To learn or to teach, or to do their job.

Our Respectful Relationships and Behaviour Policy is designed to acknowledge and reward pupils' good work and behaviour that respects the rights of everyone.

Praise and rewards are both important influences in motivating pupils and building self-esteem.

Whilst emphasising behaviour that respects the rights of everyone, we also lay out sanctions. Children know and understand behaviour that respects the rights of everyone in our school and are encouraged to choose behaviour that will help everyone around them.

A rights-respecting school not only teaches about children's rights but also models rights and respect in all relationships between pupils. All staff are encouraged to use praise and



reinforcement of whole school and class charters to help pupils achieve their best work and respect the rights of everyone. Our policy comprises 4 parts: Procedures, Charters, Rewards and Sanctions. This policy is available to view on our school website.

POSITIVE RELATIONSHIPS AND ANTI-BULLYING POLICY

The school promotes equality and diversity well through its work on anti-bullying. In line with 'Respect for All' advice, we have a free-standing anti-bullying policy which reflects the ethos of our positive behaviour policy. We have recently reviewed this policy and it is available to view on our school website.

The aims of our anti-bullying policy are:

1. To develop awareness that bullying is unacceptable.
2. To develop shared view of bullying.
3. To work in partnership with parents to minimise bullying.
4. To encourage a climate of openness and a listening culture.
5. To develop a range of strategies to deal with bullying.
6. To engender a sense of shared responsibility among pupils.

BALMALLOCH DOES NOT TOLERATE BULLYING

The recording of bullying or alleged bullying incidents are recorded electronically as part of the schools monitoring system.



The Rights Respecting Committee

EXTRA CURRICULAR ACTIVITIES

Staff, coaches and senior high school students provide a range of after-school clubs for our pupils: football, netball, basketball, choir, drama, cycling, athletics, ICT, art/craft, drawing, badminton, outdoor games, bible club, dance, yoga and STEM (Science/Technology/Engineering and Maths).

We are always interested in hearing from anyone who has the knowledge, enthusiasm and time to offer in running a similar club at 3.00pm, although a PVG (Protecting Vulnerable Groups) is required.

CURRICULUM FOR EXCELLENCE



What is Curriculum for Excellence?

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

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

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

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

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

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

Curriculum for Excellence is defined as:

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

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

These contexts are:

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

What are the Curriculum for Excellence levels?



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

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

What is the Broad General Education?

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

Curriculum Areas and subjects

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

The 8 curricular areas are:

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

The Senior Phase

The senior phase curriculum, from S4 to S6, follows a young person's broad general education, building firmly on the experiences and outcomes they will have experienced and achieved by the end of S3. It enables them to extend and deepen their learning and continue to develop skills for learning, life and work, through qualifications and also through a range of opportunities for personal development such as awards and wider achievements. It is designed to support young people in moving on to positive sustained destinations, whether that is college, university, training or employment.

In the Senior Phase, schools and their partners (such as colleges, employers or community learning and development providers) now have flexibility to offer a range of pathways that meet the needs and raise the attainment levels of all learners - including pupils who might previously have become disengaged from education.

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



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

Personal Support/Career Planning

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

We make every effort to ensure children are involved in their own learning. We include their views at the planning stages of work and use 'Snapshot/Learning Log' evidence jotters and Progress Reports to communicate progress to parents/carers on a regular basis. Parents' appointments are arranged on two occasions in the session in Term 2 and Term 4 to enable parents/carers to discuss their child's progress with the class teacher in greater detail.

MATHEMATICS AND NUMERACY

We aim to provide a balance of work in number, money and measurement, shape, position and movement, information handling and problem solving. The children are given opportunities to develop their numeracy/maths skills through practical, hands-on activities and through real-life situations.

LANGUAGE/LITERACY

TALKING AND LISTENING

The children are encouraged to talk and listen to each other in groups, to the class, to the teacher and to the wider audience. This helps to develop their skills as both a listener and talker and develops a sense of audience awareness.

READING

We aim to have pupils reading fluently and accurately with understanding. Research and reference skills are developed as pupils make progress. We use a variety of resources in the infant department, Engage Literacy, PM Gems, Literacy Links and Lighthouse Schemes.

North Lanarkshire Council's Active Literacy Programme is used to introduce the children to phonics. The schemes used at the upper stages of the school are Literacy Links, Kingscourt

Chapter Books and a variety of novel studies. We also use a variety of non-fiction books. The children are encouraged to read for both enjoyment and information.



Younger pupils enjoy reading together

WRITING

We encourage children to develop their writing skills through a variety of genres: narrative, recount, instructional, information, explanation and persuasive texts.



Junior pupils work with the author
Stuart Reid on Creative Writing.
Reid on 'Creative Writing'

MODERN LANGUAGES

In Balmalloch Primary we teach French to all pupils P1 - P7. The emphasis at this early stage is on oral, fun activities to engage the children and promote the enjoyment of learning a new language. An additional language, Spanish, will be taught in P5-7.

EXPRESSIVE ARTS

Work in this area covers Art, Drama, Music and Dance. Work in these areas is tackled in two ways:

- Through lessons designed to introduce new techniques and develop specific skills.
- Through the incorporation of these areas into topics being studied.

ART

We aim for the pupils to develop the skills to be able to express their own ideas through painting, drawing, printing, collage work and modelling.



Displays of work are put up in classrooms and around the school which gives our pupils a sense of achievement and shows we value their efforts.

DRAMA

The children at all stages of the school are involved in role play situations, movement to music and writing and performing simple sketches. On many occasions, drama activities are linked to language work and environmental studies topics, RME and Citizenship activities.

MUSIC

The course work involves the teaching of songs, the use of percussion and building critical awareness of music by listening to a variety of types of music. Each year, pupils from a selected class receive singing instruction from a visiting Kodaly Instructor - Ms Haworth.



Balmalloch pupils learning 'Kodaly' from a specialist music instructor

There is also opportunity for some children, following audition, to have brass and string tuition. Contact the school for more information.





BPS Choir 2022 - 2023

HEALTH AND WELLBEING

MENTAL, EMOTIONAL, SOCIAL AND PHYSICAL WELLBEING

The mental, emotional, social and physical wellbeing of everyone within Balmalloch Primary School is developed by fostering a safe, caring, supportive, purposeful environment that enables the development of relationships based on mutual respect.

PLANNING FOR CHOICES AND CHANGES

Learners in Balmalloch Primary School experience opportunities which are designed not only to raise their awareness of future choices but also raise their expectations and aspirations. They develop the skills for personal planning and making decisions in the context of curriculum, learning and achievement which will prepare them for next stages in life. Pupils in Balmalloch Primary School experience activities which enable them to develop the skills and attributes they will need if they are to achieve and sustain positive destinations beyond school. Demands and employment patterns are changing, so it is particularly important for all young people to develop high levels of skill and also an understanding of the world of work, training and lifelong learning so that they can embrace opportunities.

PHYSICAL EDUCATION

In Balmalloch Primary School, pupils engage in Physical Education for two hours each week, as recommended by the Scottish Government. Physical Education provides learners with a platform from which they can build physical competences, improve aspects of fitness, and develop personal and interpersonal skills and attributes. It enables learners to develop the concepts and skills necessary for participation in a wide range of physical activity, sport, dance and outdoor learning, and enhances their physical wellbeing in preparation for leading a fulfilling, active and healthy lifestyle. They encounter a variety of practical learning experiences, including working on their own, with a partner and in small and large groups, and using small and large equipment and apparatus, both outdoors and indoors. Learning in, through and about physical education is enhanced by participating on a regular basis in a wide range of purposeful, challenging, progressive and enjoyable physical activities with choice built in for all learners.

At the start of each session, parents/carers are provided with a note of days each class is involved in Physical Education. It is essential pupils bring full PE kit to enable them to participate. Pupils should be prepared to participate in Physical Education both outdoors and indoors.

P.E. Uniform

Polo Shirt	Red or White
Shorts/Jogging Trousers	Black



Footwear

Trainers/Gym Shoes

Physical Education will take place both indoors and outdoors so suitable clothing **must be worn.**

No football colours are allowed.

For Health and Safety reasons the only jewellery allowed in school is a watch and small stud earrings, both of which must be removed for P.E.



BPS 'PE Uniform'

It would greatly assist the school if parents/carers could **NAME** their child's belongings, as all school uniform items look the same and children might also be wearing similar jackets/shoes etc.

PHYSICAL ACTIVITY AND SPORT

In Balmalloch Primary School, pupils also engage in physical activity and sport. This is enhanced through daily travel to school; walking and cycling in the outdoor environment and the community. Learning in, through and about physical activity and sport is developed by participating in a wide range of purposeful and enjoyable physical pursuits at break times, lunchtimes, within and beyond the school environment. Research has shown that a pattern of daily physical activity is most likely to lead to sustained physical activity in adult life.

AFTER SCHOOL CLUBS, EVENTS AND FESTIVALS

Balmalloch Primary School provides a range of After School Clubs for pupils; dance, netball, athletics and cross-country, gardening, STEM (Science, Technology, Engineering and Maths), fundamentals, choir, ICT, drama, football and touch typing. Pupils are also encouraged to participate in a range of events and festivals throughout the session; Sportshall Athletics, Cross-Country, Football, Netball and Dance Mania.

SUBSTANCE MISUSE

In Balmalloch Primary School, pupils develop their understanding of the use and misuse of a variety of substances including over the counter and prescribed medicines, alcohol, drugs,



tobacco and solvents. They explore and develop their understanding of the impact of risk-taking behaviour on their life choices. The experiences and outcomes enable learners to make informed personal choices with the aim of promoting healthy lifestyles.

RELATIONSHIPS, SEXUAL HEALTH AND PARENTHOOD

Pupils in Balmalloch Primary School are given opportunities to develop their knowledge and understanding of relationships, sexual health and parenthood. Learners develop an understanding of how to maintain positive relationships with a variety of people and are aware of how thoughts, feelings, attitudes, values and beliefs can influence decisions about relationships, and sexual health. They develop their understanding of the complex roles and responsibilities of being a parent or carer.

FOOD AND HEALTH

Pupils in Balmalloch Primary School develop their understanding of a healthy diet, which is one composed of a variety and balance of foods and drinks. They acquire knowledge and skills to make healthy food choices and help to establish lifelong healthy eating habits. They develop an appreciation that eating can be an enjoyable activity and understand the role of food within social and cultural contexts. They explore how the dietary needs of individuals and groups vary through life stages, for example during pregnancy and puberty, and the role of breastfeeding during infancy. Learners develop knowledge and understanding of safe and hygienic practices and their importance to health and wellbeing and apply these in practical activities and everyday routines, including good oral health. They develop awareness that food practices and choices depend on many factors including availability, sustainability, season, cost, religious beliefs, culture, peer pressure, advertising and the media.



Balmalloch pupils have fun learning about 'Healthy Eating'

SCIENCES, SOCIAL STUDIES AND TECHNOLOGIES

Throughout your child's primary education, they will be exposed to a variety of topics within these areas. There exists, at present, a planned framework of topics to ensure that there is a

balance and breadth in what your child is learning. The main emphasis is placed on the child acquiring key ideas and skills, which will help them to gain a better understanding of the world we live in. Where possible, we try to arrange visits related to the topics the children are working on, and these prove to be both informative and pleasurable for the pupils.



Senior pupils learning through Science and Investigation – STEM



Junior pupils go back in time learning about 'The Romans'

Information Technology permeates the whole curriculum. Each class has access to laptops and iPads. A class set of laptops and iPads and these are timetabled to ensure children have access to the Technologies Curriculum. Laptops are also timetabled to enable learners to engage with



support programmes to raise attainment and achievement. We have access to the internet which opens up a whole new learning experience for our pupils. Our school also has interactive smart boards in all classes. STEM and Digital Leaders Pupil Voice groups provide further opportunities for learners to positively contribute to school improvement, developing skills for life, learning and work.

RELIGIOUS AND MORAL EDUCATION

Our Religious Education programme encourages the pupils to learn about religious, spiritual and moral issues relating to their own and other world religions e.g. friendship and families, celebrations, loving and caring and key figures. Our pupils consider the essential elements of religion in a study of Christianity, Islam and Judaism from P1-7. Learning about Sikhism, Hinduism, Buddhism and cultures countries through National and World Study further enhance Religious and Moral Education provision and support the development of character.

ASSEMBLIES

We have weekly assemblies where we meet together as a school, giving us an opportunity to come together as a community. The Head Teacher, Depute Head Teacher and Principal Teacher lead these assemblies. We use these assemblies to award special certificates, including the P1-3 and P4-7 Head Teacher, Depute Head Teacher and Principal Teacher Award, Star Pupil, to celebrate wider achievements in and out of school and to share the work of Pupil Voice groups. Dates for pupils to share their wider achievements will be outlined in the 'Dates for your Diary', sent home termly. During assemblies, learners have the opportunity to engage in dialogues individually or in groups with their teacher to support progress. Pupils from P3 to P7 also have the opportunity to participate in a range of Pupil Voice groups at this time.

Each class is involved in leading an assembly at least once in the year and dates for your child's class assembly will be provided in the 'Dates for your Diary' information issued termly. These assemblies support Family Engagement and partnership working, encouraging children to share their achievements and celebrate success with their families.

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.

HOMEWORK

Children will be given homework to reinforce work in class and to develop study skills. Homework encourages children to become more independent learners and to take responsibility for their own learning. We have revised our homework policy to ensure it meets the needs of our changing times. It was recognised that more and more pupils were unable to complete given tasks due to other commitments. A new system was piloted in 2017-18 where the emphasis was placed on reading at all stages. Research shows that if you are unable to read well, this impacts on all other areas of the curriculum. We want all children to leave Balmalloch enthusiastic, lifelong readers.



Every child will be asked to do some reading every day Monday - Thursday. Spelling and practising phonemes and spelling/common words will provide further opportunities to develop knowledge, understanding and skills in literacy. We will provide each class with suggestions of other tasks that can be done and these will be distributed with the class newsletter. We will also provide information about useful websites to access other literacy and numeracy tasks. Homework is normally posted on TEAMS but paper copies can also be provided

At some points during the course of the year your child may get some research work to do, a talk to prepare, games to play, preparation for assembly, or additional worksheets that will reinforce classroom learning. Parents can help their child with homework by:

- taking an interest in the homework;
- offering praise and encouragement;
- not becoming agitated;
- Signing the completed task.

Parents should contact the school if a problem arises over homework.

ASSESSMENT AND REPORTING TO PARENTS

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, including learner dialogues 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.

How will my child's learning be assessed?

Assessment of pupil progress is conducted in a variety of ways, through everyday learning activities or specific assessment tasks or tests. Various methods are used; both informal and formal, using the approach best suited to the learning that has taken place:

- Formal and informal observations
- Discussion and questioning/Learner dialogues
- Evaluation of final products
- The evaluation of written tasks
- Presentations
- Class / group assessments

Continual assessment by class teachers allows teachers to quickly identify any difficulties being experienced by the children and therefore amend the teaching programme. Flexibility in our groupings allows for transfer from group to group if an individual child is making particular progress or experiencing difficulty.



In primary schools, pupils in P1, P4 and P7 will be formally assessed through the Scottish National Standardised Assessments at a time in the session when it is felt pupils are ready.

New qualifications have been developed for secondary schools as follows:

- National 4 and 5 qualifications were introduced in 2013/14
- Access, Highers and Advanced Highers to be updated to reflect Curriculum for Excellence.
- New Highers in most subjects were introduced in almost all North Lanarkshire schools in August 2014

In playrooms and 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. A Progress Report is issued every term in your child's Learning Log which also informs you on your child's progress towards targets/benchmarks, supported by evidence in your child's Snapshot Jotter. There is a termly section in the Snapshot Jotter for feedback from parents/carers.

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

Parents are encouraged to visit the school if they have concerns about any aspect of their child's education. Two parents' evenings are provided over the session to give families further opportunities to discuss their child's progress in more detail.

Information on the school's performance at Local and National level can be obtained from the Education Scotland website www.educationscotland.gov.uk



IMPROVEMENT REPORT AND PLANNING

In Balmalloch Primary School and Nursery Class we endeavour to ensure all pupils are meeting their potential. The school and nursery's main achievements are outlined annually in the Improvement Report which can be found on the school's website. Improvement Planning allows the school and nursery to identify priorities for development and plan realistically for the implementation of Curriculum for Excellence and other government initiatives.

Improvement Plan Summary 2022-23	
Cluster Priority:	To improve mental health and wellbeing of children and young people, including those affected by the poverty related attainment gap, ensuring earliest and effective intervention.
School Priority 1:	To improve the quality of learning provision for learners in the Four Contexts of learning through the development of effective planning, learning and teaching, assessment and moderation approaches.
School Priority 2:	To develop a consistent and shared understanding of the wellbeing indicators (SHANARRI) and nurture principles across all stakeholders, using data effectively from robust tracking and monitoring to improve outcomes for learners.
School Priority 3:	To further develop a 'digital school' ethos and improve outcomes for learners through the provision of high-quality learning STEM experiences supporting the development of skills, knowledge and understanding for life-long learning and work.
Nursery Class Priority 1:	To ensure all children are making progress across all aspects of their learning and development; reflecting on the balance of adult led and child led experiences to track children's progress and improvement, with a particular focus on early language skills, mathematical thinking and emotional and social wellbeing.
Nursery Class Priority 2:	To embed an ethos of mindfulness amongst children, families and staff; developing a "What Matters to Me" approach which focuses on children's mental, emotional, social and physical wellbeing.



We Plan and Improve Together - Infants and Seniors engage in Peer Learning



HOME AND SCHOOL LINKS, COMMUNICATION

We believe that parents have an important role to play in the life of the school and their child's education. The relationship between home and school should be seen as a co-operative partnership, which serves to ensure that each child feels secure in the school environment and is able to achieve their full potential.

Class Newsletters

A class newsletter is sent home on a termly basis, informing parents/carers of planned learning in each of the curricular areas:

Literacy & English/Modern Languages

Numeracy & Maths

Social Studies

Science and Investigation

Expressive Arts; Drama, Dance, Art & Design and Music

Health and Wellbeing - Health and Physical Education, Physical Activity and Sport

Religious and Moral Education

Technologies

Dates for your Diary

At the start of each term, a 'Dates for your Diary' information sheet will be issued to all parents/carers. The Head Teacher records important dates for families to be aware of which includes the event, times, who should attend and where it will take place. It is important to keep this to refer to over the term, as only new information that it has not been possible to include will be sent out when required.

We also communicate using Social Media:

Twitter - @balmalloch & @ Balmalloch NC

From August 2018 we have started sharing the learning experiences of our children on Twitter; photographs, videos and information from Nursery to Primary 7. We have two different Twitter pages-one for the nursery and one for the school.

Balmalloch School Website

About Us:

- * Vision and Values
- * School Handbook
- * School Improvement Plan and Report

Information

- * Contact Details
- * Staff
- * HMIE Report
- * School and Nursery Policies
- * Enrolment
- * Transition
- *Uniform



Learning and Teaching

- * Four Capacities
- * Assessment and Reporting
- * Homework
- * Curriculum for Excellence
- * Anti-bullying
- * Additional Support Needs

Pupil Area

- * Pupil Representatives
- * ECO
- * Fairtrade
- * Rights Respecting Schools
- * Pupil Council
- * Young STEM Leaders
- * Digital Leaders
- * Reading Schools
- * British Council Partnership School
- * Developing the Young Workforce
- * Sports Committee
- * Community Pupil Partnership
- * HWB & John Muir

Parent Area

- * Communication
 - * Parent Forum
- * Parent Council
- * PTA
- * Home/School Links
- * School Community Links

Remote & Digital Learning

- * Glow Accounts and TEAMS
- * NLC Virtual Classroom

We have now achieved our NINTH ECO flag during the session 22-23.

We achieved the first Scottish School of Character Quality Mark during the session 21-22.

We achieved Digital Schools status during the session 21-22.

We achieved Reading Schools status during the session 21-22.

We achieved STEM delivery centre status during the session 19-20.

We achieved Sports Scotland Gold award during the session 20-21.



Groupcall Messenger

As we are an ECO school and have achieved our 9th flag, we will try to limit the amount of information we send out on paper. It is essential, therefore, that we have an up to date email address from each of our families to allow us to communicate with you effectively.

We use Groupcall Messenger for Parents' Afternoon/Evening Appointments:

- Go to http://www.parents-booking.co.uk/balmalloch_primary
PLEASE NOTE: You need to type this address into your website browser's 'address bar'. Do not try to 'Google' this website address or use a search engine as that will not work. This is a common mistake on phones and tablets especially.
- Login to see which appointments are available and select one that is convenient for you.
- **You will need to enter:**
Your title (Mr/Mrs/Miss) and surname (*these must match those we have on record for you*), your child's first name, surname and date of birth
- Once you have logged in, we suggest you use the 'Automated Booking Wizard' to make your appointments. You will be shown your child/children and their teachers. Tick the teacher you wish to book and enter your availability. The wizard will use this information to calculate the best order for your appointments, allowing you to navigate the teachers in the quickest and most efficient manner.
- **Troubleshooting Tips - please read before booking!**
 - a) To login you need to enter the details we have on record for you and your child. If you have recently changed your title or surname, for example, and not informed us, we will be expecting you to login with the details we have on record.
 - b) The email address you enter is only used to receive a confirmation of your appointment. If the system gives you an error when you login, it will not be the email address that is the problem.
 - c) If you have several children to make bookings for, and decide not to use the Booking Wizard, but instead make appointments individually, use the 'Change Child' button on the blue bar (above the school's name) in the very top left corner of the Parents' Booking Page to swap between your children.



THE PARENT FORUM

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

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

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

BALMALLOCH PARENT COUNCIL

Chairperson: Mr Stewart Derrick

Secretary: Mrs Laura Young

Clerk: Carol-Ann McLuckie

Members: Diane Colgan, Rhona Brown, Alison Breigan.

Staff: Miss Ruth McCarthy (Head Teacher) and Mr John Paterson (Acting Principal Teacher)

The Head Teacher has a right and duty to attend all meetings of the Parent Council and acts as professional advisor to the Parent Council. Parent Council meetings are open to members of the public. Meetings are usually held on a Wednesday, one per term, from 6.00-7.00pm.

Parent Council members:

- The council will be made up of a minimum of 3 and a maximum of 10 current parents.
- Each parent will be selected for a period of 1 year, however they may put themselves forward for reselection if desired.
- Any parent of a child within the school can volunteer to be a member of the Parent Council.

For further information a Parent Council Constitution is available on request.

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;
- taking part in the selection of senior promoted staff;
- receiving reports from the Head Teacher and Education Authority and receiving an annual budget for administration, training and other expenses;
- improving home school partnership and facilitating parental involvement.



The Parent Council have set up an email address balmallochpc@hotmail.com for any parents who wish to contact them. 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.

BALMALLOCH PARENT TEACHER ASSOCIATION

Chairperson: Janice Campbell

Secretary: Cassie Hallahan

Treasurer: Lynn Carr

Staff: Mrs Erin Diamond - Depute Head Teacher and Mrs L Grant - Class Teacher

Membership of the PTA is open to all parents, carers and grandparents. Any new parents/carers wishing to join or help out at PTA events will be most warmly welcomed. Meetings are usually on a Wednesday each term from 6.00-7.00pm in the staffroom. These meetings are used to suggest and organise fundraising and social events for the school.

The PTA has raised substantial amounts of money each year which benefit all pupils in attendance at our school. Over the past few years the PTA has raised money for many events in the school:

- organise a Christmas Fayre;
- organise an Easter Coffee Morning;
- provide a St Valentine's disco and Halloween disco for the pupils (DJ and refreshments);
- hire theatre groups to perform to the pupils;
- support families in receipt of free school meals in paying for pupil outings, including transport;
- support with the cost of transport for children to attend festivals, events or competitions (e.g.) Netball, Football, Athletics and Dance Mania;
- provide a DJ and food/refreshments for the P7 Leavers' Beach Party.

The staff and pupils greatly appreciate the PTA's hard work and support and I would urge all parents to play an active role in the PTA as their efforts benefit ALL pupils in the school.

PUPIL VOICE GROUPS

Pupil Voice groups consist of children from P3 to P7. Pupils, supported by an adult, meet to discuss their Pupil Improvement Plan and progress towards achieving their priorities. Pupils in the year group with responsibility for that committee can apply at the beginning of the session, which will contribute to the development of leadership skills.

Pupil Representatives include the School Captain, Vice-Captain and Prefects. They have opportunities to support the work of the school and the Parent Council and PTA throughout the session. Remits for members of Pupil Forums, the School Captain, Vice-Captain and Prefects are located on the school's website. The Community Pupil Partnership Team also support the work of the school through the leadership they provide.

Eco committee



ECO Committee - P6 2022-23

John Muir Award Group



John Muir Award Group 2022-23

Pupil Council



Pupil Council - P5 2022-23

Reading schools



Reading Schools - P6 2022-23



Young STEM Leaders – 2022-23



Sports Committee – 2022-23



Rights Respecting Schools Committee –
2022-23



Digital Leaders – 2022-23

(Photographs by Digital Leaders - Grace Tallieu and Robyn Ballantyne)



SCHOOL AND COMMUNITY

We play a prominent role in developing children educationally, emotionally and socially in the hope that they will benefit greatly from the facilities available at the school and from the involvement of the school in community ventures. We work together to develop the children's awareness of themselves as part of our community. We have a Business Partnership with Heartstart, Strathcarron Hospice and BAM Nuttall. We work with local businesses and organisations including Kilsyth Rotary Club and Rennie's Bakery. We endeavour to maintain a high and positive profile in our community and invitations are given to our services and assemblies, sports day and Christmas concert/Nativity.

The expertise of members of our community is enlisted in many curricular areas. We welcome visitors into our school to share their knowledge and expertise and show that we appreciate and value their time and service. We have fostered strong links with the local senior citizens and we entertain them each Christmas and visit establishments to share the talents of our pupils.



Primary 7 Learn about WWII'
with Local Historian John
Gordon

CHARITIES

We raise money and give donations to many charities including Strathcarron Hospice, Save the Children Fund, Brain Tumour Research, Down Syndrome, Anti-Bullying Alliance, Kilsyth Food Bank, Water Aid and Children in Need.



Younger Pupils engage in an Enterprising Initiative - 'Christmas Jumper Day'



ADDITIONAL SUPPORT NEEDS

Balmalloch Primary School 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 in the school. The school has a Support for Learning Policy, available from the school on request, which is consistent with North Lanarkshire Council guidelines.

All pupils learn at a different rate and some pupils experience difficulty with a particular area of the curriculum, whilst others perform beyond the expected level for their stage. In all areas of the Curriculum, class teachers try to ensure that each child is working at their own level, with materials for their needs. Classes are therefore organised mainly in groups, with provision made for individuals when pupils require additional help or extension work.

Miss Ruth McCarthy (HT), Mrs Erin Diamond (DHT), Mr John Paterson (APT), Mrs Adele Parker and Ms Denise Kelso are responsible for the management of support for learning within our school and nursery and are the first point of contact for class teachers and Early Years' Practitioners if they are concerned about a child's learning. They offer support in many ways (e.g.) shared nursery planning and observations, co-operative teaching within the classroom, Getting It Right For Me plans for individual pupils, providing material and withdrawing pupils from the classroom to allow them more intensive one-to-one or group teaching.

Any pupil with severe learning or behavioural problems may be referred to Psychological Services, who provide more specialised help and decide what action is required to allow the child to gain maximum benefit. Parents/carers would always be consulted before any such referral took place. We have supported children with physical disability, sensory impairment, moderate learning difficulties and English as an additional language. 'Care Experienced' children (e.g.) 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.

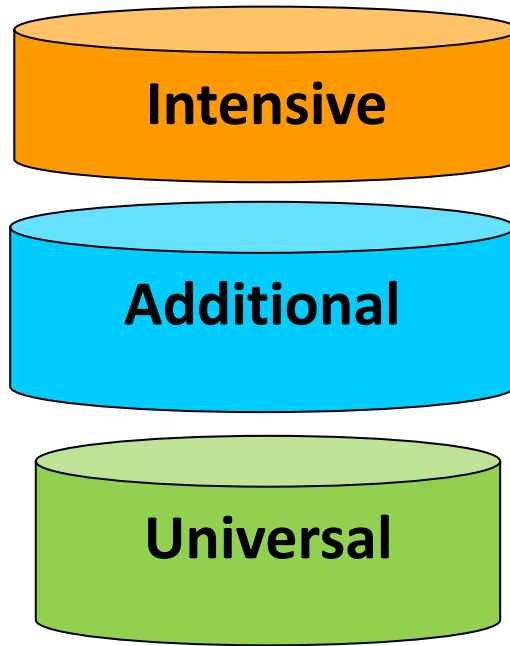
Through a process of staged intervention and, where appropriate in conjunction with other appropriate agencies the school will work to support pupils and their families with the framework of the Additional Support for Learning policies of the authority and the school.

Stages of Intervention

Level 1: Universal support within the universal service.

Level 2: Additional support within the universal service.

Level 3: Intensive support working with other agencies



Parents and young people can request an assessment to establish whether a child/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 process and your views will be actively sought.

GETTING IT RIGHT FOR ME PLANS

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

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

Parents/carers and young people can, if they wish, request that a CSP be considered and would be involved in the process. Parents/carers will receive letters from the Education Authority throughout the CSP process. Parents/carers and young people will be invited to take part in multiagency meetings and their views will be recorded in the plan.

Where more intensive support for a child or young person needs to be planned for, usually when a number of agencies are involved in supporting their wellbeing then a Child's Plan may be developed. The plan will tell you what actions need to be taken and who will help with each action. It will usually be someone called a 'Lead Professional' who will have the job of making sure that the actions outlined in the plan take place and things get better for the child or young person.

Dispute Resolution



North Lanarkshire Council is committed to resolving any differences of views through discussion, dialogue and building on common ground.

If the matter cannot be resolved with the Education Authority you have the right to request mediation. An independent mediation service is available to parents/carers and young people through Resolve (see contact details at the back of this handbook). Mediation is free through Resolve and independent of the Education Authority.

In the event that a disagreement cannot be resolved through mediation, then an application for Independent Adjudication (see contact details at the back of this handbook) can be made by parents/carers free of charge. The Independent Adjudicator will make recommendations to the Education Authority about how the dispute should be resolved.

The Additional Support Needs Tribunal has been set up to hear appeals made by parents/carers or young people on the decisions made by the Education Authority relating to Co-ordinated Support Plans, ASN placing requests and post school transition. If you disagree with any decision relating to your child's Co-ordinated Support Plan, either the creation of a CSP, or the content of it, you may be entitled to refer to the Tribunal.

Teachers are very effective at including children who require significant additional support in the class and ensuring they make appropriate progress.

MEDICAL AND HEALTH CARE

Should your child have any particular medical requirements, please inform the school. If your child requires to take medicine in school, (e.g.) inhalers, the parent must call at the office with the medication and complete the relevant form giving details of the condition, the medicine and the dosage required. Routine dental inspections and medical examinations are sometimes carried out in the school and tooth-brushing is a regular part of your child's educational experience. Children should be registered with a local dentist and attend regular check-ups at six-month intervals.

Should your child fall ill, or have an accident at school, we will do our utmost to contact you. When your child enters school, you will be asked to give two emergency contact numbers where we can reach either yourself or your representative during the school day. I would, therefore, like to stress the importance of the school having accurate records regarding parents and carers' home/work telephone numbers and those of your nominated emergency contacts. **Please keep the school office informed of any changes.**

In the event of the child being ill at school and requiring to go home, either the parent or representative will be contacted by the school and requested to call at the school to collect the child. Please try to avoid making dental or doctor's appointments during the school day, but if your child has to leave school to attend an appointment, the teacher must be informed by letter and your child must be collected from the school by the adult named in the letter.

If a child/young person is unable to attend a suitable educational establishment as a result of prolonged ill-health, North Lanarkshire Council must make special arrangements for the pupil to



receive education elsewhere, other than that at an educational establishment.

In North Lanarkshire children and young people are treated in the paediatric in-patient unit within Wishaw General Hospital. It is not common for children and young people to have extended stays in Wishaw General and therefore North Lanarkshire Council does not require a dedicated hospital education service. Children and young people resident in North Lanarkshire and in hospital in Glasgow, may access education through the Hospital Education Service (HES). The Service is provided by Glasgow City Education Department and Social Work Services. For further information please contact a school.

HEAD LICE

Please note that routine checks of children's heads are no longer carried out by the Health Board. Could I please ask you to check your child's hair on a regular basis for head lice using a fine-tooth detector comb after washing the hair and applying conditioner to wet hair. Treatments for Head Lice are available **free of charge** from your local pharmacy under the 'Minor Ailments Scheme'.

TRANSPORT

General:

The Council has a policy of providing free transport to primary pupils who live more than one mile from their catchment school by the shortest suitable walking route. This policy is more generous than the law requires. This provision may be reviewed at any time. **(Review 2023)**

Parents/carers who consider they are eligible should go online to NLC website then Schools & Learning and click on the heading 'School Transport' and complete the form, this should be done by end of February for those pupils beginning school in August to enable the appropriate arrangements to be made.

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

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

Pick-up points

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

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

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

Placing Requests



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

EQUAL OPPORTUNITIES AND SOCIAL INCLUSION

Balmalloch Primary is firmly committed to equal opportunities and social inclusion. Every member of the school community is valued as an individual who has a contribution to make to the life of the school. The school encourages all staff and pupils to work together to create an atmosphere of tolerance and respect for each other.

Equal opportunities are reinforced throughout the school curriculum and we ensure that no materials or books are used which reflect prejudice of any sort. We try to include materials and books which handle issues such as disability in a positive manner, in an attempt to allow each child to appreciate that every human being has similar needs and emotions. Through this approach we aim to help pupils develop an understanding of, and respect for, all fellow human beings.

A priority for our school is to develop positive links between home and school, and our school and other agencies. The Head Teacher, Depute Head Teacher and Principal Teacher will have responsibility of developing such links. Should any parents require further information please contact the school office and this information will be shared with the appropriate member of staff.

The school is committed to ensuring its policies and practices do not impact adversely on any particular group(s) of people and opportunities to promote equality are actively pursued. The Equality and Human Rights Commission's Technical Guidance for Schools in Scotland outlines the essential requirements of the Equality Act 2010 for schools, North Lanarkshire Council's Promoting Equality and Diversity Circular Gen 155-10 and the Council's Equality and Diversity Policy and Equality Strategy 2019 -2024.

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

DEALING WITH RACIAL HARASSMENT

The Race Relation Act of 1976 makes it unlawful to discriminate against someone because of their colour, race, nationality, ethnic or national background. The Act makes it the duty of North Lanarkshire Council to eliminate unlawful racial discrimination. In 1999 the guidelines, "Dealing with Racial Harassment", were issued to assist all teaching staff in dealing with such incidents. The adoption of an anti-racist approach should be seen as one part of the continuing attempt to improve the quality of education. North Lanarkshire Council recognises that support from the home is essential if these aims are to be achieved.



MULTI-CULTURAL EDUCATION

We endeavour to promote multi-cultural education across the curriculum through our programme of study and stage and whole school assemblies.

CHILD PROTECTION

Every adult in Scotland has a role in ensuring all our children and young people are safe and protected from harm at all times and in all situations. The Head Teacher is responsible for the schools' actions in response to Child Protection concerns. If there are any Child Protection concerns the Head Teacher or the Child Protection Co-ordinator will follow North Lanarkshire Child Protection Procedures and Guidelines.

Child Protection Co-ordinator: Miss Ruth McCarthy Telephone number: 01236 632058

ADULT PROTECTION

The council has responsibility under 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: Miss Ruth McCarthy Telephone number: 01236 632058

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, 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 office** 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 contact numbers provided for the child and may result in the school sending a text message. Parent/carer's are asked to inform the **school office** 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.



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.

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 the 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 circumstances:

- The period immediately after an accident or illness
- A period of serious or critical illness of a close relative



- A domestic crisis which causes serious disruption to the family home, causing temporary relocation.

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

Attendance in Balmalloch Primary School is recorded and monitored on the school database system on a monthly basis. You will be informed through a series of letters if your child's absence is considered to be giving us concern, dropping below 85%.

Late-coming:

Please try to ensure that your child arrives **PROMPTLY** at the start of the school day and after lunch break. If a pattern of late-coming and/or absence becomes noticeable, parents will be written to and asked to arrange a meeting with the school in the first instance. Continued patterns of late-coming will be referred to North Lanarkshire Council's Wellbeing Team.

We are keen to encourage the children to attend school, as regular attendance allows maximum benefit of education.

DATA PROTECTION

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

What is this statement?

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

Who are we?

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

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

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

Legal basis for using your information

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



Your personal information

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

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

We require this information to ensure children and young people are educated appropriately, supported, and that we take account of their health and wellbeing. During a child's journey through education a pupil's record is kept, this core record is mainly paper based and is stored securely in the child or young person's establishment. If the establishment has requested assistance from educational staff out-with the nursery or school, key staff from these services may also store information securely about your child or young person.

How will we use this information?

Your personal information will be used:

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

Who do we share information with?

To support your child or young person's access to appropriate education and meet our legal obligations, personal information may be shared internally between Services of the Council. From time to time, education staff may also need to share information about you, your child or young person with another person from another agency or service, (e.g.) Social Work, Health.



We also share information with Scottish Government and bodies such as Education Scotland, Scottish Qualifications Authority, Skills Development Scotland and other organisations that support children and young people's learning.

When a child or young person moves or transfers to another school the Council has an obligation to pass on information with regards to pupil records to the new school. Only identified staff and those who require to have the information to enable them to carry out their job, will have access to you, your child or young person's information. We care about the information we hold in respect to the education of children and young people. We will keep this information safe and secure.

How long do we keep your information for?

We only keep personal information for the minimum period of time necessary. Sometimes this is set out in law, but in most cases, it is based on what we need to fulfil our function. We maintain a 'records retention and disposal schedule' which sets out how long we hold different types of information for. You can view this on our website at - <http://www.northlanarkshire.gov.uk/index.aspx?articleid=15003>

Your rights under GDPR

You can:

- Request access to your information - you have the right to request a copy of the personal information that we hold about you, your child or young person. You can ask us to confirm what personal information is being used and with whom it has been shared with.
- Request a correction to your information - we want to make sure that all personal information is accurate, complete and up to date. Therefore, you may ask us to correct any personal information that you believe does not meet these standards.
- Request the restriction of processing - this enables you to ask us to suspend the processing of personal information about you, your child or young person, for example if you want us to establish its accuracy or clarify the reason for processing it.
- Request the transfer - you can request the transfer of your information to another party.
- Deletion of your information - you have the right to ask us to delete personal information about you, your child or young person where:
 - you think that we no longer need to hold the information for the purposes for which it was originally obtained
 - you have a genuine objection to our use of personal information
 - or, use of personal information is contrary to law or our legal obligations.

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



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

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

- b) **Transferring Educational Data about Pupils**
Education authorities and the Scottish Government
Education Portfolio (SGEP) exchange data about pupils either on paper or electronically through the ScotXed programme.

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

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

Why do we need your data?

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



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

Your GDPR rights

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

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

Further details are available on:

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

Any Concerns

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

***The ScotXed Support Office, SEGP, Area 1B, Victoria Quay, Leith, EH6 6QQ.
Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, braille and large print.***

Want more information?

Further details about ScotXed data exchanges are available on the ScotXed website, <http://www.scotxed.net>.

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FREEDOM OF INFORMATION

The Freedom of Information (Scotland) Act 2002 came into force in January 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 and Records Management Officer can be contacted by telephone on 01698 302484.



USEFUL ADDRESSES & PHONE NUMBERS

EDUCATION DEPARTMENT

Education and Families
Civic Centre, Windmillhill Street
Motherwell ML1 1AB

01698 403140

SENIOR EDUCATION AND FAMILIES MANAGER

Alan Henry

01236 812228

henryal@northlan.gov.uk

CLUSTER IMPROVEMENT AND INNOVATION LEAD

Carolann Burnet

07538300446/01236 794828

burnetc@northlan.gov.uk

LOCAL COUNCILLORS

H. Brannan-McVey (Labour)
D. Johnston (SNP)
J. Jones (Labour)

01698 302072

All of the above councillors can be contacted at the following address: -
C/O, Civic Centre, Motherwell, ML1 1AB

CHIEF EXECUTIVE AREA OFFICER

Floor 3, Fleming House,
Tryst Rd,
Cumbernauld

01236 616390

NORTH CLD LOCALITY OFFICE

Glenmanor Avenue
Moodiesburn
G69 0DL
Email- CLD-North@northlan.gov.uk

01236 638393

AFTER SCHOOL CARE

KCC Anne Gallagher

01236 822252

NHS LANARKSHIRE

School Nurse

01236 822151

SOCIAL WORK

Cumbernauld/Chryston, Bron Way
Town Centre, Cumbernauld, G67 1DZ

01236 638700

KILSYTH MEDICAL PARTNERSHIP

Kilsyth Health Centre

01236 801677



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

Kilsyth cluster-

Carolann Burnet

BurnetC@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 1232303

Enquire

Children in Scotland

Rosebery House

9 Haymarket Terrace

Edinburgh

EH12 5EZ

info@enquire.org.uk

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

www.enquireorg.uk for children and young people

**Children in Scotland - Resolve
Mediation**

0131 313 8844

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



GLOSSARY OF TERMS USED IN THE HANDBOOK

ASSESSMENT

The evaluation of pupil's progress.

CONTINUAL ASSESSMENT

Based on regular evaluation of pupil's work as opposed to a single test.

CO-OPERATIVE TEACHING

A situation where two or more teachers are working together with the same class.

CURRICULUM

The whole learning process offered by the school.

DATABASE

The store of information on a computer.

EXTRA CURRICULAR

Activities which take place outside normal class teaching.

LEARNING SUPPORT

Additional teaching support for children experiencing difficulties.

SOCIAL SUBJECTS (ENVIRONMENTAL STUDIES)

An overall curriculum heading for history, geography, science and technology.

SPREADSHEET

The organization of information in rows and columns on a computer to allow calculations.

SGEP

Scottish Executive Education Portfolio

Although this information is accurate 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 course of the school year in question,
- b) - in relation to subsequent school years

Education authorities by law are required to issue a copy of the school handbook to certain parents/carers in December each year. It details the current policies and practices of both the council and the school

THANK YOU FOR READING OUR HANDBOOK

R McCarthy - Head Teacher