



Berryhill Primary School Handbook 2022





Berryhill Primary School & Nursery Class Values, Beliefs & Aims

- Children are helped to make the right choices in all aspects of learning & behaviour to enable them to become skilled learners and caring future citizens.
- Children and staff enjoy an excellent rapport where there is a high level of mutual trust and respect between all.
- Parents, Carers and friends are always welcome and their concerns valued, we are a “family school”.
- Foundation skills of learning are assured and children are given opportunities to achieve success, challenge and enjoyment in the full range of learning areas so as to develop their talents and gifts.
- All learning is enhanced by establishing effective partnerships with the school's community.
- Children and staff are provided with a safe haven which nurtures, protects and promotes achievement.
- Children and staff are excited by learning and motivated to become lifelong learners, able to take full advantage of their next stage or pathway in their learning journey.
- Children are provided with rich and memorable learning experiences which will inspire them to learn, help them to uncover their talents and challenge them to strive for excellence.

At Berryhill we aim to develop our pupils intellectually, emotionally, morally, socially and physically to the best of their abilities in a happy and secure environment.

Carrie Nicol
Head Teacher

Covid-19 Pandemic

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

Berryhill Primary School & Nursery Class
Hillcrest Avenue
Wishaw
ML2 7RB

Tel: 01698 274969

enquiries-at-berryhill@northlan.org.uk

Present Roll of School: 203 in school & 32 in the Nursery
Planning Capacity: 292

Non-Denominational School / Co-Educational School

Number of P1 places available: 60

Number of Nursery places available: 32 (8.45am – 2.45pm)

Stages Covered: Nursery – Primary 7

Class structure: P1 P1 P2 P2/3 P3 P4 P5 P6 P6 P7

Parents/carers 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. Should a composite class need to be created, the following factors will be considered: children's progress, attainment and social dynamics.

Associated Secondary School:

Clyde Valley High School

Castlehill Road

Wishaw

ML2 0LS

Tel: 01698 274950

Teaching Staff

Head Teacher:	Mrs Carrie Nicol
Principal Teacher:	Mrs Grace Blyth
Principal Teacher:	Mrs Marina Mathieson
Acting Principal Teacher:	Mrs Susan Clelland
Acting Principal Teacher:	Mrs Karen Cronin
Acting Principal Teacher:	Mrs Lorna Geddes
Primary 7	Miss Corrinne Penrice
Primary 6	Miss Emma Hamilton
Primary 6	Miss Nikki Thomson
Primary 5	Miss Fiona Travers
Primary 4	Mr Cameron Blake
Primary 3	Miss Carly Willcocks
Primary 2/3	Mrs Cate Ralston
Primary 2	Miss Chloe Richardson (Probationer)
Primary 1	Mrs Danielle Murphy
Primary 1	Mrs Lesley McAllister
SFL	Miss Alice McCullough

Nursery

Mrs Caroline Murray	Lead Early Learning Practitioner
Miss Michelle Watson	Equity & Excellence Lead Teacher
Miss Heather Ramsay	Early Learning Practitioner
Mrs Maureen Murray	Early Learning Practitioner (Wed - Fri)
Mrs Kirsty Miller	Early Learning and Childcare Keyworker
Mrs Jade Cuthbertson	Early Learning and Childcare Keyworker
Miss Caitlyn McMorran	Support Worker (Mon-Wed)
Mrs Nabeela Hameed	Support Worker (Thurs-Fri)
Mrs Aisha Ali	Support Worker (Mon-Fri 11am – 1pm)

(Please see separate Nursery Class Handbook for more detailed information)

Support Staff

Clerical Staff	Mrs Kirsty McTavish Mrs Adele Miller
Learning Assistants	Mrs Christine Carr Mrs Marie-Therese Devlin Mrs Isabel Cunningham
Breakfast Club Supervisor	Mrs Isabel Cunningham
Janitor	Mr Paul McKenna

In order to improve the quality of teaching and learning in schools, more time is being given to teachers in all Scottish schools for important non-teaching tasks, planning, preparing materials, marking, assessing, report writing and developing teaching programmes etc. Your child will be taught not only by their own class teacher but also by other teachers for different subjects e.g P.E.

Supervision in Non-Class Times

An adult presence is provided in playgrounds at break times in terms of the schools (Safety and Supervision of pupils) (Scotland) Regulations 1990. All support staff and the Janitor are in the playground at interval and lunchtime.

Wet Intervals/Lunchtimes

During wet intervals/lunchtimes pupils are supervised by HT, PTs, Learning Assistants and Janitor.

School Hours:

Primary 1 – Primary 7	Monday – Friday	8.55am – 12.30pm 1.20pm - 3.00pm
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Interval: 10.30am – 10.45am or 10.45am – 11.00am

All P1 pupils will require to attend full-time from the first day of session.

Nursery Hours:

Monday – Friday	8.45am – 2.45pm
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**North Lanarkshire Council
School Holidays and Term Dates**

Proposed dates for Session 2022/2023

August 2022

Monday 15 August	Teachers return and In-service day
Tuesday 16 August	In-service day
Wednesday 17 August	Pupils return

September 2022

September weekend	Friday 23 September & Monday 26 September
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October 2022

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

Monday 14 November	In-service day (pupils do not attend)
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December 2022 - January 2023

Thursday 22 December 2022	School closes at 2.30pm
Christmas and New Year holidays	Friday 23 December 2022 - Friday 6 January 2023
	Schools return: Monday 9 January 2023

February 2023

Monday 13 February	Mid-term Break
Tuesday 14 February	Mid-term Break
Wednesday 15 February	In-service (pupils do not attend)

April 2023

Friday 31 March	School closes at 2.30pm
Spring Break	Monday 3 April to Friday 14 April (inclusive)
Friday 7 April	Good Friday
Monday 10 April	Easter Monday
Monday 17 April	School returns

May 2023

Monday 1 May	May holiday
Tuesday 2 May	In-service day (pupils do not attend)
May weekend	Friday 26 May to Monday 29 May (inclusive)

June 2023

Wednesday 28 June	School closes at 1pm
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Enrolment of Children in Primary 1

Dates for enrolling for Primary 1 are advertised in the local press. Parents/carers wishing to visit the school before enrolling their child should first telephone the Head Teacher who will be happy to make suitable arrangements.

Enrolment: Parents/carers wishing to enrol pupils for the 2022 – 2023 Session will be invited to do so during the month of January.

Information on the Nursery Admissions Policy is available from the council website.

In both cases, applications should be completed and returned electronically.

Fire Drill

This is announced by a fire siren. Staff and children in the Nursery and those in Rooms 10 should make their way via their outside doors to the playground and the front of the school. Those in the kitchen and Rooms 11-15 should assemble in the playground at the rear of the school. People in the Administration Area should leave the building by the Main Door and assemble in the Front Playground. Classes in the gym hall will leave by the Fire Exit and those in the Infant Activity Area either by their classrooms. Staff should ensure that all doors are closed and toilets checked to ensure that no child is left behind. Class registers should be carried out.

First Aid

First Aid is administered by Mrs McTavish and Mrs Miller who are the First Aiders. The Head Teacher and Mrs Blyth, PT are also available to deal with minor bumps and bruises if necessary. First Aid boxes are located in the School Office, Room 10, Room 15 and the Nursery. The medical suite is located next to the Head Teacher's Room.

Health and Safety

The Health and Safety File, C.O.S.H.E. File and Accident Book are kept in the Main Office. There is also a copy of the Health and Safety File in the staffroom. The Health and Safety Officer is Mrs Mathieson, PT.

Prize Giving/Graduation Ceremony

At the end of each session there is a Prize Giving Ceremony where all P1 children receive a book and 4 certificates, related to the CfE capacities, are awarded in each class. There is also a Graduation Ceremony for Primary 7 who receive the Dux Medal and various other trophies and prizes.

Equal Opportunities Provision:

Berryhill is committed to eliminating unlawful discrimination and promoting equality of opportunity for and between different groups of people in line with the Equality Act 2010, the Service's Promoting Equality and Diversity Circular Gen 155-10 and the Council's Equality and Diversity Policy and Equality Strategy 2019-2014. The school is committed to ensuring its policies and practices do not impact adversely on any particular group(s) of people and opportunities to promote equality are actively pursued. The Equality and Human Rights Commission's Technical Guidance for Schools in Scotland details the essential requirements of the Equality Act 2010 for schools. This can be accessed at:

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

What is Curriculum for Excellence?

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

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

- a successful learner,

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

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

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

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

Curriculum for Excellence is defined as:

The totality of all 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.

Assessment and Reporting

Assessment is an important part of the Curriculum for Excellence and, at all levels, pupils' progress is closely monitored by teachers and staff. In turn, teachers and staff work with pupils to reflect on their results, looking at their strengths and learning needs, agreeing next steps and action based on these. As they progress, pupils become more involved in this process, as they develop the skills to make effective judgments on their own learning, developing personal expertise that will be important to them throughout life. Assessment also helps teachers plan learning experiences which are motivating and challenging. Children who may have additional support needs will be assessed using methods best suited to their individual requirements.

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.

Assessments are continually made by the class teacher from daily observation of children's work, by diagnostic testing and by standardised tests ie. tests which show the stage a child has reached in a particular subject. Consultation among teachers takes place when assessing

social and emotional development of individual pupils. The records are passed on with the child through the school and on to Secondary school. In P1 - P7, children reflect on their learning and complete a Class Blog. A profile is also completed in P7, recognising best achievements, which is then passed on to high school.

An assessment summary is sent to parents/carers in October and March of each year and Parent's Evenings are arranged twice a year to enable discussions of children's work and progress with class teachers. Reports are accessed through the Parent Portal. However parents/carers should contact the school without delay if they are concerned about any aspect of their child's work.

Additional Support Needs

Berryhill Primary & Nursery complies with the Education (Additional Support for Learning) (Scotland) Act 2004 as amended by the Education (Additional Support for Learning) (Scotland) Act 2009 and the Additional Support for Learning: Statutory Guidance 2017. Through a process of Staged Intervention and, where appropriate, in conjunction with other appropriate agencies, the school will work to support these pupils and their families within the framework of the new legislation and in line with the Code of Practice. Throughout the school, group and individual teaching methods are used, so that children who have learning difficulties are taught in their own class by the class teacher. However, children with additional support needs form groups which may be withdrawn from their class at set periods for extra tuition in the required subject or taught within class. Learning support is also provided by team teaching and co-operative learning situations. Looked After Children ie. 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. Parents/carers and young people can request an assessment to establish whether a child or young person has additional needs or requires a Co-ordinated Support Plan.

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

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

Improvement Plan

Priorities in the school this year are:

- To establish a digital pedagogy across all stages of the curriculum, which engages learners and delivers a high quality learning experience for all children and young people.
- COVID – 19 Recovery Plan for Health and Wellbeing. Further improve and support the mental, social, emotional and physical health of all children, families and staff by embedding and extending the range of nurture based approaches across the school.
- To ensure continued equity of access and opportunity for maximising learning in the broad general education - All learners will be progressing appropriately in Numeracy & Maths and Literacy, receiving the appropriate support and challenge which will allow them to reach their potential as outlined in the Numeracy & Maths and Literacy Benchmarks for Early, First & Second.

Proposed Priorities for 2022 – 2023

To continue with priorities as above.

Our School Improvement Report and Improvement Plan can be found on the school website.

Spiritual, Social, Moral and Cultural Values

There is a copy of the RME programme of study and a list of resources in each classroom. The religions we teach are Christianity, Judaism and Islam. A termly religious assembly for the whole school is led by the pupils and involves the school chaplain. It is recognised that the Education Act allows parents/carers to withdraw their children from any instruction in religious subjects and from any religious observance. Any such pupil will not be placed at any disadvantage with respect to secular instruction. 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 on the register.

Extra Curricular Activities

We offer a wide range of After School activities which take place at set times in the school year from 3pm – 4pm or during lunchtime, for example;

- | | | |
|------------------|-----------------|-----------|
| ❖ Singing | ❖ Cross Country | ❖ STEM |
| ❖ Yoga | ❖ Handball | ❖ Dance |
| ❖ Arts & Crafts | ❖ Basket Ball | ❖ Netball |
| ❖ Allotment Club | ❖ Fun Fitness | ❖ Cooking |

It is North Lanarkshire's policy that school accommodation be made available as far as possible outwith school hours for use by the community. Such use by groups, clubs etc. will be in accordance with approved letting procedures and enquiries should be directed to the Community Learning & Development Area Officer. It should also be noted that the Parent Council, under the direction of the Education Authority, can assist in the letting of school premises.

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 Co-ordinator can be contacted by telephone on 01698 302484.

General Data Protection Regulations (GDPR) Statement for Education

What is this statement?

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

Who are we?

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

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

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

Legal basis for using your information.

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

Your personal information.

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

We may also ask you for information about medical conditions, additional support needs, religion and ethnicity. We may also record information you might wish to provide about your family circumstances. We require this information to ensure children and young people are educated appropriately, supported, and that we take account of their health and wellbeing.

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

How will we use this information?

Your personal information will be used:

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

Who do we share information with?

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

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

The Council's Data Protection Officer

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

Data Protection Officer (DPO)

Civic Centre,

Windmillhill Street,

Motherwell ML1 1AB

or by email to AITeam@northlan.gov.uk

The Information Commissioner

You also have the right to complain to the Information Commissioner about the way the Council has handled your rights, to enquire about any exercise of these rights or to complain about the way the Council has dealt with your rights (or any other aspect of data protection law).

Information Commissioner's Office,
45 Melville Street,
Edinburgh, EH3 7HL
or by e-mail to
casework@ico.org.uk

Transferring Educational Data about Pupils

Education Authorities and The Scottish Government Education Portfolio (SGEP) exchange data about pupils either on paper or electronically through the ScotXed programme. The data collected and transferred covers areas such as date of birth, postcode, registration for free school meals, whether a pupil is looked after by his/her local authority, additional support needs including disability, attendance, absence and exclusions from school. Pupil names and addresses are collected by the school and the council but they are not passed to SGEP. The postcode is the only part of the address that is transferred. Data is held securely and no information on individual pupils can be published by SGEP. Providing national identity and ethnic background data is entirely voluntary. You can choose the "not disclosed" option if you do not want to provide this data. However, we hope that the explanations contained in this message and on our website will help you understand the importance of providing the data.

Why do we need your data?

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

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

Your GDPR Rights

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

SGEP works with a range of partners including Education Scotland and the Scottish Qualifications Authority. On occasion, we will make individual data available to partners and also academic institutions to carry out research and statistical analysis. In addition, we will provide our partners with information they need in order to fulfil their official responsibilities. Any sharing of data will be done under the strict control and prior agreement of the Data Access Panel in SGEP, which will ensure that no subject specific data

will be made public as a result of the data sharing and that such data will not be used to take any actions in respect of an individual.

Further details are available on:

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

Any Concerns

If you have any concerns about the ScotXed data collections you can email

school.stats@scotland.gsi.gov.uk or write to:

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

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

Want more information?

Further details about ScotXed data exchanges are available on the ScotXed website,

<http://www.scotxed.net>

Child Protection:

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

Child Protection Co-ordinator is: Carrie Nicol HT

Telephone Number: 01698 274969

Adult Protection:

The Council has responsibility under the Adult Support and Protection (Scotland) Act 2007 for the protection and support of adults at risk of harm within North Lanarkshire. Its employees therefore have the responsibility to ensure the welfare of all adults at risk of harm with whom they come into contact, as well as providing the highest possible standard of care for some of the most vulnerable members of our society. If there are any Adult Protection concerns the Head Teacher or the Adult Protection Co-ordinator will follow North Lanarkshire Adult Protection Procedures and Guidelines.

The Adult Protection Co-ordinator is: Carrie Nicol HT

Telephone number: 01698 274969

Promoting Positive Behaviour

Within Berryhill Primary School & Nursery Class, we aim to support children in developing their self-esteem, awareness and self-confidence to play an active part in nursery and school life and be a valued and valuable member of their community.

We aim to help our children and young people to feel good about themselves, a feeling that their life is going well and to support and scaffold when required to get on with their daily lives when they come across barriers to their learning.

We also promote emotional health and wellbeing through our School Vision and Values which are embedded into all our learning: respect, responsibility, compassion, creativity, forgiveness, generosity, hope, humility, friendship, justice, courage, peace, trust, perseverance, truthfulness, wisdom and thankfulness.

Children are grouped in a variety of ways to promote positive behaviour and achievement of their best.

Anti-Bullying Policy

We are following North Lanarkshire Council's anti bullying policy which is called Respect Me. Children are encouraged to report bullying incidents to any member of staff. These reports are investigated promptly and thoroughly, and the Head Teacher is always notified. If bullying has occurred the Head Teacher will deal with the individuals involved in a restorative meeting/conference with everyone affected. An adult presence is provided in the playground at break times in terms of the Schools (Safety and Supervision of Pupils) (Scotland) Regulations 1990.

Bullying will not be tolerated and all attempts are made to encourage the children to treat others as they would like to be treated themselves

(Copies of the Respect Me Policy is available on request)

Community Links

Community Learning & Development

The aim of a Community Learning and Development Worker is to support parents/carers as the prime educators of their children and to develop positive links between home, school and community. At time of printing our CLAD Worker is Lesley McSherry.

A wide range of learning opportunities are provided for parents/carers and children. To use the school facilities out with school hours please contact North Lanarkshire Council for letting procedures.

Attendance at School

Section 30 of the 1980 Education Act lays a duty on every parent of a child of "school age" to ensure that their child attends school regularly. Attendance must be recorded twice a day, morning and afternoon. Regulation 7 of The Education (School and Placing Information) (Scotland) Amendment, Etc. regulations 1993 requires each child's absence from school to be recorded in the school register as authorised or unauthorised: as defined by the Scottish Government.

When a child is absent from school we ask that parents phone/message the school. A text will be sent if the school has not been notified. If there is still no contact a member of the SLT will make contact with the parent/carer. If there is no answer on 3 occasions, a text will be sent to inform of a home visit. If still no contact, a home visit will be made.

The school will fully investigate unexplained absences and the authority has the power to write to, interview or prosecute parents, or refer pupils to the Reporter of the Children's Panel, if necessary.

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. Such absence will be classed as authorised only in exceptional circumstances. Such circumstances may include:

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

A family holiday classified under the "authorised absence" category will NOT include such reasons as:

- The availability of cheap holidays
- The availability of desired accommodation
- Poor weather experience during school holidays

- Holidays which overlap the beginning 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 circumstance such as:

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

Exceptional domestic circumstances:

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

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

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

Clothing And Uniform

The uniform at Berryhill consists of black, navy or grey skirt or trousers; blue or white shirt and school tie; navy sweatshirt with school badge; blue or white polo shirt with school badge. All North Lanarkshire schools must have a dress code which encourages pupils to dress in a way which is appropriate to attendance at school. This dress code must not lead to direct or indirect discrimination on the grounds of race, religion, gender or disability. Prior to drawing up the dress code the parents/carers, pupils and staff were fully consulted. It is the expectation of the Education and Families Services that parents/carers will be keen to support the dress code and written agreement may be sought.

Clothing which is unacceptable in school under any circumstances includes items which:

- could potentially encourage factions (e.g. football colours)
- could cause offence (e.g. anti-religious symbolism or political slogans)
- could cause health and safety difficulties, such as loose fitting clothing, dangling earrings, and other potentially dangerous jewellery
- are of flammable materials which may be a danger in certain classes (e.g. shell suits)
- could cause damage to flooring
- carry advertising, in particular for alcohol or tobacco
- could be used to inflict damage on other pupils or to be used by others to do so.

Parents/carers of primary aged children 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 any school or First Stop Shops. Parents/carers are entitled to receive a clothing grant if they are in receipt of any of the following benefits: Income Support, Job Seeker's Allowance (income based), Employment and Support Allowance (income related), Universal Credit (with an income below £625 per month), Housing Benefit, 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 adhere 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 are not brought to school. Parents/carers should note that any claims submitted to cover the loss of such items are likely to be met only where the authority can be shown to have been negligent.

School Meals

The cost of a full school lunch is £3.10 and is ordered each day. A vegetarian meal option is offered on a daily basis.

All P1 – P4 pupils are entitled to a free school meal and free milk. From January 2022, P5 pupils will also qualify for a free school meal. Pupils in P6-P7 who qualify for a free school meal are entitled to free school milk. However, milk will be available for purchase in the school during the lunch period. All nursery pupils are entitled to free milk.

Children may also eat a packed lunch in the dinner hall with their class.

Children of parents/carers receiving Income Support, Job Seekers Allowance (income based), and Employment & Support Allowance (income related), Universal Credit (with an income below £625 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 and are available in first stop shops.

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 £625 per month), housing benefit and council tax rebate.

Information and application forms for clothing grants may be downloaded from the council website www.northlan.gov.uk and are available in first stop shops.

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

The Availability of Special Diets

Diets required as a result of a medical condition (a medically prescribed diet eg. 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 GP. Procedures and forms can be accessed online through North Lanarkshire Council's website, the child's school or dietician or from NLC catering service. 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. Forms that have not been signed by a medical professional will be rejected. The form will be returned to the parent along with a letter stating the reason for the refusal and they will be issued

Some children with additional support needs may require food to be adapted to an appropriate texture and consistency. In this instance the child's Registered Dietician or Speech and Language Therapist will liaise with the Head Teacher and school catering service 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 ethical, religious or cultural reasons should be requested in writing to the HT, who will liaise with Catering Services.

Breakfast Club

We also have a breakfast club which runs each morning from 8.00am – 8.45am which offers a healthy, well balanced start to the day for the children. The cost is £1.

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 into the associated secondary. Advice on this must be sought from the Primary School Head Teacher. Further information on placing requests and procedures is available from the school or the council's website. Parents/carers and young people have a right under the Additional Support for Learning Act 2009 as amended by the Education (Additional Support for Learning) (Scotland) Act 2009 to make a placing request for their child or young person to attend a nursery (including partnership nursery), special school, 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.

Transfer from Primary School to Secondary School

Pupils normally transfer between the ages of 11.5 and 12.5 years so that they will have the opportunity to complete at least 4 years of secondary education. Parents/carers will be informed of the arrangements no later than December of the year preceding the date of transfer at the start of the new session.

Pupils from this school transfer to:
Clyde Valley High School
Castlehill Road
Wishaw
ML2 OLS
Tel: 01698 375011

Transport

The council has a policy of providing free transport to all primary pupils who live more than one mile from their local school by the shortest, safe walking route. This policy is more generous than the law requires. This means that the provision of transport could be reviewed at any time. Parents/carers who consider they are eligible should obtain an application form from the school or Education and Families Services. These forms should be completed and returned before the end of February for those pupils beginning school in August to enable the appropriate arrangements to be made. Applications may be submitted at any time throughout the year but may be subject to delay whilst arrangements are made. There is discretion in certain circumstances to grant privilege transport for pupils to travel in transport provided by the authority, where spare places are available and no additional costs are incurred.

Pick-up Points

While free transport is provided, it may be necessary for pupils to walk a certain distance to the vehicle pick-up point. Walking distance in total, including the distance from home to the pick-up point and from the drop off point to the school in any one direction, will not exceed the authority's limits (see above paragraph). It is the parents/carer's responsibility to ensure that their child arrives at the pick-up point in time. It is also the parents/carer's 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 the child is offered a place in the catchment area school, transport will be provided in accordance with the council policy as stated above.

Medical and Health Care

The medical examination of children is undertaken during each child's school life, normally in the first year of primary schooling and then at ages 10/11 years and 13/14 years, by staff of Lanarkshire Health Board and parents/carers may refer their child at other times to the Clinical medical Officer for examination or advice. Dental inspections are also carried out on a routine basis in primary schools and parents/carers are offered any necessary treatment for their children although they may choose to go instead to the family dentist. Secondary school pupils receive examination and treatment at the local community dental clinic on request.

Parents/carers are notified by letter and given the opportunity to be present at their child's medical examination. Parents/carers of our nursery children are given the opportunity to

have their child examined by the school doctor. The school nurse visits the school periodically and parents/carers who are concerned about their child's health can consult her. Parents/carers wishing to do this should contact the Head Teacher who will make the necessary arrangements. We have a well-equipped medical suite in the school, so that a child who takes ill or has an accident is, in the first instance attended to here by the First Aider. The parent is then notified by telephone or contacted at home by a member of staff. In the event of the parent or emergency contact being unavailable the child is cared for in the school where necessary. Any child who has to be taken to hospital is always accompanied by the parent or a member of staff and if necessary by both. Parents/carers are asked to inform the school of any particular medical requirements and of any special arrangements to be made if their child is to be taken home.

Where medication needs to be administered in school, parents/carers are required to complete a form which will be signed by a member of staff each time medication is given. Children and young people resident in North Lanarkshire and in hospital in Glasgow, may access education through the Hospital Education Service (HES). The service is provided by Glasgow City Education Department and Social Work Services. For further information please contact the school.

Information In Emergencies

We make every effort to maintain a full educational service, but on some occasions circumstances arise which lead to disruption. For example, schools may be affected by severe weather, temporary interruption of transport, power failures or difficulties of fuel supply. In such cases we shall do all we can to let you know about the details of closure or re-opening. We shall keep you informed by using text messaging, letters, notices in local shops and community centres, announcements in local churches and announcements in the press, on local radio and North Lanarkshire Council's website and Twitter.

**It is ESSENTIAL that we are provided with current telephone numbers.
Please inform the school office immediately of any changes.**

Parent Forum

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

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

The Parent Council

Parent Councils came into force on 1st August 2007. The composition of the parent Council is defined in terms of the new legislation. The Head Teacher is the professional adviser to the Parent Council. 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, providers of nursery education and the wider community;
- Fundraising;
- Taking part in the selection of senior promoted staff;
- Receiving reports from the head teacher and education authority
- Receiving an annual budget for administration, training and other expenses
- Improving home school partnership and facilitating parental involvement

There is a fully established Parent Council in Berryhill Primary & Nursery School.

Office bearers are:

Chairperson – Vicki Penman

Treasurer – Elaine Taylor

Secretary – Debbie Bogle

The HT has a duty to attend all meeting and these meetings are open to members of the public.

Names and Addresses:

Education and Families

Civic Centre

Motherwell

Executive Director Education and Families

Derek Brown

Civic Centre

Motherwell

Education and Families Manager

Jacqueline Burton

Civic Centre

Motherwell

Local Councillors

Councillor Lunny/Harmon/McKay/Valentine

Civic Centre

Motherwell

Community Learning and Development Area Officer

Gordon Terris

Motherwell Area office

33 Brandon Street

Motherwell

Contacts in relation to Support for Learning - CIIL

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

Sheila Robertson

RobertsonSh@northlan.gov.uk

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

Tel: 0345 123 2303

Enquire

Children in Scotland

9 Haymarket Terrace

EDINBURGH

EH12 5EZ

info@enquire.org.uk

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

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

Children in Scotland – Resolve Mediation

Tel: 0131 313 8844

Email: resolve@childreninscotland.org.uk

Independent Adjudication

Scottish Government

Directorate for Learning

Support and Wellbeing Unit

Area 2C North

Victoria Quay

EDINBURGH

EH6 6QQ

Reference to Additional Support Needs Tribunal (Scotland)

ASNTS

Health & Education Chambers

First Tier Tribunal for Scotland

20 York Street

Glasgow

G2 8GT

Tel: 0141 302 5860

www.asntscotland.gov.uk

NHS Lanarkshire

Wishaw Health Centre

Wishaw

Tel: 01698 355511

Social Work

Wishaw/Shotts

Kings House

King Street

Wishaw

ML2 8BS Tel: 01698 348200

Wishaw/Shotts CLD Locality Office

Calderhead High School

Dyfrig Street

Shotts

ML7 4DH

Tel: 01698 274343

E: CLD-Wishaw@northlan.gov.uk

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

- before the commencement or during the course of the school year in question
- 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.