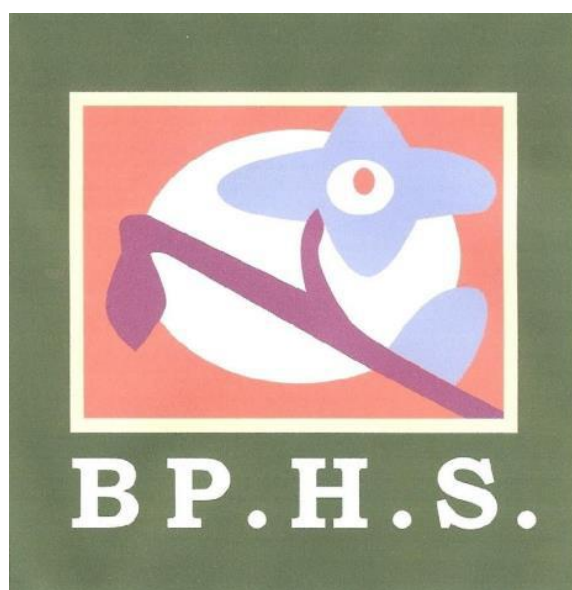


Bothwellpark High School



School Handbook 2022-23



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Head Teacher Introduction

It is an absolute privilege to work at Bothwellpark High School and since joining the team in August 2018, I have been proud to lead a dedicated team of staff who regularly go above and beyond to offer learning experiences tailored to the needs of our children. We recognise the importance of lifelong learning and work together, with families and partners in health, social work, and wider education services to reflect on and develop our knowledge and skills to support and challenge the ever changing needs of our school community.

We are a non-denominational secondary school providing a learning environment that meets the needs of children who have a range of complex additional support needs and mostly live in the south of North Lanarkshire Council. Our school has grown significantly in the past two years and there have been changes in the staff team. This has given us an opportunity to revisit some of the foundations of our school and from this we are developing a whole school approach to nurture.

The Nurture Principles of:

- Children's learning is understood developmentally
- The school and classroom offers a safe base
- Nurture is important for the development of wellbeing
- Language is understood as a vital means of communication
- Transitions are significant in the lives of children
- All behaviour is communication

are used to guide our practice and professional learning.

Our curriculum is focused on developing the skills, abilities and talents of children to enable them to progress in their learning to become confident individuals, successful learners, effective contributors and responsible citizens, the underpinning capacities we aim to develop in Scottish Education.

North Lanarkshire Council has moved to an 'Education and Families' service and this is particularly relevant in Bothwellpark High School. We aim to support both the child and their families the best we can as we appreciate the challenges that can arise during a child's secondary school experience. We can provide flexibility in our approaches so that children get the most out of their time with us.

At Bothwellpark High School we are ambitious for every member of the school community and value the contributions from children, staff, families and the wider team around the school to help us understand our strengths and develop plans to become even better. Please get in touch with any questions you may have. I hope you find the information in the coming pages useful. Information can also be found on our school website, details below.

COVID 19 Pandemic

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

Jane Minelly

School Information

Bothwellpark High School

Name	Bothwellpark High School	
Address	Annan Street, Motherwell, ML1 2DL	
Phone Number	01698 274939	
Email address	enquiries-at-bothwellpark@northlan.org.uk	
Website address	https://blogs.glowscotland.org.uk/nl/bothwellpark/	
Twitter	@BothwellparkHS	
Denominational Status	Non-denominational	
Capacity	51	
Stages covered	S1- 6	
Current role in each year group	S1 - 16 pupils	S4 - 10 pupils
	S2 - 7 pupils	S5 - 5 pupils
	S3 - 6 pupils	S6 - 4 pupils

Main features of the school

- Secure entry and play areas
- Base classes with small numbers of pupils and high staff ratio
- Individual work spaces
- Specialist support from health and social work
- Sensory areas, outdoor space
- Shared access to facilities in Our Lady's High School including PE halls, theatre and canteen.

Associated Primary Schools

Clydeview School, Motherwell
Firpark Primary School, Motherwell
Orchard Primary, Wishaw
Hilltop Primary, Airdrie

Pupils may come from other primary schools, dependent on need

Parent Council

The Parent Council is currently being revived and more details to follow.

Gaelic Provision

Not at this time

Staff Team

Head Teacher: Jane Minelly

Depute Head Teacher: Julie Connell-Beaton

Principal Teacher: John Bradshaw (acting DHT)

Senior Management Team Remits:

Across the management team, we have specific remits as follows:

Principal Teacher	Depute Head Teacher	Head Teacher
Aspects of School Self Evaluation Contributing to consulting, writing and implementing the School Improvement Plan Mentoring new staff BGE – Senior Phase Transition Senior Phase curriculum lead Wider Achievement Citizenship and Community Learning Pastoral Care S4-6 Pupil Council / Eco Council Lead	Aspects of School Self Evaluation Contributing to consulting, writing and implementing the School Improvement Plan Induction of new staff Professional development across the staff team including TCI/Moving and Handling Primary – Secondary Transition BGE curriculum lead ICT Lead SQA Co-ordinator for residential experiences Co-ordinator for students and volunteers Respectful Relationships / Behaviour support across the school School timetabling and cover Managing delegated budgets Pastoral Care S1-3 Communication Champion Line Management S1-3 staff	School Self Evaluation Improvement Planning Health and Safety Quality Assurance Moderation Curriculum Overview Line Management S4-6 staff Named Person Service Child Protection Co-ordinator Senior Phase transition to adult services TCI System Implementation Tracking and Monitoring Planning and Reporting Family Learning Parent Council Career Long Professional Learning School Budget System Level Planning in Local Authority

Teachers:

Iain Dow (1 FTE) Susan Miller (1 FTE) Laura Lynch (1 FTE) (acting PT) Martin Murphy (1 FTE) Rea Gourlay (0.4 FTE) Frank Livingstone (0.4 FTE)	Amanda McLeod (1 FTE) Denise Kirkham (1 FTE) Kay Haywood (1 FTE) Deborah Corrins (1FTE) Elaine Haldane (1.0 FTE) Janis Yule (0.4 FTE) Emma Dunbar (1 FTE)
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Additional Support Needs Assistants

Elaine Leghorn Donna Scott (3 days) Heather Jack (4 days) Margaret Crielly (3 days) Paula McEwan Ann Wilson Elaine Jamieson (4 days) James Nailen (4 days) Stephen Irvine Reece MacKay (Modern Apprentice) Margaret Gilmour Michelle Sloan Lyndsey Cook	Isabell Brown Karen Stewart (3 days) Shirley Meechan (3 days) Susan Mitchell Anne Kirk (3 days) Margaret Sommerville Louise Entrican Sam Arnott Helen Calder (3 days) Karen McLaughlin (2 days) Ann-Marie Owens Lisa Martin
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Clerical: Elaine Sheldon

Janitorial: John Cairns & Debbie Tomlinson

Nurses: Jean Millar & Lorraine Dick

Dental Nurse: Kay Reid

Speech and Language Therapy: Jenny Littler & Hazel Kelly

Occupational Therapy: Diane Sloan

Educational Psychology: Jackie Lyle

Physiotherapy: Lyndsey Wright

School Hours:

The school has the same hours from Monday to Friday

School Opens: 9.00am

Interval 10.30-10.45am

School Closes: 3.30pm

Lunch 12.00 to 12.50pm

School Holidays

August 2022 (proposed dates - session 2022/23)

Teachers return and in-service day: Monday 15 August 2022

In-service day: Tuesday 16 August 2022

Pupils return: Wednesday 17 August 2022

September 2022

September weekend: Friday 23 September to Monday 26 September 2022 (inclusive)

October 2022

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

November 2022

In-service day: Monday 14 November 2022

December 2022 - January 2023

Schools close: Thursday 22 December 2022 at 2.30pm

Christmas and New Year holidays: Friday 23 December 2022 to Friday 6 January 2023 (inclusive)

Schools return: Monday 9 January 2023

February 2023

Mid-term break: Monday 13 February 2023 and Tuesday 14 February 2023

In-service day: Wednesday 15 February 2023

April 2023

Schools close: Friday 31 March 2023 at 2.30pm

Spring holiday (Easter): Monday 3 April to Friday 14 April (inclusive)

Good Friday: 7 April 2023

Easter Monday: 10 April 2023

Schools return: Monday 17 April 2023

May 2023

May holiday: Monday 1 May 2023

In-service day: Tuesday 2 May 2023

May weekend: Friday 26 May 2023 to Monday 29 May 2023 (inclusive)

June 2023

Schools close: Wednesday 28 June 2023 at 1pm

Joining Bothwellpark High School – Transfer and Enrolment

Children transfer to Bothwellpark between the ages of 11 ½ and 12 ½ and this is arranged via North Lanarkshire Resource Allocation Panel. Parents/carers will be involved in the arrangements with the primary schools and final decisions will be shared as soon as possible in the year preceding the date of transfer at the start of the new session.

In times before COVID, there were opportunities to visit the school for social events and shared learning in the final year of primary. Depending on COVID precautions this year, these may continue to be virtual events. We will aim to have at least one tour of the school out with school hours for children and their family. Getting it Right for Me Plans, end of primary reports and other relevant information – eating and drinking plans for example, are given to Bothwellpark HS school staff from primary to ensure effective support and challenge to be continued.

Building relationships with families is very important to us and it is the remit of the acting Principal Teacher to support the transfer from Primary to Secondary. Parents wishing to contact the school can do so by telephone or email. Family visits to the school are arranged as part of the transitional planning process.

Children have 3 years of Broad General Education where they continue to develop skills in literacy, numeracy and health & wellbeing along with learning about the wider world through themes. Children can pursue individual interests through the JASS Award and at Friday clubs (pre-covid). At the end of the first three years, children enter Senior Phase for S4-6 where there is a focus on developing skills in particular areas at the level appropriate for each child. Young People tend to work towards National 1 and/or 2 qualifications. Learning activities linked to transition out of school begin and there are opportunities to work with a wider range of partners in education, carry out work experience or volunteering and over the course of S6 will gradually move over to their new life after school.

School leaving dates follow the guidance of North Lanarkshire Council. Pupils tend to stay on to the end of their sixth year and move on to college placements and / or supported social and vocational opportunities in the community. Families are supported through the transition process by their social worker, the transition social work team and any other agencies that support the child and their family. We begin discussing transition out of school from S4 at the annual education and wellbeing reviews. School hosts 3 transition meetings over the course of the child's final year to monitor the process.

The first port of call for any questions is your child's class teacher who can be contacted through the school. Through them you can access support from our partners in health and social work, or arrange to link with a member of management. We have 5 times in the year where we link with families; 2 parents' nights, 1 annual education and wellbeing review and 2 learning showcase events (pre-covid).

Equal Opportunities

Bothwellpark High School recognises that children and their families are unique and are respected as such.

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.

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 for Excellence – Senior Phase

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

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.

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- 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
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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 are continually reviewing what we offer in terms of the curriculum at Bothwellpark and are looking for support from families through the parent council / focus group meetings. If there is a sensitive aspect of the curriculum we are planning to teach, we will inform you by letter ahead of time.

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.

At Bothwellpark High School we report on children's wellbeing and progress through the following ways: emails and phone calls to routinely update families, at parents' nights, annual reviews and at learning showcase events. Teachers write a wellbeing report for the annual review and an end of year learning report for June.

We work closely with families to develop support plans and targets in learning. Where we are planning learning about sensitive topics, we will ensure that families have an opportunity to be informed of the plans and how the topics will be covered.

Skills Development Scotland – My World of Work

My World of Work is a web service for people to plan, build and direct their career throughout their lives.

Customers can see jobs in action; build their CVs; search for vacancies and explore training opportunities in a way that's personal to them. There are video clips of people explaining their job roles and a news magazine cover with some great up-to-the-minute tips on how to get a job or train for one.

Delivered by Skills Development Scotland, it provides information on the jobs market as well as offering help with things like tackling tough interview questions.

My World of Work complements SDS's current face to face and telephone services, as well as those provided to be partners, so customers have access to a range of channels depending on the level of support they need.

To explore My World of Work and the range of tools on offer, visit www.myworldofwork.co.uk

Additional Support Needs

Bothwellpark High 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.

1. All children at Bothwellpark High school are recognised to have additional support needs, some of these can be particularly complex. Children's strengths and needs are shared during the allocation process, and in more depth at school visits by the DHT/PT prior to children starting S1. The school works with families to share successes and take a solution oriented approach to challenges that may arise.

If children are struggling, the school can request assistance from health, social work or other areas of education – educational psychology or the English as an additional language service for example. Children who are really struggling may need more intense or co-ordinated support through a co-ordinated support plan, multiagency meetings or brought to a HART meeting. HART meetings are health professionals, social work and the school taking a solution oriented approach to improving outcomes for children who are not coping at school.

Pastoral care is firstly through the class teacher, then the member of senior management allocated (in remits above). In Bothwellpark High School, the named person service is through the Head Teacher who can be contacted through the school phone number or email address above.

2. The majority of children at Bothwellpark High School have a diagnosis of autism. Many also have significant delays in learning and communication. The children are supported within small class sizes, high adult: child ratio, and a base class model to minimise transitions. Communication supports in terms of a total communication approach are visible throughout the school including a symbolised environment, Makaton sign language, photos and objects to support understanding and making choices.

3. Children who have English as an additional language will be supported to strengthen their use of English through the total communication approach and additional support from the specialist team in the authority as required.

4. Care Experienced children i.e. children who are cared for directly or whose care is supervised by the local authority are deemed to have additional support needs unless assessment determines otherwise. The Head Teacher oversees supports for children who are looked after. A 'virtual school' has been developed in North Lanarkshire to further support children who are looked after. This is a small team of education and social work staff who can signpost schools to additional support, resources or facilities.

5. Parents/carers and young people can request an assessment at any time to establish whether a child or young person has additional needs and/or requires a Co-ordinated Support Plan.

6. Getting it Right for Me plans

Getting it Right for Me (GIRFMe) plans enable staff to plan effectively for children and young people when interventions are required to support their learning and improve

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

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

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

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

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

Where more intensive support for a child or young person needs to be planned for, usually when a number of agencies are involved in supporting their wellbeing then a Child's Plan may be developed. The plan will tell you what actions need to be taken and who will help with each action. It will usually be someone 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, placing requests and post school transition. If you disagree with any decision relating to your child's Co-ordinated Support Plan, either the creation of a CSP, or the content of it, you may be entitled to refer to the Tribunal.

School Improvement Plan

Bothwellpark High School is committed to improving and continuing to learn different ways to understand, support and teach children in ways that our children can demonstrate their learning and realise their potential.

Last year we developed our internal systems using Microsoft Teams to improve information / resource sharing and collaborative planning. As a staff team we continued our journey to becoming a nurturing school by learning about refreshed systems to support wellbeing, investing in equipment to support sensory breaks and beginning to use the Emotionworks Curriculum.

Improvement priorities for the coming year are:

- Increase awareness of the developmental stages of emotional regulation and social communication and appropriate supports.
- Consistently use B-Squared and Evisense to record and track children's learning
- Develop communication and children's wellbeing policies
- Begin our journey to becoming a Rights Respecting School
- Consistently use Emotionworks to help children learn about their emotions.

Homework

Homework is approached on an individual basis at Bothwellpark High school. For some children, the school day is enough and they will need their evenings and weekends to recharge. Others have a very clear distinction between home and school and may find it distressing to do 'school work' at home. Where possible we will encourage children to practise life skills and communication skills in a range of settings.

Where appropriate, children may be given more traditional work to do at home.

School Ethos

Bothwellpark High School aims to be a safe, nurturing environment where children are understood and supported to engage in purposeful learning. Children's time at Bothwellpark HS should develop their skills to actively participate in their community once they leave school.

Our school values are safety, honesty, learning, communication and community. We aim to live our values through our planned activities and daily practice.

We celebrate achievements through regular, specific praise in day to day teaching and learning, at assembly, through school events, on our school website or twitter feed.

Our children benefit from opportunities to transfer learning into different contexts so they regularly use the local shops, attend the local church café and leisure facilities. (pre-covid)

We have strong links with health and social work teams to ensure that children's needs are understood and supports are personalised.

Within the school we use 'Therapeutic Crisis Intervention' a programme developed by Cornell University to support staff to understand children's behaviour and put in place supports appropriate to the needs on the situation. We have opportunities throughout the school year to build friendships at social events.

Motivators tend to be small and interlaced with work during the school day to keep children on task and to get recognition for their work.

Spiritual, Social, Moral and Cultural Values

Bothwellpark aims to provide opportunities for children to learn about different cultures, religions and values through the theme based approach to learning that we are trialling. Children will have opportunities to attend celebrations and events that are relevant to their religious background as appropriate. School Assembly on a Friday is an opportunity to have fun together, learn signs and celebrate friendship, kindness and thoughtful acts of both children and adults in school. It is not a religious celebration however, at certain times of the year there may be songs linked to religious festivals. Parents/carers from ethnic minority religious communities may request that their children be permitted to be absent from school in order to celebrate recognised religious events. Only written requests will be considered. Appropriate requests will be granted on not more than three occasions in any one school session and the pupil noted as an authorised absentee in the register.

Extra-Curricular Activities:

At present extra-curricular activities are on hold due to covid restrictions. We have previously had lunch club running during the week. Friday clubs are held on a Friday afternoon and are an opportunity for children to choose a club and learn with peers across the school. There has been an S1-3 Trampoline club that ran on a Wednesday after school – attendance at this is reliant on children being collected by their parents. We are hopeful that clubs will be up and running again soon.

Freedom of Information

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

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 allow us to process Education Maintenance Allowance (EMA) applications
- 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 our website at <http://www.northlanarkshire.gov.uk/index.aspx?articleid=15003> or you can request a hardcopy of this from Education and Families, Civic Centre, Motherwell ML1 1AB.

Your rights under GDPR

You can:

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

for example if you want us to establish its accuracy or clarify the reason for processing it.

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

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

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

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

Transferring Educational Data about Pupils

Education authorities and the Scottish Government

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

The data collected and transferred covers areas such as date of birth, postcode, registration for free-school meals, whether a pupil is looked after by his/her local authority, additional support needs including disability, attendance, absence and exclusions from school. Pupil names and addresses are collected by the school and the council but they are not passed to SGEP. The postcode is the only part of the address that is transferred. 19

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>

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: Jane Minelly
Telephone number: 01698 274939

Adult Protection

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

Adult Protection Co-ordinator is: Jane Minelly
Telephone number: 01698 274939

School Discipline

Every effort is taken so that children are calm, engaged in learning and kind to others in school. However, due to the nature of some children's conditions, their developmental delay in key areas and other factors some children struggle to understand and control their emotions.

We aim to work with families and partners to ensure consistent approaches are used at home and school and work together to develop strategies that help the child feel safe and be safe.

Anti-bullying

Bullying is not acceptable in school. We use our knowledge of the children to make class groups wherever possible meet the needs of children in terms of friendships, role models and avoiding potential triggering situations. Classes are well staffed and children are supervised throughout the day so bullying in

Bothwellpark HS is unlikely. If a child is targeting another then we will work with the child and family to explore reasons for this and make changes to minimise risk. We will work with the child at a level that is appropriate to their developmental level of understanding.

Supervision in Non- Class Times

Children are supervised throughout the school day. At mealtimes, staffing ratios reflect the needs of children, particularly those with eating and drinking plans.

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

External Provider Staff

i School disciplinary policy & procedures should be invoked when there is an incident involving any member of external staff (not employed by NLC) within a NLC establishment.

ii External staff with allocated classes in schools should be met by a school senior manager before the first lesson to confirm the policy and procedures on how disruptive behaviour will be managed.

iii Any misconduct should be reported to a member of the school SMT before the close of the business day.

Home and School Links:

We recognise the importance of strong links between home and school, particularly because many of our children have delayed communication development or do not use speech to communicate. We have regular communication through email direct to a member of teaching staff or through the enquiries mailbox; enquiries-at-bothwellpark@northlan.org.uk, or phone calls to and from home.

We share plans for learning, successes and next steps at parents' nights, reviews and learning showcase events. Teachers will provide a written report for the annual review and verbal reports at parents' nights.

We hope to extend the information for families as we develop our curriculum to share more information about what our children are learning at different stages in the school.

Parents are welcome to contact the school for support, advice or to talk about a concern they may have. Depending on the reason, families can contact the class teacher, or relevant member of management through the school phone number.

We recognise our families are busy and have caring roles that take a lot of their time. We appreciate time that can be given to us through Parent Councils and consultative groups. Now that video conferencing is more routinely used, we can explore this to involve more of our families in decisions affecting the school.

Attendance at School

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

Attendance must be recorded twice a day, morning and afternoon

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

At the start of each school session, parents/carers will be asked to provide contact details including at least one emergency contact number. Parents/carers are required to inform the school if these contact details change during the course of the school year.

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

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

a) Family Holidays During Term Time

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

Absences will be classified as authorised only in exceptional circumstances. Such circumstances may include:

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

A family holiday classified under the 'authorised absence' category will not include such reasons as:

- The availability of cheap holidays
- The availability of desired accommodation
- Poor weather experience during school holidays
- Holidays which overlap the beginning or end of term
- Parental difficulty obtaining leave (except in cases where evidence is provided by the employer that it cannot accommodate leave during school holidays without serious consequences)

Family holidays with the above similar characteristics will be classified as unauthorised absence. Where the head teacher's prior agreement has not been sought the absence will automatically be classed as unauthorised.

b) 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

c) Exceptional Domestic Circumstances

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

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

Clothing and Uniform

All North Lanarkshire schools must have a dress code which encourages pupils to dress in a way which is appropriate to attendance at school. This dress code must not lead to direct or indirect discrimination on the grounds of race, religion, gender or disability. Prior to drawing up the dress code the parents/carers, pupils and staff were fully consulted. It is the expectation of Education and Families that parents/carers will be keen to support the dress code and written agreement may be sought. We understand that for sensory reasons, some children may not be able to wear the school uniform recommended on our website and we will work with families to find options that work for their child.

Clothing which is unacceptable in school under any circumstances. Includes items which:

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

Parents/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 (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 respond to a reasonable dress code may be deemed to be a serious challenge to the head teacher's authority and to be detrimental to the wellbeing of the whole school community. In such circumstances a head teacher may justify the use of the school discipline procedure.

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

Meals

(i) Children at Bothwellpark HS can access the canteen which is a shared space with Our Lady's High School.(pre-covid) Some children may struggle with the transition and find the loud busy area overwhelming and may have lunch brought down in to class. They will use photos or symbols to choose their lunch if this support is required. Bothwellpark HS lunches are served before Our Lady's so that there is space and time for our children to order, eat and clear away their dishes. Money should be added to children's electronic account to ensure they have enough money to buy food and a drink.

(ii) Special Diet Procedures

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

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

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

It is important that the Head Teacher is aware of any medically prescribed diets within the school and on occasion 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 also they will be issued with a new form.

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.

(iii) Other

Children of parents/carers receiving Income Support, Job Seekers Allowance (income based), and Employment & Support Allowance (income related), Universal Credit (with an income below £610 per month), are entitled to a meal without charge. Students aged between 16 and 18 and who are in receipt of any qualifying benefits can apply for free school meals in their own right.

Information and application forms for free school meals may be obtained from schools and first stop shops. The forms can be downloaded from 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 £610 per month), housing benefit, council tax rebate.

Free milk is not provided for secondary pupils. Milk may, however, be available for purchase in the school during the lunch period.

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.

Once a pupil has reached the school leaving age the pupil, not the pupil's parent/carer may choose which school to go to.

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.

Education Maintenance Allowance (EMA)

Students who have reached the statutory school leaving age of 16 may be eligible for an Education Maintenance Allowance (EMA) to allow them to remain at school. In session 2022-2023 students who are born before 1 March 2007 will be eligible to apply for an EMA.

The EMA guidelines explain the criteria which must be met in order to be eligible for an EMA and the rules which must be adhered to for the EMA to be paid throughout the year. The following notes will be helpful in giving information about the EMA Guidelines.

i) Eligibility

All applications are individually assessed. Students must attend a school within North Lanarkshire Council, regardless of where he or she is resident.

The income used as the basis of the assessment is the gross household income for the preceding financial year.

The income thresholds used in assessing applications in session 2021/2022 are as shown below. These levels may be subject to change in session 2022/2023.

For applicants in single student households - £30 per week is paid where the income is up to £24,421; where the income is above that level no award will be made.

For applicants in multiple student households - £30 per week is paid where the income is up to £26,884; where the income is above that level no award will be made.

ii) Attendance

Students in receipt of an EMA must attain 100% attendance in any week to receive payment for that week. Where the student is absent through illness a medical certificate must be submitted. In addition, self-certification forms are accepted for a maximum of 5 days sickness absence in the academic session. Any illness which would take the pupil over the 5 days self-certification would continue to require submission of a medical certificate.

iii) Application forms

A letter will be sent to the parent or carer of all students who are in the eligible age-band to apply for EMA in May each year, providing details of the main eligibility criteria.

Application forms and guidance documents are sent to all secondary schools and special schools in North Lanarkshire in June each year. The school is also given a number of posters publicising the scheme and advertising the availability of forms. Students who may be eligible should obtain an application form and guidance document from the school. Applications forms and guidance notes may be downloaded from the North Lanarkshire Council website www.northlan.gov.uk.

Students who are eligible for EMA for the full academic session should apply as early as possible. Students, who are eligible for EMA from January to June, should apply from November.

Any student who is unsure whether they meet the EMA criteria should contact the EMA Section for advice on ef.ema@northlan.gov.uk

Transport

i) General

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

Parents/carers who consider they are eligible should obtain an application form from the school or from Education and Families. These forms should be completed and returned before the end of February for those pupils beginning school in August to enable the appropriate arrangements to be made.

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

There is discretion in certain circumstances to grant privilege transport for pupils to travel in transport provided by the authority, where spare places are available and no additional costs are incurred. Applications should be sent to ef.transport@northlan.gov.uk .

ii) Pick-up points

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

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

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

iii) Placing Requests

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

Most children at Bothwellpark HS are provided with the option of coming to school on council buses or individual taxis depending on their needs. Families are welcome to bring their children to school and claim expenses if they would prefer to do this.

Medical and Health Care

Children who attend Bothwellpark High School have an annual wellbeing update which is a process families complete with the school nurse. The dental hygienist visits the school regularly for checks and to supply the school with resources. They can link in to additional services if children are needing additional health supports.

If a child takes ill at school, the family will be contacted either for advice or to request that the child be collected. It is essential that we take measures to minimise the spread of infectious conditions and we ask that guidelines are followed in respect of this.

It is essential for parents/carers to inform the school of any particular medical requirements. Forms are sent out each school year for an update, administration of medication forms must be completed with the medication in original packet and a pharmacy dispensing label attached. If health needs change during the school year it is essential that the school is informed as soon as possible and any changes to care clearly shared.

If a young person is unable to attend a suitable educational establishment as a result of prolonged ill-health, North Lanarkshire Council must make special arrangements for the pupil to receive education elsewhere, other than 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. 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 messages through the Council's communication system, Groupcall, letters, notices in local shops and community centres, announcements in local churches and announcements in the press on local radio, on the NLC website and twitter.

The Parent Forum

As a parent/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

The Parent Council has recently been formed and roles within the council are to be decided. Matters for Parent Council to be discussed can be sent to enquiries-at-bothwellpark@northlan.org.uk

The Parent Council's rights and duties include:

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

2. Parent Council meetings are scheduled on the first Monday of the month and held virtually. The meetings are open to members of the public. Attendance at Parent Council meetings by family members is dependent of needs of families, access to transport, video conferencing etc.

3. Electing parent/carer representatives to the Parent Council is a process by which parents will put themselves forward and if there are multiple nominations a vote will take place. The head teacher has a right and duty to attend all meetings of the Parent Council.

4. There is the opportunity for pupil representation and involvement in the Council or any similar body.

Attainment and National Results

Examination Results

All children achieved the National 1 qualifications they were presented for in June.

Public Examinations

Policy with regard to entering pupils for public examinations: Children at Bothwellpark High School tend to work towards National 1 or 2 qualifications set by the SQA. If children show particular skill in an aspect of the curriculum, links with Our Lady's High School are such that children can be presented for qualifications through our partner mainstream school. From August 2020, we have been linking with wider education

partners and young people are being presented for awards and qualifications as a result. We continue to expand our wider achievement awards. This year young people are working towards John Muir, Saltire and JASS Awards.

Presentation for examinations

At Bothwellpark we recognise the varied progression pathways our children take. Some children will work on a lateral progression pathway, where skills will be recognised with increased breadth of learning, some will have vertical progression, where the level of difficulty of qualification increases each year and some young people will have a combination of both.

Names and Addresses

- Education and Families – based at Civic Centre Motherwell

Executive Director of Children and Families – Derek Brown
Head of Education, Additional Support Needs – Gerard McLaughlin
Senior Education Officer, Additional Support Needs – Alan Henry
Education and Families Manager, OLHS Cluster – Bee Hunter
Continuous Improvement Officer – Alan Shields
Continuous Improvement and Integration Lead – Gillian Platt

Councillors whose ward covers part of the Catchment Area for Bothwellpark High:
Motherwell West: Councillor Paul Kelly – Depute Leader of the Council
Councillor Megan Gallacher
Councillor Annette Valentine

Motherwell North: Councillor Shahid Farooq
Councillor Olivia Carson
Councillor Ann Weir
Councillor Pat O'Rourke

Motherwell South East and Ravenscraig: Councillor Kenneth Duffy
Councillor Agnes Magowan
Councillor Nathan Wilson
Councillor Alan Valentine

All of the above can be contacted at the Civic Centre, Windmillhill Street,
MOTHERWELL, ML1 1AB
Chief Executive area office – Civic Centre, Motherwell
Chief Executive – Des Murray

Specialist Terms

ASN – Additional Support Need
BGE – Broad General Education – the learning that takes place in S1 to S3
EMA – Educational Maintenance Allowance

OLHS – Our Lady’s High School
Senior Phase – the learning that takes place in S4 to S6
SQA – Scottish Qualifications Authority

Qualifying Statements

Although this information is accurate at time of printing, there could be changes affecting any of the matters dealt within the document

- a) before the commencement or during the course of the school year in question.
- b) in relation to subsequent school years. 31

Contacts in relation to Support for Learning

Help and advice on any matters relating to Support for Learning can be obtained from Gillian Platt: PlattG@northlan.gov.uk

You can also get more help and advice from:

Enquire

The Scottish advice service for additional support for learning. Operated by Children in Scotland, Enquire offers independent confidential advice and information on additional support for learning. Enquire also provide a range of factsheets, 0345 123 2303

info@enquire.org.uk

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

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

Children in Scotland - Resolve Mediation

0131 313 8844

resolve@childreninscotland.org.uk

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

Reference to Additional Support Needs Tribunal (Scotland)

ASNTS

Health and Educational Chambers

First Tier Tribunal for Scotland

Glasgow Tribunals Centre

20 York Street

Glasgow

G2 8GT

0141 302 5860

www.asntscotland.gov.uk

NHS Lanarkshire

Airdrie Health Centre

01236 772200

Bellshill Health Centre

01698 575700

Coatbridge Health Centre

01236 432200

Motherwell Health Centre

01698 242610

Wishaw Health Centre

01698 355511

Social Work

Airdrie

01236 757000

Bellshill

01698 346666

Coatbridge

01236 622100

Motherwell

01698 332100

Wishaw/Shotts

01698 348200

Motherwell Community Learning and Development Office

Our Lady's High School

Dalziel Drive

Motherwell

ML1 2DG

01698 403830

CLD-Motherwell@northlan.gov.uk