

Calderbridge Primary School And Nursery Class Handbook



Dear Parents/Carers,

A warm welcome to the Calderbridge Primary School Handbook. This handbook is for all of our children's parents/carers, who attend our school, and for our future families, who will be joining us in the new session.

This handbook has a wealth of information you will find useful in supporting your child, throughout their learning journey at Calderbridge Primary School. It begins with school information, explains our curriculum, describes how we assess pupils' progress and gives an insight into how we support the needs of all of our children to reach their full potential and more.

The staff and I are committed to working in partnership with you and your child, as together we will achieve more! After all,

'Anything can happen if you let it!'

If you have any queries, feel free to contact our school on 01698 274918.

Yours Sincerely,

Mrs Diana Osborne
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 information is available directly from the school or from North Lanarkshire Council's website www.northlan.gov.uk



Calderbridge Primary School

Vision and Values

OUR ASPIRATION...

is for **Calderbridge PS & NC** to
be a school of **HAPPINESS!**



Our **FUTURE BEGINS** at...



Our **Vision** at **Calderbridge Primary School**
and **Nursery Class** is for our children to:

1. Have a positive mind-set.

“Believe in Themselves”



2. Value the benefits of working and learning from others.



“Believe in Each Other”

3. Know anything is possible, when you dream big!

“Believe in their Future”



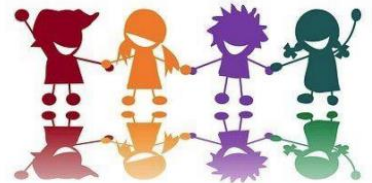
Ready

Our children have a right to feel ready to learn. We are committed to ensuring we are able to provide a high quality service to ensure our children reach their full potential!



Respectful

Our children have a right to feel respected and to respect others. Their voices are heard and opinions valued to make Calderbridge Primary the best place to learn, grow and thrive!



Safe

Our children have a right to feel safe in their classroom, the playground and the school. Our children's wellbeing is at the heart of our work. Only when children feel safe, can they learn.

Calderbridge Primary School And Nursery Class Information

Address: Coltness Road
Wishaw
ML2 7EY

Tel: 01698 274130

Email: enquiries-at-calderbridge@northlan.org.uk

Twitter: @CalderbridgePS

Website: <https://blogs.glowscotland.org.uk/nl/calderbridgeps/>



Associated Secondary School

Name: Coltness High School
Address: Mossland Drive
Wishaw
ML2 8LY

Tel: 01698 274920

Email: enquiries-at-coltnesshigh@northlan.org.uk

Head Teacher: Mr John McGilp

Twitter: @ColtnessHS

Website: <https://blogs.glowscotland.org.uk/nl/CHSFP/>



Calderbridge Primary School Profile

Calderbridge Primary School is a non-denominational, co-educational Primary School, which serves the community of Coltness near Wishaw.

Capacity of the School

The planning capacity of the school is 346.

Our school has the ability to house 15 class bases.

We also have a Nursery Class area.

Present Roll

Nursery: 40 full time places

Primary: 294 pupils

Stages Covered

Calderbridge Primary School and Nursery Class caters for pupils from Nursery to Primary 7. Our Nursery Class caters for 3 and 4 year old children.

Our school building currently houses:

Top Floor:

- 7 Classrooms (Kelpies and Ghillie Duh wing)
- Leadership Base
- Medical Room
- Nurture Classroom
- Staff Room

Ground Floor:

- Nursery Class
- Clerical Office
- Janitor's Office
- HT office
- DHT office
- Gym Hall
- Resource Room
- 4 Classrooms (Nessie Wing)
- Medical Room
- Open classroom
- Dining Area
- Visiting Services Room
- Library

Community Links, Facilities and Wider Achievements

Coltness Community Centre is attached to our school building and provides links with the wider community. Cost of Hire information, Conditions of Let and Booking forms are all available to download from: <https://culturenl.co.uk/venue-hire/wishaw-and-district-area/coltness-community-centre/>. Outside we have an all-weather football pitch as well as playground areas with a Trim Trail and picnic benches.



In Calderbridge Primary School, we strive to deliver a broad and balanced curriculum and pay particular attention to raising achievement as well as attainment. Pupils regularly participate in local and authority wide competitions, special and sporting events. We like to maintain a positive profile in our community and celebrate our achievements through twitter, our website and the local press.



The school provides a bright, happy, purposeful and caring environment in which our pupils are encouraged to be their very best. Throughout the year specialists, staff and parents provide our children with opportunities to learn from each other through afterschool clubs. This year football, gymnastics, badminton and performing arts are some of the extra-curricular clubs on offer.



The Calderbridge Parent Council and PTA work very hard to support the work of the school. A number of fun events after school raise funds for our school. Funds raised are used to pay for improvements to the school playground and school events such as the pantomime. Twitter @ColtnessA

Regular newsletters are sent to parents to keep them informed of developments and activities within the school. We benefit greatly from the interest, support and cooperation of our parent body, working in partnership with each other to foster in our pupils appropriate attitudes to work and to others. The strength of this partnership is greatly appreciated.

Each session, the parents of our new Primary 1 pupils are invited to visit the school with their children before the summer holidays to allow opportunities to ask questions about this new event in their child's life. Opportunities are also organised for our newest pupils to meet their class teacher and their classmates.

Further information about Calderbridge Primary School and Nursery Class can be obtained by contacting the Head Teacher, at the address shown above.

School Staff



Head Teacher	Mrs Diana Osborne	
Depute Head Teacher	Mrs Jill Dowson	
Principal Teachers	Mrs Pamela Cairney Mrs Laura Livingstone (acting)	
Class Teachers	Miss L McFarlane Mrs G Roddick Miss L Beck Mrs G Allan Miss S Thomson Miss L McPherson Miss Leiper/Mrs Wilson Miss S Ireland Miss R Brady Mrs R Smith Miss K Marshall Miss K Rangeley Mr G Callaghan Mrs W Todd	Primary 1, Nessie Wing Primary 2/1, Nessie Wing Primary 2, Nessie Wing Primary 3, Kelpies Wing Primary 4/3, Kelpies Wing Primary 4, Ghillie Dhu Wing Primary 5/4, Ghillie Dhu Wing Primary 5, Ghillie Dhu Wing Primary 6, Kelpies Wing Primary 7/6, Kelpies Wing Primary 7, Ghillie Dhu Wing N.C.C.T N.C.C.T Nurture Teacher
Nursery Staff	Mrs V Sword Mrs C Brown Mrs L McPhail Mrs W Aitken Mrs L Fishwick Mrs C Giblin Mrs M Glenn	Lead Early Learning Practitioner Early Learning Practitioner Early Learning Practitioner Early Learning Practitioner Early Learning Practitioner Early Years Support Worker Early Years Support Worker
Classroom Assistant	Mrs J Birrell	(Rainbow Reading Intervention)
A.S.N. Assistants	Mrs F McDevitt Mrs C McGrath Mrs N Shaw Mrs R Gullistan	
Clerical Staff	Mrs A Hamilton Mrs L Goodbrand	Senior Clerical Assistant Clerical Assistant
Janitor	Mr M McKenna	
Catering Supervisor	Mrs M Bryson	
Cleaning Supervisor	Mrs M Kelly	

School Hours

8.15 am	Breakfast Club *
9.00 am	Start of the school day
10.30 - 10.45 am	1 st break **
10.45 - 11.00 am	2 nd break**
12.15 - 1.00 pm	Lunch
3.00 pm	End of school day***

*Free to all P1-P3 pupils, and pupils who are entitled to free meals)

**There are two separate breaks to ensure all children have lots of space to play freely within their allocated playground.

***currently due to Covid-19 end times are staggered.

Primary 1 children attend full time education from the first day of the session.

Nursery Class Hours

9.05am – 3.05pm



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. In Calderbridge Primary School, throughout the school day, children are supervised during non-class times.



August 2022

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 closes: Wednesday 28 June 2023 at 1pm

Transfer/Enrolment

Parents whose children will be five years of age between 1 March 2022 and 28 February 2023 should enrol their children in January 2023. Times and dates are displayed in the main foyer, nursery and on the school website. When enrolling for school, parents should bring their child's birth certificate and current council tax notice.



Enrolment at other times of the year to any stage in the school can take place by contacting the school, who will provide the necessary information and arrange a visit to the school. Dates are also announced in November for Nursery enrolment and parents should submit their applications for children who qualify for a free nursery place.

Nursery to Primary

Throughout the school year parents are invited to become involved in the transition from Nursery to Primary 1 and Primary 7 to High School. We have very good transition programmes in place and we actively encourage parents to take part in these. The children moving on to Primary 1 have the opportunity to familiarise themselves with the school environment and get to know the staff and other pupils in a friendly and informal atmosphere. The Leadership Team spend time talking to parents about the school curriculum and all aspects of Calderbridge Primary School. It is hoped that the partnership between parents, children and the school that is formed in our Nursery Class will grow and develop over the years based on mutual trust and respect.

Primary School to Secondary School

Pupils normally transfer from Calderbridge Primary School to Coltness High School. We have a very good relationship with Coltness High School, who provide many opportunities for our Primary 7 pupils to visit and learn about their new school. Parents are invited to attend Information Meetings and all pupils are given the opportunity to participate in the annual Summer School programme before beginning their secondary school education.

Pupils normally transfer between the ages of 11½ and 12½ so that they will have the opportunity to complete at least 4 years of secondary education. Parents 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.

Placing Requests

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

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

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

Placing requests to Primary School does not necessarily ensure that your child will have a direct entry to the associated secondary. Advice on this must be sought from the Primary School Head Teacher.

Further information on placing requests and procedures is available from the school or the council's website.

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

Equal Opportunities

In this school equal opportunities mean that all pupils irrespective of belief, race, culture, class, gender and ability are provided with an education which allows them to develop their full potential. All pupils are equally valued. The school is committed to ensuring its policies and practices do not impact adversely on any particular group(s) of people and opportunities to promote equality are actively pursued.



Implementation of the Education and Families Equality Policy including The Equality and Human Rights Commission's Technical Guidance for Schools in Scotland is the essential guide for the school community to promote equality. This information can be accessed at: <http://www.equalityhumanrights.com/en/publication-download/technical-guidance-schools-scotland>

We endorse North Lanarkshire Council's Equality Policy.

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.

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.

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.

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.

There are Progress Meetings twice a year, currently held virtually due to Covid-19, when parents are given the opportunity to discuss their children's progress with the class teacher and their child. Parents also receive a written report about their children's progress and achievements in June.

Curriculum for Excellence in Calderbridge Primary

Calderbridge Primary is on a journey to excellence and has taken on board the values, purposes and principles of Curriculum for Excellence. We work hand in hand with North Lanarkshire Council to provide all pupils with opportunities to develop skills for learning life and work.



As a staff, we are developing and improving our planning in line with Curriculum for Excellence experiences and outcomes and following the seven principles for curriculum design; breadth, depth, progression, personalisation and choice, challenge and enjoyment, relevance and coherence.



We plan challenging and enjoyable learning experiences to make learning come alive and at the forefront of this is the planning of interdisciplinary topics where we join up areas of the curriculum. Interdisciplinary learning is employed at all stages to give pupils broad, comprehensive and meaningful learning experiences. Pupils gain access to the wider curriculum through a range of trips, workshops, events, cultural, scientific and sporting experiences arranged by the school, which also has active links with community projects.



Our curriculum is fully inclusive and differentiated to meet the needs of individual pupils. Staff take account of personalisation and choice through their knowledge of pupils' prior learning and personal interests. There are many opportunities for pupil choice e.g., pupils are involved in the planning of topics, personal target setting and personal projects.

The core subjects of literacy, numeracy and health and wellbeing involve active learning where possible e.g. in our active literacy programme, practical maths activities and health promoting activities such as mindfulness and the daily mile.



The staff are committed to Curriculum for Excellence and through this will continue to ensure every pupil works to the best of his/her ability, achieving the highest standards possible. A broad outline of our school curriculum is given below. We welcome the interest of parents and should you wish to pursue anything outlined here please do make an appointment to meet with the Head Teacher who will be pleased to provide further information.

Languages (Literacy)

The areas covered within Literacy and English are reading, writing, talking and listening.

Listening & Talking – Opportunities for talking and listening are provided in all stages of the school. Pupils work individually or in groups to gain information and respond to what they have learned. Similarly pupils will talk both individually and in groups to give information and to communicate ideas, experiences and feelings. Regular assemblies give pupils the opportunity to talk about their class topic work and any other recent achievements.



Membership of forums i.e. Pupil Council, the Eco Committee, Rights Committee, JRSO and the Sports Committee give pupils further opportunities to develop their listening and talking skills. We value the opportunities given in the wider community when children can present a talk in relation to some of the work they have been doing in school.

Reading – In Primaries 1-7 we are using North Lanarkshire Council's Active Literacy Programme developed by staff from the Literacy Base. This programme provides high quality training and support for all staff teaching at these stages and:

- A clear structure of all literacy skills
- A progressive programme for the teaching of phonics
- Guidance on the teaching of reading and development of comprehension skills
- Guidance on the teaching of daily writing
- Guidance on the teaching of spelling and dictation
- Active learning in literacy linked to purposeful play



In school we have a wide variety of carefully graded reading books. Children are encouraged to read and write independently as soon as they are able.

As part of North Lanarkshire Council's policy for raising attainment in literacy, pupils from Primary 4 to Primary 7 will study selected novels in depth giving them an excellent context for the development of reading and writing skills. As with the Active Literacy Programme for younger children, high quality training and support have been given to staff on the learning and teaching involved with novel studies.

All staff receive stage-appropriate training in Active Literacy including up-to-date training in the teaching of comprehension strategies and in the P.4-7 phonics into spelling programme, which is a natural progression from the pupils' learning in P.1-3.

Throughout the school, children are encouraged to read for pleasure and to gain knowledge from a wide variety of sources using dictionaries, non-fiction books, encyclopaedias, computer software and apps and websites. The school library has a good variety of fiction and non-fiction books and an excellent selection of home readers. We work in partnership with parents and carers who play a key role in developing their children's language skills by reading together.

Writing – We promote an integrated approach to the teaching of reading and writing. We plan for pupils to have regular daily writing, weekly taught writing lessons and writing across the curriculum opportunities. Children are taught to write in a variety of genre to communicate facts, ideas and personal experiences and to construct, punctuate and link sentences. They regularly write about personal and imaginative experiences and also write reports, recounts, and explanations, persuasive, discursive and instructional texts.

Star Writer awards are given weekly to pupils in each class to encourage and reward the children.

When assessing the pupils' work, teachers record and share the next steps for the children's development of writing.

Modern Languages - "Today's children are growing up in a multilingual world and the ability to communicate effectively in social, academic and commercial settings is crucial if they are to play their full part as global citizens.

The Scottish Government's policy, Language Learning in Scotland: A 1+2 Approach, is aimed at ensuring that every child has the opportunity to learn a modern language from P1 onwards.

French is taught at all stages and Spanish taught in the upper classes. Pupils continue to develop their knowledge of modern languages at High School.

Mathematics

We present mathematics in real and imaginary contexts taking account of the outcomes for the early, first and second levels of Curriculum for Excellence. Our curriculum reflects the importance of the development of mathematical skills for life.

In Calderbridge Primary, we focus on three organisers:

- Number, Money and Measure (including Mental Maths)
- Information Handling
- Shape, Position and Movement
- Problem Solving and Enquiry skills being taught and developed throughout.



At all stages we help pupils to develop mental maths skills. Support from parents helps children to learn number bonds and times tables at home. If pupils know their number bonds and times tables and can recall the facts quickly, this forms a firm foundation for their number work.

I.C.T. is widely used in the effective learning and teaching of maths. We have a wide variety of hardware/software to support different kinds of learning and to make maths more challenging and exciting and we encourage Sumdog as a home learning tool.



Active learning is encouraged in many teaching and learning situations in mathematics.

Health and Wellbeing

The role of schools in supporting the all-round development of young people has always been recognised.

“The National Vision has been further refined with the aim of ensuring that children are nurtured, safe, active, healthy, achieving, included, respected and responsible.”

H.M.I.E. Improving Education, How Good is Our School?, The Journey to Excellence, Part 4, Page 6.

All aspects of a child’s experience at home, school and out with School contribute to personal and social development. In Calderbridge Primary School, every opportunity is taken across all areas of the curriculum to develop knowledge and understanding, attitudes and skills to help the children feel good about themselves. Helping them to learn more effectively and become an all-round individual achieving their full potential.

We follow the Emotion Works and Do-beMindful Programme as well as ensuring there are daily opportunities to practise mindfulness, putting wellbeing at the heart of learning.



As a staff, we continually update our Health and Wellbeing Programme because this is one of the three core subjects of Curriculum for Excellence. We will always do our best to address the needs of all the pupils in their physical, emotional and social development. The school involves other agencies in the delivery of our Health and Wellbeing Programme i.e. Health Staff, Active Schools Co-ordinator, Community Police, Fire Service, Dental Health, Road Safety and other community groups.

Through our promoting positive behaviour approaches, the pupils learn how to take responsibility for their own actions and the consequences of these actions.

We are keen to involve parents more in all aspects of school life so that there is a shared and mutual understanding of the work of the school. When delivering the relationships, sexual health and parenthood element of our Health and Wellbeing programme, we issue information to parents and sometimes arrange workshops for parents to attend.

Physical Education

In Calderbridge Primary, following national and local authority advice, we realised the importance of exercise in the wellbeing of the children. Following this advice, all pupils receive 2 hours of Physical Education every week. P.1-P.7 gain experience in games skills, athletics, fitness, gymnastics and dance. We actively encourage specialists to either support teachers during the school day or take after school clubs featuring sports activities and we have good links with some local clubs. Our sports committee leads a variety of events throughout the year.



Social Studies and Sciences

Through the teaching of social studies and sciences, we aim to promote knowledge and understanding of the world around us. Our programme encourages children to take a positive interest and genuine concern about the environment in which they live and to understand why and how our environment has evolved.

Over the past few years, we have developed interdisciplinary learning where children are able to link areas of the curriculum. This makes learning more relevant and meaningful e.g. in Primary 7 when children are studying World War II they will cover history, geography, mathematics, literacy, and expressive arts.

In our Science programme, the pupils develop investigating and enquiry skills through Science Investigations. They also learn to work as a team to prepare, carry out and report on scientific tasks.

In our school, we like to bring topics to life by visiting places of interest e.g. Science Centre, the Tall Ship, Summerlee and other local areas of interest. We encourage community links through visits from people and/or organisations who can enhance the pupils' knowledge by sharing their expertise.

Expressive Arts

Art & Design

Art & design activities promote discovery and understanding of ideas and feelings and can provide a way of expressing these visually. From a young age children love to paint, use crayons and pencils and express themselves in different ways. Art is integrated into the work

of the school as you may see on any visit. Some of our artwork comes from our topics but pupils are also taught to develop essential skills and use different techniques. We enter our pupils' work in competitions and we display samples of work in the local community when the opportunity arises.

Music

Music is an important part of the curriculum and is also integrated into the work of the school. The children have many opportunities to make music and to sing during class times, assemblies, services and many other special events. Our Primary 7 pupils are invited every year to perform in a joint carol service with St Aiden's Primary. For many years now all Primary 5 pupils follow the Kodaly Music Programme delivered by a trained singer.



Drama

Our drama programme, based on North Lanarkshire Council's guidelines, is an enjoyable and worthwhile experience. Drama is used to help children investigate and experiment with roles and relationships by using movement and mime. Throughout the school year the children have opportunities to perform in front of an audience, either in school assemblies or a school

show.

Technologies

In the daily lives of the pupils in school, there is good access to I.C.T. equipment for enjoyment, challenge and the development of necessary skills. We encourage the use of technology throughout all curricular areas, particularly promoting independent learning and enhancing the quality of learning and teaching. We have a good provision of ipads, laptops and desktop computers for all classes but continually strive to improve on this. We have smartboards in every class throughout the school, which greatly promotes interactive learning and teaching for all.



INTERNET ACCESS POLICY – The school follows North Lanarkshire Learning and Leisure Services' School Internet Access Policy. Each parent is asked annually to complete the I.C.T. Acceptable Use form.

RME

Religious and moral education is provided by a series of lessons within topics based on national guidelines. Our programme supports pupils in developing a set of positive values and

attitudes. The religious education programme, as for other aspects of school ethos, fosters attitudes of tolerance and respect for other people's opinions and beliefs. Through the school programme, children have the opportunity to learn about Christianity, Islam, Judaism and Hinduism as well as other religions.

Co-operative learning

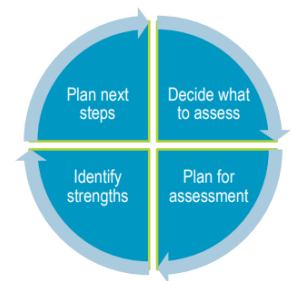
Co-operative learning is **how** children learn and can be used to raise achievement, develop social skills, create effective learning communities, address the four capacities of Curriculum for Excellence and take forward other national initiatives. Every Friday, all classes engage in team building activities.



We also endorse co-operative learning as an effective way to learn across the whole curriculum. We shall continue to use this methodology to ensure the provision of highly effective learning and teaching.

Assessment

Assessment is an integral part of learning and teaching. We carry out regular and continuous assessment of each child and our assessment evidence comes from what our pupils SAY, WRITE, MAKE and DO. By such assessment the school is able to evaluate the children's learning and the teacher records and shares next steps in learning accordingly. Evidence of progress through these assessments is recorded throughout the session and is transferred with the pupil to the next teacher. This determines the programme of learning for each child to ensure continuous learning.



Reporting Pupil Progress to Parents

Parents/Carers receive reports from the class teachers and can currently engage in virtual parents meetings twice a year. Parents/Carers are welcome at any time to arrange an appointment with the Head Teacher to discuss any aspect of their child's progress. We actively strive to encourage a good, working partnership between parents/carers and school.

Parents/Carers should always feel comfortable to contact the school at any time should they have any questions.



Additional Support Needs

Calderbridge Primary School complies with the Additional Support for Learning (Scotland) Act 2004 as amended by the Additional Support for Learning (Scotland) Act 2009 and the Additional Support for Learning: Statutory Guidance 2017. The act aims to ensure that all children and young people are provided with the necessary support to help them work towards achieving their full potential.

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

At Calderbridge, we endeavour to get it right for every child using many supports available to us which include additional support from A.S.N. Assistants and Classroom Assistants, Speech and Language Therapy, Educational Psychologist and a variety of technologies designed to support children's learning.

Some children or young people may require staged intervention. A policy and processes are in place to track and monitor developmental progress and academic attainment. Some children or young people may be identified as experiencing factors that give rise to additional support needs. In such cases, a child may require a Getting it Right for me plan, a Co-ordinated Support Plan or a Health Care Plan. Parents and pupils are an essential part of the assessment, planning and review processes and your views will be actively sought. Parents/carers and young people can request an assessment at any time to establish whether a child or young person has additional needs and/or requires a Co-ordinated Support Plan.



North Lanarkshire Council operates a Staged Intervention Process and we have adapted this to meet the needs of Calderbridge Primary pupils.

There are three levels in the staged intervention process to identify and provide support to meet children's needs:

- Level 1 - Universal Support : where education staff differentiate learning and children are supported using whole class and whole school strategies.
- Level 2 – Targeted Support : where education staff identify that a child or young person needs more individual support or planning from within the school or early years

establishment. There may also be ASNA support or a Request for Assistance from other agencies.

- Level 3 – Intensive Support : where it is identified that the child or young person requires support or planning within and from beyond the school or early years setting. This will include monitoring and review of effectiveness by multi agency teams as required e.g. support from visiting teacher.

Looked After Children and Young People

Looked After Children i.e. children who are cared for directly or whose care is supervised by the local authority are deemed to have Additional Support Needs unless assessment determines otherwise. Calderbridge Primary School has a policy for Looked After Children and Young People. The person with overall responsibility is the Head Teacher.

Getting it Right for Me Plans

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

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

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

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

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

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

Dispute Resolution

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

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

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

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

School Improvement Plan

The main aim of improvement planning, as stated by North Lanarkshire Council, is to improve the efficiency and effectiveness of the service particularly in relation to the quality of learning and teaching.

Every year we evaluate our practice, produce a School Improvement Report and compile our School Improvement Plan for the following session. To arrive at our School Improvement Priorities, we take account of national expectations, North Lanarkshire Council Service Plan and the audit of the previous year's Improvement Plan.

Improvement Plan Summary 2021/22

Cluster Priority:

Children's wellbeing will be measured through a consistent approach, which will identify, assess, plan, implement and measure wellbeing.

School Priority 1:

Improvement in the health and wellbeing of pupils with ASN through staged intervention approach.

School Priority 2:

Raise attainment in tools for writing through improving learning and teaching.

School Priority 3:

To raise standards in maths using a robust assessment strategy which informs professional judgements within and at the end of a level.

Nursery Class Priority:

Improvement in the quality of learning and teaching within the playroom and outdoors, focusing on differentiation.

At all times throughout the year we aim to raise attainment and achievement and celebrate the many successes we have.

School Inspection Report

A full copy of the Education Scotland Inspection Report for Calderbridge Primary School may be found on their website – <https://education.gov.scot/education-scotland/inspection-reports/reports-page/?id=1869>

School Achievements



Calderbridge Primary School recently achieved our Reading School accreditation from the Scottish Book Trust. This was thanks to the Literacy Leader's group building and sustaining a reading culture by creating a school library, organising author visits and weekly guests.



Calderbridge Primary School achieved a "Gold Schools Sports Scotland" Award in 2019 through the commitment and leadership of the Sports Committee. They are continuing to work hard to maintain this status.

In 2021, we achieved our Bronze Rights Respecting School's Award and our Rights committee are leading the journey to Silver.



The school captains and vice captains lead the school Pupil Council.

We have had successful fundraising and awareness raising events for charities including Go Bright Muscular Dystrophy UK and Children in Need.

Our Junior Road Safety Officers work hard to promote road safety in the school.

Our Eco Committee continue to develop Eco work throughout the school through our Eco Forums and Steering Group.

Other successful events we have run this year include a whole school Burns celebration.

Extra-Curricular Activities

Parents will be notified of extra-curricular activities involving the children, arranged by the School, by North Lanarkshire Council and other local community groups who assist the school. Children are encouraged to join our after school clubs which have included Dance and Drama, Football, Lego and Gymnastics.



We provide a wide range of lunchtime and after school clubs for our pupils based on their suggestions and the much-appreciated support of our dedicated parents, staff and Active Schools Co-ordinator.

Our children have the opportunity to take part in a variety of events and have had success in winning various competitions including football and gymnastics.

Homework

Our homework policy has been revised, taking account of the views of parents, staff and pupils. All pupils will be issued with reading, spelling and maths homework on a weekly basis. Children have homework diaries detailing their tasks for the week and for communication. There is also a lunchtime homework club where children can support from staff if needed.



Pupils are mainly given homework to:

- Help consolidate and give extra practice in ongoing class work.
- Encourage parental involvement by providing information about their child's work.
- Assist in promoting good study habits which should have long term benefits for the pupils.
- Celebrate success in personal learning.

School Ethos and Promoting Positive Behaviour

In Calderbridge Primary, we continually strive to promote a climate of good, positive behaviour. Key elements of this are our Colour-o-meter (system in all classes), Team Building Time, Head Teacher's Awards, Star of The Day, Class of The Week, Playground Raffle Tickets, Golden Coins for Manner of The Week and the House System. Our House System is made up of four different houses – Clyde, Forth, Calder and Avon. Children work collaboratively in a variety of ways to earn points for their house including encouraging each other to wear uniform, being punctual for school and during events.

They also earn points during assemblies, school events and our annual Sports Day. We use Circle Time, Mindfulness and other resources designed to promote positive behaviour and encourage a sense of community within the school.

Circle Time develops listening skills, promotes Golden Rules and uses effective sanctions and incentives to celebrate success and achievement.

Our policy for Promoting Positive Ethos has been reviewed by pupils, staff and parents and information has been issued to all parents. This policy is responsive to changing needs in the school.

Spiritual, Social, Moral and Cultural Values

Assemblies take place on a regular weekly basis. They contribute to the whole school ethos and provide opportunities for the whole school to come together as a community.

Parents and friends are most welcome to join us in these services and selected assemblies throughout the year.

Parents have the right to withdraw their children from Religious Education and Religious Observance. If a parent wishes to do so they should contact the Head Teacher who will make the necessary arrangements.

Parents/Guardians from ethnic minority religious communities may request that their children be permitted to be absent from school in order to celebrate recognised religious events. Only written requests will be considered. Appropriate requests will be granted on not more than three occasions in any one school session and the pupil noted as an authorised absentee in the register.

Freedom of Information

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

Data Protections

General Data Protection Regulations (GDPR) Statement for Education

What is this statement?

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

Who are we?

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

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

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

Legal basis for using your information

We provide this service as part of our statutory function as your Local Authority. Processing your personal information is necessary for the performance of a task carried out in the public

interest by the Council. If the information we have asked for is not provided, then we will not be able to provide this service to your child or young person.

Your personal information

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

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

We require this information to ensure children and young people are educated appropriately, supported, and that we take account of their health and wellbeing.

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

How will we use this information?

Your personal information will be used:

- to enrol your child or young person in nursery or school
- to provide your child or young person with an appropriate education
- for teaching, assessment and planning purposes and to monitor educational progress of children and young people
- to support pupil learning, improve outcomes and identify where additional support is needed to help children and young people
- to provide appropriate pastoral care to support health and wellbeing of children and young people
- to keep children and young people safe
- to maintain records e.g. of attendance, absence, attainment and behaviour of children and young people (including exclusions)
- to support children and young people during transitions when moving on each year from nursery to primary, primary to secondary and when they move or leave school
- to enable schools and establishments to process personal data in support of SQA and Further Education

- to monitor and report on pupil attainment and achievement in relation to the national improvement framework issued by the Scottish Government
- to assure the quality of our education services in line with national expectations from Education Scotland
- when we require to contact you by post, email, telephone or text.

Who do we share information with?

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

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

When a child or young person moves or transfers to another school the Council has an obligation to pass on information with regards to pupil records to the new school.

Only identified staff and those who require to have the information to enable them to carry out their job, will have access to you, your child or young person's information. We care about the information we hold in respect to the education of children and young people. We will keep this information safe and secure.

How long do we keep your information for?

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

<http://www.northlanarkshire.gov.uk/index.aspx?articleid=15003>

Your rights under GDPR

You can:

Request access to your information – you have the right to request a copy of the personal information that we hold about you, your child or young person. You can ask us to confirm what personal information is being used and with whom it has been shared with.

Request a correction to your information – we want to make sure that all personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information that you believe does not meet these standards.

Request the restriction of processing – this enables you to ask us to suspend the processing of personal information about you, your child or young person, for example if you want us to establish its accuracy or clarify the reason for processing it.

Request the transfer – you can request the transfer of your information to another party.

Deletion of your information – you have the right to ask us to delete personal information about you, your child or young person where:

- you think that we no longer need to hold the information for the purposes for which it was originally obtained
- you have a genuine objection to our use of personal information
- or, use of personal information is contrary to law or our legal obligations.

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

The Council's Data Protection Officer

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

Data Protection Officer (DPO)

Civic Centre,

Windmillhill Street,

Motherwell ML1 1AB

or by email to AITeam@northlan.gov.uk

The Information Commissioner

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

Information Commissioner's Office,

45 Melville Street,

Edinburgh, EH3 7HL

or by e-mail to

casework@ico.org.uk

Transferring Educational Data about Pupils

Education authorities and the Scottish Government

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

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

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

Why do we need your data?

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

plan and deliver better policies for the benefit of all pupils,

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

Your GDPR rights

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

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

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

Further details are available on:

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

Any Concerns

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

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

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

Want more information?

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

Child Protection

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

The Head Teacher is responsible for the schools actions in response to Child Protection concerns

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

Child Protection Co-ordinator is: Diana Osborne, Head Teacher.

Telephone Number: 01236 794834

The safety and wellbeing of the children in our care is of the utmost importance to us.

The school follows North Lanarkshire's guidelines and procedures (Standard Circular C5) on Child Protection. All staff are trained annually on "Child Protection Procedures and Guidelines".

As part of the procedure, education service staff **must immediately report** an allegation or suspicion of child abuse to the Head of Establishment if there are grounds for concern about the possibility of abuse.

On no account should staff tell a parent about what has happened at this stage. The advice of the social work services will determine when to involve parents.

Leaflets are available from the school which give members of the public advice on how to report concerns in the community.

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 Head Teacher is responsible for the school's actions in response to Adult Protection concerns.

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 (See Children and Adult Protection Procedures and Guidance – Section 15).

Adult Protection Co-ordinator is: Diana Osborne, Head Teacher

Telephone Number: 01236 794834

School Discipline

We believe that for the happiness and smooth running of the school we need to foster positive caring attitudes to one another in school and in the community. We recognise the importance of positive approaches to managing children's behaviour. Our school values and children's rights underpin our school and class rules:

- **Ready**
- **Respectful**
- **Safe**

These are designed to ensure there is a positive learning environment in which children feel safe and ready to learn a high degree of co-operation between home and school is sought to reinforce the importance of these values.

In the event of children not being able to manage their behaviour in an appropriate manner the following procedures are adhered to.

In the classroom the teacher will select from a variety of positive behaviour strategies to address and redirect any inappropriate disruptive behaviour and, if necessary, a referral will

be made to the Senior Management Team. If a referral is made to Senior Management they will follow an appropriate course of action e.g.

- withdrawal from class
- parents/carers invited to school to discuss pupil's behaviour
- behaviour contract set up in consultation with parents/carers
- the involvement of outside agencies at the Head Teacher's discretion.

If disruptive behaviour continues or in the case of serious vandalism or physical abuse of another pupil or staff member, the parents will be notified and the pupil will be excluded according to the Guidelines in Standard Circular 8.



Bullyproofing Our School

1. ETHOS:

In Calderbridge Primary we strive to promote a climate of positive behaviour in all aspects of school life. We have a zero tolerance approach to bullying.

In our approach to managing bullying we aim to promote positive relationships among pupils through a caring ethos and are aware of the need to reassure parents that we can identify and respond to children's, and indeed their own, concerns about bullying.

We follow North Lanarkshire Council's anti-bullying strategy "Bullying: it's never acceptable"

2. AIMS:

- To provide a framework for Calderbridge Primary School to examine and respond to bullying
- To encourage a climate of openness and a listening culture
- To enable a partnership between parents and school
- To foster a whole school approach.

3. STRATEGIES:

In our efforts to reduce bullying problems within our school the following strategies are carried out.

Pupil Communication

- i) We communicate to pupils that bullying is unacceptable and should be reported.
- ii) We help pupils discuss and develop their views on bullying via Pupil Council and Circle Time.

- iii) We help pupils develop a range of strategies for dealing with bullying via class talks or individual counselling.
- iv) Assemblies are held to reinforce the school's strong views on bullying.

Parental Communication

At the P1 induction talk parents are encouraged to report any incidents which are of concern to them.

Parents are also contacted if their child is involved in a bullying incident in school. Incidents are discussed at length and aims for action are decided upon.

We strive to offer advice on how to sort out "short term" bullying incidents but seek to focus on preventing long term relationship problems.

In School Strategies

- An adult presence is provided in playgrounds at break times in terms of the Schools (Safety and Supervision of Pupils) (Scotland) Regulations 1990.
- A Promoting Positive Behaviour Policy to improve and develop a positive ethos and a caring climate within the school.
- School uniform is strongly promoted to minimise peer group pressure on clothing.

We seek to examine ways of reducing all forms of bullying; to focus on preventing long term relationship problems rather than just seeking out immediate remedies to deal with bullying incidents.

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

Home School Links

Your support, encouragement and involvement are essential for the continued success of Calderbridge Primary. Every effort is made in our school to ensure good lines of communication. Parents/carers are encouraged to make appointments to discuss any concerns as soon as possible.

We have a group of parent helpers who have taken part in Disclosure Scotland. Parents can assist the school in a variety of ways, no particular expertise is necessary but you can be assured of a warm welcome. We are looking forward to working with our parents in school.

Please get in touch if you are interested in supporting us or have an interest/skill you wish to share.

Regular Newsletters keep parents up to date with the life of the school. We have updated our communication links using a Messenger Service.

Children learn better when their parents are involved as partners in their education. We regularly invite parents and carers to take part in Education Workshops, Assemblies, Open Days and Information Evenings.

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 are required to inform the school if these contact details change during the course of the year.

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

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

In Nursery very good attendance is encouraged at all times. We ask parents/carers to let us know if a child is unable to attend nursery due to illness or other reasons. Regular attendance at nursery is very important as children may miss some aspects of their nursery experience if absence is frequent.

We follow the procedures and guidelines for the admission of children to early years establishment section 10a Procedures for Non Attendance at Nursery. In some cases it will be necessary for the Head Teacher to contact parents/carers on the first day of absence depending on the circumstances surrounding the child.

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/Guardians should inform the school by letter of the dates before going on holiday.

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

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

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

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

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

Extended leave with parental consent

Where most family holidays will be recorded as unauthorised absence (see above) extended leave with parental consent will not be considered the same as a family holiday.

Leave in such circumstances will be authorised under circumstances such as

- Extended overseas educational trips not organised by the school

- Short-term parental placement abroad
- Family returning to its country of origin (to care for a relative, or for cultural reasons)
- Leave in relation to the children of travelling families

Exceptional Domestic Circumstances

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

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

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

Clothing and Uniform

All North Lanarkshire schools must have a dress code which encourages pupils to dress in a way which is appropriate to attendance at school. This dress code must not lead to direct or indirect discrimination on the grounds of race, religion, gender or disability. Prior to drawing up the dress code the parents/carers, pupils and staff were fully consulted. It is the expectation of Education and Families that parents/carers will be keen to support the dress code and written agreement may be sought.



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

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

Parents in receipt of a 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, 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 Seekers Allowance (income based). Employment & Support Allowance (income related), Universal Credit (income below £625 per month), housing benefit and council tax rebate.

Whilst in general terms it would not normally be the policy of the authority to exclude a pupil from school solely on the basis of his/her dress, persistent refusal to respond to a reasonable dress code may be deemed to be a serious challenge to the Head Teacher's authority and to be detrimental to the 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 are asked to assist in this area by ensuring that valuable items and unnecessarily expensive items of clothing, jewellery, etc. are not brought to school. Parents should note that any claims submitted to cover the loss of such items are likely to be met only where the authority can be shown to have been negligent.

Calderbridge Primary School Dress Code

Uniform

Blue Sweatshirt/Sweater/Cardigan : (order forms available from school, school logo)

White Polo Shirt/Shirt and school tie

Black/grey Trousers/Skirt (not denim)

P.E. Kit

T Shirt -plain white; Primary 1-7 (order forms available from school, school logo)

Shorts - plain black

Shoes/trainers



Nursery

A blue t-shirt can be ordered for the school.

Meals

The School promotes healthy eating. We have a Breakfast Club between 8.30-8.55a.m. daily. (Cereal, fresh fruit, toast, fruit juice). A cashless cafeteria system operates in the school at lunchtime and the children are encouraged to eat healthily.

Children who wish to bring packed lunches are accommodated in the dining hall.

All children having lunch in school are encouraged to display good manners at the table.

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

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.



A comprehensive menu/price list is available and items are paid for through an online system. School menu will be posted weekly on Twitter.

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. Occasionally, parents/carers may be asked to supply prescription foods or attend a meeting to discuss the child's dietary requirements.

A vegetarian meal option is offered on a daily basis.

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

It is important that the Head Teacher is aware of any medically prescribed diets within the school and, on occasion, parent/carers may be asked to attend a meeting.

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.

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

Nursery

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



Transport

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

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

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

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

Pick Up Points

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

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

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

Placing Requests

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

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

Medical and Health Care

Medical and health care is in the hands of the Lanarkshire Health Board. Medicals are normally held within the child's first year at school; it is important that parents inform the medical or teaching staff of any illness which may hinder the child's ability to learn. The school nurse attends and sees children periodically and will on the request of the school, make additional visits to children who have health problems.



Pupils requiring dental attention are referred to the local clinic.

In our school there is a trained First Aider and an Appointed Person. Children are well looked after if they have an accident or feel unwell. It is essential that "emergency contacts" are kept up to date and parents are requested to keep the school informed of any change of telephone number, address or place of work in the event of a child having to be sent home.

Children attending appointments during school hours must bring a letter informing the school and **must be collected from the school**. Children will not be permitted to leave the school unsupervised.

Parents are required to discuss with the school any medication which has to be administered during school hours and are required to complete a regional consent form before medicines are administered by school staff.

If a young person is unable to attend a suitable educational establishment as a result of prolonged ill-health, North Lanarkshire Council must make special arrangements for the pupil to receive education elsewhere, other than at an educational establishment.

In North Lanarkshire, children and young people are treated in the paediatric in-patient unit within Wishaw General Hospital. It is not common for children and young people to have extended stays in Wishaw General, and therefore North Lanarkshire Council does not require a dedicated hospital education service.

Children and young people resident in North Lanarkshire, and in hospital in Glasgow, may access education through the Hospital Education Service (HES). The service is provided by Glasgow City Education Department and Social Work Services. For further information, please contact the school.

Information in Emergencies

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

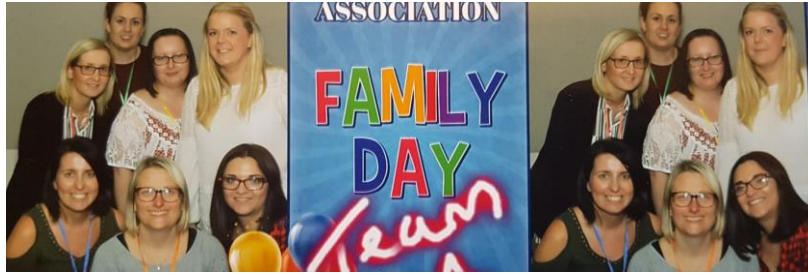
The Parent Forum

As a parent/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



Our Parent Council helps support the school.

The Head Teacher has a right and duty to attend all meetings of the Parent Council in a professional, advisory capacity.

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;
- receiving an annual budget for administration, training and other expenses;
- improving home school partnership and facilitating parental involvement.

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

Parent Council Meetings are open to members of the public.

Important Addresses

Councillor Robert McKendrick, Tel: 07939 280003, Email: mckendrickro@northlan.gov.uk
Councillor Cameron William McManus, Tel: 07939280008, Email: mcmanusc@northlan.gov.uk
Councillor Louise Roarty, Tel: 07939280019, Email: roartyl@northlan.gov.uk
Councillor Nicky Shevlin, Tel: 07939280009, Email: shevlinn@northlan.gov.uk
Address: C/O Civic Centre, Motherwell ML1 1AB

Contacts in Relation to Support for Learning

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

Bob Duncan

Email: duncanb@northlan.gov.uk

Mr. Duncan may be contacted directly or through the school.

You can also get more help and advice from:

Enquire

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

Tel No: 0345 123 2303

Enquire

Children in Scotland

Rosebery House

9 Haymarket Terrace

Edinburgh

EH12 5EZ

Email: info@enquire.org.uk

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

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

Children in Scotland - Resolve Mediation

0131 313 8844

Email: resolve@childreninscotland.org.uk

Independent Adjudication

Scottish Government

Directorate for Learning

Support and Wellbeing Unit

Area 2C North

Victoria Quay

Edinburgh
EH6 6QQ

Reference to Additional Support Needs Tribunal (Scotland)

ASNTS

Health and Educational Chamber

First Tier Tribunal for Scotland

Glasgow Tribunals Centre

20 York Street

Glasgow

G2 8GT

0141 302 5860

www.asntscotland.gov.uk

NHS Lanarkshire

Wishaw Health Centre

Tel: 01698 355511

Social Work

Wishaw/Shotts Social Work Department

Tel: 01698 348200

Wishaw/Shotts Community Learning and Development Locality Office

Calderhead High School

Dyfrig Street

Shotts

ML7 4DH

Tel: 01698 274343

Email: CLD-Wishaw@northlan.gov.uk

Qualifying Statement

Although this information is accurate at the time of printing, there could be changes affecting any of the matters dealt with in the document: a) before the commencement or during the course of the school year in question b) in relation to subsequent school years.

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