

Bun-Sgoil Chondobhrait *Condorrat Primary School*



Leabhran na Sgoile *School Handbook*

2025/2026

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Bun-sgoil Chondobhrait
Condorrat Primary School

Fàilte
Welcome

Condorrat Primary School operates two
streams

English - Primary 1 to Primary 7
Gaelic - Primary 1 to Primary 7

We also have two nurseries -

Sgoil Àraich Chondobhrait (Term Time)
and
Condorrat Nursery Class (Mixed Model)

*To access live links included in this handbook, please visit the version that is
located on the school website:*

www.condorrat.n-lanark.sch.uk

Session 2025-2026

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1. Ro-ràdh/Introduction

The nursery and school are sited in what originally was the village of Condorrat but is now part of the community of the new town of Cumbernauld. The current school replaced the original old village school.

The site, steeply sloping and exposed, commands views northward to the Campsie Hills. The building form has been arranged so that its scale is compatible with the surrounding houses.

The classrooms are designed along a central project hall and are arranged in two wings - infant and junior. These form an L shaped building and at their join is a large dining/assembly hall.

The infant department is housed in one wing of the school and the accommodation consists of six classrooms surrounding a central area, which provides ample space for activity work. The Nursery uses two classrooms.

The remaining eight classrooms are housed in the second wing and connected to the activity areas with large double doors. This allows a flexible staffing arrangement for team teaching if necessary.

A Gaelic Stream was established in 1997. At present it uses seven classrooms, three in the infant wing and two in the middle area of the school and two in the senior area. The children are enrolled from across North Lanarkshire and are taught through the medium of Gaelic. In infant classes (P1-3G) pupils are taught solely through the medium of Gaelic. This is called the 'Total Immersion Stage'. From primary 4 the children are in the 'Immersion Phase' of learning and are gradually introduced to the English language so that by the end of primary 7 they are fluent in both Gaelic and English.

Sgoiltean-àraich/Nurseries

Our Gaelic and English Nurseries are a North Lanarkshire Council provision and are very much part of our school. The Gaelic Nursery (Sgoil Àraich) runs during the school term, and our English nursery is a mixed model offering both term time and full-time provision.

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2. Sealladh na Sgoile

School Vision Statement

Luachan na Sgoile/Our Values

These are hugely important to us as a school community and form the basis of all that we do.

Urram Respect	Ag Obair Còmhla Teamwork	Eanchainn Fosgailte Growth Mindset
Àrach Nurture	Coimhearsnachd Toilichte A Happy Community	A' Faireachadh Sàbhailte Feeling Safe

What do we want for the learners at Condorrat Primary?

Our learners are at the centre of all that we do. We want to enable them to become successful learners, confident individuals, responsible citizens and effective contributors, who will attain and achieve to the best of their abilities across all contexts for learning.

How will we achieve this?

Through:

1. Providing high quality teaching and learning experiences in Gaelic and English to motivate, engage and challenge our learners.
2. Promoting the Gaelic language and culture throughout the school, our community and beyond.
3. Having regular discussions about learning with our learners sharing purpose, high expectations of intended learning, the criteria for successful learning, next steps in learning, and links between learning in different contexts.
4. Developing a growth mindset mentality in our school community in order that learners, parents and staff strive to achieve their goals and can overcome challenges that they may face.
5. Knowing our learners as individuals in order to break down any barriers that they may have with learning, and developing their physical, mental and emotional well-being.
6. Promoting a culture of mutual respect between learners, staff and parents to ensure teamwork is strong.
7. Developing creativity, digital learning, higher order and active thinking skills and problem-solving skills in our learners to equip them to succeed in life-long learning and work, and to help them make informed choices and decisions.
8. Providing a safe, happy environment where all our learners are encouraged and ready to learn.

There will be a strong emphasis on the development of Literacy, Numeracy and Health and Well-Being.

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3. Fiosrachadh/School Information

Condorrat Primary School
Morar Drive
Condorrat
Cumbernauld
G67 4LA

Telephone No. 01236 794826
Fax. No. 01236 458972
Nursery Telephone No. 01236 794809
Email enquiries-at-condorrat@northlan.org.uk
School Website : www.condorrat.n-lanark.sch.uk

Condorrat Primary is a non-denominational, co-educational school offering education from Nursery to Primary 7 age. Composite classes will be arranged by working groups in line with North Lanarkshire Council's policy.

The planning capacity of the Gaelic Stream of the school is 217.

The planning capacity of the English Stream of the school is 125.

Parents should note that the working capacity of the school may vary dependent upon the number of pupils at each stage and the way in which the classes are organised.

At present the school roll is 214.

Classes in our school are structured in two ways. Where numbers and staffing allow classes of a single stage are made. Where this is not possible, composite classes with two stages come together, (i.e. P1/2), are formed. Reading groups within existing classes are used to guide the formation of such classes in line with North Lanarkshire's policy.

Community Facilities: We offer POMP - Peace of Mind for Parents (After School Care). This care is organised by YMCA-YWCA. Further information is available on 01236 721382.

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A breakfast Club is held in the school each morning from 8.15 to 9.00am. Further details can be found in section 23 of this handbook.

Letting Procedures: (applications for school accommodation).

Applications for use of school accommodation should be made to Community Education Office, Brown Road, Seafar, Cumbernauld G67 1AA Tel. No. 01236 638383.

Associated Secondary School

Our associated secondary school for both Gaelic and English pupils is Greenfaulds High School, Auchenkilns Road, Cumbernauld, G67 4AQ. Tel.No.01236 794876.

4. Luchd-obrach/Teaching Staff

a) Head Teacher	Mrs Julie-Ann Price
b) Depute Head Teacher	Mrs Marina MacLeod
c) Principal Teacher	Mrs Heather Marshall

Mrs MacLeod 's remit includes the following:

- Gaelic Medium Curriculum
- Additional Support for Learning
- Nursery - along with the Principal Leads
- CLPL - Nursery Staff & Support Staff
- Self-Evaluation & Quality Assurance
- Work Experience Placements & Students
- Transitions Nursery - P1
- Personal Achievement

Mrs Marshall's remit includes the following:

- Digital Learning
- Self-Evaluation & Quality Assurance
- House System
- Developing the Young Workforce
- Modern Languages (2+1)

Every class teacher is now entitled to 2½ hours each week of non-contact time (McCrone). This non-contact time is used for preparing materials,

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marking, assessing, report writing and developing teaching programmes etc. This means that the time each teacher spends teaching children in class will be reduced. Another teacher will take the class while the class teacher is covering McCrone duties.

d) English Stream Teaching Staff and Stages Taught:

Mrs Donald	Primary 1/2E
Miss Low	Primary 3/4E
Mrs Marshall/Mrs McKeown	Primary 5/6E
Miss Meikle	Primary 6/7E

Gaelic Stream Teaching Staff and Stages Taught:

Miss McBain	Clas 1
Miss Fay/Miss deans	Clas 2/3
Miss E MacDonald	Clas 3
Miss K MacLeod	Clas 4
Mrs MacDonald/Miss McAskill	Clas 5/6
Miss Deans/Mrs Nicolson	Clas 6
Mrs Paterson	Clas 7

Non-class Contact Time.

Miss Dalbeck (PE)
Miss Deans (Music & GLPS)

Nurseries

English Nursery

Mrs McKay	Principal Lead
Mrs Kavanagh	Early Learning Practitioner
Ms Martin	Support Worker
Mrs Langridge	Early Learning Practitioner

Sgoil Àraich

Mrs Aitchison	Lead Early Learning Practitioner (Works across both nurseries as required)
Miss Hamilton	Early Learning Practitioner
Miss MacLennan	Support Worker
Shona Thomson	Support Worker

Classroom Assistants

Mrs Catriona MacLennan

Mrs Susanne Hill

Additional Support Needs Assistant

Mrs Myfanwy Rodman-Orr

Office Staff

Mrs Jennifer Weldon (Senior Clerical)

Mrs Lynn O'Hara

Facilities Officer

Mr Kevin Whelan

Music Tutors

Mr Hegarty

Harp Tutor

Mr McKreel

Brass Tutor

5. Uairean na Sgoile/School Hours

The school hours are as follows:

9.00am	School Opens
10:30 - 10:45am	Morning Interval
12.00-12:45pm	P1 -P4 Lunch
12:15-1:00pm	P5/6 - P7 Lunch
3.00pm	School Closes

Please note that Primary 1 pupils attend for a full day from the start of session in August.

The nursery hours are currently as follows:

8:45 - 2:45	Sgoil Àraich - Term Time only
8:00 - 12:45	English Nursery Full Time 48 Weeks
8:45 - 2:45	English Nursery Term Time
11:15 - 4:00	English Nursery Full Time 48 Weeks

b) Out of School Care

The YMCA operates a Peace of Mind Scheme - POMP for out of school care from 3.00pm to 6.00pm each school day. Contact number: 01236 721382.

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6.Bliadhna na Sgoile/ The School Year

SCHOOL HOLIDAYS SESSION 2025/2026

August

- Tuesday 12 August 2025 (Return date for teachers & in-service day)
- Wednesday 13 August 2025 (In-service day)
- Thursday 14 August 2025 (Return date for pupils)

September

- Friday 26 September and Monday 29 September 2025 (September weekend holiday)

October

- Monday 13 to Friday 17 October 2025 (October week)

November

- Monday 17 November 2025 (In-service day)

December - Christmas and New Year

- Schools close at 2:30pm on Thursday 18 December 2025
- Friday 19 December 2025 - Friday 2 January 2026 (Christmas holidays)

January

- Schools return on Monday 5 January 2026

February midterm break

- Monday 16 February 2026
- Tuesday 17 February 2026

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- Wednesday 18 February 2026 (In-service day)

April

Spring holiday (Easter)

- Schools close at 2:30pm on Thursday 2 April 2026
- Monday 6 April - Friday 17 April 2026 (Spring break)
- Schools return on Monday 20 April 2026

May

- Monday 4 May 2026 (May holiday)
- Thursday 7 May 2026 (In-service day to coincide with Scottish Parliamentary election, but may be subject to change)
- Friday 22 May 2026 and Monday 25 May 2026 (May weekend)

June

- Schools close at 1pm on Friday 26 June 2026

Please note all dates correct at the time of printing

7.Eadar-ghluasad & Clàradh/Transfer & Enrolment

Children who reside within North Lanarkshire and will be five years of age on or before the end of February of the ensuing year, should be registered at their appropriate primary school for their area usually by mid-January.

Information regarding enrolment can be found on the North Lanarkshire Council website:

[Primary school registration \(P1\) | North Lanarkshire Council](#)

Forms for our Gaelic and English stream are completed usually in the January before your child is due to start school. Anyone wishing further

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information can arrange an appointment with the Head Teacher by telephoning the school office on 01236794826.

Parents wishing to visit the school prior to enrolling should telephone the Head Teacher to arrange a mutually suitable time.

Our Gaelic Stream is a provision for all pupils wishing Gaelic-medium education who live in North Lanarkshire. Parents should register their child at their local school and then tick the box to enrol their child for 'Gaelic-medium education at Condorrat Primary'. A Placing Request is not necessary to access Gaelic-medium education in North Lanarkshire.

Pupils from Condorrat Primary usually transfer to Greenfaulds High School, Auchenkilns Road, Cumbernauld, telephone 01236 794876 for their secondary education. Greenfaulds High School has a Gaelic department where children from our Gaelic classes can continue their Gaelic studies right into the senior phase. Pupils are normally transferred between the ages of eleven and a half and twelve and a half so that they can complete at least 4 years of secondary education. Parents will be informed of the arrangements for high school no later than December of the year preceding the date of transfer from P7 for their child.

Our primary seven pupils make several visits to Greenfaulds High School as part of their transition into S1. This gives them the opportunity to meet other pupils from our 'cluster' schools as part of the transition process. Staff from the Maths, Gaelic, English, and Pupil Support departments at Greenfaulds also visit pupils here in Condorrat primary.

A summer school also runs in Greenfaulds during the summer holiday for any pupils who find the transition to high school a challenging or worrying in any way. The transition process for our pupils with additional support needs begins in primary 5 so that the children and their parents/carers can adapt more effectively to the high-school routine.

8. Co-ionannachd Chothroman/Equal Opportunities

At Condorrat Primary we are opposed to all forms of racism and discrimination. We are committed to eliminating all unlawful discrimination whether against individuals or groups on grounds of sex, colour, race,

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ethnic/cultural background, religious belief, disability, ability or language or against travellers, refugees and asylum seekers.

The school is committed to ensuring its policies and practices do not impact adversely on any group(s) of people and opportunities to promote equality are actively pursued.

The Equality and Human Rights Commission's Technical Guidance for Schools in Scotland details the essential requirements of the Equality Act 2010 for schools. This can be accessed at:

[Technical guidance for schools in Scotland | EHRC](#)

9. Curraicealam airson Sàr-mhaithais/ Curriculum for Excellence

The 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 curriculum for excellence encapsulates 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 years and aims to raise the standards of achievement for all learners.

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

Throughout the 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.

The Curriculum for Excellence is defined as:

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

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

These contexts are:

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

What are the Curriculum for Excellence levels?

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

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

What is the Broad General Education?

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

Curriculum Areas and subjects

The BGE is delivered via 8 curricular areas which, in secondary school are covered in 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 through a range of opportunities for personal development such as awards and wider achievements. It is designed to support young people in moving on to positive sustained destinations, whether that is college, university, training or employment. In the Senior Phase, schools and their partners (such as colleges, employers or community learning and development providers) now have flexibility to offer a range of pathways that meet the needs and raise the attainment levels of all learners - including pupils who might previously have become disengaged from education.

Schools are taking a range of approaches to the senior phase and can 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 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.

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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.

How will my child's learning be assessed?

At Condorrat Primary School staff plan learning experiences carefully with clear success criteria in order to make sound and continuous judgements on the learners' progress. This is discussed fully at regular planning meetings with the school management team.

Staff meet with the school management team termly to discuss learners' progress in literacy and maths and a record is kept of these discussions to ensure pace and progression through the levels of a Curriculum for Excellence.

Parents will receive a short termly report on their child's progress in October, there will be a meeting with teachers in November and March and a final, more detailed report is issued in June of each school year.

We also hold open afternoons once a term where parents can visit classes informally to see our school improvement priorities in action.

In playrooms and classrooms our staff will be using improved ways of assessing children's learning, taking account of national and local advice and guidance. Your child's progress will be reported to you so that you know how well your child is progressing with their learning.

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

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What is being implemented at Condorrat Primary?



Opportunities for Personal Achievement.

Our learners are given opportunities to achieve through cross-curricular activities and extra-curricular activities such as clubs and Clyde in the Classroom.

Our senior learners also have opportunities to undertake The John Muir Award and Young STEM Leaders Awards, which are given accreditation out with school.

Our learners also have opportunities to participate in local and National Mòds, and Local and Area Burns Competitions.

We celebrate our learners' out of school achievements weekly at assembly.

Interdisciplinary Learning.(IDL)

Our curriculum is organised to ensure that planned opportunities are in place for linked learning across several areas of the curriculum. For example a theme such as 'The Living World' might involve planned opportunities for science, literacy, maths and the expressive arts.

Staff are currently reviewing opportunities to apply learning in numeracy and mathematics and the expressive arts through IDL, ensuring opportunities for our learners to apply previous learning.

Ethos and Life of the School as a Community.

A Happy Community is one of our school values, and this is evidenced through our very positive ethos. Our learners have planned opportunities to come together through our School House System, and senior pupils lead lunchtime clubs and form our Playground Squad who organise activities in the playground.

Our learners lead school assemblies and learning across the school. For example, our digital leaders support learning in classes and with staff.

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Our learners are fully involved in evaluating the work of the school and suggesting improvements that can be made.

Curriculum Areas and Subjects.

We have developed programmes of study for curriculum areas that allow for depth, challenge, and progression. This session we have developed a new progressive programme for Religious and Moral Education.

Informing Parents/Guardians on Curriculum Development:

Parents are kept up to date on curriculum development/improvement through newsletters, leaflets and open afternoons.

Information on sensitive curriculum developments is issued to parents/guardians, e.g., Sexual Health and Relationships, Parenthood and Drug Awareness, through information events and by letter. It should be noted that parents/guardians have the right to withdraw their child from the more sensitive aspects of our Health and Wellbeing Programme.

10. Feumlachdan a Bharrachd/Additional Support Needs

1. Condorrat Primary complies with the Additional Support for Learning (Scotland) Act 2004 as amended by the Additional Support for Learning (Scotland) Act 2009 and the Additional Support for Learning: Statutory Guidance 2017.

2. Any child who is deemed to have additional support needs will in the first instance be supported by the class teacher. In most instances support will be the modification of resources or teaching styles. If necessary, assessments may be undertaken to identify learning needs and appropriate plans made. These plans are continually reviewed and updated in line with the learner's progress. Parents/carers would be consulted at all stages in the process.

If, in consultation with parents, we may feel that external support from other agencies within education may be required, in consultation with parents/carers we will make the appropriate referrals. This would be for example to agencies such as psychological services, the SAMS team or speech and language therapy. In some instances, support assistants may be provided by the authority if deemed necessary.

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In line with authority guidelines, we follow a staged intervention process. This is outlined below.

Staged intervention is a framework, which is used to identify, assess, and support the learning needs of pupils. It helps provide the most appropriate and least intrusive level of support for any pupil with additional support needs. It provides:

- a record of intervention and achievement for individual children, as they progress through the school.
- an inclusive approach which involves parents, pupils, relevant staff, and support services.
- agreed learning and support plans which record the needs of individual pupils.
- a solution focussed approach to resolving issues early and at the least level of intrusive intervention.
- a structured monitoring and review cycle.

Levels of Support.

There are three levels of support: Universal, Additional and Intensive. It is expected that the needs of most pupils would be met at the universal level.

Universal

A pupil is identified by staff as having additional support needs. These needs can often be met within the resources of the classroom e.g., differentiation of tasks, positioning in the class. The class teacher, after discussion, plans for, evidences, and monitors this intervention through their class forward planning.

Additional

A pupil is identified as having additional needs that require support from outside services/resources out-with the school. These needs can be met within the resources of Education, Youth & Communities e.g., Educational Psychologist, Visual Impairment or Occupational Therapy

Intensive

The school needs to request support from a partner agency to further develop the well-being of a pupil, or to further improve learning. This may involve integrated and compulsory working with other agencies to best meet the needs of the child. A 'lead professional' would be identified to

ensure targeted interventions are in place, and these would be outlined in a Child's Plan.

The named person for all pupils in the school, who has the overall picture of how they are progressing, is Julie-Ann Price, HT. She can be contacted on 01236 794826 or enquiries-at-condorrat@northlan.org.uk

Should a child require bilingual support, we call upon the support of the bilingual support team.

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.

Parents and pupils are an essential part of the assessment, planning and review processes and your views will be actively sought. Parents and young people can request the authority to establish whether a child has additional support needs. They can also request an assessment at any time.

Getting it Right for Me Plans

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

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 agencies 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 then be involved in the CSP 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 multi-agency meetings and their views will be recorded in the plan too.

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Where more intensive support for a child or young person needs to be planned for, usually when several 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.



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11. Plana Leasachaidh na Sgoile/School Improvement Plan and Report

Each year the school undertakes self-evaluation activities to identify areas of strength and areas for improvement. This session (2024-25) the priorities on our school improvement plan are:



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Possible improvement priorities for session 2024/25 include:

- Assessment
- Literacy (Continued)
- Expressive Arts (Focus on Music)

These will not be confirmed until May/June 2024 after self-evaluation activities undertaken by learners, parents and staff are collated.

Details of how the school has progressed with identified improvements can be found in the school improvement report, a copy of which is available at the school office on request.

12. Obair-dachaigh/Homework

Homework is issued fortnightly by the class teacher. Though reading homework may be given weekly. This can vary dependant on the age and stage of your child. Homework will consist of a mixture of number, maths, and literacy related tasks that the teacher feels are appropriate.

Due to the number of activities our pupils are involved in out with school hours, and the importance of quality family time, we keep homework to a realistic minimum. Tasks are selected carefully to help the children practise their learning and do form an important part of their learning.

You will be given more details of homework for your child and how we can support you with this, during our meet the teacher evening at the start of the school year.



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13. Feallsanachd na Sgoile/School Ethos

You will have read our school values as outlined earlier in this handbook as part of the school vision statement. These are reflected through all we do in school.



A positive ethos is promoted throughout the school through the celebration of achievements, pupil involvement in decision-making, a house system and the promotion of positive behaviour.

We are currently a bronze Rights Respecting School, and we are working towards our silver award.

There are weekly assemblies to celebrate success. These involve nominations by teachers, pupils and support staff as well as examples of good work from each class in differing curricular areas. Achievements are academic and non-academic. Successes out of school are also celebrated when the children bring in certificates and awards, they have received out with school.

From primary one the children are allocated a house; Bruce, Burns, Mackintosh or Fleming. Throughout the year they can earn points for their

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house. There are also house events such as quizzes and sports. Monthly house assemblies are held where the captain and vice-captain of each house plan activities for the whole house to participate in. At the end of the session the house with the most points is awarded the house cup.

Pupils are also involved in 'Thinking Circles', which allow them to help to organize whole school events, give their opinions and make decisions to influence the working of the school. The circles are organised by house and involve all pupils from P1 to P7.

All the above promote good behaviour and relationships between our staff and our pupils and our pupils and their peers. They also promote a sense of pride in our school and in our work.

Our pupils are actively encouraged to always achieve to the best of their ability, in order to meet their full potential.

The school has close links with the other primaries in Condorrat, often participating in projects together. We also have strong links with Condorrat Parish Church, St. Helen's Chapel & Primary School, Rannoch Lodge Care Home and Little Hands Nursery.

14. Luachan Spioradail, Sòisealta, Moralta & Cultarail/Spiritual, Social, Moral and Cultural Values

Religious observance takes the form of assemblies and end of term services. Parents/carers are invited to attend all end of term services.

Parents also have the right to withdraw their children from religious observance. Any parent who does not wish their child to take part should notify the Head Teacher.

There is a planned programme for R.E. and Personal and Social Development within the school. Pupils in the Gaelic stream of the school who require Roman Catholic



instruction visit St Helen's chapel once a month. Parents from ethnic minority religious communities may request that their child/ren be permitted to be absent from school to celebrate recognised religious events. Only written requests will be considered. Appropriate

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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. Please note that the nursery classes are non-denominational.

15. Cleasan A-mach Às Na Sgoile/Extra Curricular Activities

The school runs a variety of lunchtime clubs. Currently we have football, STEM, cycling, art and chess clubs. We also utilise Active Schools and Students to run after school sports clubs such as basketball and multi-sports.

The clubs change on a termly or yearly basis and are organised mostly by school staff. Occasionally afterschool sports clubs are organised, and run by, outside agencies such as Active Schools, and our senior pupils.

The school has a large gym hall that can be used for sporting activities.

At break times our pupils have access to a climbing wall, trim trail and outdoor gym, and a range of activities are planned by our pupil playground squad.

16. Saorsa Fiosrachaidh/Freedom of Information

Freedom of Information (Scotland) Act 2002 came into force in 2005. The act allows anyone to ask for information held by the Council and imposes a timescale of 20 working days for the Council to respond. To deal with freedom of information requests, the Council has appointed a corporate freedom of information officer with the support of an officer in each service. The freedom of information co-ordinator can be contacted at foirequest@northlan.gov.uk

17. Laghan Dìon Dàta/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 in the 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. 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

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

Your rights under GDPR

You can:

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

think that we no longer need to hold the information for the purposes for which it was originally obtained.

- you have a genuine objection to our use of personal information.
- or use of personal information is contrary to law or our legal obligations.

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

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

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

b) Transferring Educational Data about Pupils

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

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

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

Why do we need your data?

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

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

Your GDPR rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the GDPR. We also comply with the National Statistics code of practice requirements and other legislation related to safeguarding the confidentiality of data. GDPR gives you the right to know how we will use your data. This message can give only a brief description of how we use

data. Fuller details of the uses of pupil data can be found on the Scotxed website (www.scotxed.net).

SGEP works with a range of partners including Education Scotland and the Scottish Qualifications Authority. On occasion, we will make individual data available to partners and 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.gov.scot/collections/scottish-exchange-of-data-scotxed/>

18. Dìon Chloinne/Child Protection

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

The Head Teacher is responsible for the school 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

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Our child protection co-ordinator is Julie-Ann Price (Head Teacher)
01236 794826.

19. A' Dìon Inbhich/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 the North Lanarkshire adult protection procedures and guidelines.

Our adult protection co-ordinator is Julie-Ann Price (Head Teacher)
01236 794826.

20a. Modh Anns A Sgoil/School Discipline

The relationship between pupil and teacher is like that between a child and his/her parents, requiring mutual consideration for others and a responsible attitude to the person and property of others. Leading to the creation of a pleasant and effective school environment in which effective learning can take place. We encourage all our pupils to always behave well.

Circle Time and Emotion Works resources are utilized alongside our school health programme to promote positive behaviour across the school. These approaches give the children goals and rewards which make them take more responsibility for their own behaviour and to respect others' feelings.

The school has a structured behaviour and restorative practices policy which was developed and agreed with all staff members. Many rewards for good behaviour are given by all staff, e.g., stickers, stamps, points. Procedures for dealing with misdemeanours are also included in this policy.

Pupils are encouraged to reflect on any misbehaviour through discussion with a member of school staff. This encourages them to adapt their behaviour and deal with things differently next time.

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Unacceptable behaviour e.g., violence, bullying, swearing is dealt with directly by the school management team. The school leadership team and parents/guardians will work in partnership to decide the best strategies to modify any unacceptable behaviour. If such behaviour continues, then a referral for support from an outside agency may be necessary and this may lead to exclusion in accordance with NLC guidelines.

20b. Poileasaidh an Aghaidh

Burraidheachd/Anti-Bullying Policy

Bullying can only effectively be dealt with if parents, teachers and pupils work together to find a solution. Anti-bullying will consistently be given a high profile within our school, where an open, caring and responsive climate exists.

Incidents of bullying will be dealt with in a supportive manner, using a solution-based approach to resolve the situation. This will then be closely monitored by the management team of the school.

It is the responsibility of pupils and parents to let us know if bullying is happening within the school - if we do not know about it, we cannot deal with it. All parents are issued with a copy of this policy and pupils are reminded of its contents on a regular basis. Bullying or alleged bullying incidents are recorded electronically as part of the school's monitoring systems.

21. Ceanglaichean Eadar an Dachaigh agus an Sgoil/ Home and School Links

We aim to establish a close bond between our school and parents/carers. From April to June of each year our new P1 intake are invited into the school for several visits in order that the children familiarise themselves with the school and meet the children who will form their class.

During the final visit the Head Teacher and Depute Head Teacher meet parents at an informal meeting where they outline the school's general policies. The school management team will follow on with workshops for the parents/carers.

Early in the first term parents/carers are invited to the school to a 'Meet the Teacher' type event - this allows parents to get a general outline of

class routines and what will be covered during the session, as well as a chance to meet their child's teacher.

In November and March there are parents' evenings for the whole school where parents/carers can discuss their child's progress with the class teacher. In addition to this any parent who wishes to meet the Head Teacher or class teacher at any time throughout the school session may do so by telephoning for an appointment.

Parents are issued with a termly overview of what will be covered in class at the start of each term. This is followed by a progress report at the end of term 1, and a detailed final report in June of the school year.

We operate an open-door policy and parents are most welcome in the school. A monthly newsletter is sent to parents keeping them informed of school activities either in paper format or via the school web site. Parents are invited to join us in our school services, school concerts and assemblies throughout the session. Parents/carers can contact staff at any time through the school office.

The school also has an 'X' account which is updated regularly (@Condorratschool). Parents are also kept informed via Groupcall and our Parents' Portal. Details of how to access these will be given to parents after enrolment.

Open Afternoons /Evenings

Parents/carers are invited to open afternoons or evening meetings to be kept informed of curricular matters. e.g. primary 7 trips, health videos etc. During these the pupils are & families around their class and the school.

Parent Council

The school has an active Parent Council. The Parent Council creates a positive relationship between parents and the school. They can be contacted on Condorratpc@gmail.com.

Comann nam Pàrant

Our Gaelic parent group (Comann nam Pàrant) meet each month to plan and organise events for our Gaelic-medium families across North Lanarkshire. They can be contacted by e-mail on cnpnorthlanarkshire@gmail.com.

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School Policies.

Copies of updated school policies can be found on the school website
www.condorrat.n-lanark.sch.uk

22. Frithealadh/Attendance at School

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

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

Section 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 will be asked to provide contact details including at least one emergency contact number, including where possible a number that will accept a text message. Parents are required to inform the school if these contact details change during the year.

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

We ask that parents inform the school or nursery by telephone or letter if their child is likely to be absent for some time, and to give their child a written note on their return to school confirming the reason for absence.

Persistent unexplained non-attendance at nursery can result in the withdrawal of the nursery place.

(a) Family Holidays During Term Time

Every effort should be made to avoid family holidays during term time as this both disrupts your child's education and reduces learning time.

Parents/carers should inform the school by letter of the dates before going on a term-time holiday.

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Absences for holidays will be classified as authorised only in exceptional circumstances. Such as 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 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 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 may request permission for such leave in writing and the school may authorise such requests under the following circumstances

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

It should be emphasised that the school investigates unexplained absence, and that the authority has the power to write to, interview or prosecute parents/carers, or to refer pupils to the reporter of the children's panel, if necessary.

The school insists that the above guidelines on attendance are followed. Attendance is checked on a monthly basis by the school management team and, as per NLC's policy, parents will be contacted by letter if their child's attendance falls below 95%. This is to seek clarification on the reasons behind such low attendance and offer any support families may need to improve attendance at school.

23. Aodach Sgoile/Clothing & Uniform

All North Lanarkshire schools must have a dress code, which encourages pupils to dress in a way, which is appropriate to attend at school. This dress code must not lead to direct or indirect discrimination on the ground of race, religion, gender or disability. Prior to drawing up the dress code the parents, 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 include items which:

- Could potentially encourage factions (e.g. football colours).
- Could cause offence (e.g., anti-religious symbols 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 grant for footwear and clothing from the Council will be encouraged to purchase items, which are in accordance with the school dress code. Approval of any request for such grants in other circumstances is at the discretion of the Executive Director of Education and Families.

Information and application forms may be obtained from the Council website [Free school meals and clothing grants | North Lanarkshire Council](#)

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 £796 per month), housing benefit (please note that the housing element of universal credit is not housing benefit), Council tax reduction (please note that single person's discount/Council tax exemption is not Council tax reduction). The deadline for school clothing grants is 31st March 2025.

Whilst in general terms it would not normally be the policy of the authority to exclude a pupil from school solely based on his/her dress, persistent refusal to respond to a reasonable dress code might be deemed to be a serious challenge to the Head Teacher's authority and be detrimental to the well-being of the whole school community. In such circumstances a Head Teacher could justify the use of the school discipline procedure.

The Council wishes to minimise claims arising from 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.

24. Biadh/Meals

The school dining hall staff offer a two-course meal, a snack and a packed lunch service at lunch break. The children come into the dining hall from 11:50am. The school operates a cashless system. Parents put money onto their child's account online. Again, details of how to set this account up are given on enrolment.

Children of parents/carers receiving Income Support, Job Seekers Allowance (income based), Employment & Support Allowance (income related), Universal Credit (with an income below £796 per month) are entitled to a meal without charge.

All pupils in P1-P5 currently have a free meal. Pupils in P6-P7 who qualify for a free school meal are entitled to free school milk. Pupils will still need funds in their online account if they wish to use the dinner hall snack facility at morning breaks.

Information and application forms for free school meals can be downloaded from the Council's website [Free school meals and clothing grants | North Lanarkshire Council](#)



Children are always supervised by a member of the school leadership team and catering staff. They are encouraged to make a balanced choice of nutritional food. Pupils who bring a packed lunch also sit in the school hall to eat. Pupils can sit with friends from their own class, regardless of whether they are having a school meal or a packed lunch. In the interest of safety, we ask that no glass bottles are brought to school.

Special 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 1a must be completed by the child's registered dietician or general practitioner. Procedures and forms can be accessed online on North Lanarkshire Council's website, through the school, the catering service, or in some cases from your child's dietician or doctor. For some conditions (PKU, coeliac) parents/guardians may be asked to supply prescription foods or attend a meeting to discuss the child's dietary requirements.

Some children with additional support needs may require food to be adapted to an appropriate texture and consistency. In this instance the child's registered dietician or speech and language therapist will liaise with the Head Teacher and school catering service to ensure appropriate food provision. 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 they will be issued with a new form to complete.

Any change in a 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, the FSS will need to be informed as soon as is possible.

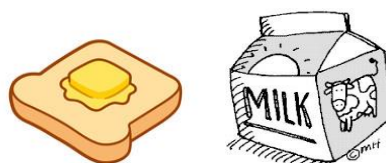
Special diets such as vegan and ethnic diets can also be accommodated. In this case a form B should be completed in school and should be signed by a parent. All completed forms should be returned to the email specialdiet@northlan.gov.uk

A morning tuckshop service is provided by the dining hall staff, where they serve various options for the children.

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), will be 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 their Early Learning and Childcare entitlement.

Breakfast Service

The school provides a breakfast service from 8:15am daily in the school hall. Your child can choose from - Cereal, milk or toast with spread. Pupils in P1-P5 are entitled to a free breakfast from January 2022. This service is also free for P6 and P7 children who are in receipt of Free School Meal. For those in P6 & P7 who are not in receipt of a Free School Meal the cost of a set breakfast is £1. The rates change for larger families (i.e. 2 children in family £1.50, 3 children £1.80).



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25. Iarrtas Cuireadh/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.

A placing request is not necessary for children who are entering the Gaelic stream of our school.

26. Siubhal/Transport

(i) General

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

Parents/carers who consider they are eligible can apply on the Council website. Applications should be submitted by the end of February for those pupils beginning school in August to enable 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 can be made online at the Council website [Free school transport | North Lanarkshire Council](#)

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

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

Children who live between Summerfield and Mollinsburn boundary are currently entitled to free transport to Condorrat Primary School.

A contract bus collects the children in the morning and takes them home in the afternoon at 3.00pm.

Children in the Gaelic stream who live out-with the mainstream catchment area are entitled to be transported to and from school. Transport is put in place with bus or taxi depending on where the pupil lives.

The facilities officer, and school leadership team supervise arrival at school from 8:40am. At 3pm the school leadership team and support staff ensure that pupils are taken to, and seated safely in, the appropriate transport for their homeward journey.

27. Stuthan Meidigeach/Medical and Health Care

Medical care is in the hands of Lanarkshire Health Board. Inspections are normally held within the child's first year at school, but it is helpful if parents inform the medical/teaching staff of any illness or medical reasons which may hinder or could be a barrier to the child's ability to learn. If a child takes ill and must be taken home, the parents or emergency contact will be contacted.

Public Health Nurses review children periodically. At the beginning of each session parents receive a letter from the school asking them to agree to periodic medical and dental inspections.

Medicines

If a parent wishes a child to be given medicine in school the parent should first contact the school office and fill in the appropriate form giving details of dosage, time, etc.

Dental Treatment

Community dental treatment is available to all school children in this area at the Central Health Centre, Cumbernauld, telephone number: 01236 731771.

The treatment is administered by Mrs. Butchart. There is an Orthodontist service, and this is available if the child is referred by the resident dentist. A parent must accompany a child on initial visit for treatment. It is of vital importance that 'emergency contacts' are kept up to date and are valid. Hospital and medical personnel are loath to treat a child without agreement of parents/carers concerned.

Our pupils from Nursery to P2 take part in the Child smile programme which involves daily tooth brushing in school, and fluoride treatments for primary one.

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. 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 who are residents 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.

28. Fiosrachadh ann an Èiginn/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 details of closure or re-opening. We shall keep in touch by using letters, notices in local shops and community centres, announcements in local churches and in the press, local radio, North Lanarkshire Council's website and Twitter.

Should the school ever have such an emergency during the school day that it had to be evacuated our emergency procedures would be that we go to St. Helen's Primary School and contact parents from there.

29. Comhairle nam Pàrantan/The Parent Forum

As a parent of a child at school you are automatically a member of the Parent Forum. The Parent forum is composed of 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 at the school.
- be invited to identify issues for the Parent Council to work on with the school.

The Parent Council

Parent Councils came into force on 1st August 2007.

The Head Teacher is the professional adviser to the Parent Council.

The Parent Council's rights and duties include:

- a) Supporting the work of the school;
- b) Representing the views of parents;
- c) Consulting with parents and reporting back to the Parent Forum on matters of interest.

- d) Promoting contact between school, parents, pupils, providers of nursery education and wider community.
- e) Fund Raising.
- f) Taking part in the selection of senior promoted staff;
- g) Receiving reports from the Head Teacher and education authority;
- h) Receiving an annual budget for administration, training and other expenses.
- i) Improving home school partnership and facilitating parental involvement.

Members of the Parent Council, 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.

The Parent Council was established in November 2007.

The current Parent Council is as follows:

Chairperson - May Hagerty
 Vice Chair - Laura Shearer
 Treasurer - Aileen McNaughton
 Vice Treasurer - Laura Shearer
 Secretary - Antionette Muirhead
 Fundraising Co-ordinator - Kim Milne

The Head Teacher has a right and duty to attend all Parent Council meetings. All meetings are open to members of the public.

All parents can attend meetings. Office bearers are elected to the parent Council biannually, and all parents have a right to vote in this process.

The Parent Council can be contacted at Condorratpc@gmail.com



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30. Ainmean & Seòlaidhean Cudtromach/ Important Names and Addresses

Chief Officer - Education (North)

Michelle O'Halleron (Temporary)
Chief Officer (Education - North)
Education and Families
Civic Square
Motherwell ML1 1AB

Education Managers

Our named Education Manager is Bee Hunter
Tel: 01698 302222

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

Cluster Integration & Inclusion Lead

Lorraine White WhiteLorr@northlan.gov.uk

Community Learning and Development

office is based at-
Pivot Community Centre
Glenmanor Ave
Moodiesburn
G69 0DL
01236 638393
CLD-North@northlan.gov.uk

Support for Learning

Help and advice on any matters relating to Support for Learning can be obtained from the school. You can also get 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 fact sheets.

Enquire

Children in Scotland
Rosebery House
9 Haymarket Terrace
Edinburgh
EH12 5EZ

Tel: 0345 123 2303

info@enquire.org.uk

www.enquire.org.uk for parents and practitioners

www.enquireorg.uk/yp for children & young people

Children in Scotland – Resolve Mediation.

Tel: 0131 313 8844 07955 788967

Email: resolve@childreninscotland.org.uk

(Independent Adjudicator)

Independent Adjudication

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 Education Chambers
First Tier Tribunal for Scotland
Glasgow Tribunals Centre
20 York Street
Glasgow
G2 8GT
0141 302 5860
www.asntscotland.gov.uk

NHS Lanarkshire

Condorrat Health Centre
Tel: 01236 733221

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Social Work

Bron Way
Town Centre
Cumbernauld
G67 1DZ
Tel: 01236 638700

Regional Councillors

The undernoted Councillors can be contacted at:

Members Services
Civic Centre
PO Box 14
Motherwell ML1 1TW
01698 302500

Cumbernauld South

Councillor A. Ballinger
Councillor W. Goldie
Councillor P. McDade
Councillor J. McPhilemy

31. Specialist Terms

No specialist terms have been used in this handbook. If you have a query about the contents, please do not hesitate to contact the school.

32. Qualifying Statement

Although this information is correct 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 school year in question.
- b) In relation to subsequent school years.

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

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Additional Information

NL Digital School

It is recognised that digital technology is already making a significant contribution to learning and teaching practices. When used appropriately and, with all stakeholders being supported it can enrich learning and teaching, help to raise attainment.

North Lanarkshire Council have developed a range of supports to enhance the use of digital learning within our schools. This includes the development of resources and training materials to support school staff, young people and their families with their digital learning and the provision of a universal offer the NL Virtual Classrooms, providing digital learning materials for all curricular areas at every level, up to and including the BGE.

Parents Portal

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

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

Information and guidance relating to North Lanarkshire Council Digital offering including how to access [parentsportal.scot](https://www.northlanarkshire.gov.uk/schools-and-learning/nl-digital-school) can be found on the NL Digital School page available on the Councils website
<https://www.northlanarkshire.gov.uk/schools-and-learning/nl-digital-school>

Glow and M365

All pupils in staff in NLC have access to Glow - Scotland's national digital learning platform provided by Scottish Government and managed by Education Scotland. It provides learners and educators across North Lanarkshire with an environment that can support learning across the whole curriculum through. This is primarily achieved in NLC using the services found within Microsoft M365.

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Pupils will be given a login to Glow when they start school, and these details will follow the young person throughout their school journey. Glow passwords are issued directly to pupils, and it is Education Scotland policy that these passwords should not be shared with anyone else. Guidance on Glow passwords can be found [here](#). All staff in schools have the ability to reset a pupil's Glow password.

Once logged into Glow, pupils will have the ability to use the full range of apps available via M365. These include MS Teams, OneNote, PowerPoint and MS Word. Users also have the option of downloading O365 to install on up to 5 additional personal devices and this can be accessed from the national section of the Glow Launchpad.

Armed Forces Covenant Duty

North Lanarkshire Council is committed to the Armed Forces Covenant.

The Armed Forces Covenant Duty - Statutory Legislation 2022 is a legal obligation placed on relevant bodies, when exercising relevant functions, such as Education, Health Care and Housing Services, to have due regard to the three principles of the Armed Forces Covenant. Further details on the Armed Forces Covenant can be found on [Scottish Armed Forces Education Support Group - gov.scot \(www.gov.scot\)](https://www.gov.scot/publications/armed-forces-covenant-duty-statutory-legislation-2022/pages/1-3.aspx)