



# Glenboig Primary School



## Handbook

2019 - 2020



Dear Parent/Carer

We welcome you and your child to Glenboig Primary School and we hope that you find this handbook useful and informative.

Starting a new school is a big step in your child's life and we hope to make the transition as smooth as possible.

We are always aware that many parents have had little or no contact since their own school days and with the many changes in education over the years there may be some aspects with which you are unfamiliar. We hope the handbook will address some of these issues and give you a snapshot of the school's work. It is important, therefore, that you should feel free to visit the school at any time and we will endeavour to ensure that any enquiries are dealt with speedily and courteously.

We believe that education is a partnership between home and school and recognise the key role of parents in the education process. We look forward to working in partnership with you.

Catriona Calvert  
Head Teacher





## School Information

Glenboig Primary School  
5 South Medrox Street  
Glenboig  
Coatbridge  
ML5 2RU

Telephone: 01236 632132  
E-mail address: ht@glenboig.n-lanark.sch.uk  
Website: <https://blogs.glowscotland.org.uk/nl/glenboig/>  
Twitter: @GlenboigPS  
App: Glenboig Primary on App Store & Google Play Store

Glenboig Primary School is a non-denominational, co-educational school situated approximately two miles from Coatbridge. The new school building was opened on 10 December 2007. It is a joint campus which we share with Our Lady & St. Joseph's Primary School. Each school will retain its own identity.

Planning capacity of the school: 116  
Working capacity of the school: 124

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

Stages covered: Primary One – Primary Seven

Present class structure:

- Primary 1/2
- Primary 2/3
- Primary 3/4
- Primary 4/5
- Primary 5/6
- Primary 6/7

Present roll: 124

### Composite Classes

Composite classes are composed of children from more than one Primary stage e.g. P2/3. In small schools composite classes of two or three stages are common. The formation of the composite class is determined by the number of children in each year group but occasionally with larger classes the determining factor for the formation of the composite class is working groups i.e. children working at the same level in maths and/or language.

### Community Facilities

All applications for the use of the school should be directed to the:

Culture NL Ltd  
Community Facilities Section

Coatbridge Community Centre  
9 Old Monkland Road  
Coatbridge  
ML5 5EE



Tel: 01236 632778  
Fax: 01698 302110  
E-mail: school&facilitybookings@culturenl.co.uk

The Community Education will advise on the availability and the charges. The Parent Council will be advised in writing of the proposed lets and will be invited to approve the lets having regard to the direction of the authority in terms of policy and charges.

**Associated Secondary School:**

Coatbridge High School  
17 Park Street  
Coatbridge  
ML5 3NA



Head Teacher: Mrs Janie O'Neill

Telephone: 01236 794848  
Fax: 01236 710493/428441  
Website: <http://www.coatbridgehigh.org.uk/>  
Twitter: @CoatbridgeHigh

## School Staff

Head Teacher:	Mrs Catriona Calvert
Acting Principal Teacher PEF	Mrs Helen Macindoe
Acting Principal Teacher	Mrs Gemma McGowan
Class Teachers:	Miss Stephanie Lawson P.1/2
	Miss Lauren Nutt P.2/3
	Mrs Helen McLaughlin P.3/4
	Mrs Sarah Bain P4/5
	Miss Lauren Mackay P5/6
	Mr Stephen O'Neill P6/7
	Mrs Kirsty Wright (Maternity Leave)
Total number of teaching staff:	10
Music Tuition:	Mr Lamb – Violin
	Mr Dennis Kane- Brass
<b>Ancillary Staff:</b>	
Senior Clerical Assistant:	Mrs Jean Thompson (Tuesday – Friday)
Clerical Assistant/ASNA:	Mrs Nancy Rutherford
Classroom Assistant:	Mrs Frances Benson
Additional Support Assistants	Mrs Ann Cairns
	Mrs Alison Morris
	Mrs Lynn Fulton
	Mrs Catriona Pettigrew-Smith
	Miss Caitlin O'Byrne (Maternity Leave)
Facilities Managers:	Mr Jim Kerr
	Mr Stephen O'Byrne
<b>Cleaning Staff:</b>	
Cleaning Supervisor	Mrs Margaret Lavery
	Mrs Isobel Campbell
	Mrs Marie Duffy
	Mrs Margaret Phinn
<b>Catering Staff:</b>	
Catering Supervisor:	Mrs Sandra Markie
	Mrs Marie Welsh
	Mrs Margaret Lavery
	Mrs Sharon Ryan

## **School Hours**

School begins at 9.00am and ends at 3.00pm

Morning interval is from 10.30am until 10.45am

Lunch is from 12.15pm until 1.00pm

Primary 1 pupils attend full-time from the first day of the session.

A note of the school year, including holidays for session 2019 – 2020, is included in the appendix.

## **Breakfast Club**

A breakfast club is available from 8.15am each morning at a cost of £1.

If there are 2 in the family is £1.80 and 3 in the family is £1.50.

For children in Primaries One Two and Three and those in receipt of free meals the cost is free.

## **Out of School Care**

After school care is available in Gartcosh Primary School every day 3.00pm until 6.00pm. This service is also available all day on in-service days and school holidays. For further information please contact: Rhonda on mobile 07824 884601

The Neighbourhood House runs a Jellybean Club that picks up from the school at 3pm and finishes at 5pm. For further information please contact Theresa on 01236 875054.

## **Enrolment**

Children who are starting school for the first time in August are normally enrolled in January. Advance notice of the actual dates are placed in the local press and information will be available from Our Lady & St. Joseph's Nursery and from letters brought home by pupils already attending school.

In April/May/June a number of parent and child workshops are arranged to enable you and your child to become familiar with the school, the staff and the general routine prior to starting. These workshops take a variety of forms and we always have a session where the children meet their new teacher, if possible, and one where parents and carers can enjoy lunch in the school dinner hall. Parents have rated these experiences very highly in the past and have been delighted with the number of opportunities we provide for children to experience the school environment before they begin P1.

## **Equal Opportunities and Social Inclusion**

The school is committed to ensure 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 can be accessed at:

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



# Curriculum for Excellence

## What is Curriculum for Excellence?

Curriculum for Excellence aims to achieve a transformation in education in Scotland by providing an improved, more flexible and enriched curriculum for all children and young people from 3 – 18. The curriculum includes all of the experiences which are planned for children and young people through their education wherever they are being educated.

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.

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

## What are the curriculum areas in Curriculum for Excellence?

There are eight curriculum areas:-

Expressive Arts	Religious and Moral Education
Health and Well Being	Sciences
Languages (literacy)	Social Studies
Mathematics (numeracy)	Technologies

Importantly, literacy and numeracy are given added importance because these skills are so vital in everyday life. All teachers will have responsibility to teach literacy and numeracy.

The opportunities for pupils to develop skills for learning, life and work, including literacy, numeracy and health and well-being in and out of the classroom.

The arrangements for how pupils will be given choices in what they learn, how they will be involved in planning what they learn; how the parents will be consulted.

Learning is divided into two phases. The Broad Education (BGE) is from nursery to the end of Secondary School Year 3. Learning is divided into levels. The levels are as follows:-

<b>LEVEL</b>	<b>STAGE</b>
Early	the pre-school years and P1 or later for some
First	to the end of P.4 but earlier or later for some
Second	to the end of P.7 but earlier or later for some
Third and Fourth	S1 - S3 but earlier for some
Senior Phase	S4 – S6 and college or other means of study

### **How will my child's learning be assessed?**

The Curriculum for Excellence introduced new ways of assessing each child's progress to make sure that potential is achieved.

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

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

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

Staff will be using improved ways of assessing children's learning, taking account of national and local advice and guidance. Teachers gather information on pupil progress in a range of ways:

- Through observations of the children's learning.
- By questioning the pupils in lessons to gauge their understanding.
- By reviewing, marking and providing feedback on children's written work and jotters.
- Through the use of summative assessments such as P1 Baseline Testing, Literacy Benchmarking and other commercially available assessments. Your child's progress will be reported to you so that you know how well your child is doing throughout the academic year:
- A Parent/Teacher Consultation Meeting in October.
- A Parent/Teacher Consultation Meeting in February
- A summative report in May/June.
- An optional Parent/Teacher Consultation Meeting in May/June

Our aim in Glenboig Primary School is to provide a Curriculum of Excellence to ensure each child is a successful learner, a confident individual, a responsible citizen and an effective contributor.

In Glenboig Primary the curriculum promotes learning through a wide range of contexts and well-planned experiences.

The programme focuses on:

- The ethos and life of the school
- Interdisciplinary projects and studies
- Opportunities for personal achievement

All young people will be equipped with a high level of literacy and numeracy skills.

More information about the curriculum at national level can be found in the Parent Zone on our school website.

### **Modern Languages**

In addition, every primary school teaches a modern language.

In Glenboig Primary School the children experience the French language.



The following section gives only a brief outline of what is covered in each subject area. Parents are most welcome to contact the school to discuss more fully any aspect of the curriculum with the Head Teacher.

### Health and Well Being

This permeates the life and ethos of the school. All pupils are encouraged to keep fit, eat healthily, socialise well and as staff know the pupils well they are aware of any change in a pupil's emotional well being. Pupils are encouraged to talk to staff should they feel worried or anxious.

### English Language

**Listening and Talking** are prevalent in all language activities. At all times children are encouraged to listen and to follow instructions. At the early stages there are opportunities for talk and discussion through the Active Literacy Programme and during purposeful play activities.



**Reading** is taught in the early stages using what is known as the guided reading method where there is a focus on fluency and comprehension techniques.

In Glenboig Primary School the children use a range of books to ensure they learn the common words and appropriate, meaningful vocabulary. In conjunction with this, children also learn phonics i.e. the sounding and blending of letters. The North Lanarkshire Active Literacy Programme is a very structured approach towards word attack skills at the early stages.

Workshops are held for parents to discuss the approach of reading in school and at home.

Primary Four to Primary Seven pupils follow a language programme which uses novels for discussion and grammatical work. This language programme is used to develop more complex skills in reading, writing, talking and listening. The children will bring home library books to ensure continued independent reading. They will also study a novel and are encouraged to discuss, evaluate and record their progress and enjoyment of the novel.



**Writing** is taught using the North Lanarkshire Active Literacy Programme and the Big Writing Approach. These encourage a whole school approach, thus ensuring progression and continuity throughout the stages. This programme encourages the children to reach their targets in their writing by planning, writing and the drafting and redrafting of their story. Children write every day in all areas of the curriculum.



**Spelling** is closely linked to the phonics programme where children are being taught spelling strategies. Pupils are involved in reciprocal teaching tasks followed by dictated sentences. The North Lanarkshire Spelling Programme is used throughout the school.



**Handwriting** is taught progressively throughout the school and at all times children are encouraged to present their work in the neatest way possible.

**Mathematics** The Mathematics programme which is used throughout the school is based on the North Lanarkshire Pathways. A variety of resources are used to support this which includes Heinemann Active Mathematics and TJ Mathematics. The children study the basic skills of addition, subtraction, multiplication and division as well as developing problem solving and practical skills in measuring and weighing. Calculator work, information handling and the use of data bases develop the skills necessary to cope in the present age of technology. Each day, some time is spent on mental arithmetic and a variety of teaching



methods are used. e.g. computer software and many additional practical experiences complement all learning.

### **Social Studies**

Through Social Studies, children will develop their understanding of the world by learning about other people and their values, in different times, places and circumstances: they also develop their understanding of their environment and of how it has been shaped.



### **Sciences**



Science is presented through the process of investigation and in such a fashion that the pupils' understanding of the relationship of the theoretical and practical is fostered as well as their awareness of the interdependence of related studies.

### **Religious and Moral Education**

Religious Education makes a distinctive contribution to the curriculum in helping pupils towards a consistent set of beliefs, attitudes and practices within our own community and beyond.

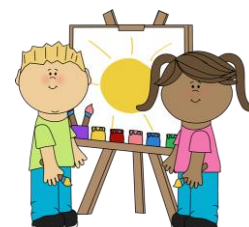
Religious and Moral education is taught in Glenboig Primary School with these broad aims in mind and reflects council and national policies as set out in the Education (Scotland) Act 1980.

Our Religious and Moral Education Programme includes studies of aspects of Christianity, Judaism and Islam. Class assemblies are led by each class on three occasions in the school year and whole school assemblies take place on a weekly basis.

### **Expressive Arts**

#### **Art & Design**

Through Art and Design children are encouraged to express themselves visually and to appreciate and enjoy their own and each other's work. Various mediums are used to help stimulate their imaginations e.g. the work of famous artists. Creative talent is developed through the use of different materials such as paint, fabric, plasticine and clay.



#### **Drama**

All classes follow a structured progressive programme. This provides opportunities for the children to dramatise events, role play, mime, improvise and express their own and others' ideas.

#### **Music**

Our aim in music is to foster a lasting interest and enjoyment for music. Our music programme allows the children the opportunity to listen and respond to music, make their own music and sing familiar and unfamiliar songs.

#### **Physical Education**

All children have a weekly programme which covers gymnastics, games, dance and athletics. Children in Primary Five attend The Time Capsule for weekly swimming lessons for up to ten weeks. Each year there is further coaching which may include football, rugby, volleyball and hockey for four or six week blocks.



## I.C.T.

Pupils are taught computing skills and these are used in every area of the curriculum. Each class has a Smart Board and these are used on a daily basis for every area of the curriculum. Classes also have an allocation of iPads and Laptops to allow children to learn ICT across the curriculum.



## Assessment

Assessment is an integral part of teaching and learning and pupils are continuously assessed in an informal way as part of the daily classroom routine. At other times standardised tests may be used to help teachers assess pupil progress and diagnose any learning difficulties and strengths.

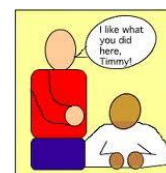
In Glenboig Primary School both formative and summative assessments are used.

Assessment is carried out informally on a daily basis during normal classroom activities between the pupil and teacher.

This use of **FORMATIVE ASSESSMENT** or assessment **FOR** learning is used to improve the learning which is taking place.

It involves:

- Sharing the learning intentions with the child
- Quality feedback from teachers and other pupils
- Ongoing review and reflection of progress being made



This ensures there is genuine partnership in the learning and teaching process, which raises attainment and self-esteem.

It is also necessary that assessment **OF** learning is also carried out.

This **SUMMATIVE ASSESSMENT** will be used on a weekly basis when pupils are tested on spelling, maths or at the end of a unit of work and we can establish what a child knows and is able to do.



Parents are welcome to discuss their child's progress at other times. Those wishing to do so should contact the school to arrange a mutually suitable time.

## Additional Support Needs

1. Glenboig Primary School complies with Learning (Scotland) Act 2004 as amended by the Education (Additional Support for Learning (Scotland) Act 2009.
2. 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.



This Act focuses on the individual. It requires that pupils be supported as necessary in order for them to participate in the full life of the school and emphasises provision of the appropriate support required for all children to learn. Glenboig Primary School's Support for Learning Policy aims to ensure that all staff are aware of the needs of all children and that an appropriately differentiated curriculum is offered.

The aims of the Glenboig Primary School policy are as follows:

1. To achieve a whole school structured approach to support the learning of all children by providing a differentiated curriculum to meet the needs of individuals.
2. To encourage and develop positive attitudes to learning and promote self esteem and self worth in every child.
3. To ensure a structure of support that enables the class strategies and resources to meet the needs of all children of all ages, aptitudes and abilities.
4. To ensure that children with special educational needs are given the opportunity to succeed at their level and to encourage them to become independent learners as far as possible.

Class teachers are responsible for teaching all children in their class but where a specific difficulty is identified additional support will be sought within the school. If the child requires further support, assistance is provided from Area Network Support. In addition a child may receive support on a multiagency basis, where the child's needs are identified as requiring support or planning from multiagency services and these support needs will last for more than one year. They can advise, provide appropriate materials or teach the child directly.

Should a child experience a difficulty, parents will be informed of support to be given to their child and are invited to contact the school to discuss progress and next steps in learning.

The school has excellent relationships with psychological services and regular meetings are held to discuss the progress and support of individual pupils. In addition, pupils who are working beyond the level of other class members will be provided with an appropriate programme.

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. The Head Teacher is responsible for the management of Looked After Children.

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 of the authority to establish whether a child has additional support needs. They can also request an assessment at any time.

Glenboig Primary School fully implements North Lanarkshire Council Education and Families staged intervention process, i.e.

Level 1 - where education staff identify that a child or young person needs support or planning which can be met within the school using classroom and whole school resources

Level 2 – Requesting support from within Education and Families (services/resources out with school) e.g Educational Psychologist, Community Learning and Development

Level 3 – Requesting support from another agency (Joint working with partner agency/agencies including 3<sup>rd</sup> Sector). When further planning is required to further develop the wellbeing of children and young people the Named Person may request assistance from colleagues in partner agencies.

Level 4 – Integrated and Compulsory working with other agency/agencies. Targeted intervention(s) required to promote the wellbeing of the child would be identified by relevant agencies (child's Network of Support) and included in the Child's Plan. A Lead Professional would be identified. At level 4 there would an expectation that a statutory Child's Plan with integrated assessment, integrated chronology and Lead Professional is in place.

## **Planning**

Getting it Right for Me plans (GIRFMe) enable staff to plan effectively for children and young people with Additional Support Needs.

Additional Support Plans (ASPs) enable staff to plan effectively for children and young people with Additional Support Needs.

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

## **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 and young people through Resolve (see contact details at the back of this handbook). Mediation is free and independent of the Education Authority.

In the event that a disagreement cannot be resolved through mediation, then an application for **Independent Adjudication** (see contact details at the back of this handbook) can be made by parents

free of charge. The Independent Adjudicator will make recommendations to the Education Authority about how the dispute should be resolved.

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

## The School Improvement Plan

All schools in Scotland are required to devise an improvement plan as a tool for managing change and implementing authority and national initiatives.

Plans are drawn up for the following year after consultation with staff, parents and pupils. We plan to extend and embed active learning approaches across all stages and increase opportunities for outdoor learning within and across curriculum areas. We aim to draw together interactive approaches already in place to create a coherent, balanced approach to developing experiences and outcomes.

The proposed main priorities for this school session 2019 - 2020 are:

- **Maths and Numeracy:** Learners' experiences and skills will be enhanced to improve attainment in maths and numeracy as we embed programmes of study across P1-7 and develop appropriate approaches to numeracy and maths across the curriculum.
- **Literacy:** Learners' experiences and skills will be enhanced to improve attainment in literacy and English as we embed programmes of study across P1-7 and develop appropriate approaches across the curriculum.
- **Raising Attainment through Health and Wellbeing:** The school will engage in a variety of methods, embedding a programme of study and activity to meet pupils' Health and Wellbeing needs across P1-7

Further information about the school can be obtained from the school's own web-site and app.



### Scottish Education Awards

In 2017 we were delighted to be one of three schools, nationally, who were shortlisted as a finalist for the 'Parents as Partners in Learning' Award.



### North Lanarkshire Education Awards

Glenboig Primary were winners of a North Lanarkshire Excellence and Equity Award for Excellence in 'Productive Partnerships – Purposeful Learning' in 2017.

### Homework

All teachers assign homework tasks Monday to Thursday which should take approximately 15 to 30 minutes to complete. Tasks set may include reading, particularly in the early stages, reinforcement of number work including tables practice and spelling. Children in the upper stages may be set tasks which would involve research or investigative work at home. Parents are asked to sign homework when it has been completed. **No** work will be given to children absent through illness or holiday. Additional work will be set when the children return to class.



## Spiritual, Social, Moral and Cultural Values

It is recognised that the Education (Scotland) Act 1980 allows parents to withdraw their children from any instruction in religious subjects and from religious observance, and any such pupil will not be placed at any disadvantage with regard to secular instruction. Parents who wish their child withdrawn from religious education should notify the Head Teacher in writing at the time of enrolment or as soon as possible thereafter.

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

## Extra-Curricular Activities

Brass and string tuition is offered to pupils from Primary Four to Primary Seven.

After school clubs have recently included:

Cross Country training, Photography, Film Making, Badminton, Fundamentals, Playdough, Choir, Football, Basketball.



A residential trip to Kilbowie for Primary Seven pupils is offered each year where pupils participate in a number of outdoor pursuits.

Throughout the year a number of outings are arranged which relate to the work being done in school.



The school offers many educational excursions for children to enhance their learning experiences, these are financed by the school.

## **Freedom of Information & Data Protection**

### **Freedom of Information**

The 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 and Records Management Officer can be contacted by telephone on **01698 302484**.

### **Data Protection**

#### **Privacy statement for enrolment of pupils in a North Lanarkshire school**

#### **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, Youth and Communities is located in Kildonan Street, Coatbridge ML5 3BT.

#### **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 and Families uses the national IT system, SEEMiS, to store personal information electronically. We ask parents/carers during registration and enrolment to provide us with their child's name, date of birth, gender, address, family 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 outwith the nursery or school, key staff from these services may also store information securely about your child or young person.

### **How will we use this information?**

Your personal information will be used:

- to provide your child or young person with an appropriate education
- for teaching, enrolment and assessment 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 of attendance, absence 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.

### **Who do we share information with?**

To support your child or young person's access to appropriate education and meet our legal obligation, personal information may be shared internally between departments 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> or you can request a hardcopy of this from Education and Families, Kildonan Street, Coatbridge ML5 3BT.

### **Your rights under data protection laws**

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](mailto: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](mailto: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 school 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 data protection rights**

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act 1998. We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act 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](http://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.

### **Concerns**

If you have any concerns about the ScotXed data collections you can email [school.stats@scotland.gsi.gov.uk](mailto:school.stats@scotland.gsi.gov.uk) or write to The ScotXed Support Office, SGEP, 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: [www.scotxed.net](http://www.scotxed.net)

## Child and Adult Protection

### 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. 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: **Mrs Catriona Calvert**  
Telephone Number: **01236 632132**

### 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.

The Head Teacher is responsible for the schools 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: **Mrs Catriona Calvert**  
Telephone Number: **01236 632132**

## School Ethos

Our school aims for all children to be happy, safe, valued and respected and our overall vision is that quality teaching and learning experiences are at the heart of this, that these should be geared towards pupils' needs and reflective of our local environment. We achieved Level 1 in Rights Respecting Schools and are currently working towards Silver level under the new structure of RRS. Staff, pupils and parents worked together to heighten understanding of rights and respect for others. The children have decided that they would like the word 'Respect' to be their main value, with other values stemming from that. Whilst we believe in equality, we are also developing an understanding the importance of equity where some children may require a little more help to be equal with others. This has been very important in our respect agenda.

To promote positive behaviour we operate a number of reward systems to ensure all pupils have the opportunity to succeed. Our system was devised collaboratively among pupils, parents and staff. We use Dojos points as a reward system in class and Class Tokens to reward pupils for positive behaviour out with the classroom. Pupils can also achieve WOW pupil of the week. Each of these systems has rewards linked to them.

A copy of our code of conduct and a shortened version of our bully proofing policy are in the appendix of this document.

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

The school works in partnership with our local church, Glenboig Parish Church and our chaplains Rev. David Slater and Mr Jon Godfrey . We also work with the Glenboig Neighbourhood House and The Beatson.

The children have created their own Class Charters which outline the rules of their classrooms and class teachers operate reward systems linked to these. The school also has a class reward system linked to the Respect agenda where they earn points for their class. This is linked to the Whole School Charters designed by the children.

The school also operates a house system where pupils receive awards for their positive behaviour. Our four houses are Marnoch, Garnqueen, Ramoan and Inchneuk.

Appropriate policies linked to positive behaviour and anti-bullying are enclosed in the appendix at the back of the document.

### **The School and the Community**

We are very proud of our school and of the village in which it sits. The school has excellent links with the community, the nursery and Coatbridge High School. Our links with the denominational school who we share a joint campus with are strong and staff and pupils have participated in joint initiatives. We encourage our children to take an active part in their community by including local area studies in our Social Studies Programme. Classes have regular visits from representatives of the local services including the Community Police, the Health Board and Fire Service, as well as voluntary organisations in the area.

Each year we invite members of the local community to our celebration assemblies.

## **Committees**

The school runs a variety of committees where pupils have a direct impact on improvements in the school. Every child is on a committee, allowing them to have a voice in the school. Our committees are Fundraising & Beatson, Fairtrade, Rights Respecting, ECO/Playground & Junior Road Safety, Community, Health and Well-being and Sports. We also have a Pupil Council with representation from each class.

## Home and School Links

In Glenboig Primary School we recognise that parents have a major role to play in the overall education of their children and to help achieve parental co-operation and assistance we welcome as many links as possible between the home and school. We encourage parent helpers to assist in the activities of the school. This is most beneficial to pupils, staff and parents.

We also have a Parent Council which incorporates a fund-raising group who organise events throughout the year. The Parent Council meets on the first Monday of each month. We are always seeking more help and thus welcome and encourage any assistance that can be offered by parents. Please contact the school if you can help in any way.

Parents are invited to an informal 'Meet the Teacher' evening near the beginning of the school year. There are opportunities for Parent/teacher interviews three times per year. These meetings provide opportunities for parents and teachers to discuss the children's progress, enabling strengths and weaknesses to be identified. Monthly school newsletters and termly class newsletters are sent home to inform parents of forthcoming events or to report on activities which have already taken place.



**Please check schoolbags daily for notes**



## 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 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 will be asked to provide 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 and carers are asked to inform the school by letter or telephone call 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.



It would be helpful if parents would inform the school if their child is likely to be absent from school for some time. On their return to school all children should bring a note stating the reason for their absence.



### **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.



Absences will be classified as authorised only in exceptional circumstances.

Such circumstances may include:

A family holiday judged to be important to the wellbeing and cohesion of the family, following serious and 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 such as:

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



### **Exceptional Domestic Circumstances**

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

- 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.

Unexplained absences may be investigated, and the education authority has the power to write to, interview or prosecute parents, or to refer pupils to the reporter of the Children’s Panel, if necessary.

In Glenboig Primary school we put a great deal of emphasis on attendance at school. Children with perfect attendance are awarded a certificate at a prize giving assembly. Attendance and absence information is included in the appendix of this document.

Absence rates are calculated as a percentage of the total number of possible attendances for all pupils of the school in the stage shown. Each morning and afternoon of each school day is counted as a separate possible 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, pupils and staff were fully consulted. It is the expectation of Education, Skills and Youth Employment services that parents will be keen to support the dress code and written agreement may be sought.

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

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

Parents/Carers in receipt of a clothing grant from the Council will be encouraged to purchase items which are in accordance with the school dress code. Approval of any requests for such grants in other circumstances is at the discretion of the Assistant Chief Executive, Education, Skills and Youth Employment. Information and application forms may be obtained from any school or First Stop shop. Parents 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, housing benefit, 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 be detrimental to the well being 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 and any claims submitted to cover the loss of such things are likely to be met only where the authority can be shown to have been negligent.

In Glenboig Primary School our uniform consists of:

- Grey trousers/ grey skirt
- White shirt and school tie
- Navy sweatshirt
- School polo shirt
- Girls may wear the blue dress in summer which can be bought in many shops.



School ties, polo shirts and sweatshirts can be ordered from:

Scotcrest  
<http://scotcrestschools.co.uk/>

or  
Tesco Embroidery Service  
<https://www.uniformeasy.com/8504326>

For safety reasons children should wear shorts and t-shirts and have sensible gym shoes for physical education.

**PLEASE ENSURE THAT YOUR CHILD'S CLOTHING IS CLEARLY MARKED WITH HIS/HER NAME.**

## Meals



School meals offer a choice of main meal or snack each day. It is a cashless cafeteria so children place money on electronic cards and use these to pay at the till. Parents can also upload money on line using their assigned account. The link to this is in the school app and on the website. Those in receipt of free meals can purchase items to the value of £2.00.

### **The availability of special diets.**

Diets required as a result of a medical condition (a medically prescribed diet e.g. coeliac disease, diabetes, food allergy or intolerance) can be provided in school. A medically prescribed diet form must be completed by the child's Registered Dietician or General Practitioner. Procedures and forms can be accessed from the child's school or dietician, or from North Lanarkshire's catering service. Occasionally, parents/carers 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.

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.



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

As of January 2015, all P.1 to P.3 pupils are entitled to a free school meal.

Children of parents receiving Income Support, Job Seekers Allowance (income based), and Employment & Support Allowance (income related) are entitled to a meal without charge.

Early Years Provision – If your child is aged between 2 and 4 years and attends a North Lanarkshire Council or Partnership Provider Nursery, in the middle of the day for more than 4 hours per day they may be entitled to a free meal. Parents/carers must be in receipt of any of the qualifying benefits

above or in receipt of State Pension Credit or Incapacity and Severe Disablement Allowance. Your child will also be entitled if they are or have been at any point since their second birthday looked after; the subject of a kinship care or guardianship order.

Information and application forms for free school meals may be obtained from schools, First Stop shops libraries and Municipal Buildings, Kildonan Street Coatbridge.

Parents 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, housing benefit, council tax rebate.

Only Primary School children in P1 - P3 or who are entitled to a free school meal in P4 – P7 are entitled to free milk. Milk may, however, be available for purchase in the school during the lunch period.

Nursery children are entitled to free milk.



## Transport

### 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 safe 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 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 special 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. Not necessarily for the start of term.

### Pick-up Points

While free transport is provided it may be necessary for pupils to walk a certain distance to the vehicle pick-up point. Walking distance in total including the distance from home to the pick-up point and from the drop-off point to the school in any one direction will not exceed the authority's limits (see above paragraph). It is the parent's/carers responsibility to ensure the 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 - Transport

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.

The school bus uplifts the children from Ramoan at 8.40am approximately and from the village approximately 5 minutes later arriving at the school at 8.50am. Children from outlying areas such as Annathill and Greenfoot are uplifted from their homes between 8.30am and 8.40am.

## Medical and Health Care

Children are examined medically during their school life, normally in their first year of primary schooling and then at 10-11 years and 13-14 years of age, by staff of Lanarkshire Health Board. Parents are notified in advance and invited to come along on the day to accompany their child to the examination.

Dental inspections are carried out in a routine basis in primary schools and parents are offered any necessary treatment for their children, although they may choose to attend the family dentist.



Children, who are thought to have sight, speech or hearing problems, may be referred to the appropriate service by the Head Teacher. Parents should always inform the school of any medical problems which could affect their child's schooling. The school should also be informed if a child requires regular medication and an administration of medicines form will be completed.

On occasions it may be necessary for a child to be taken home due to ill health. In all cases the school will make every effort to contact a parent in the first instance. If a parent is not available the school will make contact with the child's emergency contact who can be reached by telephone should any child have to be taken home unexpectedly.



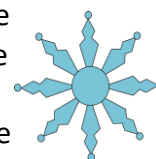
If a young person is unable to attend a suitable educational establishment as a result of prolonged ill-health, North Lanarkshire Council must make special arrangements for the pupil to receive education elsewhere, other than at an educational establishment.

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 education service, but in Emergencies 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 occasions we shall do all we can to let you know the details of closure or re-opening. We shall keep you in touch by using letters, notices in local shops and community centres, announcements in local churches and announcements in the press, on local radio and the North Lanarkshire Council website and Twitter. Further information can be found on the school website – <https://blogs.glowscotland.org.uk/nl/glenboig/>



## The Parent Forum & Parent Council

### The Parent Forum

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

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

- get information about what your child is learning
- get information about events and activities at the school
- get advice/help on how you can support your child's learning
- be told about opportunities to be involved in the school
- have a say in selecting a Parent Council to work on behalf of all parents 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 1 August 2007.

The composition is made up of the Chairperson, Vice-Chairperson, Secretary, Treasurer, Co-opted and Staff members. The Head Teacher is the professional adviser to the Council.



The Parent Council's rights and duties include:

- supporting the work of the school;
- representing the views of parents;
- consulting with parents and reporting back to the Parent Forum on matters of interest;
- promoting contact between the school, parents, pupils, providers of nursery education and the wider community;
- fundraising;
- taking part in the selection of senior promoted staff;
- receiving reports from the head teacher and education authority; and
- 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.

The Head Teacher has a right and duty to attend all meetings of the Parent Council. She has the right to speak but not to vote. Meetings of the Parent Council are open to members of the public.

When an election or by election is necessary, the school will inform the Forum, asking for nominations. Elections will normally take place in October/November of any year. If no nominations have been received by the agreed closing date, the Parent Council may co-opt a parent to serve on it.

The Parent Council meets six times in the school year.

### Parent Council Members

Chairperson/Treasurer	Kirsteen McDonald
Vice-Chairperson	Angela Kiernan
Joint Secretaries	Tracey Anderson/ Bernadette Sinclair
Parent Members:	Katrina Taylor Leeann Foylan Jacqueline Love Nicole McNally
Co-opted Members:	Mrs Teresa Aitken Rev. David Slater Jonathan Godfrey
Staff Member	Mrs Helen McLaughlin
Parent Council Clerk	Mrs Jean Thompson
Adviser	Mrs Catriona Calvert

### 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.

As all pupils from Glenboig Primary and Our Lady & St. Joseph's Primary play together at lunch times but have a separate morning break. Classroom assistants and ASNAs supervise the playground during morning break and at lunch time.



### Placing Requests

You have the right to make a placing request for your child to be educated in a school other than the local school. In December each year, the authority will advertise its arrangements for placing requests. There are sound educational reasons for trying to ensure that the transfer or admission of children to a school takes place at the start of a school session. Other than those who are moving home to a new area, parents/carers are advised to time any placing requests so that they take effect from the beginning of the new school session. Every effort will be made to try to meet the parental wishes, but you should note that it is not always possible to grant every placing request to a particular school.

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

Parents 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),

ASN school or ASN 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 and young people to make a placing request to attend a school/establishment belonging to another authority.

### **Transfer from Primary School to Secondary School**

Pupils normally transfer between the ages of 11½ and 12½ so they will have the opportunity to complete at least 4 years of secondary education. Parents/carers will be informed of the arrangements no later than December of the year preceding the date of transfer at the start of the new session.

Pupils from Glenboig Primary School transfer to:

**Coatbridge High School**  
**17 Park Street**  
**Coatbridge**  
**ML5 3NA**



**Telephone: 01236 794848**

Every effort is made to make this transition as smooth as possible for pupils with regular meetings and events for parents and pupils between April and June.

There are regular cluster meetings to arrange and review transition events to support primary pupils in their transition to secondary. Focussed work with secondary staff begins as early as Primary 5. Secondary staff also support our focus weeks such as health week, giving children from P1 - P7 the opportunity to work with them.



# Appendix

## Code of Conduct

In Glenboig Primary School we wish our children to develop to their full potential in a safe and happy environment. In order for this to be possible the children have to understand the importance of having an agreed code of conduct both inside and outside the building. Therefore a set of guidelines have been drawn up, which will encourage our children to be co-operative, caring and considerate towards others.

### **Within the school building:**

1. Children should walk quietly at all times.
2. Children should be polite and courteous towards all staff, pupils and visitors.
3. Respect for school property and that of other pupils should be shown at all times.
4. In bad weather when children are permitted to remain inside the building, normal acceptable behaviour must be maintained. Children who persistently misbehave may have the privilege withdrawn.
5. All children are expected to complete the tasks set in class and work may be sent home if it is not completed.
6. Chewing gum is not permitted in school at any time.
7. Children who bring toys or games to school do so at their own risk.

### **Guidelines for outside the school building:**

1. Children should not leave the school building at any time without permission.
2. Pupils should only re-enter the building in an emergency.
3. Playing on the outside stairs is dangerous and is therefore not allowed.
4. Litter should be placed in the bins provided.
5. Fighting whether real or pretend is not allowed.
6. When the bell rings pupils should line up promptly.
7. Bullying is not allowed and will be dealt with severely. Any pupil suffering from or witnessing an incidence of bullying should report it to a member of staff, an older pupil who is the "Playground Pal" for that child or place a note in the "Listening Box".

# Bully proofing our School

## Aims:

In Glenboig Primary school we aim to:

- \* develop awareness that bullying is unacceptable.
- \* work in partnership with parents to minimise incidents of bullying.
- \* encourage a climate of openness and a listening culture.
- \* develop a range of strategies to deal with bullying.

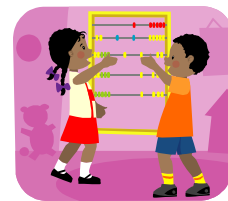
## Identifying Bullying

Bullying is a persistent, intentional cause of power to hurt. It need not be physical. Often the most serious bullying is verbal, social or emotional in nature. Bullying may take the form of:

- \* name calling
- \* pushing, hitting or kicking.
- \* ignoring or isolating.

## Procedures for Dealing with any Incidents of Bullying

1. The children are encouraged to report any incidents of bullying by speaking either to their "Playground Pal", a member of staff or by placing a note in the "Listening Box".
2. A record is kept of incidents of bullying which have been established.
3. Support is given to the victim and counselling to the bully.
4. When necessary parents are involved and their co-operation sought in resolving the situation.
5. In extreme cases where no satisfactory outcome can be reached at school level, the authority would be involved.



## Important Addresses

North Lanarkshire Council  
Education and Families  
Municipal Buildings  
Kildonan Street  
Coatbridge  
ML5 3BT

Telephone: 01698 403140



Alison Gordon and Derek Brown  
Joint Interim Executive Directors  
North Lanarkshire Council  
Education and Families  
Civic Centre  
Windmillhill Street  
Motherwell

ML1 1AB Telephone: 01236 812336 E-mail: [www.northlanarkshire.gov.uk](http://www.northlanarkshire.gov.uk)

**Education Officer:** Gerard McLaughlin Tel: 01236 812490

**Continuous Improvement Officers:** Alison Humphries Tel: 01236 812312  
Jan McCrone

Address: North Lanarkshire Council, Education and Families, Municipal Buildings, Kildonan St., Coatbridge, ML5 3BT.

**Councillors:**

Cllr. Willie Doolan  
Cllr. Michael McPake  
Cllr. Greg Lennon

Contact: P.O. Box 14  
Civic Centre  
Motherwell  
ML1 1TW  
Telephone: 01698 302222

**Area Registration Office:**

Buchanan Centre  
126 Main Street  
Coatbridge  
ML5 3BJ

Telephone: 01236 856430

**Community Facilities:**

Culture NL Ltd  
Community Facilities Section  
Coatbridge Community Centre  
9 Old Monkland Road  
Coatbridge  
ML5 5EE

Tel: 01236 632778



**Contacts in relation to Support for Learning**

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

**ASN Manager:** Central Locality (Coatbridge Bellshill) Tel: 01698 632844  
Carol Hamilton  
Karen Clarkston  
Additional Support Manager  
IT Technical Service  
Caldervale High School, Towers Road, Airdrie, ML6 8P

Carol Hamilton and Karen Clarkston 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. Telephone: 0345 123 2303  
[info@enquire.org.uk](mailto:info@enquire.org.uk)

[www.enquire.org.uk](http://www.enquire.org.uk) for parents and practitioners  
[www.enquireorg.uk/yp](http://www.enquireorg.uk/yp) for children and young people

**Resolve** – 0131 313 8844  
(Independent Adjudicator)

**Scottish Independent Advocacy Alliance**

Scottish Independent Advocacy Alliance  
Mansfield Traquair Centre  
15 Mansfield Place  
Edinburgh  
EH3 6BB  
[enquiry@siaa.org.uk](mailto:enquiry@siaa.org.uk) Telephone: 0131 313 8844  
[www.siaa.org.uk](http://www.siaa.org.uk)

**Reference to Additional Support Needs Tribunal (Scotland)**

ASNTS  
Health and Educational Chambers  
First Tier Tribunal for Scotland  
Glasgow Tribunals Centre  
20 York Street  
Glasgow  
G2 8GT Helpline: 0141 302 5860  
[www.asntscotland.gov.uk](http://www.asntscotland.gov.uk)

**NHS Lanarkshire**

Coatbridge Health Centre Telephone: 01236 432200

**Social Work**

Municipal Buildings  
Kildonan Street  
Coatbridge  
ML5 3BT Telephone: 01236 622100

**Community Learning & Development Locality Offices**

Coatbridge CLD Locality Office  
9 Old Monkland Road  
Coatbridge  
ML5 5EA Telephone: 01236 638470

Email: [CLD-Coatbridge@northlan.gov.uk](mailto:CLD-Coatbridge@northlan.gov.uk)

# **North Lanarkshire Council**

## **School holidays and term dates 2019/20**

### **August 2019**

In-service day: Monday 12 August 2019

In-service day: Tuesday 13 August 2019

Pupils return to school: Wednesday 14 August 2019

### **September 2019**

September weekend holidays: Friday 27 September 2019 to Monday 30 September 2019

### **October 2019**

October break: Monday 14 October 2019 to Friday 18 October 2019 (inclusive)

### **November 2019**

In- Service day: Monday 18 Nov 2018

### **December 2019 – January 2020**

Christmas and New Year Holidays: Friday 20 December 2019 – Friday 3 January 2020 (inclusive)

(School closes 2.30 on Thursday 19 December 2019)

(School returns on Monday 6 January 2020)

### **February 2020**

Mid-term break: Monday 10 February 2020 and Tuesday 11 February 2020

In Service Day: Wednesday 12 February 2020

### **March/April 2020**

Spring break: Monday 6 April 2020 to Friday 17 April 2020 (inclusive)

Good Friday 10 April 2020 and Easter Monday 13 April 2020

### **May 2020**

May day holiday: Monday 4 May 2020

In-Service day: 5 May 2020

May weekend holiday: Friday 22 May 2020 and Monday 25 May 2020

### **June 2020**

School closes: Wednesday 24 June 2020

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 course of the school year in question.
- (b) In relation to subsequent 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.