

Education & Families weekly update

2023 – ISSUE 20

8 June 2023



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Appendices

Appendix 1 – Paperwork, Research (Strathclyde University)

Appendix 2 – Outdoor Education – Schedule 23/24

HT Conference – Evaluation Form

On behalf of Gerard McLaughlin and Janie O'Neill, Chief Officers (Education - North and South)

Colleagues,

Can we ask those who attended the HT Conference on Wednesday 7th June to please complete an Evaluation Form at your earliest convenience.

Evaluation form link -

[Click here](#)

Many thanks

Gerard and Janie

Safe Routes to School - Assessments

North Lanarkshire Council has engaged with infrastructure specialists Atkins to carry out acceptable walking route assessments around schools across the authority area.

These will take place from May 2023 until February 2024, with completed assessments published online.

The assessments will provide useful information for those who may wish to walk or cycle to school.

If you require any additional information regarding the assessments, please contact Mainstreamtransport@northlan.gov.uk

Gary Lambie

Senior Education Manager

School based staff: I.D. badges

The process for ordering a replacement or new staff ID badge has now changed!

If you require a new badge, please complete the form below and attach a photograph. Please ensure you have approval from your manager prior to ordering.

[CLICK HERE](#) to order new I.D. badge.

If you have any further queries regarding this process, contact ICTcorporate@northlan.gov.uk

Jill Woodward

Education and Families Manager (South Locality)

Reminder – Invitation to participate in research, Strathclyde University

Dear All,

Below, and attached (Appendix 1) is an invitation for staff in school to participate in research being conducted by Strathclyde University. Should you wish to participate, please read through the attachments then use the link provided in the email to complete the survey.

Regards

Andrea Cardow

Dear Sir/Madam,

You are being invited to take part in a research study about neurodevelopment in children. Before you decide if you want to take part, it is important for you to understand why the research is being done and what it will involve.

Project Title: Neurodevelopmental differences in early years education: an exploration of educators' experience identifying and teaching children with neurodevelopmental differences.

Principal Investigator: Susan Heywood, 2295620h@student.gla.ac.uk

Supervisors: Dr Paul Lynch (paul.lynch@glasgow.ac.uk) and Dr Jason Lang (jason.lang@glasgow.ac.uk)

Please take time to read the Participant Information Sheet and Privacy Notice attached to this email. Please ask the principal investigator if there is anything that is not clear or if you would like more information.

The survey can be accessed via this link:

https://uofg.qualtrics.com/jfe/form/SV_e8rP2hisNUuSMp8

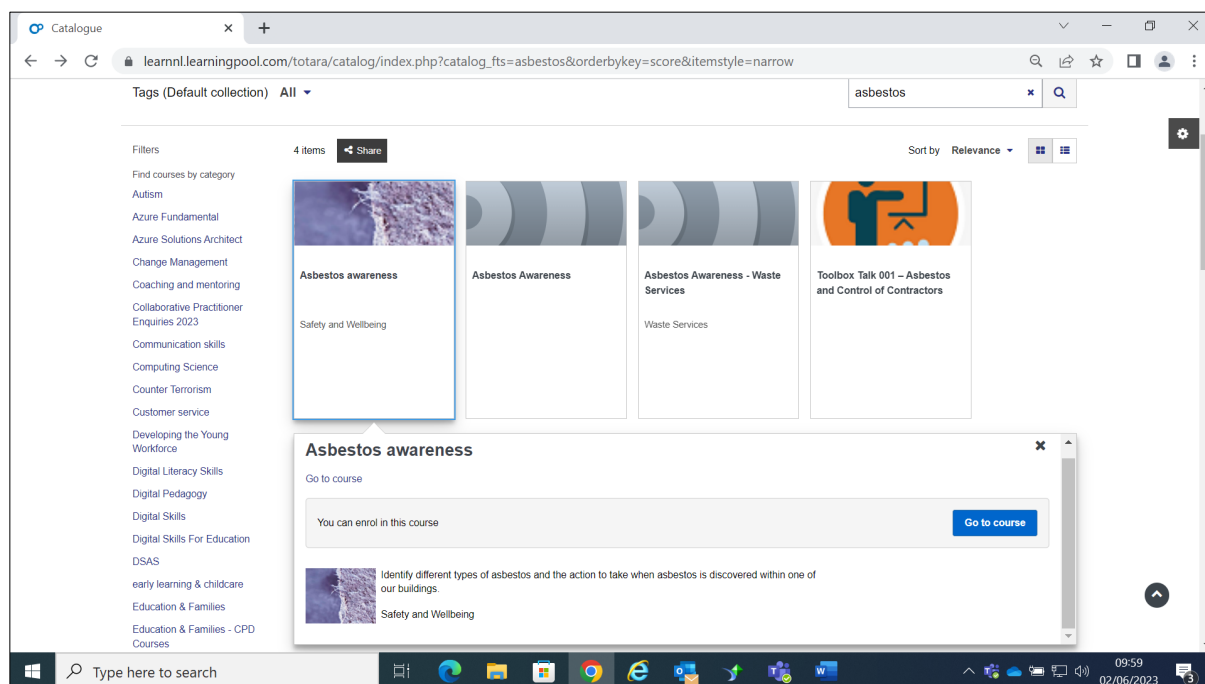
Occupational safety and wellbeing update

Managing asbestos in buildings

Further to visits by the Health and Safety Executive to three schools, North Lanarkshire Council is making improvements to its asbestos management arrangements. As part of this improvement programme, all Head Teachers, Deputy Head Teachers and Heads of Establishment must complete the online Asbestos Awareness e-learning module by no later than the end of the academic year 2022/23.

Not all premises have asbestos containing materials present, and not all Head Teachers and others will have management of asbestos as part of their current remit. However, it is foreseeable that Head Teachers and others may move premises or take management responsibility for other premises, either on a temporary or permanent basis. Completing the Asbestos Awareness module will ensure that where management of asbestos is, or becomes, part of a manager's remit, they have an awareness of the risks to health associated with asbestos and the requirement to manage asbestos in buildings. This awareness will assist managers in understanding and implementing the specific asbestos management arrangements in place at premises under their control.

The Asbestos Awareness e-learning module can be found on [LearnNL](#).



If you have any queries or require further information, then please contact the [Occupational Safety and Wellbeing Team](#).

Asbestos Management Plan

Corporate Repairs & Maintenance Asbestos Team are currently producing an asbestos management plan for all properties, within this document will be roles and responsibilities, asbestos register and asbestos action plan. The asbestos management plan will be presented to each property by our team highlighting requirements for the head of establishment and agreeing on the action plan.

Regards

Kevin Doohan

Corporate Repairs & Maintenance Manager

Corporate Property

M 07812771653

doohank@northlan.gov.uk



Reminder - Outdoor Education - Programme Schedule - 23/24

Dear Schools,

Thank you to the schools that have confirmed their allocation for next year (school name highlighted in green). Schedule attached in Appendix 2.

If you have yet to confirm your school's allocation for next year, we kindly request that you let us know no later than **Friday 16th of June 2023**. Email sent to schools with further information is below.

Kind regards

Jordann & Danny

Outdoor Education Team | Education & Families | North Lanarkshire Council | Strathclyde Park | 366 Hamilton Rd, ML1 3ED | Mobile: 07976 947 215 or 07581 002 470 | Twitter: @SP_edprogramme

From: EFOOutdoor Education <EFOE@northlan.gov.uk>

Sent: 18 May 2023 4:10 PM

Subject: Outdoor Education - Programme Schedule - Academic Year 23/24

Dear School,

I hope this email finds you well. We would like to invite your P7 class group to an exciting outdoor education experience at Strathclyde Park for the 23/24 academic year.

The cost of this outdoor experience is £112 per pupil, with an additional £8 for a rowing session totalling £120 per pupil. Only pupils who are in receipt of free school meals will be entitled to a lunch at their outdoor education experience.

We guarantee an unforgettable experience for your pupils, as well as valuable skills and knowledge they can carry with them for life. We have endeavoured to place schools with the cluster school groups as this will help with transition experience.

We kindly request that you let us know if your school will be attending in your allocated week by no later than **Friday 16th June 2023**. We have very limited capacity to change your date your school have allocated.

Best regards,

Danny & Jordann

Our Ref: SH/AMC
Your Ref:
Contact: Andrea McIlhatton Cardow
Tel: 01236 812466
E-mail: cardowma@northlan.gov.uk
Date: 20th March 2023

FAO Susan Heywood

Education and Families

Gerard McLaughlin
Chief Officer (Education – North)
Civic Centre
Windmillhill Street
Motherwell, ML1 1AB
www.northlanarkshire.gov.uk

Dear Susan,

Research Project: Neurodevelopmental differences in early years education: an exploration of educators' experience identifying and teaching children with neurodevelopmental differences.

Thank you for returning the completed application form. I am pleased to inform you that approval has been granted at authority level for you to approach the head teachers of NLC primary schools to seek their approval to participate in your project. It is understood that this will be done via an email from you to be issued to head teachers in NLC primary schools.

A copy of this letter should be included with your email as confirmation of North Lanarkshire Council's authorisation but I would remind you that it is the head teachers who have the final veto over whether staff and / or pupils in their school will participate in the research.

When you have completed your research you should provide the schools, if requested, with a copy of your findings.

I wish you very success with your project.

Yours sincerely



Gerard McLaughlin
Chief Officer (Education – North)



Participant Information Sheet

Project title: Neurodevelopmental differences in early years education: an exploration of educators' experience identifying and teaching children with neurodevelopmental differences.

Principal Investigator: Susan Heywood, 2295620h@student.gla.ac.uk

Supervisors: Dr Paul Lynch (paul.lynch@glasgow.ac.uk) and Dr Jason Lang (Jason.lang@glasgow.ac.uk)

You are being invited to take part in a research study about neurodevelopment in children. Before you decide if you want to take part, it is important for you to understand why the research is being done and what it will involve. Please take time to read the information on this page carefully and discuss it with others if you wish. Ask the researchers if there is anything that is not clear or if you would like more information. Take time to decide whether or not you wish to take part.

I hope that this sheet will answer any questions you have about the study.

This study aims to gather information from primary teachers and early years educators with regards to their experience with neurodevelopmental (ND) differences in the classroom in Scottish schools. The survey will ask about your professional training in identifying and teaching children with neurodevelopmental differences. The project will then explore your experience and confidence identifying and teaching children with neurodevelopmental differences. The project also aims to understand the process beginning with identifying a neurodevelopmental difference through to referral to relevant parties for a neurodevelopmental diagnosis, from the perspective of you, as teachers.

You are receiving this invitation as a primary teacher or early years educator in Scotland or as a student on your Masters programme at the School of Education, University of Glasgow. This invitation has been sent to everyone in these groups.

Your participation in this research is voluntary and you have the right to withdraw at any point. If you wish to withdraw, please contact the principal investigator at the email above and your data will be removed from the study.

Should you choose to take part, the study will be conducted as an online survey on the University of Glasgow approved Qualtrics XM platform which can be accessed through an email link. The survey will take approximately 20 minutes to answer. At the end of the survey you will be asked to provide an email address. This will only be used should the study responses cause any concern for the welfare of a child or young person, or the participant.

This email address will also be used to share the results of this research, facilitate withdrawal from the project or to contact you about future research studies by this team, should you wish. If you choose to be contacted about future research studies, your email address will be retained by the project supervisors on a secure server for five years.

It is possible that you may experience some distress recalling experiences which are asked about in this survey. As a result, the survey does not ask any questions about specific details but rather for general themes. If you experience any distress, please contact the principal investigator. This will be discussed with the project supervisors, who can direct you to appropriate sources of support.

Your responses to this survey are confidential. An ID number will be allocated to preserve anonymity during analysis of the results. Your email address will be stored separately to the survey responses. Please note that assurances on confidentiality will be strictly adhered to unless evidence of wrongdoing or potential harm is uncovered. In such cases the University may be obliged to contact relevant statutory bodies/agencies.

Involvement in the study will not affect your grades in your masters degree programme or employment.

The results of the study will be used to produce an article. This will be submitted for publication and conference presentation. The data will be stored electronically at the University of Glasgow for ten years and will not be re-used by the University of Glasgow in the future.

This study has been reviewed and agreed by the School of Education Ethics Forum, University of Glasgow.

For any further contact information please contact the principal investigator or the supervisors listed at the beginning of the information sheet at the relevant email addresses.

If you have any concerns regarding the conduct of this research project, you can contact the School of Education Ethics Officer, Dr Paul Lynch (paul.lynch@glasgow.ac.uk).

Thank you for reading this.

Privacy Notice for Participation in Research Project: Neurodevelopmental differences in early years education: an exploration of educators' experience identifying and teaching children with neurodevelopmental differences.

Your Personal Data

The University of Glasgow will be what's known as the 'Data Controller' of your personal data processed in relation to your participation in the research project: Neurodevelopmental differences in early years education: an exploration of educators' experience identifying and teaching children with neurodevelopmental differences.

This privacy notice will explain how The University of Glasgow will process your personal data.

Why we need it

We are collecting basic personal data such as your name and contact details in order to conduct our research. We need your name and contact details to flag any concerns should the study responses cause any concern for the welfare of a child or young person, or you as the participant. The contact details will also be used to notify you of the findings of the research and can be used to facilitate the withdrawal of your data from the study. You may also indicate during this study if you wish to be contacted about future research studies conducted by this team and in this case your email address will be retained to facilitate finding participants for future research about teaching and neurodevelopment.

We only collect data that we need for the research project. Your email address will be stored separately from your survey responses. An ID number will be assigned to your survey responses to anonymise them. This ID number will also be stored with your email address so that the anonymisation can be reversed if this is indicated to raise concerns or aid your withdrawal of data from the study. All of your data will be stored electronically on a secure server.

Please note that your confidentiality may be impossible to guarantee as the study is being undertaken in a small region with a limited number of participants. Please see accompanying **Participant Information Sheet**,

Legal basis for processing your data

We must have a legal basis for processing all personal data. As this processing is for Academic Research we will be relying upon **Task in the Public Interest** in order to process the basic personal data that you provide. For any special categories data collected we will be processing this on the basis that it is **necessary for archiving purposes, scientific or historical research purposes or statistical purposes**

Alongside this, in order to fulfil our ethical obligations, we will ask for your **Consent** to take part in the study Please see accompanying **Consent Form**.

What we do with it and who we share it with

All the personal data you submit is processed by Susan Heywood, Dr Paul Lynch and Dr Jason Lang at the University of Glasgow in the United Kingdom. In addition, security measures are in place to ensure that your personal data remains safe. Your personal data will be stored on the secure University of Glasgow server and accessed from desktop computers in the University of Glasgow which are encrypted and in a secure physical environment.

Please consult the **Consent form** and **Participant Information Sheet** which accompanies this notice.

We will provide you with a copy of the study findings. Details of any subsequent publications or conference presentations will be available at your request.

What are your rights?*

GDPR provides that individuals have certain rights including: to request access to, copies of and rectification or erasure of personal data and to object to processing. In addition, data subjects may also have the right to restrict the processing of the personal data and to data portability. You can request access to the information we process about you at any time.

If at any point you believe that the information we process relating to you is incorrect, you can request to see this information and may in some instances request to have it restricted, corrected, or erased. You may also have the right to object to the processing of data and the right to data portability.

Please note that as we are processing your personal data for research purposes, the ability to exercise these rights may vary as there are potentially applicable research exemptions under the GDPR and the Data Protection Act 2018. For more information on these exemptions, please see [UofG Research with personal and special categories of data](#).

If you wish to exercise any of these rights, please submit your request via the [webform](#) or contact dp@gla.ac.uk

Complaints

If you wish to raise a complaint on how we have handled your personal data, you can contact the University Data Protection Officer who will investigate the matter. Our Data Protection Officer can be contacted at dataprotectionofficer@glasgow.ac.uk

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner's Office (ICO) <https://ico.org.uk/>

Who has ethically reviewed the project?

This project has been ethically approved via the College of Social Sciences Research Ethics Committee or relevant School Ethics Forum in the College.

How long do we keep it for?

Your **personal** data will be retained by the University only for as long as is necessary for processing and no longer than the period of ethical approval [30/06/2023](#). After this time, personal data will be securely deleted. Email addresses will be deleted at the end of the project or stored for 5 years.

Your **research** data will be retained for a period of ten years in line with the University of Glasgow Guidelines. Specific details in relation to research data storage are provided on the Participant Information Sheet and Consent Form which accompany this notice.

End of Privacy Notice _____

2023	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri
Aug	14th	15th	16th	17th	18th	21st	22nd	23rd	24th	25th	28th	29th	30th	31st	1st Sept
	Inservice Day														
Sep	4th	5th	6th	7th	8th	11th	12th	13th	14th	15th	18th	19th	20th	21st	22nd
	Clyde Valley HS Cluster					Dalziel / Braidshurt / Our Ladys HS Clusters					St Aidan's HS Cluster				
Oct	2nd	3rd	4th	5th	6th	9th	10th	11th	12th	13th	16th	17th	18th	19th	20th
	Chryston HS Cluster					Chryston HS Cluster					OCTOBER HOLIDAYS				
Nov	30th Oct	31st Oct	1st	2nd	3rd	6th	7th	8th	9th	10th	13th	14th	15th	16th	17th
	Cumbernauld Academy Cluster					Bellshill Academy Cluster					Our Ladys HS Cumbernauld Cluster				
Dec	4th	5th	6th	7th	8th	11th	12th	13th	14th	15th	18th	19th	20th	21st	22nd
	St Maurices HS Cluster					Cumbernauld Academy / St Maurices HS Cluster					Christmas Holidays				
Jan-23	1st	2nd	3rd	4th	5th	8th	9th	10th	11th	12th	15th	16th	17th	18th	19th
	Christmas Holidays					St Margaret's HS Cluster					Caldervale HS Cluster				
Feb	30th Jan	31st Jan	1st	2nd	5th	6th	7th	8th	9th	12th	13th	14th	15th	16th	19th
	Caldervale HS Cluster					Airdrie Academy Cluster					Mid Term Break				
Mar	26th Feb	27th Feb	28th Feb	29th Feb	1st	4th	5th	6th	7th	8th	11th	12th	13th	14th	15th
	Greenfauls HS Cluster					Coltness HS / St Aidan's HS Cluster					Calderhead HS / St Aidan's HS Cluster				
Apr	1st	2nd	3rd	4th	5th	8th	9th	10th	11th	12th	15th	16th	17th	18th	19th
	Easter Holidays					Easter Holidays					Kilysth Academy Cluster				
May	29th April	30th April	1st	2nd	3rd	6th	7th	8th	9th	10th	13th	14th	15th	16th	17th
	Our Ladys HS / Dalziel HS Cluster					St Andrews HS / Coatbridge HS Cluster					St Ambrose HS / Coatbridge HS Cluster				
June	3rd	4th	5th	6th	9th	10th	11th	12th	13th	14th	17th	18th	19th	20th	21st
	St Andrews HS Cluster					St Andrews HS Cluster					St Margaret's HS Cluster				

PLEASE NOTE

- 1) Numbers given are based on current year's Primary 6. School class size may change slightly over summer break.
- 2) Numbers do not include accompanying staff. Usually a ratio between 1:10 - 1:15 depending on pupil needs.
- 3) Note that there are 'short weeks' i.e. Tues - Fri and Mon - Thurs
- 4) Schools confirmed will be in green

Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri
25th	26th	27th	28th	29th	25th	26th	27th	28th	29th
OFF					OFF				
23rd	24th	25th	26th	27th	23rd	24th	25th	26th	27th
Taylor HS Cluster					Taylor HS Cluster				
27th	28th	29th	30th	1st Dec	27th	28th	29th	30th	1st Dec
Bellshill Academy & Cardinal Newman Cluster					Bellshill Academy & Cardinal Newman Cluster				
25th	26th	27th	28th	29th	25th	26th	27th	28th	29th
Christmas Holidays					Christmas Holidays				
22nd	23rd	24th	25th	26th	22nd	23rd	24th	25th	26th
Greenfauls HS Cluster					Greenfauls HS Cluster				
19th	20th	21st	22nd	23rd	19th	20th	21st	22nd	23rd
Airdrie Academy / Bellshill Academy Cluster					Airdrie Academy / Bellshill Academy Cluster				
25th	26th	27th	28th	29th	25th	26th	27th	28th	29th
Our Ladys HS / Brannock HS / Taylor Cluster					Our Ladys HS / Brannock HS / Taylor Cluster				
27th	28th	29th	30th	31st	27th	28th	29th	30th	31st
Coatbridge HS Cluster					Coatbridge HS Cluster				
24th	25th	26th	27th	28th	24th	25th	26th	27th	28th
End of Term					End of Term				