



GLENGOWAN PRIMARY SCHOOL



HANDBOOK

December 2015

NORTH LANARKSHIRE COUNCIL DEPARTMENT
OF LEARNING AND LEISURE

MOTTO:

"SERVICE AND PEOPLE FIRST"

VISION FOR THE NEW SERVICE

Learning and Leisure Services aims to provide the highest quality services to all our residents through nursery and school education, childcare, community learning and development, libraries and information provision, creative services and museums and heritage centres. We will identify the learning and leisure needs of our community and using an integrated approach with NL Partnership organisations we will deliver a quality range of front-line services.

AIMS OF GLENGOWAN PRIMARY

- to provide our pupils with a happy, secure and stimulating environment where each child will develop to his/her potential physically, emotionally, intellectually, creatively and socially.
- to provide a context for learning, developing equal opportunities, skills and knowledge for all pupils whilst actively encouraging them to respect themselves, others and the environment.
- to foster life long learning within our pupils, equipping them for their role in the community and society at large, through encouraging them to develop tolerance, self discipline, independence and consideration for others.
- to provide our staff with opportunities for collaborative working, self evaluation and reflection. In doing so, they will inform practice and effect change.

- to welcome parents into the school and nursery, encouraging partnership working and giving them opportunities for involvement in their child's learning.

Contents

Item

1	Introduction by Head Teacher
2	School Information
3	Teaching Staff
4	School Hours
5	The School Year
6	Transfer/Enrolment
7	Equal Opportunities
8	Curriculum for Excellence
9	Additional Support Needs
10	Improvement Plan
11	Homework
12	School Ethos
13	Spiritual, Social, Moral & Cultural Values
14	Extra-Curricular Activities
15	Freedom of Information
16	Data Protection
17	Child Protection
18	School Discipline & Anti-bullying
19	Home & School Links
20	Attendance at School
21	Clothing & Uniform
22	Meals
23	Transport
24	Medical & Health Care
25	Information in Emergencies
26	The Parent Forum
27	Supervision in Non-Class Times
28	Placing Requests
29	Transfer from Primary School to Secondary School
30	Names & Addresses of Importance
31	Glossary of Specialist Terms
32	Qualifying Statement
33	Contacts in Relation to Support for Learning



1.

WELCOME TO GLENGOWAN PRIMARY

Dear Parent

Our handbook is designed to be helpful and informative and provide you with as much information about school life as possible.

We aim to create a warm, caring and safe environment for everyone here at Glengowan - children, parents, staff and the wider community. We provide a broad range of learning and teaching opportunities to enable all children to develop as successful learners, confident individuals, responsible citizens and effective contributors.

With your support, and that of other agencies, we are sure we will achieve this aim. We will work in partnership with you in order to develop a close home/school link which we feel will benefit our pupils, families and the wider community.

We look forward to getting to know you and your child as we work together.

Yours sincerely

Rhona Reid

Rhona Reid

Head Teacher

2. SCHOOL INFORMATION

Glengowan Primary School
Drumfin Avenue
Caldercruix
ML6 7QP
Telephone 01236 757670
Fax 01236 842308
E Mail ht@glen-gowan.n-lanark.sch.uk
Website <https://blogs.glowscotland.org.uk/nl/glen-gowan>



Glengowan Primary School is the non-denominational school in the village of Caldercruix. Glengowan Nursery Class is also non-denominational. The school is co-educational and caters for children from Nursery Class (40/30) through Primary 1, 2, 3, 4, 5, 6 & 7. The present roll, excluding Nursery Class, is 168 and the planning capacity is 150. Currently there are 7 classes as we have the temporary use of a shared room for this session. This has increased our working capacity to 168 for this session. 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.

COMPOSITE CLASSES i.e. more than one stage in a classroom is often the practice in Glengowan. This is caused by the irregular pattern of intake numbers. Composite classes are formed according to North Lanarkshire's policy, based upon Literacy and English groups and/or Numeracy and Mathematics groups. The professional judgements of the staff ensure that your child will work within a programme appropriate to his/her age, aptitude and ability. Schools are staffed to an agreed standard, based on the total number of pupils at each stage.

Parents will be kept informed of the arrangements for annual class structuring. All class teachers are fully consulted before composite classes are formed. Our class structure for session 2015-2016 is as follows: P1, P2, P3, P4, P5, P6 and P7. Glengowan Primary does not provide teaching through the Gaelic language.

COMMUNITY FACILITIES

It is council policy that school accommodation is made available, as far as possible, outwith school hours for the community. Such groups, clubs, etc. may apply for a let in accordance with approved letting procedures and enquiries should be directed to the Community Education Office.

NAME	Department of Community Services
ADDRESS	Community Support Services Airdrie Area Resource Centre Victoria Primary School 79 Aitchison Street, Airdrie ML6 ODB
TEL NO:	01236 766733
Fax:	01236 752009
Email	CommEd-Airdrie@northlan.gov.uk

ASSOCIATED SECONDARY

TEL NO: 01236 794855

Caldervale High School
Towers Road
Airdrie
ML6 8PG
01236 794855

PARENT COUNCIL

Details of our Parent Council are included in section 26a. The Chairperson is Mrs Lynda McIntyre and she can be contacted via email at mcintyrehaulage@btinternet.com

3. TEACHING STAFF

The Head Teacher is Mrs Rhona Reid. There are 2 Principal Teachers, Mrs Dickson and Mr Benham. Mrs Dickson teaches non-class contact time in P4-7, including teaching French to P6 and P7 pupils. Mr Benham has a teaching remit in P6 for one day per week and he teaches non-class contact time in P1-3. The total number of teaching staff is (9.52 fte). The SLT cover 2x30 minute blocks of NCCT per week.

Mrs Milligan	Primary 1	
Mrs Sharkey	Primary 2	
Mrs McLeaney	Primary 3	
Mrs Queen	Primary 4	
Miss McComb	Primary 5	
Mrs L Drummond	Primary 6	
Mrs Cruickshanks	Primary 7	
Mrs Young	Nursery Teacher	
Mrs Gilchrist	Early	Learning
Practitioner		
Mrs Blades (0.6)	Early	Learning
Mrs Ogston (0.4)	Early	Learning
Miss Stewart Practitioner	Early	Learning
Mrs Hay (0.5)	Early	Learning

SUPPORT STAFF

Clerical Assistants	Mrs Leckie Mrs Robertson Mrs Lafferty
Classroom Assistants	Mrs Leckie Mrs Ridley
Lollipop Lady	Mrs Moochan
Catering Supervisor	Mrs McPhail
Dining Attendants	Mrs Stewart Mrs Wood Mrs Penman Mrs Robertson Ms McNee
Janitors	Mr McGroarty Mr Mooty
Cleaners	Mrs Kilfedder Mrs Hanlin Mr Russell Ms Bukkems Ms McFauley

4. SCHOOL HOURS

Monday – Friday	08.55 a.m. - 3.00 p.m.
Interval	10.35 a.m. - 10.50 a.m.
Lunch	12.30 p.m. - 1.20 p.m.
Home time for pupils	3.00 p.m.
Primary 1 pupils will attend school full-time from the first day of session.	



NURSERY CLASS

Morning Session	8.40 a.m. - 11.50 a.m.
Afternoon Session	1.00 p.m. - 4.10 p.m.

5. THE SCHOOL YEAR

School holiday arrangements 2016/2017

August 2016

In-service day (all areas): Monday 15 August 2016

In-service day (all areas): Tuesday 16 August 2016

Pupils return to school: Wednesday 17 August 2016

September 2016

September weekend holidays: Friday 23 September 2016 and Monday 26

September 2016

October 2016

October break: Monday 17 October 2016 to Friday 21 October 2016

November 2016

In-service day (all areas): Monday 21 November 2016

December 2016 - January 2017

Christmas and New Year holidays: Monday 26 December 2016 to Friday 6

January 2017 (inclusive)

February 2017

Mid-term break: Monday 13 February and Tuesday 14 February 2017

In-service day (all areas): Wednesday 15 February 2017

April 2017

Spring break: Monday 3 April to Monday 17 April 2017 (inclusive)*

*Good Friday 14 April 2017 and Easter Monday 17 April 2017

May 2017

May Day holiday: Monday 1 May 2017

In-service day (all areas): Thursday 4 May 2017

Mid-term holiday: Friday 26 May and Monday 29 May 2017

June 2017

School closes Wednesday 28 June 2017

It is proposed that schools will return for staff Tuesday 15th August 2017 and Thursday 17 August 2017 for pupils.

6. TRANSFER/ENROLMENT



Annual primary one registration will follow the guidelines of the Local Authority and information will be given in the local press and displayed in windows of village shops.

Registration at other times can be made by a personal visit to the school. An appointment is not necessary.

Pre Entry Programme

Towards the end of May/June, children who have registered to attend Glengowan are invited to spend part of the day with the P1 teacher. Parents are invited to an Induction meeting where they can find out about the start of their child's education, ask questions and discuss any concerns they may have. This meeting is invaluable to parents and staff as it shows the mutual support needed throughout the years spent at school.



7. EQUAL OPPORTUNITIES

The school aims to afford equality of educational opportunity to all young people. All areas of the curriculum are open to both boys and girls. No child will ever be deprived from participating in any activity because of lack of finance. Where payment is necessary parents are always informed timely of the availability of payment by instalments. Please contact the Head Teacher regarding any difficulties with payments. The Department of Learning and Leisure's Equality Policy is implemented. We are committed to eliminating all forms of discrimination including disability, gender and religion; promotion of equality of opportunity and good relations. The school is committed to assessing all policies and practices to ensure there is no negative impact on any group of people. The Equality and Human Rights Commission's Technical Guidance for Schools in Scotland is the essential guide for the school community to promote equality. This information can be accessed at: <http://www.equalityhumanrights.com/news/2013/june/commission-publishes-equality-guidance-for-schools/>

8. 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
Health and Well Being
Languages (literacy)
Mathematics (numeracy)

Religious and Moral Education
Sciences
Social Studies
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.



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 new levels are as follows:-

LEVEL	STAGE
Early	the pre-school years and P1 or later for some
First	to the end of P4, but earlier or later for some
Second	to the end of P7, 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?

At Glengowan Primary, teaching staff report to parents on their child's progress at the end of each session, using the NLC electronic reporting format. There will be new ways of assessing each child's progress to make sure that potential is achieved. New qualifications are being developed:

- 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 implement Curriculum for Excellence so that you can be confident that your child is receiving a high quality education.

In Glengowan Primary we have been engaging with the experiences and outcomes of Curriculum for Excellence since the draft document was published. Now in its final format, we have ensured that CfE is a major focus in our Improvement Plans. The key issues for us as a school have been curricular development, the use of ICT to enhance learning and teaching, the promotion of active learning opportunities and reviewing our assessment and reporting procedures. We organise parental workshops during the school session related to our improvement priorities and to inform parents of sensitive aspects of learning. Parents can find out more about the curriculum at local and national level by accessing the following websites:www.northlanarkshire.gov.uk www.educationscotland.gov.uk



9. ADDITIONAL SUPPORT NEEDS

Glengowan Primary complies with the Education (Additional Support for Learning) (Scotland) Act 2004 as amended by the Education (Additional Support for Learning) (Scotland) Act 2009. 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's guidelines. In Glengowan Primary School, we believe that all children learn in different ways and may require additional support for a variety of reasons at different times in their education. For some children, the support they require will be of a long-term nature, whereas for others it may only be for a temporary period in their schooling.

A child has additional support needs where, for whatever reason, the child is, or is likely to be unable to benefit from school education provided or to be provided for the child or young person, without the provision of additional support. Support can also be made available for pupils with English as an additional language.

Glengowan Primary School has a commitment to support the entitlement of all children to a planned and progressive educational experience, enabling them to achieve their potential and become:

- **Successful learners**
- **Confident individuals**
- **Responsible citizens**
- **Effective contributors**



Staged intervention is a process which is used to identify, assess, plan, support and review the learning needs of the pupils in our school. The Head Teacher or one of the Principal Teachers should be contacted by parents who have a concern regarding how their child is progressing.

Every child in school has an adult that will get to know them well and can help them. This person is called the Named Person and in Glengowan Primary the named person is Mrs Rhona Reid.

Our school has clear procedures in place at class/playroom level to provide for the identification and support of individual pupil needs. The framework is as follows:

Level 1 – Internal support, where education staff identify that a child or young person needs support or planning which can be met within the existing classroom or playroom setting.

Level 2 – Internal support, where education staff identify that a child or young person needs support or planning from within the school or early years establishment.

Level 3 – External support where education staff identify that the child or young person requires support or planning from beyond the school or early years establishment but within education.

Level 4 – External support provided on a multiagency basis, where the child or young person's needs are identified as requiring support or planning from other agencies out with education such as health, social work and/or voluntary services and these support needs are likely to last for more than one year.

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, Mrs Rhona Reid, is the Looked After Children's Co-ordinator.

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 an assessment at any time to establish whether a child or young person has additional needs and/or requires a Co-ordinated Support Plan. The Head Teacher, Mrs Rhona Reid, should be contacted regarding this.

Planning

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 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 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 proposed priorities for 2016 – 2017 will be in these broad areas:

- To meet children's needs through developing effective, consistent approaches to monitoring and tracking progress.
- To enhance learners' creative and aesthetic talents through broad, progressive programmes of learning in expressive arts; including opportunities to participate in performances.
- To provide learners with opportunities to develop skills for learning, life and work, including developing their skills in using new technologies.

In arriving at our improvement priorities for 2016 – 2017 in respect of the school and nursery, we will take account of North Lanarkshire's Service Improvement Objectives, the audit of the 2015 – 2016 Improvement Plan and consultations with staff, parents, children and our partners. We will also take account of our Legislative responsibilities in respect of parental involvement, pupil involvement, health promotion, equality and Curriculum for Excellence. Further information relating to school improvement and Curriculum for Excellence can be accessed on the Education Scotland website at www.educationscotland.gov.uk/.

In the last 12 months we have maintained our Eco Schools Green Flag status and Fairtrade status. We have received recognition for our good practice in promoting road safety through implementing the Kerbcraft initiative. We have also been taking part in the WOW Scotland initiative with each pupil updating the travel tracker on a daily basis. To further enhance our Health and Wellbeing curriculum we have implemented the 'Knowing Me, Knowing You' resource and the 'Healthy Schools' pack. We have continued to focus on developing numeracy and mathematics across the school with the introduction of new concrete materials to support children's development of mathematics concepts. The development of literacy and English continues to be a priority for us and we have invested a significant amount of money in the purchase of new reading texts, particularly at the early stages. In addition to this, we have worked with other cluster schools to plan literacy and English experiences to ensure consistency of approach.

11. HOMEWORK



Children will be asked to do a certain amount of homework and your co-operation in supporting your child and the school is appreciated. Parental involvement in homework encourages your child to do well and shows your interest in what and how he/she is doing. For primary children half an hour should be an adequate amount of time to complete the set work. Homework tasks are closely linked to children's learning in school and are differentiated to children's needs and abilities. Children in P1 – P7 are issued with Home Learning Diaries, which you are asked to read as they often contain reminders as well as set homework tasks. Please sign all written homework and your child's home learning diary. If homework presents a problem, it is important that the class teacher gets to know. Please do not hesitate to contact the school if this is the case.

12. SCHOOL ETHOS

In Glengowan Primary School we work collaboratively to create a warm, welcoming ethos for our pupils, staff, parents, visitors and the wider

community. We demonstrate an open-door policy, welcoming visitors into the school. We also work in partnership with the community through supporting the Community Project and assisting with the development of the Community Gardens. We provide equal opportunities for all pupils, actively encouraging respect, tolerance, self-discipline, independence and consideration for others. We regularly celebrate children's achievements at assemblies, including awards earned outwith school. We also recognise and reward good social skills through our Manner of the Month certificates, Playground Awards, Positive Behaviour Certificates, Good News Awards and Litter Muncher Certificates.

13. SPIRITUAL, SOCIAL, MORAL AND CULTURAL VALUES

During the school year, Christmas and Easter are celebrated by special religious services to which parents are invited.



It is recognised that the Education Act allows parents to withdraw their children from instruction in religious subjects and from any religious observance and any such child will not be placed at any disadvantage with respect to secular instructions. Any parent wishing to exercise this right should contact the Head Teacher. Parents/Guardians from ethnic minority religious communities may request that their children be permitted to be absent from school in order to celebrate recognised religious events. Only written requests will be considered. Appropriate requests will be granted on not more than three occasions in any one school session and the pupil noted as an authorised absentee in the register.

14. EXTRA-CURRICULAR ACTIVITIES



Glengowan Primary offers a range of extra curricular activities for pupils, some of which are seasonal and change termly. Examples of these include: Cross Country Club, Netball, Bikeability and Arts & Crafts. Please contact the school to discuss fully which age groups these clubs cater for and which staff members are responsible for managing these activities. Parents

wishing to assist with these activities should contact the school and must be in possession of an appropriate PVG certificate as an NLC Parent Helper, prior to commencing helping. We have access to the gym hall for sports activities and can utilise the all-weather pitch and playground areas for outdoor activities. Our pupils also benefit from class outings which are arranged to extend and deepen their learning experiences, related to interdisciplinary learning themes. We also participate in local events, such as: football festivals, netball games and the Airdrie Schools Bible Quiz. We hold various events each session including: school Christmas concert, Burns' Supper and P7 Leavers' Assembly.

15. FREEDOM OF INFORMATION

The Freedom of Information (Scotland) Act 2002 came into force in January 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 524712.

16a. DATA PROTECTION

The processing of your personal information by North Lanarkshire Council is carried out in accordance with the Data Protection Act 1998. The information you give is held securely, treated confidentially and only used for statutory educational purposes or to improve the quality of the service. Under the Data Protection Act 1998 you are entitled to access the information held. In terms of section 7 of the Act such requests should be sent to Freedom of Information and Records Management Officer.

16b. TRANSFERRING EDUCATIONAL DATA ABOUT PUPILS



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

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

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

Why do we need your data?

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

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

Your 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).

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 or write to The ScotXed Support Office, SEGP, Area 1B, Victoria Quay, Leith. EH6 6QQ. Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, Braille and large print.

Want more information?

Further details about ScotXed data exchanges are available on the ScotXed website, www.scotxed.net

17. CHILD PROTECTION

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

The Head teacher is responsible for the school's 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: Mrs Rhona Reid

Telephone Number: 01236 757670

18a. SCHOOL DISCIPLINE

In Glengowan Primary School we realise the importance of praise in developing self esteem and have developed a whole school approach to the promotion of a positive school ethos. The school's Promoting Positive Behaviour Policy is actively promoted by all members of staff and details positive measures to help reduce indiscipline together with rewarding appropriate behaviour. A key feature of this policy is parental involvement and support. A broad outline of the school's procedures is given below:

- Pupils, in collaboration with their teacher, construct a classroom behaviour plan which includes mutually agreed rules, rewards and sanctions.

- Parents are issued with a copy of the behaviour plans and are encouraged to work in partnership with the school.
- Teachers track pupil behaviour on the behaviour tracking sheet, with every new day being a new start.
- Circle time/PAThS is used at all stages as an outlet for discussing feelings, emotions and relationships.
- Certificates are issued to pupils who have consistently followed the class rules for a whole month.
- Parents of pupils whose behaviour is a cause for concern are contacted by the head teacher to work in partnership with the school.



Additional Support Needs

It is recognised that a child's behaviour can, in certain circumstances, cause a barrier to learning. In Glengowan Primary we are pro-active in identifying that a child may require a more structured, visual system of promoting positive behaviour. We provide this support through the 'Traffic Light System'.



Incidences of unacceptable behaviour will result in agreed consequences, which are detailed on the classroom behaviour plan. These may include verbal reprimands, withdrawal of privileges or detention at intervals or lunchtimes. In cases of a more serious nature, parents will be contacted and their co-operation will be sought to ensure an improvement in their child's behaviour.

Serious acts of indiscipline or repeated failure to comply with the school's policy and procedures may result in a child being excluded from the school. In these cases, the authority's procedures on exclusion from school will be implemented.

The following procedures are good practice and are implemented for the health and safety of all children.

- All children must behave in a manner which shows consideration to all members of the school community.
- Children must not leave the school premises during the school day, without permission.
- Parents must contact the school to make arrangements and gain permission for a child to leave school during the day.
- All children must respect property and belongings at all times including their own, others' and the schools. Any school resources lost or damaged must be paid for by parents.
- Children should line up quickly when the bell sounds.
- Verbal/physical abuse or inappropriate language will not be tolerated. Children must not retaliate to such behaviour.
- Children must be responsible for their own money.



18b. ANTI - BULLYING

In Glengowan Primary School we encourage an open approach to anti-bullying strategies, involving pupils, staff and parents.

Any incidents of bullying should be reported to a member of staff. Following a discussion with the children involved, an appropriate consequence may be applied. The emphasis will be on resolving matters in a positive manner, focussing on how those involved have been affected and on building relationships based on mutual respect. More serious or repeated incidents should be reported to a member of the SLT. The SLT may decide to contact parents regarding incidents of bullying and it may be necessary to convene a meeting with the Head Teacher.

It is important that incidents of bullying are reported. Children can speak directly to any member of staff. Parents may also contact the school to report any concerns.

19. HOME AND SCHOOL LINKS

In Glengowan Primary School, we value parental involvement and support in children's education. Parents are welcomed into the school and can contact the school to discuss any aspect of their child's education or welfare. Obviously it would be helpful if such visits were made by appointment but it is acknowledged that it is not always possible to do so. There are also times when the school may request an individual parent to come to school to discuss a matter. Parents' meetings are held twice per year and written reports are issued at the end of the session using NLC's reporting format. Parents are also invited to attend events throughout the school year. Regular newsletters keep parents informed of the life of the school. There is an induction programme for P1 beginners.

The Parent Council meet on a regular basis. Details of the meetings are communicated to members of the Parents' Forum. The Chairperson of the Parent Council is Mrs Lynda McIntyre and she can be contacted via email at mcintyrehaulage@btinternet.com. To make a complaint about any aspect of our service, please contact the Headteacher – Mrs Rhona Reid. Complaints forms are available upon request.

20. 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/nursery session, parents will be asked to provide contact details including at least one emergency contact number. Parents are required to inform the school/nursery if these contact details change during the course of the year. Parents are asked to inform the school/nursery if a pupil is unable to attend from the start of the day on the first day of absence. Failure to do so will result in staff accessing all contact numbers provided for the child. In the interests of child safety, police will be contacted if all attempts to locate the child have been exhausted.



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

20a. FAMILY HOLIDAYS



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.

School work which is missed during such holidays will NOT be provided by class teachers. The class teacher will work with the child on his/her return to school.

Absences will be classified as authorised only in exceptional circumstances.

Such circumstances may include:

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

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

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

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

20b. EXTENDED LEAVE WITH PARENTAL CONSENT

Where most family holidays will be recorded as unauthorised absence (see above) extended leave with parental consent will not be considered the same as a family holiday. Leave in such circumstances will be authorised under circumstances such as:

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

20c. EXCEPTIONAL DOMESTIC CIRCUMSTANCES

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



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

If there is no explanation from the parents/guardians the absence will be recorded as unauthorised.

If a child is absent for any reason parents are requested to notify the school by letter, telephone or in person by 9.15 am on first day of absence. The school must be notified immediately if a child does not return to school after being home for lunch.



On occasion, pupils entitled to travel by contract hire transport may miss the bus. This is not sufficient reason for absence and parent/guardians are requested to make every effort to ensure that the pupil reaches school safely by other means.

Clearly with no explanation from the parent, the absence is unauthorised. The Head Teacher monitors attendance on a monthly basis and writes to parents of children with unauthorised absences recorded in the register.

The school Attendance Officer will investigate unexplained absences and the authority has the power to write to, interview or prosecute parents, or to refer pupils to the Reporter of the Children's Hearing, if necessary.

20d. COMMUNITY LINKS

Representatives from the Community Project are regular visitors to the school and the school enjoys positive links with the project. Pupils work with the Project to maintain the community gardens. Members of the community are invited to social events held in the school. We have strong links with our chaplaincy team, which includes: Mr I. McDonald, Mr G. Paterson, Mr B Lowrie and Miss J Haggerty. We also enjoy delivering harvest parcels to the community and inviting the local Ladies Group to our performances.

21. 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 the education authority 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, and
- ❖ could be used to inflict injury to other pupils or to be used by others to do so

Parents of Primary aged children 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 Executive Director of Learning & Leisure Services. 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), 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 to be detrimental to the wellbeing of the whole school community. In such circumstances a Head Teacher may justify the use of the school discipline procedure.

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

In Glengowan our uniform consists of

Blue blazer (available from school)
Blue Sweatshirt (available from school)
White Polo Shirt (available from school)
Grey or black trousers or skirts
or

White School shirt with school tie, grey or black "V" neck jumper or cardigan

Other items of uniform, including school ties are available from the School Office. Order forms will be issued approximately every 3 months. Pupils starting in P1 are given a tie when they leave Glengowan Nursery Class. Parents are asked to label all of their children's clothing - especially sweatshirts and gym shoes.

PE KIT

The gym shoes, (plimsoll type) that the children change into when they arrive at school are ideal. Trainers worn for outdoor wear are not allowed for PE lessons. P.E. kit consists of shorts and t-shirt – school polo shirt is ideal. Please remember to mark all clothing with children's names. Children are not permitted to wear tights during PE. The all-weather outdoor pitch can also be used for PE lessons and, when instructed, children should bring suitable outdoor trainers and PE kit for outdoors e.g. joggers, a t-shirt and sweatshirt. Jewellery must not be worn when participating in PE lessons. Hooped/dangling ear-rings should not be worn at any time during the school day.



22. MEALS



School meals, which are cooked on the premises, are served daily in our GP/Dining Hall at 12.30 pm. The menu operates on a 3-weekly basis with a choice of main meals, snacks, soup, baked potatoes and sandwiches available daily. An average lunch costs approximately £1.80 and children are responsible for looking after their own dinner money and charging it onto their payment cards. Diets required as a result of a medical condition 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 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 Facility Support Services.

Children of parents receiving Income Support, Universal Credit, Job Seekers Allowance (income based), and Employment & Support Allowance (income related) are entitled to a meal without charge. As of January 2015, all P1-3 pupils are entitled to a free school meal.

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, may now or in the future be entitled to a free meal. Parents 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 and Municipal Buildings, 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, and council tax rebate.

Only primary school children who receive a free school meal 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.

Children who bring packed lunches also eat them in the GP/Dining Hall. No glass bottles are permitted and all lunch boxes must be labelled with the child's name.



Nursery Snack

We implement North Lanarkshire's guidelines on healthy eating, as stated in the document "Nutrition and Oral Health – Strategy with Practice in the Early Years". The children are provided with healthy snacks each day e.g. fruit, vegetables, pasta, rice etc. The snack menu is displayed on the



nursery door each day. Nursery children are entitled to free milk. If a child has special dietary requirements the parents must speak to a member of staff.

23a. 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 suitable walking route. This policy is more generous than the law requires. This means that the provision of transport could be reviewed at any time. Parents who consider they are eligible should obtain an application form from the school or from Learning and Leisure services. These forms should be completed and returned before the end of February for those pupils beginning school in August to enable the appropriate arrangements to be made.

Applications may be submitted at any time throughout the year but may be subject to delay whilst arrangements are made. There is discretion in certain circumstances to grant privilege transport for pupils to travel in transport provided by the authority, where spare places are available and no additional costs are incurred. Not necessarily for the start of term.

23b. 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 responsibility to ensure that their child arrives at the pick-up point in time. It is also the parent's 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.

23c. PLACING REQUESTS

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

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

23d. GLENGOWAN ARRANGEMENTS

Glengowan pupils who are entitled to free transport are transported to school by mini-bus or taxi which is under contract to Learning and Leisure Services. The current contract is with JJ Travel/McNairn's Coaches – 01236 441188 who will supply details of times and places of pick-up and set down points.

Please see "Glengowan Transport Rules".

GLENGOWAN TRANSPORT RULES

1. At 3.00 pm line up inside Glengowan Primary. Stand quietly. Remember coat, packed lunch box and your school bag.
2. A member of staff will mark register, count you and escort you to the bus or taxi.
3. Go into mini bus or taxi and sit in your seat.
4. Put your seatbelt on.
5. Stay in your seat until the mini bus or taxi stops at your house or road.
6. Remember – always be well-behaved and polite.
7. Enjoy your ride home – see you in the morning.



24. MEDICAL AND HEALTH CARE

A height and weight check of children is undertaken during each child's school life normally in the first year of primary school, by staff of NHS Lanarkshire. Parents or staff may also contact the Public Health Nurse or school nursing team



based at Airdrie Community Health Centre (01236) 772267. Brief dental inspections usually take place with P1 & 7 pupils annually to monitor the oral health of primary school-age children. Minor accidents and sudden onset of illness are treated in school by available staff. In more serious cases parents will be contacted immediately and the necessary arrangements made to have the child seen by a Doctor or taken to Hospital. Due to this, it is necessary for parents to supply the school with emergency contact details. If a child is ill and requiring to be taken home from school, he/she must be collected and signed out of school by a parent or emergency contact. Parents are also asked to inform the Head Teacher of any particular medical requirements that their child may have. If medication is to be administered during school hours a medical request form must be completed by parents.

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.

25. INFORMATION IN EMERGENCIES



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



26. THE PARENT FORUM

As a parent of a child at this school or nursery, 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



26(a). THE PARENT COUNCIL

The Glengowan Primary School and Nursery Class Parent Council Constitution states that there should be a minimum of 3 members and a maximum of 9.

The Parent Council's rights and duties include:

- a) supporting the work of the school
- b) representing the views of parents
- c) consulting with parents and reporting back to the Parent Forum on matters of interest
- d) promoting contact between the school, parents, pupils, providers of nursery education and the wider community
- e) fundraising
- f) taking part in the selection of senior promoted staff
- g) receiving reports from the head teacher and education authority; and
- h) receiving an annual budget for administration, training and other expenses
- i) 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.

A Parent Council has been established in Glengowan Primary School and Nursery Class and the current members are:

Mrs L. McIntyre (Chairperson)	Mrs E. Glyn (Treasurer)
Mrs L. McCusker (Secretary)	Mrs A. Stewart
Ms. K. Caldwell	Ms A. King
Ms L. Campbell	Mrs E. Dickson (Co-opted member)

The Chairperson, Mrs Lynda McIntyre can be contacted via email at mcintyrehaulage@btinternet.com

The clerk to the Parent Council is Miss K. Leckie.

The Head teacher has a right and duty to attend all meetings. Meetings of the Parent Council are open to members of the public. Any school or nursery parent can volunteer to be a member of the Parent Council. In the event that the number of volunteers exceeds the number of places set out in the constitution, being 9, council members will be selected by drawing lots.

26b. THE PUPIL COUNCIL

Glengowan Primary School has a Pupil Council to represent the views of pupils within the school. Pupils from P1-7 are represented on the Council and they meet regularly throughout the sessions with a member of the SLT.

27. 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.

28. PLACING REQUESTS

You have the right to make a placing request for your child to be educated in a school other than their catchment 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 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 Headteacher. 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 as amended by the Education (Additional Support for Learning)(Scotland) Act 2009 to make a placing request for their child or young person to attend a nursery (including partnership nursery), special school or special class managed by the home authority. In the event of a successful placing request the authority are not required to provide transport. The act also enables parents and young people to make a placing request to attend a school/establishment belonging to another authority.

29. TRANSFER FROM PRIMARY SCHOOL TO SECONDARY SCHOOL

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

Children in this school normally transfer to Caldervale High School, Towers Road, Airdrie Tel: 01236 794855.

30. NAMES AND ADDRESSES OF IMPORTANCE

LEARNING & LEISURE SERVICES

**North Lanarkshire Council
Learning and Leisure Services
Municipal Buildings
Kildonan Street
Coatbridge ML5 3BT**

Tel. 01236 812222

**CHIEF EXECUTIVE
AREA OFFICE**

Chief Executive's Office
Civic Centre
Windmillhill Street
Motherwell ML1 1AB
Tel. 01698 302582

**COMMUNITY LEARNING &
& DEVELOPMENT OFFICE**

Airdrie Area Office
Victoria Community Centre
Queen Victoria Street
Airdrie ML6 0DL
Tel. 01236 638370

**COUNCILLORS FOR
AIRDRIE NORTH WARD**

Mr Thomas Morgan
58a Kirkness Street
Airdrie ML6 6ER
Tel. 01236 760291

Ms Sophie Coyle
5 Wester Moffat Crescent
Airdrie ML6 8LX
Tel. 01236 771856/605947

Mr Alan Beveridge
10 MacLeod Crescent
Airdrie ML6 7GP
Tel. 01236 590264

Mr Andrew Spowart
9 Grahamhill Street
Clarkston,
Airdrie ML6 7EN
Tel. 07939280042

**CONTINUOUS IMPROVEMENT
OFFICERS**

Mr Tim Sharpe and Ms Jackie Cahill
North Lanarkshire Council
Learning and Leisure Services
Municipal Buildings
Kildonan Street
Coatbridge ML5 3BT
01236 812222

31. GLOSSARY OF SPECIALIST TERMS

ASL	-	Additional Support for Learning
GP	-	General Purpose
NCCT	-	Non Class Contact Time
SLT	-	Senior Leadership Team
PVG	-	Protecting Vulnerable Groups Scheme

32. QUALIFYING STATEMENT

Although this information is correct at time of printing, there could be changes affecting any of the matters dealt with in the document –

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

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

33. CONTACTS IN RELATION TO SUPPORT FOR LEARNING

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

Carolan Burnet (Airdrie Area)
Additional Support Manager
Municipal Buildings
Kildonan Street
Coatbridge
ML5 3BT
01236 632363

Carolan Burnet 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.

0845 123 2303
info@enquire.org.uk
www.enquire.org.uk for parents and practitioners
www.enquire.org.uk/yp for children and young people

Resolve
0131 222 2456
(Independent Adjudicator)

Scottish Independent Advocacy Alliance
London House
20-22 East London Street
Edinburgh
EH7 4BQ
0131 556 6443z
enquiry@siaa.org.uk
www.siaa.org.uk

Reference to Additional Support Needs Tribunal (Scotland)
ASNTS
Europa Building
450 Argyle Street
Glasgow

G2 8LH

Helpline: 0845 120 2906

Fax: 0141 242 0141

E-mail: ASNTSinquries@scotland.gsi.gov.uk

NHS Lanarkshire

Airdrie Community Health Centre 01236 772200

Social Work Department

Coats House

Gartlea Road

Airdrie

ML6 9JA

01236 757000