



Hilltop Primary School, LCSC & Nursery Class.



School Handbook Session 2026/2027



INVESTORS
IN PEOPLE

Accredited
Until 2021

LIVE
LEARN
WORK
INVEST
VISIT

Head Teacher's Welcome

On behalf of the staff and our Parent Council, I would like to welcome you and your child to Hilltop Primary, Nursery and Language Communication Support Centre.

We hope that your child will be happy here, and that you will work in partnership with us so that your child will gain maximum benefit while here with us.

We hope to foster in your child positive attitudes to:

- learning
- other children in the school
- all the adults connected with the school
- the school building
- our community
- the environment and most of all
- him or herself

We aim to do this by having positive attitudes to these ourselves and by offering to your child a wide and varied curriculum based on the Curriculum for Excellence which will be interesting, informative and matched to the needs of your child.

We look forward to having your child as a member of our school community, and hope that you, too, will be active in the life and work of our school.

Yours sincerely

Lisa Brown

Head Teacher



We aim to enable our children and young people to:

BE A SUCESSFUL LEARNER- this means our children and young people will:

- be enthusiastic and motivated for learning
- be determined to reach high standards of achievement
- be open to new thinking and ideas
- use literacy, communication, and numeracy skills
- use technology to support learning
- think creatively and independently
- learn independently and as part of a group
- make reasoned evaluations
- link and apply different types of learning to new situations

BE A RESPONSIBLE CITIZEN- this means our children and young people will:

- have respect for others
- have commitment to participate responsibly in political, economic, social and cultural life
- develop knowledge and understanding of the world and Scotland's place in it
- understand different beliefs and cultures
- make informed choices and decisions
- evaluate environmental, scientific, and technological issues
- develop informed ethical views of complex issues

BE A CONFIDENT INDIVIDUAL- this means our children and young people will:

- have self-respect
- have physical, mental, and emotional well-being
- have secure values and beliefs
- have ambition
- relate positively to others and manage themselves
- pursue an active and healthy lifestyle
- be self-aware
- develop and communicate their own beliefs and view of the world
- live as independently as they can
- assess risk and take informed choices
- achieve success in different areas of activity

BE AN EFFECTIVE CONTRIBUTOR- this means our children and young people will:

- have an enterprising attitude
- have resilience
- have self-reliance
- communicate in different ways and in different settings
- work in partnership and teams
- take the initiative and lead
- apply critical thinking in new contexts
- create and develop
- solve problems





School Information

School Name	Hilltop Primary School
Denominational Status	Non-Denominational
Address	Petersburn Road, Airdrie, ML6 8BH
Telephone Number	01236 632240
School Email	enquiries-at-hilltop@northlan.org.uk
School Website	https://blogs.glowscotland.org.uk/nl/hilltopps
Twitter (X)	@PrimaryHilltop
Stages Covered	Primary 1 – Primary 7
Current Mainstream School Roll	367
Language & Communication Centre Roll	69
Planning capacity of school	483

Present Class Structure:

Mainstream Primary Classes

P1B and P1S
P2C and P2E
P3H and 3HM
P4E and P4S
P5A and P5S
P6A, P6D and P6M
P7D & 7M

Mainstream Composite Classes

Composite classes are made up of children from more than one stage, e.g. P3/4 class will consist of children from both P3 and P4.

From time to time, it may be necessary to form composite classes as described in the definition above. The criteria to be used when forming composite classes and it was agreed that 'working groups', based on literacy assessment would be the determining factor.

LCSC Composite Classes

The creation of composite classes in the LCSC are commonplace. The children's language and communication needs are given consideration in the formation of classes and are determined in partnership with other agencies working with the children.

Community Facilities

Accommodation within the school can be used by community groups. The pitch area is used regularly at evening and weekends by various local sports groups.

Current School Hours

P1 & P3

Morning Session	8.55am - 12.00pm
Interval (inc P2)	10.30am - 10.45am
Lunch (inc P2)	12.00pm. – 12.45pm
Afternoon Session	12.45pm – 2.55pm

P2, P4 – P7

Morning Session	9.00am - 12.15pm
Interval	10.45am – 11.00am
Lunch	12.15pm. - 1.00pm
Afternoon Session	1.00pm – 3.00pm

Hilltop Nursery Class Provision

We currently have a capacity for 40 children in the mainstream nursery playroom.

We currently have Language and Communication Support Centre Nursery. We have a capacity for 6 children.

Nursery Class Hours	8.45am – 2.45 pm
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Calendar for School Year 2026/2027

August 2026

- Monday 10 August 2026 (Return date for Teachers & In-Service Day)
- Tuesday 11 August 2026 (In-Service Day)
- Wednesday 12 August 2026 (Return date for Pupils)

September 2026

- Friday 25 September and Monday 28 September 2026 (September weekend)

October 2026

- Monday 12 to Friday 16 October 2026 (October Week)

November 2026

- Monday 16 November 2026 (In-Service Day)

December 2026 - January 2027

- Schools close at 2.30pm on Friday 18 December 2026
- Monday 21 December 2027 – Monday 4 January 2027 (inclusive) (Christmas holidays) Schools return on Tuesday 5 January 2027

February 2027

- Monday 15 February and Tuesday 16 February 2027 (Mid-term break)
- Wednesday 17 February 2027 (In-service day)

March 2027

- Friday 26 March 2027 (Good Friday)
- Monday 29 March 2027 (Easter Monday)

April 2027

- Schools close at 2.30 pm on Friday 2 April 2027
- Monday 6 April- Friday 17 April 2027 (Inclusive)* Spring Holiday (Easter)
- Schools return on Monday 19 April 2027

May 2027

- Monday 3 May 2027 (May Public Holiday)
- Thursday 6 May 2027 (In-service day)
- Friday 28 May 2027 and Monday 31 May 2027 (May Weekend)

June 2027

- Schools Close at 1pm on Friday 25 June 2027

Transfer/Enrolment

Pupils normally transfer to high school between the ages of 11 ½ and 12 ½, 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. Pupils from Hilltop normally transfer to: - Caldervale High School, Towers Road Airdrie ML6 8PG Tel. 01236 794855.

We have excellent partnership links with Caldervale High school including a varied programme of transition events starting in Primary 6 for all cluster primaries. At Hilltop we are lucky to be within walking distance of the campus with Caldervale High and this naturally develops our links even further. We have a very good relationship with Caldervale and its staff and pupils, and with our other partnership primary schools within the Caldervale cluster. Links are strong in curricular continuity and transition procedures and these are reviewed annually to ensure the highest quality of service and smooth transition for pupils and parents.

Hilltop Vision, Values & Aims

Vision

At Hilltop primary we are a nurturing and inclusive school community, where all learners are inspired to have the confidence, motivation and support to be the best they can be.

Values

We want everyone to be a Hilltop 'HERO'. To be...

Happy
Empowered
Respected
Outstanding

Aims

Provide a safe, happy and nurturing environment, where diversity is celebrated and all pupils can thrive.

Create an environment where learners, staff and members of the wider school community feel included, respected and valued.

Foster a responsible attitude in our learners to encourage them to be curious, make choices and be leaders of their own learning.

Provide creative, stimulating learning experiences to develop the skills for learning, life and work.



Hilltop Primary, LCSC & Nursery Class

Staff 2026-2027

Head Teacher

Mrs Brown

Depute Head Teachers

Miss McGhee (management responsibility for the LCSC)

Miss Roddick (management responsibility for the nursery)

Principal Teachers

Mrs Sidlo

Miss Sangster

Mrs McIntyre

Mrs Hocknull (LCSC)

Class Teachers

Infant Wing

Primary 1SW	Ground Floor	Orkney	Mrs Sidlo/Mrs Welsh
Primary 1B	Ground Floor	Shetland	Miss Brown
Primary 2C	Ground Floor	Mull	Mrs Craig
Primary 2E	Ground Floor	Barra	Miss Espie

Junior Wing

Primary 3HM	First Floor	Bute	Mrs McIntyre/Miss Heslop
Primary 3H	First Floor	Uist	Miss Hannah
Primary 4E	First Floor	Harris	Ms Elliot
Primary 4S	First Floor	Lewis	Ms Sangster/Mrs Slowman
Primary 5S	First Floor	Ronaldsay	Mrs Steele
Primary 5A	First Floor	Islay	Ms Allardice

Senior Wing

Primary 6A	First Floor	Colonsay	Mrs Armstrong
Primary 6D	First Floor	Skye	Mr Daye
Primary 6M	First Floor	Iona	Miss McLaughlin
Primary 7D	First Floor	Jura	Mrs Drummond
Primary 7M	First Floor	Tiree	Miss McIntyre

NCCT

Mr McIvor, Mr Waugh &
Dr Striker

LCSC

Language & Communication Support Centre

Class Teachers

Base 1	Mrs Hocknull/Miss Forrest
Base 2	Mrs Irwin
Base 3	Miss Kane
Base 4	Mrs Slavin
Base 5	Mrs Bah
Base 6	Mrs Innes
Base 7	Mrs McGuinness/Mrs Nicholls
Base 8	Miss Kennedy
Base 9	Mrs McArthur
Base 10	Miss Jackson
Base 11	Ms Strickland
Base 12	Miss McFadyen

NCCT

Mr McIvor, Miss
Vaugh, Dr Striker &
Mrs Nicholls

Nursery Classes

Early Learning & Childcare Equity & Excellence Lead	Miss Kerr
Lead Practitioner	Mrs McAleese
Lead Practitioner	Mrs McLelland
Key Worker	Miss Weir
Key Worker	Mrs O'Neil
Key Worker	Miss Leightom
Support Worker	Mrs Brannen
Support Worker	Mrs Willis
Support Worker	Miss Cowan

School Support Staff

Senior Clerical Assistant	Ms Harper
Clerical Assistant	Mrs Brolly
Clerical Assistant	Mrs Stangoe
Learning Assistant	Mrs Shing
Learning Assistant	Mrs Robertson
Learning Assistant	Ms Anderson

Breakfast Club Supervision

Mrs Gracie & Mrs Robertson

LEARNING ASSISTANT	LCSC	Caroline Battersby
LEARNING ASSISTANT	LCSC	Nicola Rea
LEARNING ASSISTANT	LCSC	Teresa Gallacher
LEARNING ASSISTANT	LCSC	Sandra Campbell
LEARNING ASSISTANT	LCSC	Deborah Hilferty
LEARNING ASSISTANT	LCSC	Carol Bell
LEARNING ASSISTANT	LCSC	Caragh Macdonald
LEARNING ASSISTANT	LCSC	Magdalena Grubinska
LEARNING ASSISTANT	LCSC	Francesca Hamil
LEARNING ASSISTANT	LCSC	Andrew Smart
LEARNING ASSISTANT	LCSC	Holly Harty
LEARNING ASSISTANT	LCSC	Gemma Watson
LEARNING ASSISTANT	LCSC	Kirsteen Creilly
LEARNING ASSISTANT	LCSC	Mattie Stewart
LEARNING ASSISTANT	LCSC	Alana McBride

School Janitor	Stephen Kearney
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Catering Manager	Gillian Kelly
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Visiting Specialists

Speech & Language Therapist	Jennifer Durham
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Speech & Language Therapist	Alison Keyes
Assistant Educational Psychologist	Jemma Coysh
Educational Psychologist	Fiona Primrose

Equal Opportunities and Equality Act 2010

Hilltop Primary is committed to meeting the statutory duties of the Equality Act 2010 and our school policy includes information about how we will comply with our duties and also provides guidance about our approach to promoting equality and diversity. This is in line with the Equality Act 2010, the Service's Promoting Equality and Diversity Circular Gen 155-10 and the Council's Equality and Diversity Policy and Equality Strategy 2019 -2024.

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

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

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

Equality Act 2010 protects people from discrimination on the basis of the following protected characteristics:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

Parking

Parents are kindly requested to exercise caution when driving in the vicinity of the school at assembly and dismissal times. **PLEASE ALWAYS USE THE DESIGNATED AREAS AND THE PRESCRIBED PEDESTRIAN ACCESS ROUTES.**

The safety of pupils is of the utmost importance and every adult has a responsibility to ensure that our pupils are not at risk from inconsiderate parking or unsafe driving practices. Your co-operation in

What is Curriculum for Excellence?

Curriculum for Excellence is Scotland's national curriculum. It provides a coherent and inclusive curriculum from 3-18 years wherever learning is taking place, including early learning childhood centres, schools, colleges and community learning. It places children and young people at the heart of Scottish Education.

The purpose of Curriculum for Excellence is encapsulated in the four capacities – to enable each child or young person to be

- a successful learner,
- a confident individual,
- a responsible citizen and
- an effective contributor.

These four capacities govern the entire curriculum from age 3 to 18 and aim to raise the standards of achievement for all learners.

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

Throughout Curriculum for Excellence there is a strong focus on Literacy, Numeracy and Health and Wellbeing across all aspects of learning and every teacher will support learners with the development of these, including digital literacy skills.

Curriculum for Excellence is defined as:

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

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

These contexts are:

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

What are the Curriculum for Excellence levels?

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

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

What is the Broad General Education?

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

Curriculum Areas and Subjects

The BGE is delivered via 8 curricular areas which, in secondary school cover years S1 to S3, and may be subdivided further into individual subjects.

The 8 curricular areas are:

- Expressive Arts
- Languages and Literacy
- Health and Well Being
- Mathematics and Numeracy
- Religious and Moral Education
- Sciences
- Social Studies
- Technologies.

The Senior Phase

The senior phase curriculum, from S4 to S6, follows a young person's broad general education, building firmly on the experiences and outcomes they will have experienced and achieved by the end of S3. It enables them to extend and deepen their learning and continue to develop skills for learning, life and work, through qualifications and also through a range of opportunities for personal development such as awards and wider achievements. It is designed to support young people in moving on to positive sustained destinations, whether that is college, university, training or employment. In the Senior Phase, schools and their partners (such as colleges, employers or community learning and development providers) now have flexibility to offer a range of pathways that meet the needs and raise the attainment levels of all learners – including pupils who might previously have become disengaged from education. Schools are taking a range of approaches to the senior phase and are able to offer greater personalisation and choice for young people in a variety of ways, for example by:

- designing the senior phase as a three-year experience rather than planning each year separately
- delivering qualifications over different timescales in response to young people's needs and prior achievements
- developing pathways for able learners, which bypass qualifications at lower levels to allow more time to be spent on more challenging learning at higher levels
- providing specific and appropriate programmes that maximise achievement and attainment for young people planning to leave after S4.

Personal Support/Career Planning

From 3-18 years, learners are supported to achieve their full potential and, as they progress through broad general education into senior phase, to plan and prepare for further learning, training or employment. All schools and nurseries in North Lanarkshire are working hard to raise standards so that children and young people will develop all of the skills necessary to continue to be successful when leaving school and entering the world of higher education, training or work. As part of developing skills for learning, life and work, young people will be offered careers information advice and guidance to ensure they leave school and enter a positive post-school destination of higher education, further education, pre- employment training, employment (including modern apprenticeships), activity agreement or volunteering.

Assessment and Reporting

Assessment is an important part of Curriculum for Excellence and, at all levels, pupils' progress is closely monitored by teachers and staff. In turn, teachers and staff work with pupils to reflect on their results, looking at their strengths and learning needs, agreeing next steps and action based on these. As they progress, pupils become more involved in this process, as they develop the skills to make effective judgments on their own learning, developing personal expertise that will be important to them throughout life. Assessment also helps teachers plan learning experiences which are motivating and challenging. Children who may have additional support needs will be assessed using methods best suited to their individual requirements.

The school has two parent consultation sessions per academic year. We issue a written report in term 4.

We use our school App and Twitter (X) to share Sway presentations and newsletters to keeping parents up to date with the ongoing learning and teaching opportunities throughout the year.

Education Scotland

Hilltop Primary was opened at the end of May 2019. The school has not yet been part of an inspection within its new campus. The staff evaluate and plan with the Education Scotland toolkit, How Good Is Our School 4 and use both its Quality Indicators and evaluation elements to improve in line with current good practice. Parents will be involved in the evaluation process for Hilltop Primary throughout the school session. For further information on national priorities and developments in education please visit Education Scotland www.educationscotland.gov.uk

Additional Support Needs

Hilltop Primary, LCSC & Nursery class complies with the Additional Support for Learning (Scotland) Act 2004 as amended by the Additional Support for Learning (Scotland) Act 2009 and the Additional Support for Learning: Statutory Guidance 2017.

At Hilltop Primary we want all children and young people to be able to get the most from the learning opportunities which are available to them, so that they can realise their full potential, in learning, in work, and in life.

Through Getting It Right For Every Child, Curriculum For Excellence and the National Improvement Framework, the Scottish Government has set out its ambition for services provided to children and young people, and for their learning. An important part of our approach is the recognition that all children and young people are different. To enable them to reach their full potential some will need additional support.

North Lanarkshire Council's Support for Learning – Policy into Practice 2 is underpinned by the theme of inclusion and equality and is informed by the Education (Additional Support for Learning) (Scotland) Act 2004 which provides the legal framework for the provision of additional support for learning. The legislation was amended by the Education (Additional Support for Learning) (Scotland) Act 2009.

At Hilltop Primary, we follow North Lanarkshire Council's Policy and staged intervention approach to:-

- Assess/identify needs
- Specify support required
- Plan additional needs
- Implement a plan
- Review progress
- Evaluating next steps

It is the responsibility of all staff to identify additional support needs at all stages of intervention. Assessment and identification of need should take place as early as possible. This should include intervening at as early an age as possible, at the earliest opportunity and/or as soon as there is a noticeable change in the child/young person's ability to make progress.

North Lanarkshire Council has an inclusive approach to learning and teaching. Most young people with speech, language or communication needs will be supported in their local mainstream school through a staged intervention approach.

A small number of children with speech, language or communication needs may require access to an alternative resource to meet their specific additional support needs. For those children, North Lanarkshire Council provide a range of alternative resources located within mainstream schools. These are known as Language and Communication Support Centres. (LCSC).

Language and Communication Support Centres are able to provide:

- Higher staff ratios to allow pupils to be taught in smaller groups within the centre and/or support in mainstream classes to facilitate inclusion.
- Access to the Curriculum for Excellence for all pupils
- Additional Support Planning
- Integrated Speech and Language Therapy input where appropriate
- Support for pupils at social times where required
- Social skills teaching sessions for pupils where required
- Visual resources and support
- Parent support

Hilltop's Language & Communication Support Centre

Our new facility opened in May 2019 but previously was located in the now closed Petersburn Primary and had been established since August 2013. It comprises of 12 classrooms located on the ground floor and first floor of the campus. Classrooms are resourced to a high standard with significant investment in sensory equipment and resources to support effective learning.

The LCSC has become an integral part of our school community where children are included in all aspects of school life. The centre has a higher staff ratio than mainstream classes and is staffed by Class Teachers and Additional Support Needs Assistants. The Depute Head Teacher has responsibility for the daily running of the LCSC.

Staff collaborate successfully with other agencies, particularly a team of Speech and Language Therapists who work in the school on a weekly basis. Other agencies become involved where required. The school has successfully established good communication links between home and school and we provide a number of opportunities for parents to visit throughout the year.

Most children travel to and from school by taxi and are accompanied by an escort.

Procedures and Referral

As part of ongoing monitoring and tracking termly meetings are organised with teacher and SMT to discuss progress for each child. If a member of staff has a concern about a child then an earlier discussion with the SMT should be arranged. The SMT will liaise with the teacher to identify barriers to learning and to discuss the next steps. Parent/Carers are consulted throughout the process and a consent to share form can be obtained from the SMT. If a request for assistance is appropriate, the teacher and the SMT will complete this paperwork in collaboration.

Looked after children (LAC) 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 and/or the Depute Head Teachers are responsible for making the relevant arrangements for looked after children in Hilltop Primary, LCSC and nursery class.

Parents/carers and young people can request an assessment at any time to establish whether a child or young person has additional needs and/or requires a Co-ordinated Support Plan.

Getting it Right for Me plans

(GIRFMe) enable staff to plan effectively for children and young people when interventions are required to support their learning and improve outcomes. Parents/carers and pupils are an essential part of the assessment; planning and review processes and their views will be actively sought. Some children and young people may require significant support from education and at least one other agency, such as health, social work and/or voluntary agency to help them meet their learning targets. Where this support requires a high level of co-ordination the opening of a Co-ordinated Support Plan (CSP) may be considered. A CSP may be initiated by the school or another agency. Parents/carers and young people can, if they wish, request that a CSP be considered and would be involved in the process. Parents/carers will receive letters from the Education Authority throughout the CSP process. Parents/carers and young people will be invited to take part in multiagency meetings and their views will be recorded in the plan. Where more intensive support for a child or young person needs to be planned for, usually when a number of agencies are involved in supporting their wellbeing then a Child's Plan may be developed. The plan will tell you what actions need to be taken and who will help with each action. It will usually be someone called a 'Lead Professional' who will have the job of making sure that the actions outlined in the plan take place and things get better for the child or young person.

Dispute Resolution

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

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

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

The Additional Support Needs Tribunal has been set up to hear appeals made by parents/carers or young people on the decisions made by the Education Authority relating to coordinated 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.

Community Involvement

Alongside other charities we have a strong partnership with St Andrew's Hospice in Airdrie. We fundraise at different points throughout the year and join in activities organised for North Lanarkshire schools.

We have our partnership with Craigneuk Housing Association and support the community with the local allotment.

We are building a relationship with our local senior citizens from the Sheltered Housing complex, singing for them and inviting them to events within the school.

Spiritual, Social, Moral and Cultural Values

Our school chaplain is Rev Kay Gilchrist. Rev Kay supports our school assemblies and we have opportunities throughout the school year for pupils to visit Jackson church in our local community.

This is in accordance with the Council's policies on religious education and religious observance. Any parent who does not wish their child to take part can contact the school to discuss this with the Head Teacher. Any 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. Please put all requests in writing to the Head Teacher. 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.

Lunchtime and After School Clubs

We try to ensure that children from each stage have the opportunity to take part in a lunchtime or after school club throughout the year. The clubs are offered by school staff and/or Active School's coaches. The range of clubs are subject to change in each school year.

Freedom of Information

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

General Data Protection Regulations (GDPR) Statement for Education

What is this statement?

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

Who are we?

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

We provide this service as part of our statutory function as your Local Authority. Processing your personal information is necessary for the performance of a task carried out in the public interest by the Council. If the information we have asked for is not provided, then we will not be able to provide this service to your child or young person.

Your personal information

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

We may also ask you for information about medical conditions, additional support needs, religion, and ethnicity. We may also record information you might wish to provide about your family circumstances. We require this information to ensure children and young people are educated appropriately, supported, and that we take account of their health and wellbeing. During a child's journey through education a pupil's record is kept, this core record is mainly paper based and is stored securely in the child or young person's establishment. If the establishment has requested assistance from educational staff out with the nursery or school, key staff from these services may also store information securely about your child or young person.

How will we use this information?

Your personal information will be used:

- to enrol your child or young person in nursery or school
- to provide your child or young person with an appropriate education
- for teaching, assessment and planning purposes and to monitor educational progress of children and young people
- to support pupil learning, improve outcomes and identify where additional support is needed to help children and young people
- to provide appropriate pastoral care to support health and wellbeing of children and young people
- to keep children and young people safe
- to maintain records e.g. of attendance, absence, attainment and behaviour of children and young people (including exclusions)
- to support children and young people during transitions when moving on each year from nursery to primary, primary to secondary and when they move or leave school to enable schools and establishments to process personal data in support of SQA and Further Education
- to monitor and report on pupil attainment and achievement in relation to the national improvement framework issued by the Scottish Government
- to assure the quality of our education services in line with national expectations from Education Scotland
- when we require to contact you by post, email, telephone or text.

Who do we share information with?

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

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

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

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

How long do we keep your information for?

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

You can view this on our website at

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

Your rights under GDPR

You can:

- Request access to your information – you have the right to request a copy of the personal information that we hold about you, your child or young person. You can ask us to confirm what personal information is being used and with whom it has been shared with.
- Request a correction to your information – we want to make sure that all personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information that you believe does not meet these standards.
- Request the restriction of processing – this enables you to ask us to suspend the processing of personal information about you, your child or young person, for example if you want us to establish its accuracy or clarify the reason for processing it.
- Request the transfer – you can request the transfer of your information to another party.
- Deletion of your information – you have the right to ask us to delete personal information about you, your child or young person where:
 - you think that we no longer need to hold the information for the purposes for which it was originally obtained
 - you have a genuine objection to our use of personal information or, use of personal information is contrary to law or our legal obligations.

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

The Council's Data Protection Officer

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

Data Protection Officer (DPO)
Civic Centre,
Windmillhill Street,
Motherwell
ML1 1AB

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 casework@ico.org.uk

Transferring Educational Data about Pupils

Education authorities and the Scottish Government

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

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

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

Why do we need your data?

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

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

Your GDPR rights

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

SGEP works with a range of partners including Education Scotland and the Scottish Qualifications Authority. On occasion, we will make individual data available to partners and also academic institutions to carry out research and statistical analysis. In addition, we will provide our partners with information they need in order to fulfil their official responsibilities. Any sharing of data will be done under the strict control and prior agreement of the Data Access Panel in SGEP, which will ensure that no subject specific data will be made public as a result of the data sharing and that such data will not be used to take any actions in respect of an individual.

Further details are available on: <https://www2.gov.scot/Topics/Statistics/ScotXed/PrivacyInformation>

Any Concerns

If you have any concerns about the ScotXed data collections you can email school.stats@scotland.gsi.gov.uk or write to:
The ScotXed Support Office, SEGP, Area 1B, Victoria Quay, Leith, EH6 6QQ.

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

Want more information?

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

Child Protection

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

The Head Teacher is responsible for the 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 is: Lisa Brown (Head Teacher) 01236 632240

Safeguarding and Child Protection

The Child and Adult Protection Coordinator for Hilltop Primary School is Lisa Brown, Head Teacher. In the Head Teacher's absence, any concerns should be reported to Miss Laura McGhee or Miss Elspeth Roddick or any Principal Teachers in their absence.

School Security

Areas of the school building and grounds are continuously monitored by CCTV in the janitor's office. This is for the protection of all staff and children and is in accordance with NLC policy. Anyone requiring more details on this safeguarding precaution is asked to discuss this with the Head Teacher.

All staff members should wear their staff ID badge at all times, both in school and on school excursions.

All visitors to the school must enter the building via the main entrance and sign the visitor's book. They will be issued with a visitors pass and where appropriate, will be given a visitor's fob. This fob must be returned to the office at the end of the visit as well as signing out using the visitor's book.

All visitors are required to indicate that they are aware of the CP coordinator for the school and have aware of the fire and evacuation procedures. There are notices displayed at the reception and in the various areas of the school.

Adult Protection

The Council has responsibility under the Adult Support and Protection (Scotland) Act 2007 for the protection and support of adults at risk of harm within North Lanarkshire. Its employees therefore have the responsibility to ensure the welfare of all adults at risk of harm with whom they come into contact, as well as providing the highest possible standard of care for some of the most vulnerable members of our society. If there are any Adult Protection concerns the Head Teacher or the Adult Protection Co-ordinator will follow North Lanarkshire Adult Protection Procedures and Guidelines Adult Protection Co-ordinator is: Lisa Brown (Head Teacher)

Pupils Arrival and Dismissal

Parents and carers are not permitted in the school grounds during the school day. The playground gate will be opened to parents at 2.55pm each day to enable them to safely collect their child from the designated points in the playground.

All children must be reminded to keep to the pathways and use the safe crossing areas in the school grounds as well as the school crossing patrol on their journeys to and from school.

There is an adult presence in the school playground from 8.45am each day to support the supervision of the children.

The playground gate will be locked from 9am and any children late to school must report to the school reception at the main entrance.

All teachers should be at their class line or positioned at an agreed point to welcome their pupils and accompany them to the classroom when the bell rings at 9.00am, intervals and lunchtimes. (There are separate arrangements in place for the LCSC and nursery classes).

At dismissal times teachers should accompany their classes to the cloakroom and supervise their dismissal from the building at the agreed exit door.

High standards of behaviour are expected in cloakroom, corridors and stairs at all times.

Supervision Non-Class Times

During non-class times (including times when weather is inclement) children are supervised by our classroom assistant, additional support needs assistants, janitors and when possible, members of the Senior Management Team. In line with the ethos of Curriculum for Excellence, our Primary 7 pupils are involved in mentoring younger pupils and are therefore available during non-class times to give support. An adult presence is provided in playgrounds at break times in terms of the Schools (Safety and Supervision of Pupils) (Scotland) Regulations 1990. In Hilltop Primary our Classroom assistant, Additional Support Needs Assistants and Janitor provide supervision of the playground as well as the Head Teacher, Depute Head Teachers and the Principal Teachers when available. Our Janitor has a presence in the playground 15 minutes prior to the start of the school day, at morning intervals and at lunchtime. In addition, our classroom assistant and additional support needs assistants are in the playground areas to ensure that playground rules are being observed at all times and that children are playing happily and safely together. The Principal Teachers, Depute Head Teachers and the Head Teacher also provide a presence in the playground areas when possible.

During inclement weather the school doors will open at 8.45 a.m. and children may go into the main hall. However, due to staffing availability before 8.45am, there is limited supervision during this time, and parents are requested to arrange children's arrival as close to the bell as possible. This provision is at the discretion of the Head Teacher.

Attendance at School

Section 30 of the 1980 Education Act places a duty on every parent/carer of a child of 'school age' to ensure that their child attends school regularly. Attendance must be recorded twice a day, morning and afternoon. Regulation 7 of The Education (School and Placing Information) (Scotland) Amendment, Etc., Regulations 1993 requires each child's absence from school to be recorded in the school register as authorised or unauthorised: As defined by the Scottish Government. At the start of each school session, parents/carers will be asked to provide contact details including at least one emergency contact number. Parents/carers are required to inform the school if these contact details change during the course of the school year. Parents and carers are asked to inform the school if a pupil is unable to attend from the start of the school day on the first day of absence. Failure to do so will result in school staff accessing all contact numbers provided for the school. In the interest of child safety the police will be contacted if all attempts to locate the child have been exhausted. Parents/carers should be asked to inform the school 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.

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/carers 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 or terminal illness, bereavement or other traumatic events.

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

- The availability of cheap holidays
- The availability of desired accommodation
- Poor weather experience during school holidays
- Holidays which overlap the beginning or end of term

Parental difficulty obtaining leave (except in cases where evidence is provided by the employer that it cannot accommodate leave during school holidays without serious consequences)

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

Extended leave with parental consent

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

Leave in such circumstances will be authorised under circumstances such as:

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

Exceptional Domestic Circumstances

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

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

The school monitor attendance and punctuality in various ways. It is the parent's responsibility to notify the school if a child will be absent from school. However, the school will attempt to contact the main parent/carer on the system by text if a child does not arrive at school, without prior notice. Any ongoing absence or unexplained pattern of absence will be monitored by the Senior Management Team. In addition, the Head Teacher will monitor attendance on a monthly basis. The Head Teacher may decide to contact a parent/carer by letter or arrange a meeting to discuss a child's attendance. It should be emphasised that the authority has the power to write to, interview or prosecute parents/carers, or to refer pupils to the Reporter of the Children's Panel, if necessary.

Clothing and Uniform

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

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

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

Parents/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 are at the discretion of the Executive Director of Education and Families. Information and application forms may be obtained from any school or First Stop Shop. Parents/carers are entitled to receive a clothing grant if they are in receipt of any of the following benefits: Income Support, Job Seekers Allowance (income based), Employment & Support Allowance (income related), Universal Credit (with an income below £610 per month), housing benefit, council tax reduction.

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/carers 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/carers should note that 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.

Mealtime Arrangements

All parents and carers are encouraged to add money to their children's card using the iPay Impact online system.

All P1-P5 pupils are entitled to a free school meal. We operate a cashless cafeteria. Any child who has forgotten his/her money or packed lunch will be given a meal without question, but a letter will be issued by catering staff stating the amount owed. The money owed should be put directly onto their card the following day.

The menu and nutritional information is available on the NLC website -

<https://www.northlanarkshire.gov.uk/index.aspx?articleid=5594>

Loving Lunches

All nursery children are entitled to the provision of a nutritious meal. The Loving Lunches also links very closely to children's health and wellbeing.

Together we enjoy handling, tasting, talking and learning about different foods, discovering ways in which eating and drinking may help us to grow and keep healthy. HWB 0-30a

Breakfast Club

The school breakfast club is open from 8.15am until 8.45am each day. The children are supervised by Mrs Gracie and Mrs Robertson. Games and activities are provided and all children are asked to go out to the main playground from 8.45am onwards to line up with their class when the bell rings at 9.00am.

All children can access the breakfast club from the side door, near the school gym changing areas, not the main entrance of the school. All P1-P3 children are able to attend the breakfast club for free. Children in P4-P7 can attend the breakfast club at a cost of £1 each day.

Special Diet Procedures

Diets required as a result of a medical condition (a medically prescribed diet e.g. coeliac disease, diabetes, PKU, food allergy or intolerance) can be provided in school by our catering staff. A medically prescribed diet form must be completed and signed by the child's Registered Dietician or General Practitioner. Procedures and forms can be accessed online through North Lanarkshire Council's website, by the school, the catering service or also in some cases by the child's dietitian or doctor. For some conditions (PKU, coeliac) parents/carers may be asked to supply prescription foods or attend a meeting to discuss the child's dietary requirements.

A vegetarian meal option is offered on a daily basis.

Some children with additional support needs may require food to be adapted to an appropriate texture and consistency. In this instance the child's Registered Dietician or Speech and Language Therapist will liaise with the Head Teacher and school catering service including the nutritionist to ensure appropriate food provision. In this case a form will still need to be signed by a medical professional including a Speech and Language Therapist.

It is important that the Head Teacher is aware of any medically prescribed diets within the school and on occasion may be asked to attend a meeting. Forms that have not been signed by a medical professional will be rejected. The form will be returned to the parent along with a letter stating the reason for the refusal and also they will be issued with a new form. Any change in the child's dietary requirements must be advised through a Registered Dietitian or Medical Practitioner to the Facilities Support Services (FSS) Nutritionist. When children move to a High School or change schools FSS will need to be informed as soon as possible.

Other

Children of parents/carers receiving Income Support, Job Seekers Allowance (income based), and Employment & Support Allowance (income related), Universal Credit (with an income below £610 per month), are entitled to a meal without charge.

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

Application forms can also be downloaded from the council website www.northlan.gov.uk

Parents/carers are entitled to receive a clothing grant if they are in receipt of any of the following benefits: Income Support, Job Seekers Allowance (income based). Employment & Support Allowance (income related), Universal Credit (income below £610 per month), housing benefit and council tax rebate.

Application forms can also be downloaded from the council website www.northlan.gov.uk

From August 2020, all eligible two year olds and all children aged from 3 to those not yet attending primary school, that attend a North Lanarkshire Council Nursery or a Funded Provider (childminder or voluntary/private nursery), will be entitled to 1140 hours Early Learning and Childcare provision. Those children attending for four hours per day, or more, will receive a free meal as part of the Early Learning and Childcare entitlement. All children will receive a snack of fruit and milk in addition to a hot lunch.

Placing Requests

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

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

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

Transport

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

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

Applications may be submitted at any time throughout the year but may be subject to delay whilst arrangements are made. There is discretion in certain circumstances to grant privilege transport for pupils to travel in transport provided by the authority, where spare places are available and no additional costs are incurred.

Pick-up points

Where free transport is provided it may be necessary for pupils to walk a certain distance to the vehicle pick-up point. Walking distance in total, including the distance from home to the pick-up point and from the drop-off point to the school in any one direction, will not exceed the authority's limits (see above paragraph). It is the parent's/carers responsibility to ensure their child arrives at the pick-up point in time. It is also the parent's/carers responsibility to ensure the child behaves in a safe and acceptable manner while boarding, travelling in and alighting from the vehicle. Misbehaviour could result in a loss of the right to free transport.

Physical Education

All pupils should wear appropriate dress for PE activities, i.e. shorts, t-shirt and soft shoes. No pupil should take PE in stocking feet. PE safety precautions are included in Health and Safety Guidelines and must be followed. Also refer to NLC. Policy "Physical Education Code of Practice". PE may take place outdoors therefore; pupils should be equipped with suitable outdoor clothing as required.

Mobile Phones

Our school is a 'Mobile Phone Free Zone'. If pupils need to bring their mobile phone to school for emergency use, this must be placed in the classroom locked drawer during school hours. Staff should not use mobile phones when in class or on duty, unless prior permission has been sought from the HT or DHTs or if there is an emergency.

Smoking

All North Lanarkshire premises are a no smoking zone. Anyone wishing to smoke or use electronic cigarettes must do so out with the school grounds.

Medical and Health Care

HILLTOP IS A NUT FREE ZONE

Any request for a pupil to have medication administered in school MUST be made in writing from the parent, before permission will be granted. ALL MEDICINES MUST HAVE THE PRESCRIPTION LABEL ATTACHED WITH THE CHILD'S NAME AND DOSAGE.

All medications other than inhalers and emergency rescue medication will be kept in locked cabinets.

Any children requiring an inhaler will keep this in their classroom to enable them to access this quickly. The inhaler will be kept in a clear bag with the child's name and photograph attached.

Bump to the head

Any child who has fallen or hurt their head is required to come to the school office to be checked. They will receive a letter to take home and may require the parent to be called to make them aware of the injury as an additional precaution.

First Aid

Mrs T Gallacher, LCSC LEARNING ASSISTANT (available Mon-Frid) holds an up to date First Aid certificate as do additional staff, and should be contacted in a medical emergency.

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

Fire Evacuation Procedure

Check the fire notices which are posted in each room in the school and make sure you know which exit to use in the event of a fire. If at any time a notice needs replacing request another fire notice from the office. If you discover a fire, set off the nearest fire alarm by breaking the glass.

Fire Officer: Lisa Brown (Head Teacher)

Deputes: Miss McGhee and Miss Roddick (Depute Head Teachers)

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 informed by using letters, notices in local shops and community centres, announcements in local churches and announcements in the press on local radio, on the NLC website and X.

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 receive:

- information about what your child is learning
- information about events and activities at the school
- 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 from 1st August 2007. The Head Teacher is the professional adviser to the Parent Council. A Parent Council has been established within Hilltop. All correspondence should be addressed to the school office. 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
- h) receiving an annual budget for administration, training and other expenses.

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 current Parent Council office bearers are:

Chairperson – Mrs Claire

Nicol/Mrs Emma Dunne

Vice Chair – Mrs Lauren

Meehan/Leanne Nash

Secretary – Mrs Claire Nicol

Treasurer – Mrs Emma Dunne

The objectives of the Parent Council are-

- To work in partnership with the school to create a welcoming school which is inclusive for all parents and carers
- To promote partnership between the school, its pupils and all its parents and carers
- To develop and engage in activities which support the education and welfare of the pupils
- To identify and represent the views of parents and carers on the education provided by the school and other matters affecting the education and welfare of the pupils.

The membership of the Parent Council will be a minimum of three parents of children attending the school, LCSC and nursery. The maximum number of parent members will be twenty.

The Parent Council members will be selected for a period of one year after which they may put themselves forward for re-selection if they wish, providing that they are still parents or carers of a child at the school. Any parents/carers of a child at the school, including the LCSC and nursery class, if appropriate, can volunteer to be a member of the Parent Council. If the number of volunteers exceeds the number of places set out in the constitution, members will be selected by a ballot. Anyone not selected to be a member of the Parent Council will be offered first refusal if a place on the Parent Council becomes available during the school year. Additionally, they may be offered the opportunity to be part of any sub-groups set up by the Council.

The Parent Council may co-opt up to three others from the community to assist it with carrying out its functions. Co-opted members will be invited to serve for a period of one year after which time the Parent Council will review and consider requirements for co-opted membership.

The Chair, Vice-Chair, Secretary and Treasurer of the Council will be agreed by the Parent Council members immediately following its formation. Office bearers will be re-selected by the Parent Council on an annual basis at the annual general meeting of the Parent Forum.

The Parent Council will be chaired by a parent of a child attending Hilltop Primary School, LCSC or Nursery. If the chairperson's child ceases to be a pupil at the school, a new Chair will be agreed at the next meeting.

The Head Teacher has a right and duty to attend all meetings of the Parent Council. Meetings of the Parent Council are open to members of the public. The Parent Council hold their A.G.M. annually and all parents are invited to attend. The parental membership of the Parent Council will be a minimum of three parents of children attending the school. The maximum number of parents is twenty. Newsletters to inform parents of coming events and the success of past events are sent home with pupils. Meetings are held monthly in the school. Any parents of a child at the school 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, members will be selected by formal election. Anyone not selected to be a member of the Parent Council may be offered the opportunity to be part of any sub groups set up by the council. Part of the Parent Council works hard organising fundraising and social events for both children and parents. They will donate funds to the school allowing us to purchase resources and materials. To encourage their invaluable work and contributions to the quality of school life, we urge all parents/carers and pupils to actively support the events organised. Newsletters to inform parents of coming events and the success of past events are sent home with pupils.

A full copy of the Parent Council constitution is available on request.

Useful Names and Addresses

Education and Families

North Lanarkshire Council Chief Executive – Des Murray
01698 403200 murrayd@northlan.gov.uk

Chief Officer – Mr Barry Smegley
Municipal Buildings, Motherwell Civic Centre

Acting Education & Families Manager – Mr Martin Dynsmore
Municipal Buildings, Motherwell Civic Centre

Councillors– Airdrie South Ward

M Coyle (SNP)
c/o Civic Centre, Motherwell ML1 1AB Tel:
01698 302680 / 07939280050
Email: coylem@northlan.gov.uk

P Di Mascio (SNP)
c/o Civic Centre, Motherwell ML1 1AB Tel:
07939280075
Email: dimasciop@northlan.gov.uk

M McBride (LAB) Convenor Of Education
C/O Civic Centre, Motherwell ML1 1AB
Tel: 07581032642
Email: mcbridemi@northlan.gov.uk

S Watson (Cons)
c/o Civic Centre, Motherwell ML1 1AB Tel:
01698 302637
Email: watsons@northlan.gov.uk

Contacts in relation to Support for Learning

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

Central Locality

Sarah Reilly (CILL) Cluster Improvement & Integration Lead
Caldervale HS, Tower Road, Airdrie ML6 9PG
reillysa@northlan.gov.uk

Sarah Reilly may be contacted directly or through the school.

You can also get help from –

Enquire the Scottish advice service for additional support for learning. Operated by Children in Scotland, Enquire offers independent confidential advice and information on additional support for learning. Enquire also provide a range of factsheets, Tel No :0345 123 2303

[Email :info@enquire.org.uk](mailto:info@enquire.org.uk)

[Website :www.enquire.org.uk](http://www.enquire.org.uk) for parents/carers and practitioners

[Website :www.enquire.org.uk](http://www.enquire.org.uk) for children and young people

Resolve

0131 313 8844

(Independent Adjudicator)

Scottish Independent Advocacy

Alliance Mansfield Traquair Centre

15 Mansfield Place

Edinburgh

EH3 6BB

enquiry@siaa.org.uk

[uk](http://www.siaa.org.uk)

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

0141 302 5860

www.asntscotland.gov.uk

NHS Lanarkshire - Airdrie Health Centre 01236 772200

Social Work

Airdrie Locality

Coats House

Gartlea Road

Airdrie

ML6 9JA

01236 757000

Although this information is accurate at time of printing, there could be changes affecting any of the matters dealt within 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 are required by law to issue a copy of the school handbook to certain parents/carers in December each year.

It details the current policies and practices of both the council and the school.

