



“A place of happiness, faith, mutual respect and kindness where we can grow and learn together.”

Holy Family Primary School Curriculum Rationale **October 2017**

In Holy Family Primary school we are striving to deliver a curriculum fit for the 21st century which will empower all of our learners with the necessary skills and attributes to develop as lifelong learners enabling them to reach their full potential.

Curriculum for Excellence envisages learning taking place across four contexts: Curriculum Areas, Interdisciplinary Learning, Ethos and Life of the School and Personal Achievement. The purpose of the curriculum is to ensure that all children become Successful Learners, Effective Contributors, Confident Individuals and Responsible Citizens.

We are committed to raising attainment by ensuring high quality learning and teaching experiences for all children in our school by developing skills for learning, life and work with a continuous focus on the key National Improvement Framework priorities of Literacy, Numeracy and Health and Wellbeing.

Every school is unique and in Holy Family we have a wide range of expertise within our staff team, parent body and local community which we are committed to utilising to offer all of our children the best learning experiences.

After consultation with parents, pupils and staff we have highlighted that within Holy Family as part of our school curriculum our children will learn and develop in a variety of ways.

Curricular Areas/Interdisciplinary Learning

As a Catholic school we will continue to develop as a community of faith and learning providing the highest quality of education through promotion of the Gospel Values, celebration and worship. We will do this using “This is our Faith”, “God’s Loving Plan” and “The Catholic School Developing in Faith”. We will continue to participate in the Pope Francis Faith Awards and Parish led sacramental retreats.

A key element to our numeracy and mathematics curriculum will be the promotion of mental agility to develop pupil confidence and accuracy. These skills will be promoted using Number Talks to enable the children to discuss strategies and use mathematical language to do so. We believe that this will aid development of the necessary skills for achievement of success now and in the future.

Literacy is a key element of our curriculum that is necessary to access all other curricular areas effectively. We will focus on this through the



structured framework of the NLC active literacy and our own grammar programme. In partnership with Cardinal Newman High School we will continue to focus on reading, writing and comprehension skills to ensure we are equipping our learners with these fundamental skills. Health and Wellbeing in all its formats of social, mental and physical health are keystones without which we cannot create a learning environment conducive to strong personal attainment. We place great importance upon this and nurture our pupils through learning about how we can take care of our own health needs and support those of others. We will achieve this through systematic investigation of the shanarri indicators within the framework of the HEALTHY initiative thereby ensuring depth and progression of learning across all stages of the school.

Advances in technology ensure our learners need to be skilled and knowledgeable users of digital technologies. As well as teaching digital and ICT skills we will encourage children to apply these skills creatively in response to challenges and relate these experiences to the same challenges they will face in the world of work.

As we embed a 1+ 2 Approach to Modern Languages across the school Spanish will be taught Primary 1 – Primary 7 as our second language and French will be taught Primary 6 – 7 as our third language.

As we learn about Scotland we will focus on the history of Scotland and the history in terms of industry and immigration of our local town Bellshill. We will learn about our Scottish heritage and the role of famous scots at key points in our history as part of our studies. We will learn about Scottish politics and engage in opportunities to visit the Scottish Parliament and learn more about the election process, democracy and government.

Personal choice will be a key element of our interdisciplinary learning.

Ethos and Life of the School/Personal Achievement

We will continue to develop leadership skills in all of our children as we embed pupil voice by involving all children in whole school thinking circles. All learners have the opportunity to stand for election to committees and we hope to introduce House Assemblies led by House Captains and Vice Captains. Senior pupils will have further opportunity to lead lunchtime clubs as we introduce Sports Leaders and paired learning will continue to be developed during lunchtime and after school. All pupils will have more opportunity for personal achievement as we offer increased opportunities for after school clubs focusing on a wide variety of areas from sport to creative arts and cooking. Children in Primary 7 have the opportunity to participate in the week long residential course at Kilbowie.



Musical tuition will be available for Primary 5- 7 children in both brass and string instruments and we are planning to develop afterschool instructor led tuition. Learners will further develop critical thinking, independent learning, problem solving, and decision making skills through our Technologies Programme, STEM Projects and participation in local and cluster team events.

Children will continue to have a wide range of opportunities throughout the school to develop skills for learning, life and work as we further develop our school approach to “Developing the Young Workforce”. We will do this by continuing to develop our existing 2 day programme for our Primary 5 – 7 pupils and involving these learners in our World Of Work interview sessions. We will work in partnership with our parent body, local businesses, the local community and NLC business partners to provide monthly assembly input and workshops to develop this further.

We will continue to seek opportunities for enhanced community involvement in all aspects of our school life. We are currently working with the residents of the sheltered housing complex at Unitas Court to involve them in our Golden Time clubs focusing on skills such as knitting, sewing and gardening where they can share their skills with our learners to enhance their achievement and improve shared health and wellbeing. With this same target we will invite them to attend our First Friday coffee mornings and Infant Nativity celebrations and will visit their complex for carol singing. We plan to nurture this relationship through joint planning in the months ahead with a particular focus on Health Week, Book Week Scotland, and Science Week etc.

We will continue to reflect as a school community on this curriculum rationale on an ongoing reflective basis.



Dear Parent/Carer

We welcome all of our new pupils, their parents, families and carers. We hope that you and your child will enjoy being part of our school and parish community throughout their time in Holy Family Primary and Nursery Class.

We aim to work in partnership with parents and carers and we encourage you to take a positive role in the education of your child. In partnership we can work together to make sure your child achieves their full potential within an environment of faith, learning, encouragement and mutual respect.

We welcome your views and ideas. Should you wish to speak with any member of staff please call the school office to speak to the appropriate person or make an appointment for a mutually suitable time. You can follow all of our learning through the school website and twitter account.

Yours sincerely

Frances Wilson

Head Teacher



School Information

School Name: Holy Family Primary School and Nursery Class

Address: Hope Street,
Mossend
North Lanarkshire ML4 1QA

Telephone: 01698 274967 Fax: 01698 749434

E-mail: ht@holyfamily.n-lanark.sch.uk

The school hours are as follows

School starts:	9.00am
Morning Interval:	10.15am – 10.30am
Lunch Break:	12.30pm – 1.15pm
School closes	3.00pm

Holy Family school is a denominational school serving the village of Mossend. At present the school has a roll of 185 pupils from P.1 – P.7. We also have a nursery class of 40. (Please note that P1 children are now in for a full day from the start of term). The current planning capacity is 342. 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.

Our associated Secondary School is Cardinal Newman High School, Main Street Bellshill, ML4 3DW. Telephone 01698 274944.

Our out of school care is provided by:

Orbiston Neighbourhood Centre 01698 842215 (After school service)

Mossend and Bellshill Y.M.C.A. 01698 843560 (Before and after school service)

COMMUNITY FACILITIES:

Letting procedures:-

It is Council Policy that school accommodation be made available out with school hours for use by the community. Such use by groups, clubs etc. will be accordance with the approved letting procedures and enquiries should be directed to the area community education officer at the area office.



STAFF

Head Teacher:	Mrs Frances Wilson
Principal teacher:	Mrs Ann Le Blond
Principal Teacher PEF	Miss Gillian Gallagher
School Chaplain:	Rev. Fr. Brown

Teachers:

Mrs Stevenson/Mrs LeBlond – P1	Mrs Daisley/Mrs Cooney – P4/5
Mrs Simpson – P2	Miss Glavin – P5
Mrs Preston – P2/3	Miss Verrecchia – P6
Mrs Cook – P3	Mrs Gilfedder – P7

Nursery Staff

Mrs Gillian Kenmuir	Lead Early Learning Practitioner
Miss Margaret Quinn	Early Learning Practitioner
Mrs Cheryl Jepson	Early Learning Practitioner
Ms May McDonald	Early Learning and Childcare Support Worker
Mrs Margaret Hamill	Early Learning and Childcare Support Worker
Mrs Gillian Paterson	Early Learning and Childcare Support Worker
Mrs Grace Tomlinson	Caretaker

Office Staff:

Mrs Dillon	Senior Clerical Assistant
Mrs Crawford	Clerical Assistant (0.2)

Support Staff:

Mrs Crawford	Classroom Assistant (0.8)
Ms Goldie	A.S.N Assistant
Mrs Walker	A.S.N Assistant
Mrs Cameron	A.S.N Assistant
Janitor:	Mr Crielly

Cleaning Staff:

Mrs McAulay (Supervisor)
Mrs O'Donnell

Dining Staff:

Mrs Stirling (Supervisor)
Mrs Watson Mrs Keys



SCHOOL HOLIDAYS SESSION 2020-21

December 2020 - January 2021

Christmas and New Year Holidays: Wednesday 23 December 2020 to Tuesday 5 January 2021 (inclusive)

February 2021

Mid-term break: Monday 8 February 2021 and Tuesday 9 February 2021

In-service Day: Wednesday 10 February 2021

April 2021

Friday 2 April 2021 to Friday 16 April 2021 (Inclusive)

(Good Friday 2 April 2021 and Easter Monday 5 April 2021)

May 2021

May Day holiday: Monday 3 May 2021 In-service day: Thursday 6 May 2021

May weekend holiday: Friday 28 May 2021 and Monday 31 May 2021

June 2021

School closes: Thursday 24 June 2021



SCHOOL HOLIDAYS SESSION 2021-22

August 2021

In-service day: Thursday 12 August 2021

In-service day: Friday 13 August 2021

Pupils return to school: Monday 16 August 2021

September 2021

September weekend : Friday 24 September 2021 and Monday 27 September 2021

October 2021

October break: Monday 11 to Friday 15 October 2021 (inclusive)

November 2021

In-service day: Monday 15 November 2021

December 2021 - January 2022

Christmas and New Year holiday: Thursday 23 December 2021 to Friday 7 January

(Inclusive)

Schools close at 2.30 pm on Wednesday 22 December 2021



ENROLMENT

In January of each year children who are due to start school should be enrolled at the local primary school which serves their catchment area. However, parents may exercise their right to make a placing request to another school of their choice. Information regarding placing requests is available from the school. Parents offered or seeking a place and wishing to visit the school are advised to contact the head teacher. Enrolment dates are advertised locally. A liaison programme for new entrants is revised yearly to ensure a smooth transfer from nursery.

EQUAL OPPORTUNITIES/SOCIAL INCLUSION

In line with equalities legislation, in Holy Family Primary we actively promote equality of opportunity, eliminate discrimination and promote good relations between different groups throughout all of our policies, functions and practices. The school is committed to assessing all policies and practices to ensure that there is no negative impact on any group of people.

Implementation of the Education, Youth and Communities Equality Policy including the Equality and Human Rights Commission's Technical Guidance for Schools in Scotland is the essential guide for the school community to promote equality. This can be accessed at <https://www.equalityhumanrights.com/en/publication-download/technical-guidance-schools-scotland>

Equal opportunities are afforded to children, parents and staff of all ethnic groups, religions and cultural backgrounds, irrespective of gender or disability. All children have equal access to each aspect of school life and receive fair and equal treatment and advice in general classroom and extra curricular activities. The school is committed to assessing all policies and practices to ensure there are no negative impact on any group of people.

All allegations of racism will be investigated using the procedures set down in the Tackling Racist Incidents within the Education Service Guidelines.

Parents 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 session and the pupil noted as an authorised absentee in the register.



WHAT IS CURRICULUM FOR EXCELLENCE?

Curriculum for Excellence aims to achieve a transformation in education in Scotland by providing an improved, 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.**

There are eight curriculum areas:-

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

Importantly, Literacy, Numeracy, Health and Well Being are given added importance because these skills are vital for everyday life. All teachers have responsibility for these areas.

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

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?

- National 4 & 5 qualifications were introduced in 2013/2014
- Access, Highers & 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 a wide variety of materials and strategies for 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 child's 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.

Please visit our school website for further information on this area.

How are we addressing Curriculum for Excellence?

CURRICULUM AREAS

LANGUAGES

Literacy offers an essential passport to learning, helping children to achieve to the full and be ready for active involvement in society and work.

There are two aspects of the language area of the curriculum. The first covers experiences and outcomes in the language a young person needs in order to engage fully in society and in learning. The second covers experiences and outcomes in additional languages. In Holy Family all pupils learn Spanish following an active approach to develop confidence and high attainment. Learners at primary 6 and 7 are also taught French.

MATHEMATICS

Mathematics includes specific aspects of numeracy which will be developed both in maths and other areas of the curriculum.

Information Handling

Children explore and develop secure skills in using:

- Data and analysis
- Ideas of chance and uncertainty

Number, money and measurement

Children explore and develop secure skills in using:

- Basic arithmetical and other number processes, including estimation
- Measurement
- Patterns and relationships
- Equations and expressions
- Fractions, decimal fractions and percentages
- Money and time

Shape, position and movement

Children explore and develop secure skills in using:

- Properties of 2D and 3D objects
- Symmetry, angle and transformations

EXPRESSIVE ARTS



The Expressive Arts include experiences and outcomes in art and design, drama, dance and music.

The main lines of development in the Expressive Arts are:

- **Creating Presenting Evaluating**

SCIENCES

The most important goal for science education is to stimulate, nurture and sustain the curiosity, wonder and questioning of children.

Our living world: including

- The diversity of living things, the uniqueness of being human and the importance of cells

Our material world: including

- Uses and properties of materials, sustainability, the chemistry of life processes and the applications of chemistry in society

Our physical world: including

- Harnessing and using energy sources, motion and travel on land, sea, air and space

SOCIAL STUDIES

Social studies include experiences and outcomes in historical and geographical, social, political, economic and business contexts.

The experiences and outcomes are grouped in the following way:

People, past events and societies: including

- People in societies
- People and events in the past

People, place and environment: including

- People and landscapes
- People and communities

People, society, economy and business: including

- Society and the economy
- Decision making a democracy

TECHNOLOGIES

This curriculum area includes creative, practical and work related experiences and outcomes in craft, design, engineering, graphics, food, textile and information technologies.

For each of the technologies the main lines of development are:

Investigating and designing: including

- Learning about technologies and their efforts on society
- Investigating resources and materials
- Developing design and knowledge

Producing: including

Using technologies effectively, including developing practical skills in using tools, equipment, materials and processes



Evaluating: including

- Evaluating and improving products and solutions
- Evaluating the impact of products, systems and processes

HEALTH AND WELLBEING

Health and wellbeing includes experiences and outcomes for personal and social development, understanding of all aspects of health, physical education and physical activity. It also includes approaches and activities planned by the school to promote the general health and wellbeing of the school community.

RELIGIOUS AND MORAL EDUCATION

Learning through religious education enables children and young people to:

- Develop their knowledge and deepen their understanding of the Catholic faith
- Investigate and understand the relevance of the Catholic faith to questions about truth and the meaning of life
- Highlight, develop and foster the values, attitudes and practices which are compatible with a positive response to the invitation to faith
- Develop the skills of reflection, discernment, critical thinking, and deciding how to act in accordance with an informed conscience when making moral decisions
- Nurture the prayer life of the individual and of the school community
- Understand and appreciate significant aspects of other Christian traditions and major world religions
- Make a positive difference to themselves and the world by putting their beliefs and values into action.

In addition to developing their understanding of the Catholic faith, children and young people will also learn respect for, and understanding of, other Christian traditions. They will also come to an appreciation of significant aspects of major world religions, recognising and respecting the sincere search for truth which takes place in our faiths. Where appropriate they will learn similarly about stances for living which are independent of religious belief.

Further information regarding Curriculum for Excellence can be found on the Education Scotland website.



CURRICULUM FOR EXCELLENCE

The purposes of the curriculum are to provide the structure and support in learning which enable our children to develop these four capacities.

Successful learner's

With

Enthusiasm and motivation for learning
Determination to reach high standards achievement
Openness to new thinking and ideas

And able to:

Use literacy, communications and Numeracy skills
Use technology for learning
Think creatively and independently
Learn independently and as part of a group
Make reasoned evaluations
Link and apply different kinds of learning in new situations

Confident individuals

With

Self respect
A sense of physical, mental and emotional wellbeing
Secure values and beliefs

And able to:

Relate to others and manage themselves
Pursue a healthy and active lifestyle
Be self-aware
Develop and communicate their own beliefs and views of the world
Live as independently as they can
Assess risk and make informed decisions
Achieve success in different areas of activity

To enable all young People to become:

Responsible citizen's

With

Respect for others
Commitment to participate responsibly in Political, economic, social and cultural Life

And able to:

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

Effective contributors

With

An enterprising attitude
Resilience
Self-reliance

And able to:

Communicate in different ways and in different settings
Work in partnership and teams
Take the initiative and lead
Apply critical thinking in new concepts
Create and develop
Solve problems



ADDITIONAL SUPPORT NEEDS

Holy Family Primary complies with 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 guidelines.

In Holy Family Primary children follow the 3-18 curriculum at a pace to suit their ability. It is school policy to identify children who may require support as early as possible using a staged intervention process. This includes children who are very able as well as pupils with learning difficulties and those children who are experiencing barriers to learning for whatever reason. There are four stages of intervention:-

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

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

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

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

The school has a designated Additional Support Needs Co-ordinator, Frances Wilson HT.

Support is available for pupils who have English as an additional language. Looked after Children are deemed to have Additional Support Needs unless assessment determines otherwise. The Support for Learning Co-ordinator is responsible for any assessment and subsequent decision.

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.



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 Coordinated Support Plan.

Parents and young people are an essential part of the assessment planning and review processes and your views will be actively sought.

PLANNING

Additional Support Plans (GIRFme) enable staff to plan for children with Additional Support Needs.

Some children may require significant support from education and at least one other agency, such as health, social work, 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.



IMPROVEMENT PLAN

Each year as a school we evaluate our performance against a set of measures produced by Her Majesty's Inspectorate of Education called *How Good Is Our School?* And other self-evaluation tools, including parental and pupil involvement. We then decide on our priorities for the following year.

This session's priorities are to :-

Improve outcomes for children and families via implementation of the GIRFEC Pathway for Planning and Support refresh and the establishment of Integrated Cluster Wellbeing Teams and Bases.

Further improve and support the mental, social, emotional and physical health of all children, families and staff by embedding and extending the range of nurture based approaches across the school.

**Improvement in attainment, particularly in literacy within the area of writing
Planned moderation activities at school, cluster and beyond level.
Development of a more robust shared understanding of the standards and in clusters plan regular opportunities to have professional dialogue about children's achievement of a level.**

You can find our full school improvement plan for session 2020 /21 on the school website.

You will also find our school improvement report 2019/20 on the school website.
<https://blogs.glowscotland.org.uk/nl/holyfamily>

HOMEWORK

"Homework provides a way of enabling parents to see the kind of work being tackled during the school day...encouraging a sense of partnership between the school and parents". (HMIe)

It is a well recognised fact that children who do homework regularly perform better in school.

Homework should consolidate and/or reinforce the work of the class. It will vary in type and length depending on the task and will be of a variety of forms, for example, written, oral and practical.

THE SCHOOL IN THE COMMUNITY

Holy Family Primary has very strong links with Holy Family Church and the parish community. The Parish Priest is a regular visitor to the school and children from the school are fully involved in the preparation of many services.



We are proud of our charitable initiatives and regularly raise money for MISSIO, Let the Children Live and SCIAF. We have also been involved in raising funds for Mary's Meals as well as providing back packs for children in developing countries.

Locally we are actively involved in many community initiatives, for example, carol singing, and have signed three very successful and mutually supportive business partnerships with Mossend Primary and Lanarkshire Housing, St Andrew's Hospice and Greenside Garden Centre.

We are currently working to forge links with Unitas Court Sheltered Housing and Mosshill Credit Union.

EXTRA CURRICULAR ACTIVITIES

The school has a wide variety of after school clubs, designed to motivate and raise achievement, for example, cross country, cooking, netball, sewing, and dance and cycling.

All classes have the opportunity to participate in coach, teacher and peer led activities in the course of the year.

We also participate regularly in North Lanarkshire Sporting events. These events reflect the school's belief that sport is a way of developing growth mind-set, self-discipline and tenacity and should be enjoyed by all.

A Sports Day is held each year and is organised according to the House System. This event is very well supported by families and the local community.

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



DATA PROTECTION

Privacy statement for enrolment of pupils in a North Lanarkshire school

What is this statement?

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

Who are we?

North Lanarkshire Council is a Local Authority established under the Local Government etc. (Scotland) Act 1994. Education, Youth and Communities is located in Kildonan Street, Coatbridge ML5 3BT.

Why do we need your personal information and that of your child or young person?

The Council has a legal obligation to deliver an effective education service to all children and young people in North Lanarkshire. In order to do this we need to collect personal information about children, young people and their families so that we can help them to learn and keep them safe.

Legal basis for using your information

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

Your personal information

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

We may also ask you for information about medical conditions, additional support needs, religion, and ethnicity. We may also record information you might wish to provide about your family circumstances.

We require this information to ensure children and young people are educated appropriately, supported, and that we take account of their health and wellbeing.

During a child's journey through education a pupil's record is kept, this core record is mainly paper based and is stored securely in the child or young person's establishment. If the establishment has requested assistance from educational staff 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 provide your child or young person with an appropriate education
- for teaching, enrolment and assessment purposes and to monitor educational progress of children and young people
- to support pupil learning, improve outcomes and identify where additional support is needed to help children and young people
- to provide appropriate pastoral care to support health and wellbeing of children and young people
- to keep children and young people safe
- to maintain records of attendance, absence and behaviour of children and young people (including exclusions)
- to support children and young people during transitions when moving on each year from nursery to primary, primary to secondary and when they move or leave school
- to enable schools and establishments to process personal data in support of SQA and Further Education
- to monitor and report on pupil attainment and achievement in relation to the national improvement framework issued by the Scottish Government
- To assure the quality of our education services in line with national expectations from Education Scotland.

Who do we share information with?

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

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

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

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



education of children and young people. We will keep this information safe and secure.

How long do we keep your information for?

We only keep personal information for the minimum period of time necessary. Sometimes this is set out in law, but in most cases it is based on what we need to fulfil our function. We maintain a 'records retention and disposal schedule' which sets out how long we hold different types of information for. You can view this on our website at <http://www.northlanarkshire.gov.uk/index.aspx?articleid=15003> or you can request a hardcopy of this from Education and Families, Kalona Street, Coatbridge ML5 3BT.

Your rights under data protection laws

You can:

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

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

The Council's Data Protection Officer

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

Data Protection Officer (DPO)
Civic Centre,
Windmillhill Street,
Motherwell ML1 1AB
or by email to AITeam@northlan.gov.uk



The Information Commissioner

You also have the right to complain to the Information Commissioner about the way the Council has handled your rights, to enquire about any exercise of these rights or to complain about the way the Council has dealt with your rights (or any other aspect of data protection law).

Information Commissioner's Office,
45 Melville Street,
Edinburgh, EH3 7HL
or by e-mail to
casework@ico.org.uk

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 e-mail 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

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 Mrs Frances Wilson
Tel: 01698 274967



ADULT PROTECTION

The Council has responsibility under the Adult Support and Protection (Scotland) Act 2007 for the protection and support of adults at risk of harm within North Lanarkshire. Its employees therefore have the responsibility to ensure the welfare of all adults at risk of, harm with whom they come into contact, as well as providing the highest possible standard of care for some of the most vulnerable members of our society.

The Head Teacher is responsible for the schools actions in response to Adult protection concerns.

If there are any Adult Protection concerns the Head Teacher or the Adult Protection Co-ordinator will follow North Lanarkshire Adult Protection Procedures and Guidelines.

Adult Protection Co-ordinator is – Mrs Frances Wilson Head Teacher
Telephone number – 01698 274967

SCHOOL DISCIPLINE - PROMOTING POSITIVE BEHAVIOUR

All Staff in Holy Family, in partnership with pupils and parents, work together to create an ethos of trust and mutual respect. The basis of this is our Christian teaching which advocates consideration for the needs, feelings and physical and spiritual well being of others. Good discipline is achieved through a system of positive rewards.

Aims and Objectives

- Each child is expected to work cooperatively with classmates, to respect property within the classroom and school, and to respect the property and feelings of others.
- Children are led by staff example to treat others in a polite, respectful manner at all times.
- Children are taught the social skills necessary to relate positively to their peers and to respect themselves, other learners and adults.

The following initiatives are used to maintain a high standard of discipline at all times.



Classroom

At present a high standard of behaviour is encouraged through a variety of initiatives e.g. stars, group points, stickers, stampers etc.

Golden Time and Circle Time are used in all classes throughout the school.

Diamond Award

The school operates a positive reward system called the Diamond Award. Each child has the opportunity to gain a star in class every day. Gaining 5 of these in the course of the week secures a gold star stamp in his / her diary on a weekly basis. A child who achieves 32 or more gold star stamps in their diary in the course of 40 weeks attendance qualifies for a diamond award medal and celebration day at the end of June.

RESTORATIVE PRACTICE

The relationship between pupils and teachers is similar to that between the child and his/her own parents, requiring mutual consideration on both sides. As is the case in the home, there is a need for rules to ensure harmony for all. There will be times however when a child does not adhere to the rules. Staff use restorative practice strategies to deal with such instances.

Where a child refuses to co-operate with his/her teacher, or is guilty of anti-social behaviour the parents will be asked to come to the school to discuss the matter with the teacher concerned and the Head Teacher.

The policy of the school is one of close liaison with the parents.

ANTI BULLYING

We are aware that in all schools bullying can take place. (Bullying is the wilful conscious desire to hurt, threaten or frighten someone else.)

We believe that every child has the right to feel secure at all times and to ensure that bullying does not occur, children are made aware that no one has the right to physically or mentally threaten them, and should it happen they must tell someone immediately and the information will be acted upon.

HOME AND SCHOOL LINKS

Parental involvement in Holy Family Primary is actively sought and encouraged and we are proud of our strong school/parent partnership. Parents' views are regularly sought on many aspects of the school as we evaluate our performance and seek ways to improve. There is regular communication through monthly newsletters, twitter and the school website and systems are in place for parents to contact the school for whatever reason. The senior management team work closely with the Parent Council.



ATTENDANCE AT SCHOOL

Section 30 of the 1980 Education Act lays a duty on every parent of a child of 'school age' to ensure that their child attends school regularly. Attendance must be recorded twice a day, morning and afternoon.

Regulation 7 of the Education (School and Placing Information) (Scotland) Amendment, Etc. Regulations 1993 requires each child's absence from school to be recorded in the school register as authorised or unauthorised. As defined by the Scottish Government.

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

Parents/guardians should inform the school by letter or telephone if their child is likely to be absent for some time, and 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/guardians should inform the school by letter of the dates before going on holiday. Such absence will be authorised only in exceptional circumstances. Such circumstances may include:

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

A family holiday classed under the "authorised absence" category will not include such reasons as:

- The availability of cheap holidays
- The availability of cheap 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 or similar characteristics will be classified as an 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 previous page), 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 placement abroad;
- Family returning to its country of origin (to care for a relative, or for cultural reasons);
- Leave in relation to travelling families.

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.

The school will investigate unexplained absence and the local authority has the power to write, interview or prosecute parents, or to refer pupils to the Reporter to the Children's Hearings if necessary.

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.



GOOD ATTENDANCE

Good attendance is vital to child's learning and attainment, Persistent absence has a negative effect on this and every effort should be made to attend school regularly. Each year certificates are presented to pupils who have 100% attendance.

CLOTHING AND UNIFORM

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



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
- Could cause damage to flooring
- Carry advertising, particularly for alcohol or tobacco
- Could be used to inflict damage on other pupils or be used by others to do so.

Parents in receipt of a grant for footwear and clothing from the council will be encouraged to purchase items which are in accordance with the school dress code. Approval of any requests for such grants in other circumstances is at the discretion of the Executive Director of Learning and Leisure Services. Information and application forms may be obtained from any school or area office. 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 related), housing benefit, and council tax rebate.

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

The Council wishes to minimise claims arising from the loss of pupil's clothing and/or personal belongings. Parents are asked to assist in this area by ensuring that valuable items and unnecessarily expensive items of clothing are not brought to school. Parents should note that the authority does not carry insurance to cover the loss of such items and 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.

UNIFORM

Within Holy Family we are very proud of our children and the way in which they wear our school uniform. We feel that it is because it shows that they are proud of their school.

Recommended Uniform

Boys: Blue shirt, grey trousers, grey V-neck pullover

Girls: Blue blouse, grey skirt, pinafore or trousers, grey pullover or cardigan.

A plain black blazer is also part of the uniform.

PE KIT - Dark blue shorts, yellow t-shirt with the school badge and gym shoes. **Le Mirage**, the school outfitters in **Manse Road, Motherwell** and **Scotcrest in McKinnon Mills in Coatbridge** carry supplies of our uniform. In the interest of Health and Safety, pupils are not allowed to wear any item of jewellery while taking part in any physical activity. **All belongings should be marked with the child's name.**



MEALS

The cafeteria system operates within the school where children are able to choose from a choice of two course meals. Healthy snacks are also available. The food is paid for by card in the lunchroom. Children who are on a special diet are catered for. A medically prescribed diet form must be completed by the child's Registered Dietician or GP. Occasionally, parents/carers may be asked to supply prescription foods or attend a meeting to discuss their child's dietary requirements. Special diets required for ethical, religious or cultural reasons should be requested in writing to the Head Teacher, who will liaise with the school catering service.

Children who bring packed lunches from home are allowed to eat them at tables provided in the dining room. Children of parents receiving Income Support or Job Seekers Allowance (Income Based) and Employment & Support Allowance (income related) are entitled to a lunch without charge. Information and application forms for free school lunches may be obtained from schools, area registration offices, 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), housing benefit, council tax rebate.

All P1 – P3 children are entitled to a free school meal.

Please Note:

Only those children who receive a free school meal are entitled to free school milk. Milk may however be available for purchase in the school during the lunch period.

Early Years Provision – If your child is aged between 2 and 4 years and attends a North Lanarkshire Council or Partnership Provider Nursery, in the middle of the day for more than 4 hours per day, they may be entitled to a free meal. Parents\carers must be in receipt of any of the qualifying benefits above or in receipt of State Pension Credit or Incapacity and Severe Disablement Allowance. Your child will also be entitled if they are or have been at any point since their second birthday looked after; the subject of a kinship care or guardianship order.

Information and application forms for free school meals may be obtained from schools, first stop shops, libraries and Kildonan Street, Coatbridge.

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, housing benefit, council tax rebate.

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

Nursery children are entitled to free milk.



PLACING REQUESTS

You have the right to make a placing request for your child to be educated in a school other than their local 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 new school session. Other than those who are moving home, to a new area, parents are advised to time any placing requests so they take effect from the beginning of the new school session. Every effort will be made to try and meet parental wishes but parents should note that it is not always possible to grant every placing request to a particular school.

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

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 that 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 special circumstances to grant permission for pupils to travel in transport provided by the authority, where spare places are available and no additional costs are incurred. Not necessarily for the start of term.

Pick-up Points:

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 responsibility to ensure 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 your child losing the right to free transport.

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 their catchment area school, transport will be provided in accordance with Council's policy stated above.

MEDICAL AND HEALTH CARE

The medical examination of children is undertaken during each child's school life by staff of Lanarkshire Health Board; normally in the first year of schooling and at the ages of 10/11 and 13/14.

Parents may refer their child at other times to the Clinical Medical Officer for examination or advice.

Parents should inform the school of any particular medical requirements. Parents of any child who requires regular medication, should call at the school office and complete a medicine administration form.

When a child takes ill or has an accident in school, the school will contact the home, the child's emergency contact or parent's place of work to make any necessary arrangements. No child will be allowed to go home unaccompanied.

For visits to a doctor, dentist or hospital an official appointment card should be produced. A parent or responsible adult should call and collect the child from the school for these appointments.

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

In North Lanarkshire, children and young people are treated in the paediatric in-patient unit within Wishaw General Hospital. It is not common for children and young people to have extended stays in Wishaw General, and therefore North Lanarkshire Council does not require a dedicated hospital education service.

Children and young people resident in North Lanarkshire and in hospital in Glasgow, may access education through the Hospital Education Service (HES). The service is provided by Glasgow City Education Department and Social Work Services. For further information please contact the school.



INFORMATION IN EMERGENCIES

We make every effort to maintain a full 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 failure or difficulty of fuel supply. In such cases we will do all we can to let you know details about 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 and the North Lanarkshire Council's website and Twitter.

THE PARENT FORUM

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

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

- get information about what your child is learning;
- get information about events and activities at the school;
- get advice/help on how you can support your child's learning;
- be told about opportunities to get 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 with the school.

THE PARENT COUNCIL

Parent Councils came into force on 1st August 2007.

The rights of a Parent Council include:-

1. supporting the work of the school;
2. representing the views of parents;
3. consulting with parents and reporting back to the Parent Forum on matters of interest;
4. promoting contact between the school, parents, pupils, nursery providers and the wider community;
5. fund raising;
6. taking part in the selection of senior promoted staff;
7. receiving reports from the head teacher and Education Authority;



8. receiving an annual budget for administration, training and other expenses.
 9. 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 particular stage in a particular school exceeds the number of places available.

A Parent Council has been formed in Holy Family. The constitution states that the membership will be a maximum size of sixteen with the quorum for parents to be a minimum of three parents in attendance. When an election is due, all members of the Parent Forum will be advised of date etc., their right to stand and voting procedures.

Committee members 2017-18 are as follows:-

Chairperson Adele Duffy

Secretary Lindsey Donnelly

Vice Chairperson TBC

Treasurer Yvonne Currie

The head teacher takes on the role of the professional adviser to the Parent Council. She/he has the right and duty to attend meetings of the Parent Council. Meetings of the Parent Council are open to members of the public.

THE HOUSE SYSTEM

Every class is represented by a pupil events committee representative who is elected at the beginning of the new academic year. House and vice captains as well as eco committee representatives are elected at this time also.

Pupil voice is gathered on an ongoing basis through our whole school Thinking Circles.

SUPERVISION IN NON CONTACT TIMES

An adult presence is provided in playgrounds at break times in terms of the Schools (Safety and Supervision of Pupils) (Scotland) Regulations, 1990. Adult supervision is also in place during “wet plays” when children remain inside during break times.

TRANSFER FROM PRIMARY TO SECONDARY SCHOOL

Pupils normally transfer to secondary school between the ages of 11 ½

And 12 ½ so that they will have the opportunity to complete at least four 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.

The school to which our children normally transfer is:-

CARDINAL NEWMAN HIGH SCHOOL

Head Teacher: Mr K Ross Tel: 01698 274944

To ensure that primary 7 pupils have a smooth transition between primary and secondary school a wide ranging liaison programme with Cardinal Newman is revised on a yearly basis.



Contacts in relation to Support for Learning

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

Central Locality (Coatbridge Bellshill)
Carol Hamilton
Karen Clarkson
Additional Support Manager
IT Technical Service
Caldervale High school
Towers Road
Airdrie
ML6 8PG
01698 632844

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,

0345 123 2303

info@enquire.org.uk

www.enquire.org.uk for parents and practitioners

www.enquire.org.uk for children and young people

Resolve

0131 313 8844

(Independent Adjudicator)

Scottish Independent Advocacy Alliance

London House

20-22 East London Street

Edinburgh

EH7 4BQ

0131 524 1975

enquiry@siaa.org.uk

www.siaa.org.uk



Reference to Additional Support Needs Tribunal (Scotland)

ASNTS

4th Floor

1 Atlantic Quay

45 Robertson Street

Glasgow

G2 8JB

Helpline: 0141 302 5860

NHS Lanarkshire

Bellshill Health Centre

01698 575700

Social Work

Bellshill

303 Main Street

Bellshill

ML4 1AW

01698 346666

COMMUNITY LEARNING & DEVELOPMENT LOCALITY OFFICES

Bellshill CLD Locality Office

Orbiston Business Centre

Babylon Drive

Orbiston

Bellshill ML4 2DN

Tel: 01698 274685

E: CLD-Bellshill@northlan.gov.uk

Names And Addresses

Area Office

Tel: 01698 346780

Registrar

Area Office

20/22 Motherwell Road

Bellshill

Community Education Office

Tel: 01698 844607

Mr Stewart Wright

Community Education Offices



Education and Families

Tel: 01236 812307

**Derek Brown
Executive Director
Education and Families
Civic Centre
Windmillhill St
Motherwell ML1 1AB**

Cardinal Newman High School

Tel: 01698 274944

**Mr K Ross
Cardinal Newman High School
Main Street
Bellshill**

Education Manager

Pauline O Neill

Tel: 01698 812227

**Civic Centre
Windmillhill St
Motherwell ML1 1AB**

Councillor Frank McNally

Mossend

**Motherwell Civic Centre
Windmillhill Street
Motherwell
ML1 1AB**

Councillor David Baird

Mossend

**Motherwell Civic Centre
Windmillhill Street
Motherwell
ML1 1AB**

Councillor Jim Reddin

Mossend

**Motherwell Civic Centre
Windmillhill Street
Motherwell
ML1 1AB**

Councillor Harry Curran

Motherwell Civic Centre



Bellshill

**Windmillhill Street
Motherwell
ML1 1AB**

**Councillor Colin Cameron
Bellshill**

**Motherwell Civic Centre
Windmillhill Street
Motherwell
ML1 1AB**

**Angela Campbell
Bellshill**

**Motherwell Civic Centre
Windmill Street
Motherwell
ML1 1AB**

NOTE

Although this information is accurate 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.

