

KIRKSHAWS PRIMARY SCHOOL and NURSERY CLASS



School Handbook 2024

Contents

Head Teacher's Introduction	Page 3
Our Vision, Values and Motto	Page 4
School Information	Page 5
Our Staff Team	Page 6
Opening Hours	Page 7
The School Year	Page 8
Transfer Arrangements & Enrolment	Page 9
Equal Opportunities	Page 10
A Curriculum for Excellence	Page 10
Additional Support Needs	Page 15
Improvement Planning	Page 17
Homework	Page 18
School Ethos	Page 18
Spiritual, Social, Moral & Cultural Values	Page 19
Extra-Curricular Activities	Page 19
Freedom of Information	Page 20
Data Protection	Page 20
Transferring Educational Data About Pupils	Page 22
Safeguarding	Page 23
Discipline	Page 23
Partnerships Between Home & School	Page 24
Attendance	Page 25
Clothing & Uniform	Page 26
School Meals	Page 27
Placing Requests	Page 28
Transport	Page 29
Medical & Health Care	Page 29
Sharing Information in Emergencies	Page 30
The Parent Forum	Page 30
The Parent Council	Page 30
NL Digital School	Page 31
Armed Forces Covenant Duty	Page 31
Useful Contacts	Page 32

A Message from Mrs Nicolson, Head Teacher.

Dear Parents*

Welcome to Kirkshaws Primary School.

Whether you are an existing member of our school community or a prospective parent, I hope you find this handbook to be both interesting and informative.

Here at Kirkshaws, we offer a full range of exciting educational opportunities for learners aged between 3 and 12 years of age; from our Nursery Class, through to Primary 7. A separate Nursery Handbook gives more information about our early years provision. A copy of this can be downloaded from our school website, or obtained from the school office on request. Working in close partnership with parents and carers we aim to prepare our pupils for lifelong learning, living by our motto of **BELIEVE, ACHIEVE, SUCCEED**.

I am proud to lead a school where learners are happy, safe, respected and encouraged to achieve their potential in all aspects of life. Kirkshaws staff do this well by nurturing each child's uniqueness and responding to their individual needs. We look forward to working in partnership with you over the coming year.

In addition to the information included here, you may wish to follow our learning journeys on-line to get a flavour of life at Kirkshaws:

Visit our school blog: <https://blogs.glowscotland.org.uk/nl/kirkshawswebsite>
or follow us on Twitter (X): [@KirkshawsPS](https://twitter.com/KirkshawsPS)

If there is anything I can clarify or explain more fully, please do not hesitate to contact me via the school office.

Yours sincerely,

Alison Nicolson
Head Teacher



* The term 'parent' is used throughout this document to refer to parents, carers, guardians, or any person(s) with responsibility for care of the child.

Our Vision, Values & Motto

It is our aim that Kirkshaws remains a safe, caring and fun environment, where everyone is encouraged to achieve their full potential.

We inspire all children to **LEARN** in an engaging way through:

- L** Leadership
- E** Enjoyment
- A** Achievement
- R** Respect
- N** Nurture



Our Motto: Believe, Achieve, Succeed!

Through consultation with ALL families in our school community, we have agreed on the core values which should permeate all learning. These are:

RESPECT

RESILIENCE

HONESTY

FRIENDSHIP

TRUST

SCHOOL INFORMATION

Kirkshaws Primary School and Nursery Class
Old Monkland Road,
Coatbridge,
ML5 5EJ

Tel: 01236 632054

Email: enquiries-at-kirkshaws@northlan.org.uk

Website: <https://blogs.glowscotland.org.uk/nl/kirkshawswebsite/>

Twitter (X): @KirkshawsPS

Kirkshaws Primary School and Nursery Class are both co-educational and non-denominational learning environments. The planning capacity of the school is 315. Our Nursery has accommodation for a *maximum* of 48 pupils and operates during term time. Currently, our nursery class caters for 40 pupils.

The current school role is 194, with 9 classes from Primary 1 to Primary 7. This session the school has 5 composite classes. Due to legal restraints in class size it is often necessary for composite classes to be made, with pupils from different stages working together in the same class. When creating composite classes, the school leadership team works alongside class teachers to create working groups that take into account academic progress and cooperative learning opportunities. Kirkshaws staff will plan and deliver differentiated lessons tailored to the needs of your child, irrespective of the class they are in.

We have strong links with our associated secondary school, Coatbridge High School. Transition events are planned throughout the school year and are targeted at all senior pupils, not just those in Primary 7.

Coatbridge High School,
17 Park Street,
Coatbridge,
ML5 3NP
01236 794848

We have an active parent forum, led by our Parent Council. This group meets regularly and also organises fundraising events throughout the year.

Visit <https://blogs.glowscotland.org.uk/nl/kirkshawswebsite/parent-council/> to keep up to date with the activities of our **Parent Council**.

Facilities within our school may be available to let outwith school hours. Visit [the Council website](#) for details

Our Staff Team

Head Teacher	Mrs Alison Nicolson
Principal Teacher	Mr Colin Sharp
Principal Teacher (Acting)	Mrs Debbie McGarry

Teaching Staff

Mrs Gillian Harkness	Primary 1
Mrs Agata Kurek	Primary 2/1
Miss Susie Brownlie	Primary 3/2
Mrs Fiona Stockwell & Mrs Carole Anne Coventry	Primary 4/3
Miss Emma Curley	Primary 5/4
Miss Lynsey Rae	Primary 5
Mrs Kirsty King	Primary 6
Mr Haggarty	Primary 7/6
Mr Andrew Gall	Primary 7

Support for Learning & Non Class Contact Time

Mr Colin Sharp, Mrs Debbie McGarry
& Mrs Jenna Canning

Nursery Staff

Lead Early Learning Practitioner	Mrs Mandy Brown
Early Learning Practitioner	Mrs Claire Louden
Early Learning Practitioner	Ms Danielle Smith
Early Learning Practitioner	Ms Shannon Allardyce
Early Years Support Worker	Ms Libby Reilly
Early Years Support Worker	Ms Carol Hurst
Early Years Support Worker	Ms Sharon Fraser

Ancillary Staff

Senior Clerical Assistant	Mrs Karla Quinn
Clerical Assistant	Mrs Monica McGrath
Classroom Assistant	Mrs Alice Dillon
Additional Support Needs Assistants	Mrs Caroline Payne Ms Angela Watson
Breakfast Club Supervisor & Lunchtime Supervisor	Mrs Nan Stewart
Janitor	Mr Ian Evans
Kitchen Supervisor	Miss Liz Doran
Cleaning Supervisor	Mrs Rosie Bell

Opening Hours

School Hours

School Opens	9.00am
Morning Interval	10.30am – 10.45am
Lunch Break	12.15pm – 1.00pm
School Closes	3.00pm

Please note that, as in all North Lanarkshire primary schools, Primary 1 pupils will be required to attend full-time from the first day of the school session in August.

A **Breakfast Club** is available each school day, serving from 8.15am until 8.45am in the school canteen. Breakfast is free to pupils in P.1-5 and P.6-7 pupils in receipt of a free school meal. The standard cost of a breakfast is £1 per day, with a discounted price available for families. There is no need to book in advance or attend every day. It is a drop-in service. Mrs Stewart organises a range of games and craft activities after the children have eaten.

After School Care is provided locally by two different organisations. Our Zone is based in Coatbridge Community Centre and can be contacted on 01236 638499 or 707319. Clydesdale After School Care is run from The Time Capsule. They can be contacted on 07980686705 or 01698 352270. Both groups collect children from Kirkshaws Primary School at the end of the school day.

Nursery Hours

Our Nursery Class provides 1140 hours of early years education across the school year, through a term time model.

Nursery Opens	8.50am
Nursery Closes	2.50pm

The School Year 2024/2025

August 2024

In-Service Day: Monday 12 August 2024

In-Service Day: Tuesday 13 August 2024

Pupils return to school: Wednesday 14 August 2024



September 2024

September Weekend Holidays:

Friday 27 September 2024 & Monday 30 September 2024

October 2024

October Break: Monday 14 to Friday 18 October 2024 (inclusive)

November 2024

In-Service Day: Monday 18 Nov 2024

December 2024 - January 2025

Christmas and New Year Holidays: Monday 23 December 2024 to Friday 3 January 2025 (inclusive)

Schools close at 2.30pm on Friday 20 December 2024 and return on Monday 6 January 2025

February 2025

Mid-term Break: Monday 17 February 2025 and Tuesday 18 February 2025

In Service Day: Wednesday 19 February 2025

April 2025

Easter: Monday 7 April to Friday 18 April 2025 (inclusive)

Schools close at 2.30pm on Friday 4 April

(Good Friday 18 April and Easter Monday 21 April 2025)

May 2025

May Public Holiday: Monday 5 May 2025

In-Service Day: Tuesday 6 May 2025

Mid-term Holiday: Friday 23 May 2025 and Monday 26 May 2025

June 2025

Schools Close: Wednesday 25 June 2025 at 1.00pm

[Dates taken from NLC website, December 2023. Please click here to check for any changes made throughout the school year.](#)

Enrolment for Primary 1

Children who live within North Lanarkshire and who will be five years of age on or before 28th February 2025 should be registered at their local primary school during the week starting 15 January 2024. Anyone wishing additional information regarding enrolment should telephone the school office.

Please visit the council website page: [Primary School Registration \(P1\)](#), for guidance regarding the process. You will need your child's birth certificate, or proof of legal guardianship, and your current Council Tax Notice with your name on it. Children zoned for other schools should contact those schools directly.

If you live within our school catchment area you *must* enrol your child at Kirkshaws, however you can request to be allocated a place in another school of your choice, if this is available. A [Placing Request Form](#), to attend another North Lanarkshire School, can be accessed on the [North Lanarkshire Council website](#).

Enrolment of older pupils is made by appointment with the Head Teacher at any point in the school year. Please telephone the school office to make arrangements for this.

Nursery Admission Policy

All nursery places are allocated in line with the council's admission policy. Our nursery and office staff will be happy to advise you how this policy operates when you apply for a place for your child. A leaflet detailing the council's policy is also available from all establishments. If you require a copy, please ask for one.

An admission panel will meet at regular intervals throughout the year to decide how nursery places will be allocated. The panel will consist of Heads of Early Years Establishments in the area, the Early Years Officer and representatives of the other agencies involved in supporting children and their families, e.g. Social Work Department, Health Board, etc.

Transition

Starting Nursery

As you settle into Kirkshaws Nursery Class we will aim to:

- offer a relaxed, welcoming environment where everyone feels valued, happy and safe.
- recognise and support the emotional, social and academic needs of your child as they arise.
- work in partnership with families to ensure we are best meeting your needs during this time of change.

Starting P.1

Due to Kirkshaws Nursery Class being located within the primary school building, transition for most of the children going into the Primary 1 class is smooth and seamless. However, Kirkshaws staff put a great deal of effort into developing strong links between associate nurseries to ensure that *all* children, and not just those attending Kirkshaws Primary Nursery Class, experience the same quality of transitional care. An infant teacher visits each child within their nursery environment and liaises closely with each child's Nursery Keyworker. We also offer visits and parent and child workshops in the two terms prior to the children starting school.

Starting S.1

Kirkshaws Primary School has established a strong partnership with its associated secondary school, Coatbridge High School. Beginning in Primary 6, pupils take part in an extensive high school experience timetable which includes tours of the school and taster lessons as well as many opportunities to take part in organised events and learning experiences. These experiences help to prepare pupils, and parents, for a smooth transition between primary and secondary and strives to provide the children with a continuity of learning.

Equal Opportunities

Kirkshaws Primary School and Nursery Class is an Equal Opportunities learning environment. Staff, pupils and parents are committed to eliminate unlawful discrimination and promote equality of opportunity for and between different groups of people 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. Respect is the key core value, at the heart of all we do.

Kirkshaws 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.

Implementation of the Education and Families Equality Policy including **The Equality and Human Rights Commission's Technical Guidance for Schools in Scotland** is the essential guide for the school community to promote equality. This can be accessed at

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

A 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 eight curricular areas are: -

Expressive Arts	Religious & Moral Education
Health & Wellbeing	Sciences
Language & Literacy	Social Studies
Mathematics & Numeracy	Technologies

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

Literacy & English

The development of literacy skills plays an important role in all learning. Literacy covers all aspects of reading, writing, talking and listening. Pupils develop and extend literacy skills when they have opportunities to:

- communicate, collaborate and build relationships
- reflect on and explain literacy and thinking skills, using feedback to help them improve and sensitively provide useful feedback for others
- engage with and create a wide range of texts in different media, taking advantage of the opportunities offered by ICT
- develop an understanding of what is special, vibrant and valuable about their own and other cultures and their languages
- explore the richness and diversity of language, how it can affect them, and the wide range of ways in which they can be creative
- extend and enrich vocabulary through listening, talking, watching and reading.

In developing English language skills pupils:

- engage with a wide range of texts and develop an appreciation of the richness and breadth of Scotland's literary and linguistic heritage
- enjoy exploring and discussing word patterns and text structures.

Here in Kirkshaws Primary we follow North Lanarkshire's Active Literacy approach. This means we do not use one resource or follow a single 'reading scheme', but instead aim to provide our learners with a literacy-rich environment, where they are given the opportunity to read a selection of fiction and non-fiction texts by a wide range of authors. Books are carefully banded to ensure texts are matched to the reading age of the individual; providing an appropriate challenge. By giving access to 'real books', we aim to motivate our learners, providing opportunities for personalisation and choice, as well as developing a reading stamina.

We also engage our pupils in daily lessons by offering cooperative learning and reciprocal teaching opportunities. Each lesson includes elements of all key aspects of literacy: talking, listening, reading and writing. By sharing these experiences with their peers, pupils will learn from each other, as well as the adults leading the lesson.

Pupils are assessed regularly and supported and challenged appropriately within the classroom. We will notify you of any additional support your child requires in school and discuss strategies you can use at home to help them achieve their next steps in learning.

Modern Languages

Learning a new language encourages children and young people to broaden their horizons as they explore the language and its associated culture.

Here, in Kirkshaws, we have implementing the Scottish Government's 1 + 2 Approach to Modern Languages. French is our second language; currently taught from Primary 1, through to Primary 7. Spanish is our third language, introduced from Primary 5 to Primary 7.

Mathematics & Numeracy

Mathematics includes specific aspects of numeracy which will be developed both in daily maths lessons *and* through planned activities in other areas of the curriculum. We study concepts and skills covering:

- number money and measure
- shape position and movement
- information handling



An active approach to teaching and learning mathematics skills is evident throughout the school. Cooperative learning and reciprocal teaching are evident in daily class lessons. Concrete materials and digital tools are used at all stages to ensure learners fully understand abstract concepts. However, mental agility is also developed from the earliest stages; equipping learners with a range of strategies they can use to approach more complex calculations. Pupils are also provided with opportunities to apply thinking skills to 'real life' problems in order to promote discussion and an understanding of different ways to find a solution. Moderation in planning amongst teaching staff ensures a progressive pathway, challenging and supporting individuals from Early Level through to Primary 7.

Health & Wellbeing

Health and wellbeing includes experiences and outcomes for personal and social development, understanding of health, physical education and physical activity. It also includes approaches and activities such as physical activity and nutrition, planned to promote the health and wellbeing of our learners and the wider community. Through daily lessons, after school clubs and the general ethos of our school we aim to promote healthy lifestyle choices to all members of our learning community.



Physical education, activity and sport is taught by each class teacher and timetabled for two hours per week. Sports taster sessions are planned throughout the school year, with a range of classes benefiting from working with specialists in the field.

As part of our Health and Wellbeing programme, we will also explore subjects such as Relationships, Sexual Health and Parenthood, Substance Abuse, Bullying, Road Safety, etc. These lessons are delivered by the class teacher, the school management team or visiting specialists. Parents will be informed when sensitive issues are being covered in class and have the opportunity to discuss any concerns with staff.

Social Studies

In this area of the curriculum, pupils learn about their world, both locally, nationally and further afield. We aim to develop the understanding, skills and personal aptitudes necessary to interpret the world and how people behave in it. The broad areas of study are:

- People, Society, Economy and Business
- People, Past Events and Societies
- People, Place and the Environment

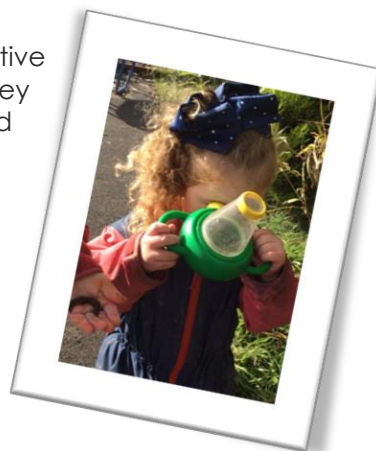
These areas are taught through interdisciplinary work. Planning for topics is carried out alongside the pupils, considering their prior knowledge and taking into account what they ask to learn about the subject. Pupils are given the opportunity to learn through enquiry and activity, developing skills in planning, researching, recording and reporting. Visitors regularly add a new dimension, bringing specialist knowledge into the classroom. Likewise, educational excursions are arranged when a better learning experience can be accessed out with the classroom.

Sciences

Children have a natural sense of wonder and curiosity and are active and eager learners endeavouring to make sense of the world. They develop ideas through play, investigation, first-hand experience and discussion. Science builds on this curiosity and includes experiences and outcomes in biological, chemical, physical and environmental contexts.

The four main areas covered within the primary school curriculum are:

- Planet Earth
- Forces, Electricity and Waves
- Biological Systems
- Materials



We provide opportunities for our learners to take part in a range of inquiry and investigation tasks, allowing them to extend their knowledge, develop scientific understanding and practise skills for learning, skills for life and skills for work. As in all subject areas, opportunities for personalisation and choice are built into the planning stages of entire topics and individual lessons.

Religious & Moral Education

Religious and moral education includes learning about Christianity and other world religions, and supports the development of beliefs and values. This is taught throughout the school, ensuring concepts explored are suitable for the age and stage of the learners.

Our school chaplain is Mr Brian Lowry from M.A.D. Ministries. Harvest, Christmas and Easter are celebrated as a whole school community. Parents have the right to withdraw their children from religious observance. This can be arranged by contacting the Head Teacher.

Expressive Arts

The expressive arts include experiences and outcomes in art and design, drama, dance and music.

Through the expressive arts, our pupils have rich opportunities to be creative and imaginative and to experience inspiration and enjoyment. They can come to understand the important roles of the arts in describing and changing society. Through their experience of the expressive arts, children and young people can appreciate the contributions of the arts in the lives of individuals and communities.

Our pupils have regular opportunities to perform for their peers and invited guests at assemblies, coffee mornings and school shows.

Technologies

Within our curriculum, technologies contexts provide scope for developing technological skills, knowledge, understanding and attributes through creative, practical and work-related activities. In addition, we strive to promote digital skills to enhance learning. Basic computing skills are taught from the earliest stages and developed throughout the school, allowing pupils to use technology to assist them in their learning journey.

Learning in the technologies enables children and young people to be informed, skilled, thoughtful, adaptable and enterprising citizens; equipped with skills for life, skills for learning and skills for work.

We know that many pupils have access to digital technology at home, but we are also aware that there are pupils who do not. No child is disadvantaged by this at Kirkshaws Primary. Computers, laptops and iPads are available for pupils to use, under teacher supervision, during break times if they wish to complete homework tasks or extra study using technology.

During each school year we create an improvement plan to develop specific aspects of our curriculum. Parents will be consulted regularly throughout each session to feed into this process and shape our priorities.

More information about A Curriculum for Excellence can be found by visiting Education Scotland's Website <https://education.gov.scot/>

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 the 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.

How will my child's learning be assessed and reported to me?

In playrooms and classrooms staff will be using a range of tools to assess 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 child is different and has their own individual strengths and developmental needs. Here at Kirkshaws, learners are taught in a way which suits their individual requirements, regardless of age and stage.

Day to day, teachers will use a wide variety of assessment strategies. The most effective method widely used is Formative Assessment. This type of assessment is not about giving marks out of a total but gives pupils feedback on targets achieved and points for action to improve the next time. It is not enough to say "well done" to a learner, unless they are specifically told *what* was done well, so they can repeat the positive behaviours and build on their success. Our teachers and senior leadership team work hard to ensure they provide regular feedback to learners, allowing for quality, two-way learning conversations.

Teachers may also use other forms of assessment e.g. observations, which are particularly useful when pupils are engaged in practical tasks or play. Learning intentions and success criteria provide a measure to note progress in individual lessons, while Benchmarking can establish competence across a Level. Baseline assessments provide a starting point for a course of learning, whereas what children say, write, make and do on a daily basis will provide valuable evidence of progress.

In addition, we encourage our pupils to be knowledgeable about personal learning targets to begin to self-assess their own work and that of their peers. This is done through cooperative working with a strict framework of social and positive skills to be used to give feedback.

Summative and Standardised Assessments are also carried out periodically to confirm progress and provide evidence of competency. This provides further data for analysis to inform and improve our teaching of individual pupils.

We report to parents formally four times each school session, through written reports and face-to-face consultations, as well as by request. We will report on your child's progress in the curriculum, their next steps to further success and their social and emotional growth too. We also hold regular open sessions, when you are invited in to school or nursery to join in with your child's play or learning experiences.

Additional Support Needs

Kirkshaws Primary School complies with 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.

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

The school aims to provide a balanced curriculum within each classroom and playroom which supports and challenges each learner, always striving to ensure we are Getting It Right For Every Child. Through regular assessments, teachers may identify pupils who require a period of support to fully achieve their potential in a curricular area. In the first instance, this support is the responsibility of the class teacher. Through professional discussion and regular monitoring and

tracking meetings, individual progress is shared with the senior leadership team. Support and advice is provided at a whole school level to ensure appropriate interventions are available to all pupils as required. There is a staged approach to assessment and planning, with a continual cycle of identification, assessment, planning, provision and regular review, considering the views of the learner and their parents at all stages.

Where specialist support, such as Speech and Language Therapy or Occupational Therapy, is required, a Request for Assistance to another agency will be made following discussion with parents. The school works closely with other departments within education, such as Educational Psychology, but also with our colleagues in health and social work.

Outwith the classroom, pastoral care is overseen by the Head Teacher and Principal Teachers, who are in the playground and lunch hall during every break, providing daily informal access to social and emotional support. Pupils and parents can request a formal meeting at any point. Mrs Nicolson, Head Teacher, is the Named Person for all pupils within the school and can be contacted via the school office.

Care Experienced Children i.e. children who are cared for directly or whose care is supervised by the local authority are deemed to have Additional Support Needs unless assessment determines otherwise. The Senior Leadership Team will monitor and assess supports necessary.

Parents can raise concerns about their child's progress with the class teacher, Principal Teacher or Head Teacher at any point throughout the school year. Appropriate action will be taken to assess progress, identify needs and report back to parents. Parents and pupils are an essential part of the assessment, planning and review processes and your views will be actively sought. Parents or pupils 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.

We are committed to providing the most inclusive and least intrusive level of support to any learner. We seek to promote interventions that are specific to the individual.

Support is available to those pupils who cannot access the curriculum due to English being an additional language.

Planning

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 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 multi-agency 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 Coordinated Support Plan, either the creation of a CSP, or the content of it, you may be entitled to refer to the Tribunal

Improvement Planning

We are committed to the process of self-evaluation to inform whole school and nursery class improvements. The success of this process is dependent on how well our school, including the nursery class, knows how well we are doing now, where we want to get to and how we plan to get there. Each year the school is required to produce an Improvement Plan which details the planned projects the school intends to carry out.

Following an audit, including pupil, parental and staff consultation and consideration of local and national priorities, our Improvement Priorities for this session across the school and nursery include:

- Cluster Priority: Assessment & Moderation
- Promoting Health & Wellbeing, including promoting attendance at school
- Raising attainment in Literacy & Numeracy
- Developing our Young Workforce
- Nursery Class; Skills for Mark-making and Writing

This Improvement Plan will be reviewed in May 2024 and new priorities for session 2024/25 will be identified to take forward from August 2024. Parents, pupils and staff will be consulted when reviewing this year's progress and planning priorities for next session. Through self-evaluation, we continue to monitor standards across all learning, with a particular focus on literacy, numeracy and health and wellbeing.

Information on our school activities, achievements, improvement plan and improvement report can all be found on our school website <https://blogs.glowscotland.org.uk/nl/kirkshawswebsite/>

Over the next three years we aim to build in more opportunities for parents to be involved in the learning process as we continue to improve moderation and assessment across the curriculum and close the attainment gap further.

Information on every school's performance at local and National Level can be found on the Education Scotland website - <https://education.gov.scot/>

Homework

Pupils are given homework in every stage of the school. The purpose of Homework is:

- To allow practice and consolidation of class work.
- To extend the learning experience in class by encouraging children to do further investigation at home or in the wider community.
- To enable children to become independent learners by encouraging ownership and responsibility for learning.
- To train children in planning and organising their time.
- To foster a partnership between home and school.
- To provide parents with the opportunity to share in their child's learning.
- To extend the range of experiences for pupils who require challenge and to reinforce them for those who need support.
- To improve children's self-confidence and motivation.

Pupils are given homework which will help to reinforce skills already taught. Homework should not take more than 15 – 30 minutes to complete each evening and children should be stopped from working if they appear to be experiencing difficulty with it. A note to this effect from a parent would alert teachers to any problems. Homework given includes reading, spelling, numeracy, written language work or, for older pupils, some research work for a topic.

No work will be given to children absent through illness or holiday. Additional work will be set when the children return to class. Home learning tasks will be made available to any child self-isolating.

Each child is issued with a weekly homework schedule on Monday, which should be returned to school on Thursday. No child will be penalised for not completing homework tasks.

Any pupil who wishes the use of a computer or iPad to complete homework will be given access to this technology during school time if it is not available at home.

School Ethos

Kirkshaws Primary School is a happy, nurturing environment, where everyone is respected, valued and encouraged to achieve their full potential. In accordance with local priorities, we are committed to *Raising Achievement for All*, across all learning. While we continually encourage and support our learners to ensure academic success in school, we are aware of the vast range of learning that happens beyond the school gates. We proudly recognise and celebrate our wider achievements through the use of our Gold Book, which is shared at whole school assemblies and with the wider school community through our school Twitter (X) account (@KirkshawsPS) and our school website (<https://blogs.glowscotland.org.uk/nl/kirkshawswebsite/>).

Pupil Voice

All pupils are involved in the decision-making process in Kirkshaws. Regular *Family Group* meetings allow all learners the opportunity to discuss matters of interest and take part in the self-evaluation process, informing whole school planning. In addition, there are other groups who play a key role in shaping our school environment. The following groups meet regularly:

- Respect Me (Anti-Bullying) Committee
- Rights Respecting Schools Steering Group
- DYW Committee
- Eco Committee
- Digital Leaders
- Outdoor Learning Group
- Reading Committee
- Sports Leaders

Committees can be added to this list at any time, at the request of any interested member of our school community.

Community Links

We have worked hard to foster strong community links. The school and nursery benefits from regular visitors from the local Community Police, Fire Service and Health Service Staff. We work closely with Parents Action for Safe Play in Coatbridge. Learning is also enhanced by visits to nearby facilities, such as the local park and library. We enjoy working in partnership with St James' Way Sheltered Housing Complex and aim to build on this in the year ahead..

Promoting Positive Behaviour

Our school behaviour policy is based on promoting positive relationships at all levels. Pupils are aware of the high expectations set by their parents and teachers. We value your support in this.

The school also operates a successful House system. Pupils can collect house points from all members of staff when they demonstrate our core values in and around the school.

Spiritual, Social, Moral and Cultural Values

Kirkshaws Primary School and Nursery Class are both non-denominational. School assemblies are held weekly. The purpose of these is to celebrate and promote the work of the school and revisit the school rules and core values we adhere to in all learning situations. The content of assemblies is planned for the year, taking care to build in UNCRC principals and further embed wellbeing indicators. These assemblies are led by the senior leadership team, assisted weekly by groups of pupils and invited guests.

We follow the guiding principles outlined in the Scottish Government's document, **Curriculum for Excellence – Provision of Religious observance in Scottish Schools (March 2017)**

Religious observance is led by the school chaplain, Mr Brian Lowry from M.A.D. Ministries or, in his absence, by a member of the senior leadership team. Harvest, Christmas and Easter are celebrated as a whole school community. Parents have the right to withdraw their children from religious observance. This can be arranged by contacting the Head Teacher.



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

Extra-Curricular Activities

Out of School Hours Learning is encouraged at Kirkshaws Primary. Each year we offer a wide range of clubs, ensuring all year groups have the opportunity to take part in different activities.

Family Learning opportunities are an established part of life at Kirkshaws. Bookbug, gardening, cooking and sports clubs are all popular with families in the school and nursery.

Parents are welcome to approach the school with a view to setting up an after-school club. This would be subject to resources being available, a successful risk assessment of the activity and a full disclosure of any adult involved. Please contact Mrs Nicolson or Mr Sharp if this is something you may be interested in.



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.

Data Protection

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 the Civic Centre, Motherwell, ML1 1AB.

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

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

Legal basis for using your information

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

Your personal information

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

We may also ask you for information about medical conditions, additional support needs, religion, and ethnicity. We may also record information you might wish to provide about your family circumstances. We require this information to ensure children and young people are educated appropriately, supported, and that we take account of their health and wellbeing.

During a child's journey through education a pupil's record is kept, this core record is mainly paper based and is stored securely in the child or young person's establishment. If the establishment has requested assistance from educational staff outwith the nursery or school, key staff from these services may also store information securely about your child or young person.

How will we use this information?

Your personal information will be used:

- to enrol your child or young person in nursery or school
- 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.
- 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 obligation, 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
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 GDPR rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with 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>

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.

Do You Want More Information?

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

Safeguarding

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.

In Kirkshaws Primary School and Nursery Class the Child Protection Co-ordinator is **Mrs Alison Nicolson, Head Teacher**. Telephone number: 01236 632054

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.

In Kirkshaws the Adult Protection Co-ordinator is **Mrs Alison Nicolson**, telephone number: 01236 632054

Discipline

Promoting Positive Behaviour

Kirkshaws Primary School and Nursery Class is a calm, relaxed working environment where a high standard of behaviour is demonstrated and expected. School staff continue to focus on promoting positive relationships. Pupils' positive behaviour is recognised in a wide range of ways by all staff, not only teachers.

Individual classes also run their own points system, with teachers providing incentives on a daily and weekly basis to encourage children to become successful learners, responsible citizens, confident individuals and effective contributors.

The school operates a House System, where children work hard to gain House Points which are reviewed weekly at Assembly.

All school staff actively promote positive behaviour by using rewards and praise to acknowledge effort, good behaviour and good manners. Certificates are awarded at school assemblies and celebrated by the whole school community. Pupils are given the opportunity to take on leadership roles in and around the school, demonstrating our trust in their ability to act responsibly.

When disputes do occur, a restorative approach is sought, where all parties are encouraged to discuss the situation and seek a solution, through the use of a mediator. Peer Mediators are also trained in this technique.

Pupils are also trained in Self-Regulation techniques: identifying personal triggers which can result in stress or anxiety, then supported to create a personal plan to deal with such situations effectively.

As a Rights Respecting School, we are working hard to eradicate bullying entirely. We regularly review our anti-bullying policy in partnership with all stakeholders: pupils, parents, staff, members of the local community. This has been written following guidance from Respect Me – Scotland's Anti-Bullying Service. The responsibilities of all, procedures to follow and resulting actions have been agreed by all parties. A copy of this policy is available from our school office on request.

We work closely with parents to ensure a high standard of behaviour is maintained in our school. As a parent of Kirkshaws your cooperation and support will be sought in the event of any behavioural difficulties which may arise. In the first instance, class teachers will deal with low-level misbehaviour, reporting any concerns to the Senior Leadership Team (SLT). Pupils who persistently do not adhere to class and school rules are given opportunity to discuss and reflect on this with a member of the SLT at their earliest convenience. Pupils are encouraged to create a personal plan to self-regulate and modify their behaviour. This is monitored and supported as necessary. Parental cooperation will be sought during any period of unrest for a pupil. Regular home/school communication links will be established and monitored over time. This could involve the Head Teacher, parent and class teacher meeting on a regular basis to discuss, agree and implement a plan of action over a period of time. We have found this level of partnership to be most effective. If anti-social or disruptive behaviour persists, a temporary or permanent exclusion from the school may be imposed. After consultation with parents, advice may be sought from other professionals specialising in this field.

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

Partnership Between Home and School

Our partnership with you begins as soon as you choose Kirkshaws Primary School and Nursery Class for your child. Before your child formally starts here you will be invited to visit the school with your child to introduce you to their teacher, see their classroom and have a tour of the school. A *Meet the Teacher* event is held early each session, allowing you the chance, together with your child, to chat with their new teacher and look around their classroom. Parents' Nights are planned twice each session, in November and May, giving you the opportunity to meet with your child's teacher formally, review ongoing work and discuss progress and next steps in learning. Written progress reports are issued twice each session. In addition to this we hold regular Open Hours, where family members are welcome to come into class and join in the learning.

Weekly newsletters and regular communications with home inform parents of forthcoming events and report on activities that have taken place. This information is emailed to parents and posted on the school website <https://blogs.glowscotland.org.uk/nl/kirkshawswebsite/> and our Twitter (X) account

[@KirkshawsPS](#). In addition, these on-line resources are used to celebrate our achievements and share daily successes through photographs and short video clips.

We have an active **Parent Council** working on behalf of the entire Parent Forum. Visit their webpage to see their current priorities <https://blogs.glowscotland.org.uk/nl/kirkshawswebsite/parent-council/>. This group also plan and host a variety of social events, aimed at raising funds which go to provide treats for all children in the school and nursery class. We also have a small group of Parent Helpers who meet in the school weekly to help prepare teaching resources. In addition, we have parents who volunteer for specific reasons throughout the year, e.g. accompanying classes on educational excursions, sharing expertise through clubs or class talks and supporting learning experiences. Further events for parents to take part in shared learning opportunities are always under review. Please contact the Head Teacher if you would like to know more about adult learning opportunities.

At Kirkshaws we are listening to parents' views and actively seeking to further strengthen partnerships between home and school. Our staff are more than happy to meet with you to discuss any school matter. If you wish to speak to a member of staff please contact the school office on 01324 632054 to arrange a mutually convenient time to meet. The office is open from 8.30am until 4.00pm daily.

Attendance

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

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

At the start of each school session, parents will be asked to provide 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 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 interests of child safety the police will be contacted if all attempts to locate the child have been exhausted.

Parents should inform the school by letter, telephone or the Parent Portal 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.

Parents of children in the Nursery Class should also keep the school office informed of all absences.

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 should inform the school by letter of the dates **before** going on holiday.

Absences will be classified as authorised only in exceptional circumstances, but will always be recorded. 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 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 will always investigate unexplained absence. If a child's absence rate causes concern, a letter will be sent from the Head Teacher to the parent requesting an explanation of the absence and an improvement in the attendance of the child. Where there is no improvement, the parent may be asked to visit the school. If no improvement is evident, the Local Authority has the power to write to, interview or prosecute parents or to refer to the Reporter of 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, pupils and staff were fully consulted. It is the expectation of Education and Families that parents will be keen to support the dress code and written agreement may be sought.

Clothing which is unacceptable in school under any circumstances includes items which:

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

Parents 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 for clothing grants may be obtained from schools, First Stop Shops and Council Offices, Kildonan Street, Coatbridge. Application forms can also be downloaded from the council website www.northlan.gov.uk

Parents are entitled to receive a clothing grant if they are in receipt of any of the following benefits: Income Support, Job Seekers Allowance (income based), Employment & Support Allowance (income related), Universal Credit (with an income below £660 per month), housing benefit (please note that the housing element of Universal Credit is not housing benefit), council tax reduction (please note that single person's discount/council tax exemption is not council tax reduction). The deadline for clothing grants is 31 March 2023.

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

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

In Kirkshaws Primary School we aim to foster a feeling of identity and pride in our school and encourage pupils to wear our school uniform. The school colours are **navy** and **gold**. White shirts and a school tie can also be worn. School ties and items of clothing bearing a school badge can be purchased from Scotcrest Uniforms in Airdrie or My Clothing online (<https://myclothing.com/>).

School Meals

Food is cooked on the premises and the dining hall operates as a cashless cafeteria. Cards can be preloaded with funds using the iPayimpact online system. This card is then used to pay for breakfast or lunch. Children in receipt of a free school meal have the cost of a lunch and breakfast automatically added to their card daily. Currently, all P.1-P.5 pupils are entitled to a free school lunch and breakfast. Breakfast is served from 8.15am until 8.45am each morning and costs £1 per child, with a discount available for family groups. Lunch options include hot and cold meals with the choice of a soup or dessert plus a drink. A vegetarian meal option is offered on a daily basis. Lunch menus and current prices are available to view online at <http://www.northlanarkshire.gov.uk/index.aspx?articleid=5594>. At time of going to print the cost of a lunch is £3.10. Food is pre-ordered each morning, ensuring all pupils receive a meal of their choice and cuts down on wastage. If adequate funds are not loaded to a lunch card, your child will still be fed. However, there is an expectation that funds will be added to your child's account as soon as possible. Pupils can also choose to bring a packed lunch to school.

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 may be asked to supply prescription foods or attend a meeting to discuss the child's dietary requirements.

Some children with additional support needs may require food to be adapted to an appropriate texture and consistency. In this instance, the child's Registered Dietician or Speech and Language Therapist will liaise with the Head Teacher and school catering service 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 parents 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 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.

Special diets such as vegan and ethnic diets can also be accommodated. In this case a form B should be completed and can be signed by the parent.

All completed forms should be returned by email to specialdiet@northlan.gov.uk

Children of parents receiving Income Support, Job Seekers Allowance (income based), and Employment & Support Allowance (income related), Universal Credit (with an income below £660 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 P.6 & P.7 who qualify for a free school meal are entitled to free milk. However, milk will also be available for purchase in the school during the lunch period. All nursery pupils are entitled to free milk and a fruit or vegetable snack. Information and application forms for free school meals can be downloaded from the council website www.northlan.gov.uk.

During lunchtime, pupils are supervised while they eat and play by support staff and the school management team. Pupils bringing a packed lunch from home also eat with their classmates in the dinner hall.

Early Years Provision – 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), are 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. Nursery snacks are also provided throughout the day.

Parents are entitled to receive a clothing grant if they are in receipt of any of the following benefits: Income Support, Job Seekers Allowance (income based), Employment & Support Allowance (income related), Universal Credit (with an income below £660 per month), housing benefit (please note that the housing element of Universal Credit is not housing benefit), council tax reduction (please note that single person's discount/council tax exemption is not council tax reduction). The deadline for clothing grants is 31 March 2024. Information and application forms for clothing grants may be downloaded from the [council website](#).

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 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 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 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 all 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 who consider they are eligible can apply on the Council website. Applications should be submitted by 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

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

It is the parent's responsibility to ensure their child arrives at the pick-up point in time. It is also the parent's responsibility to ensure the child behaves in a safe and acceptable manner while boarding, travelling in and alighting from the vehicle. Misbehaviour could result in a loss of the right to free transport.

Placing Requests

The council does not provide transport for those pupils in receipt of a placing request other than in exceptional circumstances. In the case of early entry requests if the child is offered a place in the catchment area school, transport will be provided in accordance with the Council's policy stated above.

Medical & Health Care

Medical examinations of children are undertaken during their school life, normally in the first year of primary schooling by staff of Lanarkshire Health Board. Parents are notified in advance and will be informed of any issues arising. Occasionally the school nurse may visit to examine whole classes for general fitness and hygiene. Hearing, sight and dental inspections are carried out routinely in primary schools. Your consent will be sought at the Primary 1 stage and this consent will cover routine checks during subsequent years. Parents should always inform the school of any medical problems, which may affect schooling or if their child needs regular medical treatment.

Administration of medicines can only be done with the written permission from the parent and by special arrangement with the Head Teacher.

Accidents in school are dealt with initially by staff who report any concerns to our trained First Aiders, Mr Sharp and Mrs Brown. If a child requires to be sent home a parent or emergency contact will be called to come and collect the child. It is essential that **Emergency Contacts** are kept up to date, and we would ask that you keep us informed of any change of telephone number, address of place of work or general contact information.

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.

Sharing 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, email, the school website and Twitter (X) page, 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 (X).

The Parent Forum

As a parent of a child at this school and nursery class 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 and nursery. As a member of the Parent Forum you can expect to:

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

The Parent Council

The Parent Council's rights and duties include:

- supporting the work of the school
- representing the views of parents
- consulting with parents and reporting back to the Parent Forum on matters of interest
- promoting contact between the school, parents, pupils, and the wider community
- fundraising
- taking part in the selection of senior promoted staff
- receiving reports from the Head Teacher and education authority
- receiving an annual budget for administration, training and other expenses
- improving home/school partnership and facilitating parental involvement

Kirkshaws Primary School and Nursery Class Parent Council is established and operational. Regular meetings are planned throughout the session. The Head Teacher and Principal Teacher attend these meetings as professional advisors. The Head Teacher has a right and duty to attend all meetings. Meetings of the Parent Council are open to members of the public. Members of the Council are selected through a process where all members of the Parent Forum are invited to volunteer to serve. In the event that the number of volunteers exceeds the number of places set in the constitution, members will be selected by formal selection.

Current Office Bearers

Cheryl Grant – Chairperson
Lynn Muirhead – Vice Chairperson
Fiona Collin– Secretary
Emma Keir– Treasurer
Parent Council Webpage - <https://blogs.glowscotland.org.uk/nl/kirkshawswebsite/parent-council/>

Parent Members

Mhari Barclay
Julie Young
Lynsey Drake
Victoria McMillan

NL Digital School

It is recognised that digital technology is already making a significant contribution to learning and teaching practices. When used appropriately and, with all stakeholders being supported it can enrich learning and teaching, help to raise attainment.

North Lanarkshire Council have developed a range of supports to enhance the use of digital learning within our schools. This includes the development of resources and training materials to support school staff, young people and their families with their digital learning and the provision of a universal offer the NL Virtual Classrooms, providing digital learning materials for all curricular areas at every level, up to and including the BGE.

Parents Portal

Parentsportal.scot is a digital service to help provide direct communication to parents and carers through a selection of online services. This includes

- [Annual data checks](#)
- [Online payments](#)
- [Permission slips](#)
- [Reporting absence](#)
- [Viewing timetables \(secondary schools\)](#)
- [Pupil reporting](#)

Information and guidance relating to North Lanarkshire Council Digital offering including how to access [parentsportal.scot](https://www.northlanarkshire.gov.uk/schools-and-learning/nl-digital-school) can be found on the NL Digital School page available on the Councils website <https://www.northlanarkshire.gov.uk/schools-and-learning/nl-digital-school>

Glow and M365

All pupils in staff in NLC have access to Glow – Scotland's national digital learning platform provided by Scottish Government and managed by Education Scotland. It provides learners and educators across North Lanarkshire with an environment that can support learning across the whole curriculum through. This is primarily achieved in NLC using the services found within Microsoft M365.

Pupils will be given a login to Glow when they start school, and these details will follow the young person throughout their school journey. Glow passwords are issued directly to pupils, and it is Education Scotland policy that these passwords should not be shared with anyone else. Guidance on Glow passwords can be found [here](#). All staff in schools have the ability to reset a pupil's Glow password.

Once logged into Glow, pupils will have the ability to use the full range of apps available via M365. These include MS Teams, OneNote, PowerPoint and MS Word. Users also have the option of downloading O365 to install on up to 5 additional personal devices and this can be accessed from the national section of the Glow Launchpad.

Armed Forces Covenant Duty

North Lanarkshire Council is committed to the Armed Forces Covenant.

The Armed Forces Covenant Duty – Statutory Legislation 2022 is a legal obligation placed on relevant bodies, when exercising relevant functions, such as Education, Health Care and Housing Services, to have due regard to the three principles of the Armed Forces Covenant.

Further details on the Armed Forces Covenant can be found on [Scottish Armed Forces Education Support Group - gov.scot \(www.gov.scot\)](https://www.gov.scot)

Useful Contacts

<p>Education and Families Civic Centre Windmillhill Street MOTHERWELL ML1 1AB</p> <p>Tel - 01236 812606</p>	<p>Chief Executive Des Murray</p>
<p>Community Learning & Development Locality Office Coatbridge Community Centre 9 Old Monkland Road Coatbridge ML5 5EA</p> <p>Tel - 01236 638470 email - CLD-Coatbridge@northlan.gov.uk</p>	<p>Education & Families Manager – Jan McCrone Education & Families Civic Centre Windmillhill Street Motherwell North Lanarkshire ML1 1AB</p>
<p>NHS Lanarkshire Coatbridge Health Centre</p> <p>01236 432200</p>	<p>Social Work Coatbridge Locality Team</p> <p>Tel - 01236 622100</p>
<p>Councillors for the School</p> <p>Coatbridge South T. Carragher A. Bustard F. MacGregor G. Woods</p> <p>Civic Centre Motherwell ML1 1TW 01698 302222</p>	<p>Cluster Improvement Integration Lead</p> <p>Paula McGhee Coatbridge Cluster Improvement Team</p>

Help and advice on any matters relating to **Support for Learning** can be obtained from: Paula McGhie (CILL), who may be contacted through the school.

You can also get more help and advice from:

Enquire

The Scottish advice service for additional support for learning. Operated by Children in Scotland, Enquire offers independent confidential advice and information on additional support for learning. Enquire also provides a range of factsheets,
Tel - 0345 123 2303

Children in Scotland
Rosebery House
9 Haymarket Terrace
Edinburgh
EH12 5EZ

Email - info@enquire.org.uk



Website for parents and practitioners – www.enquire.org.uk
Website for children and young people – www.enquire.org.uk/yp

Children in Scotland - Resolve Mediation
Tel - 0131 313 8844

Email: resolve@childreninscotland.org.uk

Independent Adjudication

Scottish Government
Directorate for Learning
Support & Wellbeing Unit
Area 2C North
Victoria Quay
Edinburgh
EH6 6QQ

Additional Support Needs Tribunal (Scotland)

ASNTS
Health and Educational Chambers
First Tier Tribunal for Scotland
Glasgow Tribunals Centre
20 York Street
Glasgow
G2 8GT
www.asntscotland.gov.uk

Helpline: 0141 302 5860



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 in December each year. It details the current policies and practices of both the council and the school.

We look forward to working in partnership with you over the coming session.