

KNOWETOP PRIMARY SCHOOL

HANDBOOK 2025



Dear Parents and Carers,

Welcome to Knowetop Primary.

Thank you for considering our school for your child and if you are already a parent or carer with us then I hope the information included in this handbook is useful to you.

We are a big, busy school with almost 500 pupils and are also the provider of Visual Impairment teaching support for all children in Primary, Special and Pre-school settings across North and South Lanarkshire.

As a Rights Respecting School, we firmly believe that everyone has an important role to play in making our school a happy, productive and safe learning environment. All pupils have the right to attend school in a safe, nurturing environment where they are offered a wide range of opportunities and activities to develop emotionally, socially, cognitively and academically.

Thank you for taking the time to read through our handbook and if there is anything more you wish to find out, please do not hesitate to contact us. We are always happy to answer any questions you may have. You can phone us on **01698 274951** or email us at enquiries-at-knowetop@northlan.gov.uk. You can find out more about life in our school by following our X feed **@KnowetopPrimary**. It is a privilege to be the Head Teacher of our wonderful school and I look forward to working with you during your time as a parent with us.

Yours sincerely



Gordon Murray
Head Teacher

2 School Information

- a) School Name – Knowetop Primary School

- b) Address – Knowetop Avenue
Motherwell
ML1 2AG
- c) Telephone number – 01698 274951
Visual Impairment Service telephone number: 01698 274953
- d) E-mail - enquiries-at-knowetop@northlan.gov.uk
- e) Knowetop Primary School is a non-denominational status with a planning capacity of 534.
- f) Provision is in place for pupils from Primary 1 – Primary 7, including some pupils with Visual Impairments (who are fully integrated into class settings).
- g) We have a current roll of 492 pupils.
- h) Our current class structure is 18 classes, some single year group and some composite in nature. At the time of writing classes are set-up as follows:
 - P.1 – 23 pupils
 - P.1 – 24 pupils
 - P.1 – 25 pupils
 - P.2 – 18 pupils
 - P.2 – 29 pupils
 - P.2/3 – 25 pupils
 - P.3 – 28 pupils
 - P.3 – 30 pupils
 - P.3 – 25 pupils
 - P.4 – 30 pupils
 - P.4 – 29 pupils
 - P4/5 – 25 pupils
 - P.5 – 32 pupils
 - P.5– 29 pupils
 - P.6 – 33 pupils
 - P.6 – 29 pupils
 - P.7 – 31 pupils
 - P.7 – 33 pupils

Class compositions are based around 3 working literacy groups where possible and the legal class size rules are adhered to (P.1 – 25 pupil maximum, P.2 and P.3 – 30 pupil maximum, P.4 – P.7 – 33 pupil maximum, composite classes – 25 pupil maximum). Composite classes are common in schools across Scotland and are taught in the same way as non-composite classes, with teaching staff preparing delivery to meet the needs of the different groups in each class. Stage activities are arranged across the school year so pupils mix not only with their class members but also with others in their year group. Classes at Knowetop are reconfigured each year so it is likely that pupils will not remain with their same class group year on year – this maximizes teacher time being given to groups and ensures that groups members are of similar ability, whilst having different ability groups in each class to ensure the development of wider life skills as well as the academic. Parents/carers should be aware that friendships are encouraged in the playground and wider world settings but do not form part of the rationale for class compositions.

- i) Members of the community can apply to hire our main hall, playground, etc. Contact should be made with the school in the first instance where up-to-date information can be given on the process for arranging 'lets'.
 - j) Knowetop Primary School's associated secondary schools are:
 - Dalziel High School, Crawford Street, Motherwell (telephone: 01698 274900) – non-denominational secondary school provision.
 - Our Lady's High School, Dalzell Drive, Motherwell (telephone: 01698 274925) – Roman Catholic secondary school provision.
 - k) The Knowetop Primary School Parent Council are an active group of parents and carers who work to support the school in both educational and fundraising activities. Currently meetings are held, on-line, on the first Thursday of each month. The Parent Council can be contacted on knowetoppc@gmail.com or via their official Facebook page on <https://www.facebook.com/KnowetopPC/>
- All parents/carers with pupils at Knowetop are automatically members of the Parent Forum and, as such, are entitled to join the Parent Council and/or to support the school in other ways. Information is shared with parents/carers on various digital platforms and via monthly newsletters. We currently use Parents Portal, Twitter and GroupCall as our main forms of contact.
- l) Knowetop Primary School does not provide teaching by means of the Gaelic language.

3 Teaching Staff

- a) Head Teacher – Mr Gordon Murray
- b) Promoted Staff:

Mainstream Depute Head Teacher – Mrs Pamela Smith

Depute Head Teacher with responsibility for Visual Impairment – Mrs Cheryl Mosley

Mainstream Principal Teachers – Mrs CarolAnne McGinty and Mr Chris Brown

- c) Mainstream teaching staff and stages taught at time of writing (staffing is subject to some change throughout the year should circumstances dictate this):

P.1 – Mrs Lesley McCallum

P.1 – Miss Debbie Hendry

P.1 – Miss Debbie Torley

P.2 – Mrs Karen Jarvis/ Mrs Shannon Higgins

P.2 – Mrs Megan Maitland/Mrs Eri Arkley

P.2/3 – Mr Jamie Stewart

P.3 – Miss Lauren Humphreys

P.3 – Mrs Linda McKnight/ Mrs Erin Gibson

P.3 – Mrs Claire McClymont

P.4 – Miss Gillian Davies

P.4 – Mrs Janine McAlister

P.4/5 – Mrs Eve Gray

P.5 – Miss Melissa McCallum

P.5 – Mrs Kelly McKeen/ Mr Chris Brown

P.6 – Mrs Carol Anne McGinty/ Mr Chris Brown

P.6 – Mrs Susan Heron

P.7 – Mrs Jill Mitchell

P.7 – Mrs Kirstie McLean/ Mrs Shannon Higgins

Additional staff:

Non-Class Contact Cover Provision – Mr Mark McCulloch and Mrs Eri Arkley

Literacy Support (PEF) – Mrs Karen Maxwell (0.4)

Support Staff

Mrs May Watt

Mrs Kate Kindlan

Mrs Hazel Graham

Mrs Jane Mooney

Miss Kathleen Taggart

Mrs Yvonne Gourlay

Mrs Sharon Leitch

Office Staff

Mrs Marion Clark (Office
Manager)

Miss Lynne Clenaghan

Janitor

Mr John Love



We also have 9.5 FTE Teachers of Visual Impairment, delivering Visual Impairment support to children with Visual Impairment in pre-school, primary school and special education establishments across both North Lanarkshire and South Lanarkshire Councils. Our Visual Impairment staff team are as follows.

Mrs Cheryl Mosley – DHT and Head of the Service

V.I Teachers

Mrs Carol Ferguson (0.8 FTE)

Mrs Linda Gouther (0.4 FTE)

Mrs Gilliam Cadenhead

Vacancy (1fte)

Mrs Angela McCready (0.5 FTE)

Mrs Maureen O'Neil

Miss Claire Thomson

Mrs Jane Williamson

Mrs Karen McParland (0.6 FTE)

Mrs Lesley Keegan (0.6 FTE)

Miss Mary-Anne Williams (0.7 FTE)

Clerical and Adaptations

Mrs Clare Ferry

Mrs Christine Miller

d) Total number of staff (full time equivalent):

Mainstream 22.8 FTE including all promoted staff.

Visual Impairment 10.5 FTE including the VI DHT.

e) Knowetop Primary School does not have Nursery provision.



4 School Hours

- a) Current opening, interval, lunch and closing times are as follows:

School day starts: 08:55 a.m. for all pupils

Playtime: 10:35 – 10:50 for all pupils

Lunchtimes (2 sittings): 12:10 – 13:00 and 12:30 – 13:20

School day ends: 15:00 for all pupils

Pupils who attend formal after school provision, are taxied to school or use the NLC school bus leave class at 14:50.

All P1 pupils will be required to attend full time from the first day of the school session in August and on every subsequent school day.

- b) Pre-school and after school services are provided at present by LCS (Lanarkshire Childcare Services), Firtrees and Clydesdale After School. Details of provision offered can be found on each provider's website or by contacting the Knowetop School office. A Breakfast Club operates in school from 08:15 each school day.
- c) Knowetop Primary School does not have a Nursery Class.
- d) Regular class and school activities/events:

Weekly assemblies are held on a Friday afternoon at which pupil successes are celebrated.

Four special services/assemblies are held each year. In October Primary 3 pupils lead an assembly in our local church, in December Primary 1 pupils share a Christmas/Nativity themed presentation, In March/April Primary 5 pupils lead us in an assembly in the run up to Easter and in June Primary 7 pupils host a Leavers' Service. Services are held in our local church Motherwell South Parish, with parents/carers of participants invited to attend. Themes and focus of these assemblies can change from year to year. Children and staff work together to plan and prepare their assemblies.

All pupils engage in 2 hours of P.E./Activity a week with one of these hours taking place outside. This will happen in all but the poorest of weather so parents/carers are asked to ensure that appropriate weatherproof clothing is brought to school each day as even in June it can be wet in Scotland!

5 The School Year - (Approved dates - session 2025/26)

August

- Tuesday 12 August 2025 (Return date for teachers & in-service day)
- Wednesday 13 August 2025 (In-service day)
- Thursday 14 August 2025 (Return date for pupils)

September

- Friday 26 September and Monday 29 September 2025 (September weekend holiday)

October

- Monday 13 to Friday 17 October 2025 (October week)

November

- Monday 17 November 2025 (In-service day)

December - Christmas and New Year

- Schools close at 2:30pm on Thursday 18 December 2025
- Monday 22 December 2025 - Friday 3 January 2026 (Christmas holidays)

January

- Schools return on Monday 5 January 2026

February midterm break

- Monday 16 February 2026

- Tuesday 17 February 2026
- Wednesday 18 February 2026 (In-service day)

April - Spring holiday (Easter)

- Schools close at 2:30pm on Thursday 2 April 2026
- Monday 6 April - Friday 17 April 2026 (Spring break)
- Schools return on Monday 20 April 2026

May

- Monday 4 May 2026 (May holiday)
- Thursday 7 May 2026 (In-service day to coincide with Scottish Parliamentary election, but may be subject to change)
- Friday 22 May 2026 and Monday 25 May 2026 (May weekend)

June

- Schools close at 1pm on Friday 26 June 2026

6 Transfer/Enrolment

Parents and carers of children who turn five between 1 March 2024 and 29 February 2026 should register during the week starting Monday 13 January to Friday 17 January 2025 for starting primary 1 in August 2025. Information will be shared by Nursery/early years providers and up-to-date enrolment details can be found on the North Lanarkshire website at <https://www.northlanarkshire.gov.uk/schools-and-learning/school-admissions/registration-infant-beginners-primary-school>

Pupils transferring to secondary school will have information sent home in December of their Primary 7 year for completion in time to allow the allocations process to take place.

Knowetop and our linked secondary school tend to receive many requests for places from those who live outside of our delineated catchment area should places be oversubscribed. This is in line with the Parents Charter of 1991. Priority is given to those who live within the defined catchment boundaries of the school and any additional spaces left are available to those who request these. A separate 'Placing Request' form is required to be submitted for any parent/carers making a placing request to primary school which you will find by following this link <https://www.northlanarkshire.gov.uk/schools-and-learning/school-admissions-0>. When initially enrolling a pupil for Primary 1 parents/carers should register at/with their catchment school and complete the additional placing request form should they wish their child to attend a school other than the catchment school.

Parents/carers who require to move a child's school during the school year should contact the school office in the first instance to notify interest/intent and to be advised of how to enrol.

7. Equal Opportunities

Knowetop Primary School welcomes pupils, staff and parents/carers from a wide variety of cultural, social, economic and demographic backgrounds and is committed to eliminating unlawful discrimination and promoting equality of opportunity for and between different groups of people in line with the Equality Act 2010, the Education and Families Promoting Equality and Diversity Circular Gen 155-10 and the Council's Equality and Diversity Policy and Equality Strategy 2019-2024.

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

We are the Visual Impairment educational support provider for children across both North and South Lanarkshire in pre-school, special education and primary school.

We are committed to ensuring that a fully inclusive approach to education is taken, supporting all and working hard to break down any barriers to learning of which we are aware. Pupils regularly participate in activities linked to the United Nations Charter on the Rights of the Child and we are currently a Silver Rights Respecting School and are awaiting to hear if we have made the standard for Gold (December 2023).

The Equality and Human Rights Commission's Technical Guidance for Schools in Scotland details the essential requirements of the Equality Act 2010 for schools. This can be accessed at <https://www.equalityhumanrights.com/en/publication-download/technical-guidance-schools-scotland>

8 What is Curriculum for Excellence?

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

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

- A successful learner,
- A confident individual,
- A responsible citizen and
- An effective contributor.

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

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

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

Curriculum for Excellence is defined as:

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

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

These contexts are:

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

What are the Curriculum for Excellence levels?

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

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

What is the Broad General Education?

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

Curriculum Areas and subjects

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

The 8 curricular areas are:

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

The Senior Phase

The senior phase curriculum, from S4 to S6, follows a young person's broad general education, building firmly on the experiences and outcomes they will have experienced and achieved by the end of S3.

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. At Knowetop Primary School we have an established 'Developing the Young Workforce' Programme, which we review and amend to meet changing societal needs and projections for future employment skills.

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.

At Knowetop Primary School we provide 2 opportunities for parents/carers to discuss their child's/children's progress with the class teacher each year as well as 2 written reports. Currently a brief written 'Interim Report' is sent home in December, an opportunity to discuss progress takes place between October and November, a further opportunity to discuss progress takes place in March/April and a written 'End of Year Pupil Report' is sent home before the end of the academic year in June. Should staff feel it beneficial to chat with parents/carers about other matters over the course of the year mutually suitable arrangements will be made to do so. Also, parents/carers can contact the school office to ask to talk or meet with the class teacher at any point during the year.

Each class has a Teams page on GLOW where information is shared by class teachers, homework is set, etc and our social media platforms also share information about events/activities/successes, etc. We use Group Call to send emails and texts to all parents and carers registered on our system.

CfE is implemented at Knowetop Primary School through the thorough, progressive and cohesive programs of study in place across subject specific areas and through the planning of a range of experiences across the four contexts for learning. Pupils are regularly involved in the planning and evaluation of these processes as well as

engaging with staff in the assessment and evaluation of work. A number of pupil committees run throughout the year and House Captains share pupil views with each other and staff.

A number of parent guides are available linked to on-going learning approaches and parents are given notification of next classes as soon as is practicable. Should additional supports such as GIRFMe plans, short term support group time, etc. be needed parents are notified of these and their views/permissions are sought.

When sensitive aspects of learning e.g. relationships, sexual health, parenthood and drug awareness are to be covered written notification is sent home, along with links to the materials which are to be used. Parents/carers are welcome to discuss the content with members of the Leadership Team should they wish to do so. We will include links to these in our weekly newsletters (sent electronically) in advance so that parents have enough time to review materials before they are used for teaching.

9. Additional Support Needs

Knowetop Primary School complies with the Additional Support for Learning (Scotland) Act 2004 as amended by the Additional Support for Learning (Scotland) Act 2009 and the Additional Support for Learning: Statutory Guidance 2017.

Children and young people with additional support needs are identified through a variety of methodologies including assessment, links with external agencies, parental discussion and staff observation. In-house discussion of possible supports take place and appropriate supports are identified. Parents are informed of the support opportunities available and are asked for their views. By following a staged approach to assessment and planning, supported by continual review, supports are adapted to meet pupil needs. We have a number of staff who 'Champion' curricular areas and can give additional advice and support to staff, pupils and parent/carers are required. Staff training is also an integral part to changes in support provision.

On-going support arrangements for pupils, including pastoral care and pupil support are overseen by members of the school's Leadership Team.

Parents/carers are able to contact a member of the team via e-mail or by telephoning the school office. Members of the Leadership Team also supervise the school gates at the beginning and end of the school day should a more informal chat be wished.

1. All pupils with Visual Impairment support needs are fully integrated into classes within the school. Additional Support Needs Assistants and specially qualified teachers of the Visually Impaired also work directly with VI pupils in class and in the VI Support Room where training in the use of specialist equipment, learning Braille, etc. are given discretely.

Mr Murray works in our 'Brightside' area with groups and individuals who may need some additional support when managing change, emotions or feelings.

As Literacy Champion, Mrs McGinty works with groups of identified children to help develop pupil confidence in the use of literacy strategies, advises on supports for those with Dyslexic identifiers and has an overview of Literacy provision across the school.

Mrs McCallum is supporting the introduction and implementation of a 'Playful Pedagogy' approach in Primary 1 and then across the school.

Mrs Gray is working on our STEM strategy across the school and is responsible for the planning and resourcing of this.

Our Health and Wellbeing Champion is Miss Davies and Mrs McAlister is our Rights Respecting Schools lead.

Knowetop Primary School has links with our Cluster Improvement Lead and will receive some support inputs in maths/numeracy and literacy from both our Cluster Resource Teachers Mr Michael Travers and Miss Jennifer Rankin and Cluster Support Teacher, Mrs Irene Carr. We have Mrs Carol Foy who supports the cluster schools with play and wellbeing. We have a counselling service available for children in Primary 6 and 7 and parents are welcome to speak to Mr Murray or Mrs Smith to arrange some time with our counsellor, Mrs Margaret Johnstone. This session, we have started working with a play therapist to provide therapy sessions for children in Primary 4 and 5 and this is available. Please speak to Mr Murray or Mrs Smith and we can liaise with Mrs Susan Pollock, our play therapist.

We work with Mrs Elaine Reid, our Senior Educational Psychologist on a regular basis, both to access support and advice for pupils and to undertake specialist staff training. We also work closely with Social Work, CAMHS, Occupational Therapists and other support services as needed and welcome the opportunity to support pupil needs be they emotional, physical, educational or in any other area.

2. Should any children or young people with English as an Additional Language (EAL) be part of the Knowetop family we have the ability to request the support of our cluster EAL teacher, Mrs McGorry, to visit and provide advice to the Class Teacher as well as working with the pupil/pupils for whom the referral(s) was/were made.
3. 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. Needs of all pupils are regularly reviewed both in-house and with our Cluster Improvement Lead. North Lanarkshire's Virtual School is available to provide additional support for care experienced pupils if required. The named person has a full overview.
4. Parents/carers and young people can request an assessment at any time to establish whether a child or young person has additional needs and/or requires a Co-ordinated Support Plan.
5. Getting it Right for Me (GIRFMe) plans.

GIRFMe plans enable staff to plan effectively for children and young people when individual interventions are required to support their learning and improve outcomes. Parents/carers and pupils are an essential part of the assessment; planning and review processes and their views will be actively sought.

Some children and young people may require significant support from education and at least one other agency, such as health, social work and/or voluntary agency to help them meet their learning targets. Where this support requires a high level of co-ordination the opening of a Co-ordinated Support Plan (CSP) may be considered. A CSP may be initiated by the school or another agency.

Parents/carers and young people can, if they wish, request that a CSP be considered and would be involved in the process.

Parents/carers will receive letters from the Education Authority throughout the CSP process and will be invited to take part in multiagency meetings where 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 Co-ordinated Support Plans, ASN 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

10 Improvement Plan

Current School Improvement Priorities are linked to the North Lanarkshire Enterprise pathway, Attainment in Literacy and Numeracy and the use of Digital Technologies.

The proposed priorities for 2024-2025 will be discussed with staff, pupils and the Parent Form/Parent Council later in the 2023-2024 session.

Knowetop Primary School completed a successful school inspection in February 2020, just prior to lockdown, the HMIE report can be found by going to <http://education.gov.scot/education-scotland/inspection-reports> and searching for Knowetop Primary School.

An overview of the ACEL Data submitted in June 2024 can be found below. It relates to pupil attainment in the formal areas assessed and monitored directly by the Scottish Government at Primaries 1, 4 and 7 (stages where the majority of pupils are expected to attain Early, First and Second Levels of Curriculum for Excellence respectively:

Primary 7:

Listening and Talking:
90% achieved 2nd level

Reading:

90% achieved 2nd level

Writing:

89% achieved 2nd level

Numeracy/Maths:

90% achieved 2nd level

Primary 4:

Listening and Talking:

88% achieved 1st level

Reading:

84% achieved 1st level

Writing:

82% achieved 1st level

Numeracy/Maths:

80% achieved 1st level

Primary 1:

Listening and Talking:

89% achieved Early level

Reading:

85% achieved Early level

Writing:

82% achieved Early level

Numeracy/Maths:

85% achieved Early Level

Plans for improvement of the school's performance over the next three years will focus on areas identified in consultation with all members of the school family. Health and Wellbeing will remain a focus, along with the development of core literacy, numeracy and Digital Technology skills. Cluster support is focused on closing the literacy gap and more investment in digital technologies has allowed for devices and apps to be purchased for children with literacy difficulties in order to continue to push for all pupils to achieve their best potential.

11 Homework

Homework varies throughout the year and may include preparing solo talks, research, and topic related learning as well as core skills practice in reading, spelling, and numeracy/maths. Class Teams on Glow are used to set tasks. Should a pupil have difficulty in completing a task Class Teachers are happy to provide advice and help to parents and pupils to further embed the learning and skills being developed. From September 2023, all pupils have a login to Maths Factor, an online programme to support numeracy both in class and at home. We expected children to be logging into their account and working on this at home. Children in Primary 5 -7 also have a First News login which can be used at home and in class to develop their awareness of the latest news in the world around them. This resource can help to research for class projects and solo talks.

12 School Ethos

The school vision is “Through Education with Imagination we will Challenge, Achieve and Excel”. We believe that all pupils have the right to attend school in a safe, nurturing environment where they are offered a wide range of opportunities and activities to develop them emotionally, socially, cognitively and academically. As a Rights Respecting School we do a lot of work with our children about rights both in our school and globally across the world. Children are aware of their rights and talk confidently about them in all aspects of school life. We aim to provide opportunities for every member of our school community to develop skills which equip them for life in the 21st Century, celebrate their uniqueness and reach their full potential.

We promote positive behaviour and celebrate achievements at our weekly assemblies and in our school displays, sharing these on our social media platforms and rewarding pupils with certificates on a regular basis. Kindness and empathy are encouraged and developed.



We work with various agencies to support our pupils and also link with the Active Schools Officer, Motherwell Football Club, our linked Secondary and cluster Primary Schools and active Parent Council to help develop and sustain a broad range of pupil opportunities.

13 Spiritual, Social, Moral and Cultural Values

Knowetop Primary School is a non-denominational education provider. We value diversity and the uniqueness of its family members. Our curriculum helps the development of pupil's spiritual, moral, social and cultural values by providing information on major world religions, cultural influences and expectations and moral questions in an un-biased way which enables pupils (in age and stage appropriate

ways) to develop their own beliefs and understanding of the values of others. We promote understanding, tolerance and equity.

Parents/carers have the right to withdraw their child/children from Religious and Moral Education partially or in its entirety and can do so by contacting the school and discussing matters with the Head Teacher.

Parents/carers from ethnic minority religious communities may request that their children be permitted to be absent from school in order to celebrate recognised religious events. Only written requests will be considered. Appropriate requests will be granted on not more than three occasions in any one school session and the pupil noted as an authorised absentee in the register.

14 a) Extra-Curricular Activities:

We have a variety of after school clubs which run throughout the year. These are delivered on a voluntary basis by school staff or through our Active Schools partnership. Clubs we have on offer are.

- | | | |
|------------|----------------|-----------------------------|
| • Football | • Tennis | • Rights Respecting Schools |
| • Sewing | • Multi-sports | • Cross Country |
| • Rugby | • STEM | • Anti-bullying |

Opportunities are offered to a year group, with all children in that group encouraged to express an interest. Due to high numbers, it isn't always possible for all children who want to take part to get a place. To ensure this process is fair, we keep a spreadsheet in school of all children who apply for a particular opportunity and if there are successful or not in getting a place. As other opportunities come up, we ensure different children are selected as much as possible to ensure opportunities are given to all.

In addition to these opportunities, our Primary 7 pupils offer lunchtime groups for younger pupils throughout the year. These are a mixture of sporting activities and arts and crafts. The Primary 6 year group are also trained annually as Sports Leaders through Active Schools so that we can continue to offer clubs and children get a leadership opportunity.

All children get to go on a school excursion which will often be linked to something they are doing in class.

We promote parental involvement and are always looking for ways to have more parents involved in the life of the school. Parents often come in during Developing the Young Workforce sessions, Book Week, Health Week etc to share their expertise and get involved. We are fortunate to have lots of volunteers who help us go on local walks and other excursions.



15 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

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

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

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

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

How will we use this information?

Your personal information will be used:

- to enrol your child or young person in nursery or school
- to provide your child or young person with an appropriate education
- for teaching, assessment and planning purposes and to monitor educational progress of children and young people
- to support pupil learning, improve outcomes and identify where additional support is needed to help children and young people
- to provide appropriate pastoral care to support health and wellbeing of children and young people
- to keep children and young people safe
- to maintain records e.g. of attendance, absence, attainment and behaviour of children and young people (including exclusions)

- to support children and young people during transitions when moving on each year from nursery to primary, primary to secondary and when they move or leave school
- to enable schools and establishments to process personal data in support of SQA and Further Education
- to monitor and report on pupil attainment and achievement in relation to the national improvement framework issued by the Scottish Government
- to assure the quality of our education services in line with national expectations from Education Scotland
- when we require to contact you by post, email, telephone or text.

Who do we share information with?

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

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

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

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

How long do we keep your information for?

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

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

Your rights under GDPR

You can:

- Request access to your information – you have the right to request a copy of the personal information that we hold about you, your child or young person. You can ask us to confirm what personal information is being used and with whom it has been shared with.
- Request a correction to your information – we want to make sure that all personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information that you believe does not meet these standards.
- Request the restriction of processing – this enables you to ask us to suspend the processing of personal information about you, your child or young person, for example if you want us to establish its accuracy or clarify the reason for processing it.

- Request the transfer – you can request the transfer of your information to another party.
- Deletion of your information – you have the right to ask us to delete personal information about you, your child or young person where:
- you think that we no longer need to hold the information for the purposes for which it was originally obtained
- you have a genuine objection to our use of personal information
- or, use of personal information is contrary to law or our legal obligations.

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

The Council's Data Protection Officer
If you have any questions or are unhappy about the way that we use the personal information of your child, young person or yourself you can contact the Data Protection Officer.
Data Protection Officer (DPO)
Civic Centre,
Windmillhill Street,
Motherwell ML1 1AB
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

b) **Transferring Educational Data about Pupils**

Education authorities and the Scottish Government

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

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

Providing national identity and ethnic background data is entirely voluntary. You can choose the 'not disclosed' option if you do not want to provide this data. However, we

hope that the explanations contained in this message and on our website will help you understand the importance of providing the data.

Why do we need your data?

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

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

Your GDPR rights

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

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

Further details are available on:

<https://www2.gov.scot/Topics/Statistics/ScotXed/PrivacyInformation>

Any Concerns

If you have any concerns about the ScotXed data collections you can email school.stats@scotland.gsi.gov.uk or write to:

The ScotXed Support Office, SEGP, Area 1B, Victoria Quay, Leith, EH6 6QQ.

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

Want more information?

Further details about ScotXed data exchanges are available on the ScotXed website, <https://www.gov.scot/collections/scottish-exchange-of-data-scotxed/>

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 school 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-ordinators are: Mr Gordon Murray (Head Teacher) and Mrs Cheryl Mosley (Depute Head Teacher), both of whom can be contacted by calling the school office on 01698 274951.

18 a) Adult Protection

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

Adult Protection Co-ordinator is: Mr Gordon Murray (Head Teacher).

19 i) School Discipline

At Knowetop Primary School positive behaviour is expected and encouraged. Clear expectations are set and classes create individual charters agreed upon by all within the class to ensure that these are relevant and meaningful for those there. This links with our work on and status as a Rights Respecting School. An ethos of mutual respect is fostered and supports are in place to help pupils develop the use of good behaviour strategies. We liaise with parents should concerns around discipline arise as parental co-operation is vital in affecting meaningful progress for pupils.

ii) Anti-bullying

Knowetop Primary School treats any allegations of bullying seriously and investigate these thoroughly. Any follow-up actions related to bullying are taken with an approach which links with our promoting positive behaviour ethos. We adhere to the principles contained in NLC's Promoting Positive Relationships: Respect for All: Anti Bullying Policy (May 2019). Parents/carers are kept updated on any bullying issues and an open door policy for the sharing of concerns is in place for both adults and pupils. Miss McNamara runs our Anti-Bullying group in school and children regularly feedback during weekly assemblies. We are launching our QR code this session for all children and adults in school so they can report something if they don't feel it is right but are unsure about speaking to an adult. The incident can then be investigated by the school Leadership Team.

iii) Supervision in Non-Class Times

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

At lunchtimes and playtimes pupils are supervised by school support staff. This is the case both in the playground, classrooms and dining hall. As we are the provider of

Visual Impairment support for pupils across North and South Lanarkshire we have additional staff supervision to meet identified enhanced needs.

Members of the school's Leadership Team are also regularly involved in the supervision of non-class times and are always available to provide additional advice and support.

This session, we are developing our flexible approach during playtimes and lunchtimes to ensure we are fully inclusive. Some children don't feel comfortable eating in the Big K so we have arranged a smaller, quieter room for them. Some pupils find the playground challenging at times so we have an indoor activity set up in our gym hall during playtimes which is supervised by a member of support staff.

20 Home and School Links:

Knowetop Primary School welcomes parental involvement and shares information regularly with all members of the parent forum.

We have an active Parent Council, the members of which help with fundraising and the development of school strategies. The Parent Council have a Facebook page and can be contacted by email on knowetoppc@gmail.com

A weekly newsletter is sent to parents/carers electronically through Group Call. Social media platforms are used to share information and updates on a regular basis and Teaching staff use class Teams to communicate class and individual information with pupils and parents/carers and all within the parent forum can contact the school by email on enquiries-at-knowetop@northlan.org.uk.

Everyone can also call the school office on 01698 274951 to arrange to speak with someone at any time within the working week. Regular surveys are undertaken by pupils and parents regarding on-going school developments and activities, with the results shared.

The school encourages parents/carers to contact the school should they require any information or help with school or pupil related matters. Members of the Leadership Team are at both school gates each morning so queries are often addressed informally at this time.

On the very rare occasion when matters are not resolved to the satisfaction of a parent/carer the North Lanarkshire Council complaints procedure is fully implemented. A welcoming, supportive and transparent approach is taken at all times and positive home/school relationships exist. Parents/carers can also ask for issues to be discussed at our regular Parent Council meetings by contacting the Parent Council (knowetoppc@gmail.com)

School and authority policies can be accessed on the varied social media platforms or by contacting the school office. Every effort is made to translate information should EAL, or other impairments, be a possible barrier to communication.

21 Attendance at School

Section 30 of the 1980 Education Act places a duty on every parent/carer of a child of 'school age' to ensure that their child attends school regularly.

Attendance must be recorded twice a day, morning and Afternoon

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

At the start of each school session, parents/carers will be asked to provide contact details including at least one emergency contact number. Parents/carers are required to inform the school if these contact details change during the course of the school year and are reminded to do so regularly.

Parents and carers are asked to inform the school if a pupil is unable to attend from the start of the school day on the first day of absence and then again in the fourth day. 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/carers should be asked to inform the school by letter, telephone or Parents 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/carers are also asked to notify the school of any positive Covid-19 related tests and the dates of isolation required for their child.

a) **Family Holidays During Term Time**

Every effort should be made to avoid family holidays during term time as this both disrupts the child's education and reduces learning time. Parents/carers should inform the school by letter of the dates before going on holiday.

Absences will be classified as authorised only in exceptional circumstances 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.

b) **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

c) **Exceptional Domestic Circumstances**

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

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

It should be emphasised that the school investigates unexplained absence, and that the authority has the power to write to, interview or prosecute parents/carers, or to refer pupils to the Reporter of the Children's Panel, if necessary. Knowetop Primary currently has an attendance target of 95%. When children drop below 80% parents will be contacted to discuss so that we can find ways to work together to improve children attending. The more days children miss, the more learning is affected and the gap in their attainment could widen. In order to maintain high levels of attendance, figures are monitored regularly and general trends are shared through school newsletters.

22 **Clothing and Uniform**

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

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

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

- could be used to inflict injury to other pupils or to be used by others to do so.

Parents/carers in receipt of a clothing grant from the Council will be encouraged to purchase items which are in accordance with the school dress code. Approval of any requests for such grants in other circumstances are at the discretion of the Executive Director of Education and Families. Information and application forms may be obtained from first stop shops and can be downloaded from the Council website

www.northlan.gov.uk

Parents/carers are entitled to receive a clothing grant if they are in receipt of any of the following benefits: Income Support, Job Seekers Allowance (income based), Employment & Support Allowance (income related), Universal Credit (with an income below £625 per month), housing benefit, council tax reduction.

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

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

At Knowetop Primary School, we have a uniform shop which is run voluntarily by a parent. Brand new and previously loved items of uniform are available to families (discretely and free of charge). This is encouraged as part of our environmental work and to help minimise the cost to families as often children outgrow items of clothing well before it is past wearing. Donations of such clothing are always welcomed to add to the available stock. I am pleased to say that this initiative has been incredibly successful with many of our families making regular use of this service. Please contact Suzanne Magowan for any items of uniform needed on **suzannemagowan@hotmail.co.uk**



23 Meals

(i) Almost every pupil at Knowetop stay at school for lunch each day with many bringing a packed lunch form home, which is usually eaten in their classroom, supervised by support staff. Presently all pupils in Primaries 1-5 are entitled to a free school meal at lunchtime (either a hot option or a Snack 2 Go). Orders are taken at the start of the school day. The menu is available on the NLC website and the school Twitter page and follows a 4 week rota each term. The parent/carer of any pupil who pays for school lunches makes payment via the NLC on-line payment service, with individual log-in details shared as pupils join our school (reminders and help with this can be accessed by calling the school office). The school runs a Breakfast Club from 08:15 which is again free to all with a free meal entitlement.

(ii) Special Diet Procedures

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

For information; a vegetarian meal option is offered on a daily basis.

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

form will still need to be signed by a medical professional including a Speech and Language Therapist.

It is important that the Head Teacher is aware of any medically prescribed diets within the school and, on occasion, parent/carers may be asked to attend a meeting to discuss individual needs.

Forms that have not been signed by a medical professional will be rejected. The form will be returned to the parent along with a letter stating the reason for the refusal and also they will be issued with a new form.

Any change in the child's dietary requirements must be advised through a Registered Dietitian or Medical Practitioner to the Facilities Support Services (FSS) Nutritionist. When children move to a High School or change schools FSS will need to be informed as soon as possible.

(iii) Other

If dining supervision arrangements alter at different stages this will be notified to parents/carers, with any unexpected and unavoidable changes to the menu notified to pupils on the day or to parents ahead of time if the information is known.

Children of parents/carers receiving Income Support, Job Seekers Allowance (income based), and Employment & Support Allowance (income related), Universal Credit (with an income below £625 per month), are entitled to a meal without charge.

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

At Knowetop Primary School we have a 'cooking kitchen' where meals are made and served each day. Pupils eating hot food eat in our dining hall ('The Big K'), seated at class tables and supervised by a lunchtime supervisor with lunch times split between stages to facilitate service. Information as to which classes are in which sitting is shared at the start of the school year though as a general rule of thumb P.1, 2 and 7 pupils are in the second sitting with pupils in P.3, 4,5 and 6 in the first.

Information and application forms for free school meals can be downloaded from the council website www.northlan.gov.uk and are available in first stop shops.

Parents/carers are entitled to receive a clothing grant if they are in receipt of any of the following benefits: Income Support, Job Seekers Allowance (income based), Employment & Support Allowance (income related), Universal Credit (income below £625 per month), housing benefit and council tax rebate.

Information and application forms for clothing grants may be downloaded from the council website www.northlan.gov.uk and are available in first stop shops.

24 Placing Requests

You have the right to make a placing request for your child to be educated in a school other than the local school.

In December each year, the authority will advertise its arrangements for placing requests.

There are sound educational reasons for trying to ensure that the transfer or admission of children to a school takes place at the start of a school session. Other than those who are moving home to a new area, parents/carers are advised to time any placing requests so that they take effect from the beginning of the new school session.

Every effort will be made to try to meet the parental wishes, but you should note that it is not always possible to grant every placing request to a particular school.

Placing requests to Primary School does not necessarily ensure that your child will have a direct entry to the associated secondary. Advice on this must be sought from the Primary School Head Teacher.

Further information on placing requests and procedures is available from the school or the council's website.

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

25 Transport

i) General

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

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

Applications may be submitted at any time throughout the year but may be subject to delay whilst arrangements are made.

There is discretion in certain circumstances to grant privilege transport for pupils to travel in transport provided by the authority, where spare places are available and no additional costs are incurred.

At Knowetop Primary School we have a number of children who travel to and from school by Local Authority provided taxi. Protocols for the safe arrival and departure of these pupils are in place.

ii) Pick-up points

Where free transport is provided it may be necessary for pupils to walk a certain distance to the vehicle pick-up point.

Walking distance in total, including the distance from home to the pick-up point and from the drop-off point to the school in any one direction, will not exceed the authority's limits (see above paragraph).

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

iii) **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 a child is offered a place in the catchment area school, transport will be provided in accordance with the Council's policy as stated above.

26 Medical and Health Care

In line with best practice authority wide medical and dental inspections take place at various points in the school year, with parents notified and written consent requested prior to the visits. Follow-up treatment suggestions are shared directly with parents/carers if these are deemed necessary. Pupils are offered an annual flu vaccine/nasal spray, again administered in school with prior parental consent.

If a child takes ill at school parents/carers will be contacted and advised. They may be asked to collect their child if symptoms suggest this would be the best course of action. We have a trained First Aider and protocols to deal with everyday injuries such as cuts and bumps. Again it is vital that parents/cares keep the school updated on contact details to help us ensure the most appropriate action is put in place in the case of illness or injury. Should a more serious injury occur or symptoms develop (an extremely rare occurrence) we immediately contact the child's parent/carer as well as any emergency services and use the information we hold on record to support appropriate interventions.

Parents/carers should inform the school of any particular medical requirements, allergies, etc. and of the arrangements to be made if a child has to be taken home. Any changes to these should also be notified to the school so our records can be amended appropriately.

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 that at an educational establishment.

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

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

27 Information in Emergencies

We make every effort to maintain a full educational service, but on some occasions, circumstances arise which lead to disruption. For example, schools may be affected

by severe weather, temporary interruption of transport, power failures or difficulties of fuel supply. In such cases we shall do all we can to let you know about the details of closure or re-opening. We shall keep you informed by using letters, notices in local shops and community centres, announcements in local churches and announcements in the press, on local radio, on the NLC website, via Group Call and Twitter.

28 The Parent Forum

As a parent/carer 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 be involved in the school
- have a say in selecting a Parent Council to work on behalf of all parents/carers at the school
- be invited to identify issues for the Parent Council to work on with the school.

The Parent Council

1. The Knowetop Primary School Parent Council can have a maximum of 50 members and is run in line with its constitution. Office bearers are elected each year. Meetings are held monthly with the agenda and minutes shared with all in the parent forum. The Head Teacher attends these meetings as the professional adviser to the Parent Council but meetings are organised and led by the Parent Council Chair. Meetings of the Parent Council are open to members of the public. The focus of meetings alternates between fundraising and school issues, with a Head Teacher update on budget, staffing, and school matters given at teach school issues meeting. This input is also then shared with the Parent Forum electronically.

The Parent Council's rights and duties include:

- supporting the work of the school;
- representing the views of parents/carers;
- consulting with parents/carers and reporting back to the Parent Forum on matters of interest;
- promoting contact between the school, parents/carers, pupils, and the wider community;
- fundraising;
- taking part in the selection of senior promoted staff;
- receiving reports from the head teacher and education authority; and
- receiving an annual budget for administration, training and other expenses.

- Improving home school partnership and facilitating parental involvement

Our current Parent Council officials are.

Co-Chairpersons - Mrs Ali Holmes and Vacancy

Vice-Chair – Mrs Joanne Hogg

Secretary – Mrs Mandy Lannigan

Treasurer – Mr David Boyle

Communications and Social Media – Mrs Donna Caldwell and Mrs Anne Campbell

Each year, at the AGM, office bearers for the upcoming session are elected by the members in attendance having been proposed and seconded prior to voting taking place.

Pupil views are sought on relevant matters through a number of methodologies and these are shared with the Parent Council during the decision-making process on issues such as development of the playground. We also have House Captains, a Rights Respecting group and many other pupil groups. These all contribute to the positive ethos of the school and support our work on Rights Respecting Schools, Equalities, The Cost of the School Day, etc.

29 Names and Addresses

Important names and addresses should be listed

- Education and Families – Executive Director:
Mr Gerard McLaughlin
- Councillor(s) for the school
Knowetop Primary School sits within the Motherwell South East and Ravenscraig Ward (Ward 19) and is served by 4 elected local councillors:
Kenneth Duffy (Labour) Kaye Harmon (Labour)
David Robb Nathan Wilson (Conservative)
- Knowetop Primary School's Education and Families Manager:
Mr Alan Henry henryal@northlan.gov.uk
- Help and advice on any matters relating to Support for Learning can be obtained from
Dalziel High School Cluster
Cluster Integration and Improvement Lead (CIIL)
Mr Gordon Reid reidgo@northlan.gov.uk
Cluster Chair
Mr Gordon Murray (Knowetop Primary) nlmurrayg2@glow.sch.uk

30 Specialist Terms

CfE – Curriculum for Excellence

SIP – School Improvement Plan

SIR – School Improvement Report

HS – High School

ASN – Additional Support Needs

ASNA – Additional Support Needs Assistant

CA – Classroom Assistant

HT – Head Teacher

DHT – Depute Head Teacher

PT – Principal Teacher

31 Qualifying Statements

Although this information is accurate at time of printing, there could be changes affecting any of the matters dealt within the document

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

Education Authorities are required by law to issue a copy of the school handbook to certain parents/carers in December each year.

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

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,

Tel No: 0345 123 2303

Enquire

Children in Scotland

Rosebery House

9 Haymarket Terrace

Edinburgh, EH12 5EZ

Email: info@enquire.org.uk

Website: www.enquire.org.uk for parents/carers and practitioners

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

Children in Scotland - Resolve Mediation

0131 313 8844

Email: resolve@childreninscotland.org.uk

Independent Adjudication

Scottish Government

Directorate for Learning

Support and Wellbeing Unit

Area 2C North
Victoria Quay
Edinburgh
EH6 6QQ

Reference to Additional Support Needs Tribunal (Scotland)

ASNTS
Health and Educational Chamber
First Tier Tribunal for Scotland
Glasgow Tribunals Centre
20 York Street
Glasgow
G2 8GT
0141 302 5860
www.asntscotland.gov.uk

NHS Lanarkshire

Motherwell Health Centre

01698 242610

Social Work

Motherwell

Tel No 01698 332100

COMMUNITY LEARNING & DEVELOPMENT LOCALITY OFFICES

Motherwell CLD Locality Office

Our Lady's High School

Dalziel Drive

Motherwell ML1 2DG

Tel: 01698 403830

E: CLD-Motherwell@northlan.gov.uk