

Newarthill Primary School Handbook 2023-24



Tel: 01698 274958

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

www.newarthill.n-lanark.sch.uk

Twitter: @NewarthillPS

CONTENTS

Section		Page Number
1	Introduction to our School	2
2	School Information	6
3	Staff	8
4	School Hours	9
5	The School Year	10
6	Transfer/Enrolment	11
7	Equal Opportunities	11
8	Curriculum for Excellence	12
9	Additional Support Needs	18
10	Improvement Plan	19
11	Homework	21
12	School Ethos	21
13	Spiritual, Social, Moral and Cultural Values	21
14	Extra-Curricular Activities	22
15	Freedom of Information	22
16	General Data Protection Regulations (GDPR) Statement for Education	22
17	Child Protection	27
18	Adult Protection	27
19	School Discipline	27
20	Home and School Links	28
21	Attendance at School	29
22	Clothing/Uniform and Equipment	31
23	Meals	32
24	Placing Requests	34
25	Transport	35
26	Medical and Health Care	36
27	Information in Emergencies	37
28	The Parent Forum	37
29	Names and Addresses	38
30	Specialist Terms	40
31	Qualifying Statements	41

1. INTRODUCTION TO OUR SCHOOL

Head Teacher's Welcome

Dear Parents/Carers

This handbook is for new, current and potential parents/carers and pupils of Newarthill Primary School. Our school offers a warm, welcoming ethos. We aim to encourage, support and challenge our pupils to reach their full potential. We set high standards for achievement, attainment and behaviour. We work to provide an engaging curriculum which promotes life-long learning and encourages our pupils to work hard and be the best they can be.

Our pupils are active in their learning and decisions that affect their learning. Many opportunities are provided to enable pupils to participate in the wider life of the school. At Newarthill Primary we believe in working as a team to provide opportunities for our pupils. We continue to build upon existing links within our local community. We work in partnership with our parents/carers in our aim to provide our pupils with excellent educational experiences which meet their needs.

We hope our handbook gives you a good understanding of Newarthill Primary School. If there is anything you would like to discuss please get in touch, we are always happy to help.

Yours sincerely

Amanda Bradley

Mrs. Amanda Bradley

Head Teacher

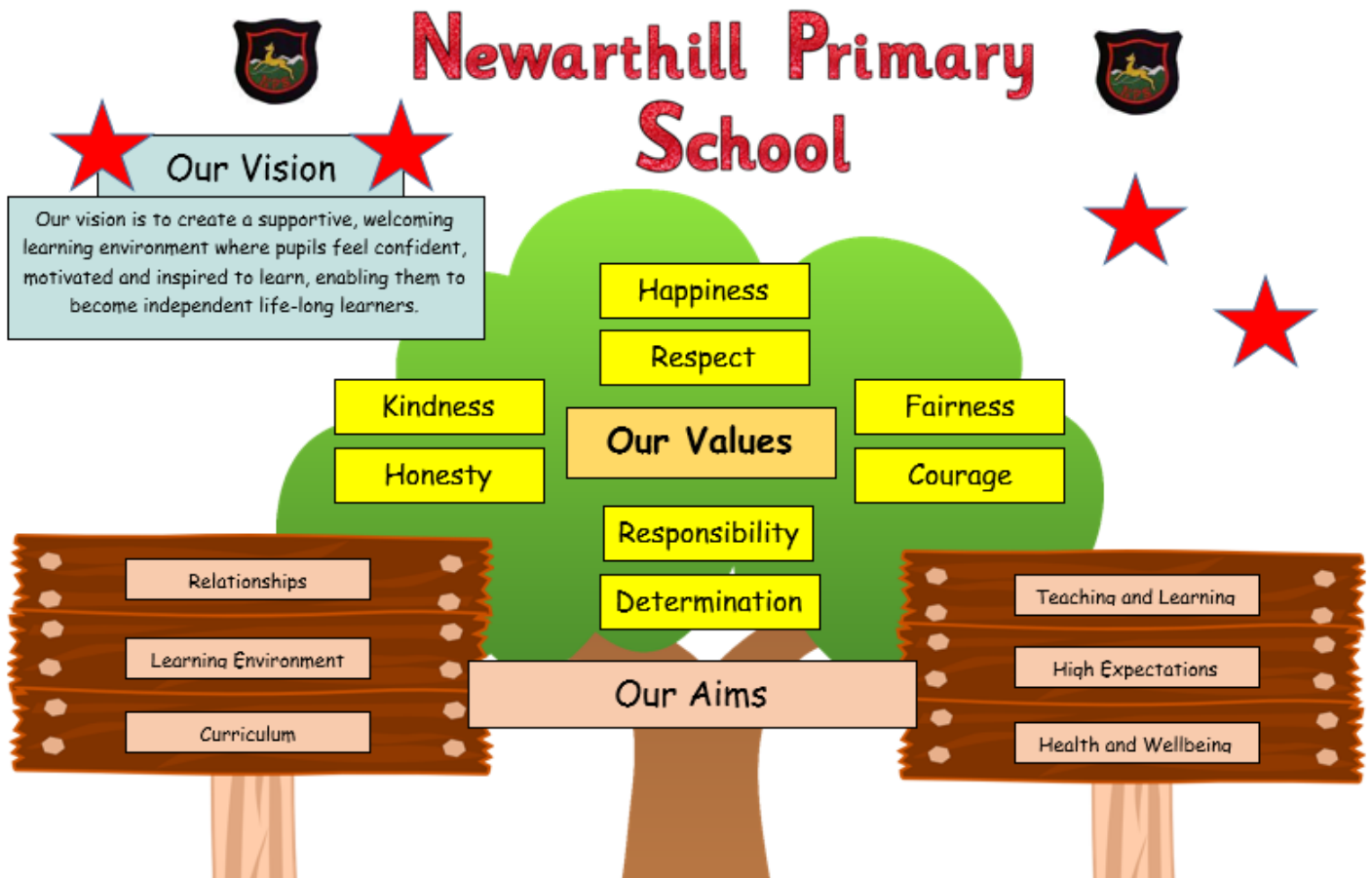
* Throughout our handbook the term 'parent' is used to refer to parents, carers and/or the person(s) who have responsibility for care of the child.

Covid-19 Pandemic

North Lanarkshire Council will continue to align supports, from across the service, in response to the Covid-19 pandemic, to support children and families and maintain educational provision. Further information is available directly from the school or from North Lanarkshire Council's website www.northlan.gov.uk

School Vision, Values and Aims

We consulted with our parents, pupils and staff to revise our school vision, values and aims. With the support of our Pupil Digital Leaders, we created the visual shown below.



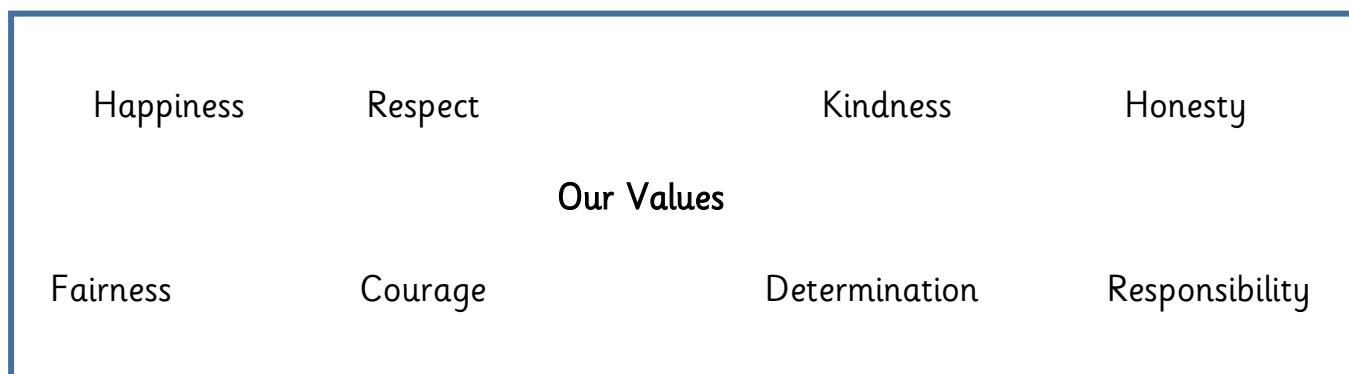
Our Vision – What we feel is important for our school

At Newarthill Primary School we provide a supportive, welcoming learning environment where pupils feel confident, motivated and inspired to learn, enabling them to become independent life-long learners.

Our Values

Our values were agreed in consultation with pupils, staff and parents. After careful consideration, we agreed that all eight values shown below are important qualities we wish to promote both within and out with our school community.

Our values are used as part of our everyday language in school. They are on display in every class and in other prominent areas around our school.



Our Aims

Our school aims are outlined under six main headings:

- Relationships
- Learning Environment
- Curriculum
- Teaching and Learning
- High Expectations
- Health and Wellbeing

Please see the information under each heading for more detail.

Relationships

To be at the heart of our local community, building meaningful, caring relationships where our pupils' voices are heard; providing excellent opportunities for our pupils.

Learning Environment

To create a supportive, nurturing, high quality learning environment where children feel supported, valued and respected.

Curriculum

To provide a broad, balanced, progressive enriching curriculum which inspires learning.

Teaching and Learning

To engage our pupils, in high quality teaching and learning experiences which develop their skills for learning, life and work.

High Expectations

To aim for excellence through setting and promoting high expectations of behaviour, attendance, presentation and attainment.

Health and Wellbeing

To build a hardworking and compassionate working community, promoting health and wellbeing to enhance positive outcomes for all.

2. SCHOOL INFORMATION

School Address: Newarthill Primary School
High Street
Newarthill *Our school is situated just off
Newarthill High Street
(behind the Community Centre).*
Motherwell
ML1 5JU

Telephone Number: 01698 274958

E-mail: enquiries-at-newarthill@northlan.org.uk

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

Twitter: @NewarthillPS

The School: The building, opened in August 1973, is of circular design. Each of the school's classrooms has direct access to cloakrooms, toilets and playground areas. The school grounds, including the garden, provide surroundings for outdoor learning, interdisciplinary activities and recreation. The school does not provide teaching by means of the Gaelic language.

Denominational Status: Non-denominational

Planning Capacity: 217

Parents should note that the working capacity of the school will vary dependent on the number of pupils at each stage and the way in which the classes are organised. The maximum number of children in P1 is 25, P2 and P3 is 30 and P4-7 is 33. The maximum number for any composite class is 25. There are currently six classes this year.

Present role: 127

Stages covered: Primary 1 – 7

Present Class Structure: Primary 1
Primary 2/3
Primary 3/4
Primary 5
Primary 6
Primary 7

Composite Classes

Schools are staffed to agreed standards based on the total number of pupils within the school regardless of the number of pupils at each year stage. This means that Head Teachers are required to take management decisions to organise classes to make best use of available staff, resources and space. Balancing up the various factors involves both educational and organisational considerations.

The Head Teacher will structure the classes based on advice and guidance provided by North Lanarkshire Council. Composite classes are normally formed on the basis of language and/or mathematics working groups. This means that pupils working broadly at the same pace and level in language and/or mathematics are grouped together. This arrangement allows for the most efficient use of teaching resources.

Community Facilities

All applications for the use of the school should be directed to the Community Education Officer at Community Education Section, Municipal Buildings, Kildonan Street, Coatbridge (01236 812407) who will advise on the availability and charges.

Associated Secondary School

Brannock High School

Loanhead Road

Newarthill

Motherwell

ML1 5AU

Telephone Number: 01698 274936

Parent Council

We have an active Parent Council who work in partnership with the school. Please contact the Parent Council via our school office.

Gaelic Language

Newarthill Primary School does not provide teaching by the means of the Gaelic language.

3. STAFF

(Current teaching staff – 7.21 FTE)

Leadership Team	
Head Teacher	Mrs Bradley
Principal Teacher	Mrs Davidson
Teaching Staff	
P1	Miss Rae
P2/3	Miss Thomson
P3/4	Mrs Russell (0.6) / Mrs Beattie (0.4)
P5	Mrs Brant (0.8) / Mrs Beattie (0.2)
P6	Miss McLaughlin
P7	Mrs Gray
Pupil Equity Fund (PEF)	Miss Franchitti
Pupil Equity Fund (PEF)	
Fixed term teacher (Additionality)	
Support Staff	
Clerical Staff	Mrs Winton
	Mrs Kavanagh
Classroom Assistant	Mrs Mooty
ASNA	Mrs Mullin
	Mrs McGuckin
Breakfast Club	Mrs Scott
Catering Staff	Mrs Muir
	Mrs Grimason
Dining Assistant	Mrs Lafferty
Cleaning Staff	Mrs Smith
	Mrs Cook
Janitor (Facilities Officer)	Mr Woods
Visiting Specialists	
Brass	Mr Kane
Educational Psychologist	Mr Hyslop

4. SCHOOL HOURS

Our School Day

Breakfast Club	8.15am – 8.45am
School Starts	9am
Morning Interval	10.30am-10.45am
Lunchtime	12.30pm-1.15pm
School finishes	3pm

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

After School Care

Currently, the out of school hours care organisation which collects pupils from our school is:

LCS Carfin

Contact number: 01698 862584

Parents should contact this company directly to organise any out of school hours care.

5. THE SCHOOL YEAR

School holidays and term dates 2023/24

August 2023

In-service day: Monday 14 August 2023

In-service day: Tuesday 15 August 2023

Pupils return to school: Wednesday 16 August 2023

September 2023

September weekend holidays: Friday 22 September 2023 and Monday 25 September 2023

October 2023

October break: Monday 16 to Friday 20 October 2023 (inclusive)

November 2022

In-service day: Monday 13 November 2023

December 2023 - January 2024

Christmas and New Year holidays: Monday 25 December 2023 to Friday 5 January 2024 (Inclusive)

Schools close at 2.30 pm on Friday 22nd December 2023

February 2023

Mid-term break: Monday 12 February 2024 and Tuesday 13 February 2024

In-service day: Wednesday 14 February 2024

April 2023

Friday 29th March 2024 to Friday 12th April 2024 (inclusive)

Schools close at 2.30 pm on Thursday 28th March 2024

Good Friday 29 March 2024 and Easter Monday 1 April 2024

May 2023

May day holiday: Monday 6 May 2024

In-service day: Thursday 2 May 2024

May weekend holiday: Friday 24 May 2024 and Monday 27 May 2024

June 2023

Schools Close: Wednesday 26 June 2024 at 1.00pm

6. TRANSFER/ENROLMENT

Primary One Entrants

Enrolment of P1 pupils takes place once a year in January and information regarding the arrangements is circulated through newsletter, nursery liaison, posters in local shops and library and an advertisement in the local press.

Our transition programme usually commences in February and this enables the children to become more familiar with the school, staff and general routine of the school prior to starting. Primary One children are appointed a 'Buddy', a Primary Seven pupil who will offer support and guidance to your child in the playground area and will initially assist in the daily routine of entering/exiting the playground).

Parents of primary one entrants are invited to transition information sessions. We aim to ensure all questions parents may have are answered at these sessions. Parents usually have the opportunity to share a lunch with their child and meet the catering staff.

The aim of our transition programme is to support a smooth transition from nursery to primary education for our pupils and families.

Placing Requests

We often welcome new pupils during the school session both from within and out with our catchment area. For more information on placing requests into Newarthill Primary please see section 24 of this handbook.

7. EQUAL OPPORTUNITIES

We aim 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.

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

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

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

8. CURRICULUM FOR EXCELLENCE

What is Curriculum for Excellence?

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

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

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

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

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

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

Curriculum for Excellence is defined as:

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

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

These contexts are:

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

What are the Curriculum for Excellence levels?

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

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

What is the Broad General Education?

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

Curriculum Areas and Subjects

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

The 8 curricular areas are:

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

The Senior Phase

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

Schools are taking a range of approaches to the senior phase and are able to offer greater personalisation and choice for young people in a variety of ways, for example by:

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

Personal Support/Career Planning

From 3-18 years, learners are supported to achieve their full potential and, as they progress through broad general education into senior phase, to plan and prepare for further learning, training or employment. All schools and nurseries in North Lanarkshire are working hard to

raise standards so that children and young people will develop all of the skills necessary to continue to be successful when leaving school and entering the world of higher education, training or work. As part of developing skills for learning, life and work, young people will be offered careers information advice and guidance to ensure they leave school and enter a positive post-school destination of higher education, further education, pre-employment training, employment (including modern apprenticeships), activity agreement or volunteering.

Assessment and Reporting

Assessment is an important part of 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 Newarthill Primary, assessment is an integral part of teaching and learning and pupils are continuously assessed in an informal way as part of the daily classroom routine. At other times, standardised tests may be used to help teachers assess pupil progress and diagnose any learning difficulties and strengths. Pupils in P1, P4 and P7 are assessed using SNSA Assessments (Scottish National Standardised Assessments).

Our pupils are also involved in self and peer assessment which helps them understand themselves as learners and become more confident, responsible and independent individuals. In playrooms and classrooms, staff will be using improved ways of assessing children's learning taking account of national and local advice and guidance.

Your child's progress will be reported to you so that you know how well your child is doing. Parent Consultations usually take place in November and March each year. A summative report is issued to parents during the final term, usually in June.

Parents/carers are welcome to discuss their child's progress at any time. Those wishing to do so should contact the school to arrange a mutually suitable time.

How Curriculum for Excellence is being implemented in Newarthill Primary

The Curriculum aims to meet the demands of the Scottish Government Curriculum for Excellence initiatives which are concerned with children's development as lifelong learners. Our focus for learning engages with the experiences and outcomes of Curriculum for Excellence.

Using both National and North Lanarkshire Council guidelines, we aim to provide a broad range of experiences for our children through a curriculum which is organised to enable them to learn and develop through a variety of contexts within both the classroom and other aspects of school life.

Children are encouraged to become highly involved in their own learning. They are supported in self-evaluating their progress linked to the identified success criteria of each lesson.

We aim to make learning motivating, engaging and challenging. We encourage high aspirations and ambitions for all. Learners should be able to experience an appropriate level of challenge to enable them to achieve their full potential. We recognise the important role parents play in supporting their child's learning. We actively seek and promote parental involvement to improve outcomes for all children. Through devising and implementing our annual School Improvement Plan, we make continuous improvements to our curriculum. Information is regularly shared with parents. We encourage parents to participate in supporting our school improvement initiatives.

The leadership team monitors the work of all classes; observing lessons, questioning pupils, looking at samples of work and offering feedback to further improve the quality of learners' experiences.

Subject Areas

The three core areas of Curriculum for Excellence are: Literacy, Numeracy and Health and Wellbeing. The following sections give a brief outline of what is covered in each subject area. Parents/carers are welcome to contact the school to discuss more fully any aspect of the curriculum.

Literacy and Language

There are two parts in learning languages. The first is about the language your child needs to be fully involved in their society and in learning. The second is learning additional languages.

In Newarthill Primary School we follow North Lanarkshire Council's Active Literacy Approach. This Literacy programme uses a variety of strategies that are designed to incorporate visual, auditory and kinaesthetic (active) learning. 'Phonics', the sound of the letters, is taught alongside early reading skills such as using pictorial clues. Work is carried out within the contexts of the class or group reading lessons and throughout many other curricular areas.

From First Level onwards the focus for teaching and learning moves to more complex skills of comprehension with children again using a variety of materials to consolidate and extend their skills. We use a range of novels and commercially produced resources to develop reading and comprehension skills. Talking and listening and knowledge about language skills are linked to work in reading. Talking and listening skills are developed across all other areas of the curriculum. We use the North Lanarkshire Writing Pack which encourages a whole school approach to the teaching of writing, thus ensuring progression and continuity throughout the stages.

Currently, all pupils are taught French. Children in P5-7 will experience a further additional language.

Mathematics and Numeracy

Children learn basic number skills, i.e. addition, subtraction, multiplication and division, as well as developing problem-solving and practical skills and knowledge. Oral and mental maths has a significant role to play in developing mental agility and time is spent on this in each class on a daily basis. An active approach is used in the teaching of Numeracy and Mathematics. We use a variety of resources to support teaching and learning including Number Talks, Heinemann Active Maths, TeeJay Maths, Numicon and digital technology such as apps and programmes.

An essential feature of mathematics and numeracy is the importance placed on practical and interactive activities designed to promote understanding of mathematical concepts.

Health and Wellbeing

Learning in Health and Wellbeing ensures that children and young people develop the knowledge and understanding, skills, capabilities and attributes which they need for mental, emotional, social and physical wellbeing now and in the future. Learning through Health and Wellbeing enables children and young people to:

- make informed decisions in order to improve their mental, emotional, social and physical wellbeing
- experience challenge and enjoyment
- experience positive aspects of healthy living and activity for themselves
- apply their mental, emotional, social and physical skills to pursue a healthy lifestyle
- make a successful move to the next stage of education or work
- establish a pattern of health and wellbeing which will be sustained into adult life, and which will help to promote the health and wellbeing of the next generation of Scottish children

It also enables some to perform at high levels in sport or prepare for careers within health and leisure industries.

All pupils have two hours of Physical Education (P.E.) each week. This provides them with opportunities to develop physical skills. It encourages confidence and co-operation with others and fosters a positive attitude to health and fitness.

As part of the Health and Wellbeing programme staff and pupils will also explore subjects such as Personal Safety, Drug and Alcohol Awareness, Road Safety, Bully Proofing, Keeping Healthy, etc. This is delivered by class teachers in the main and when available specialist practitioners. All programmes are delivered in line with NLC guidance.

Relationships, Sexual Health and Parenthood forms part of our Health and Wellbeing curriculum and is usually taught in the final term. To support delivery of this we use the national resource: <https://rshp.scot/>

Parents are informed of sensitive lessons before they are taught and have the opportunity to discuss any concerns they may have with the Class Teacher, Principal Teacher or the Head Teacher as appropriate. To view the resources used in school please visit the national resource website mentioned above.

Expressive Arts

Expressive Arts includes:

- art and design
- dance
- drama
- music

Children learn to express ideas, thoughts and feelings in different ways. By taking part in such activities, they learn to extend their range of communication skills. Children have opportunities to participate in performances and presentations throughout their primary education.

Religious and Moral Education

This area of the curriculum includes exploring the world's major religions as well as views that are non-religious. Your child will think about their own beliefs and values.

Children learn about Christian practice in worship and the place of Christian action in the community. Children will also study other world religions in line with national guidelines.

This part of the curriculum operates through class teaching, assemblies, outside visits and visitors to school.

Any parent who wishes to exercise their right to withdraw their child from religious education/observance should inform the Head Teacher.

Sciences

This area of the curriculum incorporates four main areas:

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

Children will have opportunities to engage in a range of collaborative and investigative tasks.

Social Subjects

This area of the curriculum incorporates three main areas:

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

Social Subjects are usually studied through interdisciplinary work. When an interdisciplinary theme is planned any areas that are not part of the study are then taught as a subject discreetly. Our programmes of study are devised to ensure balance and progression throughout the school and to ensure an appropriate balance of knowledge and understanding and enquiry skills.

Where appropriate, educational visits are arranged to support learning and teaching in Social Studies. Visiting specialists and members of the community can make important contributions.

Technologies

This area of the curriculum incorporates the following main areas:

- Digital Literacy
- Food and Textile Technology
- Technological Developments in Society and Business
- Craft, Design, Engineering and Graphics
- Computing Science

As with literacy, numeracy and health and wellbeing, we aim to place digital literacy at the heart of all learning, not only the technologies area of the curriculum.

9. ADDITIONAL SUPPORT NEEDS

Newarthill 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.

Getting it Right for Me

All schools follow a staged intervention process which allows establishments to identify needs, using wellbeing as a framework and to plan for children and young people, who may require additional support to be put in place, to enable them to benefit from their school education.

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

At times, some children and young people may require more significant support from education and at least one other agency, e.g. health, social work and/or a voluntary agency to assist them with meeting their learning targets. Where this support requires a high level of co-ordination from different agencies, the opening of a Coordinated Support Plan (CSP) may be considered. A CSP may be initiated by the school or another agency. Parents/carers and young people can, if they wish, request that a CSP be considered and would be involved in the process. Parents/carers will receive letters from the Education Authority throughout the CSP process. Parents/carers and young people will be invited to take part in multiagency meetings and their views will be recorded in the plan. Where more intensive support for a child or young person requires to be planned for, usually when a number of agencies are involved in supporting their wellbeing, then a Child's Plan may be developed. This plan will tell you what actions need to be taken and who will help with each action. Usually, it will be someone called a 'Lead Professional' who will have the job of ensuring that the actions outlined in the plan take place and lead to an improvement in outcomes for the child or young person.

Looked After Children

Looked After Children (LAC) i.e. children who are cared for directly or whose care is supervised by the local authority are deemed to have Additional Support Needs unless assessment determines otherwise.

Additional Support Co-ordinator

Our Principal Teacher (Mrs Davidson) is our designated Additional Support for Learning Co-ordinator.

For pupils with English as an additional language, support may be provided if required. Parents and young people can request an assessment at any time to establish whether a child or young person has additional needs and/or requires a Co-ordinated Support Plan.

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.

Additional Support Needs Tribunal

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, 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

All schools in Scotland are required to devise an improvement plan as a means of managing change and planning for major development initiatives. Following audit, including consultation with parents, pupils, staff and the wider school community, and taking into consideration national and authority targets, priorities are then identified. Copies of the School Improvement Plan and School Improvement Report are available on request at the school office. We issue a summary to parents on an annual basis.

Our identified priorities for session 2022/23 were as follows:

- Priority 1: Attainment in writing will increase across First and Second CfE levels by May 2023 (from 72% to 86% at First Level, and from 62% to 75% at Second Level) as evidenced in ACEL and school tracking data.
- Priority 2: Attainment in numeracy will increase across First and Second CfE levels by May 2023 (from 74% to 88% at First Level, and from 64% to 75% at Second Level) as evidenced in ACEL and school tracking data.
- Priority 3: Almost all pupils across CfE levels demonstrate increased autonomy and motivation to learn and achieve as evidenced by an increase on the overall Sense of Community Scale from an average score of 2.97 to a very high score of 3.3 by May 2023.

New priorities for session 2023-24 will be set in May 2023 to take forward from August 2023.

Information regarding the school's performance at Local and National level can be obtained at: www.educationscotland.gov.uk

School Performance

Our school improvement work will continue to prioritise raising attainment in the core areas of Curriculum for Excellence (Literacy, Numeracy and Health and Wellbeing).

Some of our achievements in Literacy and Numeracy include:

- Improving attainment for pupils across CfE levels
- Our Literacy Coach involvement in tracking and monitoring meetings
- Better use of data to identify pupils requiring targeted interventions
- A more robust tracking and monitoring system is being used to track the progress of targeted interventions in literacy
- Use of the criterion scale to support teacher professional judgement in writing
- Use of MALT assessments to identify gaps in learning within numeracy and mathematics
- Our Numeracy Coach has attended training courses which will help support improvement priorities during both this session and next session
- Further use of digital technology to support literacy and numeracy in class

Some of our achievements in Health and Wellbeing include:

- Consistent use of the Healthy Schools resource throughout the school
- Achievement of Silver Level Emotion Works award to support our pupils' emotional wellbeing
- Achievement of Rights Respecting Schools Silver Award
- Staff trained to use the Resilience Toolkit to support identification of appropriate interventions for pupils on the GIRFEC pathway

Plans for improvement of the school's performance over the next three years include:

- Continued targeted support for learning in numeracy and literacy
- Aim to further support parental involvement/parent confidence within literacy and numeracy

11. HOMEWORK

At Newarthill Primary School we believe the purpose of homework is:

- to reinforce and consolidate learning which has taken place in class
- to practise acquired skills and develop new skills
- to allow parents to gain an understanding of what children are learning in school
- to provide opportunities for parents and children to work together
- to encourage dialogue about learning
- to encourage your child to be more responsible for his/her learning and progress

All class teachers issue guidance to support parents/carers with homework.

If you have a query about homework, parents/carers are asked, in the first instance, to contact their child's class teacher who will aim to support with any questions or difficulties.

We believe in treating each child as an individual, for example, some children may benefit from reduced homework expectations. We are happy to work with families to aim to ensure homework is a positive experience for all.

12. SCHOOL ETHOS

The starting point for learning is a positive ethos. At Newarthill Primary School we build relationships based on mutual trust and respect; this is reflected in our shared values (please see Section 1 for our school vision, values and aims). We believe all children have an important voice in our school. Pupils are encouraged to be active participants in decisions which affect them. Children from all stages are encouraged to contribute to the life and work of the school. We actively encourage and support children to become involved in a range of activities including buddying, committee groups, lunchtime and after school clubs. We welcome and actively seek opportunities for involvement with local community groups, our local church and other organisations. The school has fostered close links with the local primary schools and with Brannock High School. We aim to instil in our pupils an interest and pride in the school and the community it serves.

At Newarthill Primary School we recognise the importance of both academic attainment and personal achievements which take place both in and out of school. As part of our weekly whole school assembly, children are given the opportunity to share personal achievements with their peers.

13. SPIRITUAL, SOCIAL, MORAL AND CULTURAL VALUES

Through Religious Education and Religious Observance policies pupils are encouraged to recognise religion as an important expression of human experience and to reflect on the values, beliefs and practices of religious traditions within our community and beyond.

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.

It is recognised that the Education Act allows parents to withdraw their children from any religious observance and any such pupil will not be placed at a disadvantage with respect to secular instruction. Should you wish your child to be withdrawn from Religious and Moral Education, please contact the Head Teacher.

14. EXTRA-CURRICULAR ACTIVITIES

We offer a range of extra-curricular activities for pupils throughout the school year. We welcome any parent interested in supporting or further developing our extra-curricular programme. Both indoor and outdoor areas are available for use.

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 Co-ordinator can be contacted by telephone on 01698 302484.

16. 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 the council website.

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

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

Further details are available on:

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

Any Concerns

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

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

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

Want more information?

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

17. CHILD PROTECTION

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

The Head Teacher is responsible for the school's actions in response to Child Protection concerns.

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

The School's Child Protection Co-ordinator is: Mrs Amanda Bradley.

Mrs Bradley can be contacted by phoning the school on 01698 274958.

18. 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: Mrs Amanda Bradley.

Mrs Bradley can be contacted by phoning the school on 01698 274958.

19. SCHOOL DISCIPLINE

At Newarthill Primary School we work to create a positive ethos based on mutual trust and respect.

We encourage our pupils and whole school community to:

- treat others with kindness and respect
- be aware of the impact their actions have on other people and on themselves
- take responsibility for their own actions
- celebrate diversity
- treat their environment with respect

The ethos of the school promotes positive behaviour. Each class teacher has her/his own system for rewarding good behaviour, effort etc. This usually includes the use of praise, points or stickers. We are currently working towards Gold Level of the UNICEF Rights Respecting Schools Award. We work hard to embed children's rights throughout our curriculum and whole school ethos. A Rights Respecting system has been devised by our Rights Respecting Team (staff and pupils) where pupils will be recognised for respecting others' rights and demonstrating our school values. Weekly certificates encourage pupils to display a variety of positive behaviours such as excellent effort, hard work, a positive attitude, etc. We work in partnership with parents to promote positive behaviour.

In the event of a pupil's continued misbehaviour, parents are informed and their co-operation sought. Any serious or continual breach of school discipline may result in exclusion from school. A copy of our Relationships Policy is available from the school.

Anti-Bullying

At Newarthill Primary School bullying is never acceptable. Bullying of any kind is unacceptable and will be addressed quickly. Bullying is a breach of the United Nation Convention on the Rights of the Child (UNCRC).

UNCRC

Article 12 - You have the right to an opinion and for it to be listened to and taken seriously.

Article 19 – You have the right to be protected from being hurt and mistreated in body or mind.

At Newarthill Primary, we aim to prevent bullying through our positive, inclusive ethos where equality, diversity and children's rights are promoted.

We offer children a range of ways in which pupils can report bullying or talk about any concerns they may have. Parents have an important role in alerting bullying incidents to staff and can expect to be listened to and taken seriously. Each bullying incident will be reviewed individually. Our anti-bullying policy is available in school and takes account of documents including the NLC Anti-Bullying policy (2019), Respect for All: The National Approach to Anti-Bullying for Scotland's Children and Young People (2017) and the UNCRC. Bullying incidents are recorded electronically as part of the school's monitoring system.

Supervision in Non-Class Times

An adult presence is provided in the playgrounds at break times in terms of the schools (Safety and Supervision of Pupils) (Scotland) Regulations 1990. The school operates a 'wet play' policy so that when weather is extreme, children may be supervised indoors. During a 'wet play', pupils usually remain in their classrooms during intervals under the supervision of support staff and pupil monitors.

Children who go home for lunch are asked not to return to school until just before 1:15pm, in time for the afternoon session. Any children who have a home lunch and arrive back earlier than this time should be dropped off at the school office.

20. HOME AND SCHOOL LINKS

Children feel secure in school when the relationship between parents and teachers is a positive one. There are opportunities throughout the year for parents to visit and be involved in our school. Open days are organised to allow parents to see their children working in class and to meet staff in an informal setting. Parents may be invited to curriculum workshops to share and take part in new developments within the curriculum. Parent Consultations take place at least twice yearly, usually in November and March. A written, summative progress report is issued to parents, usually in June. Parents also have the opportunity to attend a variety of events throughout the year including Christmas shows, coffee/performance events and sports day.

Regular communication by e-mail or letter helps keep parents informed of any changes affecting normal routines and any matters of current interest. You can visit our school website to find out more information about our school. Our website address is: <https://blogs.glowscotland.org.uk/nl/newarthill>. Parents are also welcome to join our closed school Twitter page where staff regularly tweet about the children's work in class and around the school.

All parents are members of our parent forum and are welcome to attend any or all Parent Council meetings. Parent Council Meetings are held throughout the school session. Notice of meetings are given to all parents and are available on request from our school office. For more information on our Parent Council please see Section 28.

Contacting the School

Parents wishing to contact the school may call into the school at any time to speak to the Head Teacher or Principal Teacher. If they are not available, an appointment will be made for a mutually convenient time.

Parents are encouraged to phone our school office to ask to speak with their child's class teacher, the head teacher or the principal teacher if they have any concerns. We will always do our best to help.

Complaints Procedure

In the first instance, all complaints should be made to the Head Teacher. If a complaint is received we will attempt to resolve this as quickly as possible (within 5 days). If a parent continues to be dissatisfied, we will continue to follow North Lanarkshire Council's complaints procedure. Information leaflets are available from our school office.

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.

Parents and carers are asked to inform the school if a pupil is unable to attend from the start of the school day on the first day of absence. Failure to do so will result in school staff accessing all contact numbers provided for the school. In the 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 or telephone if their child is likely to be absent for some time, and to give the child a note on his or her return to school, confirming the reason for absence.

Family Holidays during Term Time

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

Absences will be classified as authorised only in exceptional circumstances. Such circumstances may include:

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

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

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

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

Extended Leave with Parental Consent

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

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

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

Exceptional Domestic Circumstances

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

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

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.

At Newarthill Primary, we put a great deal of emphasis on attendance at school. We monitor attendance monthly and will follow NLC guidance in improving attendance at school where necessary. If attendance rate is below 90% and there is no reasonable reason known to the school, we will contact parents to ask for explanation and to ensure improvement in attendance. If no improvement is made referral may be made to the Reporter to the Children's Panel. In some cases social work will be contacted in line with Child Protection Guidelines.

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.

At Newarthill Primary School our uniform consists of:

- Black trousers/skirt
- White shirt/polo shirt
- Tie (black/red stripe)
- Red sweatshirt/cardigan
- Black school blazer (optional)

We prefer children to wear black shoes rather than trainers to school.

All items of clothing can be purchased from the **BeSchool** shop, located on Main Street, Wishaw. Alternatively items can be purchased online at:

<https://www.border-embroideries.co.uk/schools/newarthill-primary-school.html>

P.E. kit

All pupils are asked to bring a suitable P.E. kit on the appropriate days. P.E. days for each class are communicated to parents at the beginning of each session. For safety reasons children should wear shorts, t-shirt and sensible gym shoes.

Jewellery

The wearing of personal jewellery especially earrings is discouraged for reasons of children's safety. Unnecessary and unpleasant accidents can happen e.g. during playtime games. It is recommended that jewellery items are not worn on P.E. days or on visits to the swimming baths. If they are it is the parent's responsibility to tape over them. School staff cannot accept responsibility for this.

Please make sure that all articles brought to school are clearly marked with your child's name.

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 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 £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 grant applications 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/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.

Mobile Phones

Permission must be issued to allow mobile phones in school. Use at breaktimes or lunchtimes is not allowed as contact can be made via the office. Your child is responsible for their phone which is not covered by school insurance.

23. MEALS

Breakfast

Our school operates a breakfast service which starts at 8.15am each morning. Children have the choice of cereal, toast and milk or fruit juice.

Tuck Shop

There is a tuck shop at morning interval where children can purchase healthy drinks and snack items.

Lunch

For lunch, the kitchen provides a two-course meal; a choice of hot meals or a snack. The snack available is usually a sandwich. Menus are available online at:

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

Lunchtime Arrangements

We operate a cash cafeteria system where children pay for meals daily using a cashless system. The children preload their cards with money then use this at break and lunch times to pay for their meals.

Children who choose to bring a packed lunch to school also eat their lunch in the dining hall or the adjoining stage area. The children sit in their friendship groups. Children are supervised during lunchtime.

We operate a pre-order system where the children receive a coloured band relating to their choice of lunch order. Children sometimes forget or lose their money.

A child who has not paid will be issued with a slip to let you know what the cost of the meal was so it can be paid the next day.

Special Diet Procedures

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

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 may be asked to attend a meeting.

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

Any change in the child's dietary requirements must be advised through a Registered Dietitian or Medical Practitioner to the Facilities Support Services (FSS) Nutritionist.

When children move to a High School or change schools FSS will need to be informed as soon as possible. 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 to the email specialdiet@northlan.gov.uk

Other

Children of parents/carers receiving Income Support, Job Seekers Allowance (income based), and Employment & Support Allowance (income related), Universal Credit (with an income below £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 P6-7 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.

Information and application forms for free school meals can be downloaded from the council website www.northlan.gov.uk

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 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 £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 grant applications is 31 March 2023.

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

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

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 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

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.

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

Children are examined medically during their school life, normally in the first year of primary schooling and then at 10 – 11 years and 13 – 14 years, by staff of Lanarkshire Health Board. Parents are notified in advance and will be informed if any issues arise from the medical.

Occasionally the school nurse may visit to examine whole classes for general fitness and hygiene.

Dental inspections are carried out on a routine basis in primary schools and parents are offered any necessary treatment for their children although they may choose instead to attend the family dentist.

Parents should always inform the school of any medical problems which may affect their child's schooling or if their child needs regular medical treatment.

Illness or Accident at School

Depending on the accident the following procedures will be followed:

- the child will be given appropriate treatment and returned to class
- parents or emergency contact will be informed and arrange to take the child home
- in the case of a serious emergency the child will be taken to hospital while contact is made with the parent

It is essential that the school is issued with a telephone number or an address where a contact can be made in an emergency. This should include someone other than the parents.

Medication to be taken in school

When a child has to take medicine during the school day it will only be administered if the appropriate medication form is completed in advance. Forms are available from the school office.

It is essential that the school be informed of any particular medical requirements of a child.

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 Education Department and Social Work Services. For further information please contact a 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 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

Parent Councils came into force from 1st August 2007. A Parent Council (PC) has been established within Newarthill Primary School. Our Parent Council supports our school in a variety of ways.

The money raised by the P.C. over the years has been considerable, and has helped to provide a variety of useful resources. All correspondence for the Parent Council should be addressed to the school office.

Our Parent Council (Dec 2022)

Chair:	Claire Crothers
Vice Chair:	Laura MacPherson
Secretary:	Karen Stewart
Treasurer:	Victoria Clifford
Teacher Members:	Jennifer Gray Lindsay Davidson

There are also a number of parent members. The Head Teacher is the professional adviser to the Parent Council. The Head Teacher has a right and duty to attend all meetings of the Parent Council. Meetings of the Parent Council are open to members of the public.

The Parent Council'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

The Parent Council hold their A.G.M. annually; all parents are invited to attend. Office bearers will be re-selected on an annual basis at the A.G.M. The maximum number of parents in the Parent Council is indicated in the Parent Council Constitution.

29. NAMES AND ADDRESSES

Chief Executive North Lanarkshire Council Des Murray Civic Centre Windmillhill Street Motherwell ML1 1AB	Executive Director Education and Families Derek Brown Civic Centre Windmillhill Street Motherwell ML1 1AB
---	--

Education and Families Manager Jill Woodward	Civic Centre Windmillhill Street Motherwell ML1 1AB
---	--

Councillors for Motherwell North: Ayesha Khan Anne Thomas Andrew Duffy-Lawson Gerry Brennan	Councillors can be contacted at: Civic Centre Windmillhill Street Motherwell ML1 1AB
--	---

Contacts in relation to Support for Learning

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

Nicola Ritchie – RitchieN@northlan.gov.uk

Nicola Ritchie may be contacted directly or through the school.

You can also get more help and advice from:

Enquire

The Scottish advice service for additional support for learning. Operated by Children in Scotland, Enquire offers independent confidential advice and information on additional support for learning. Enquire also provide a range of factsheets;

Tel No: 0345 123 2303

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 Chambers
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

Tel: 01698 242610

Motherwell Social Work Office

Tel: 01698 332100

Community Learning and Development Motherwell Locality Office

Our Lady's High School

Tel: 01698 403830

Dalziel Drive

E: CLD-Motherwell@northlan.gov.uk

Motherwell

ML1 2DG

30. SPECIALIST TERMS

CfE	Curriculum for Excellence
GIRFMe	Getting It Right for Me
Pedagogy	The method and practice of teaching
SIP	School Improvement Plan
SNSA	Scottish National Standardised Assessments

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.