



New Monkland Primary School & Nursery Class



Handbook 2017



<https://blogs.glowscotland.org.uk/nl/newmonklandps/>



International School Award
2014-2017



Part A : School Information

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1. INTRODUCTION

Service Motto and Pledge

North Lanarkshire Council's Learning and Leisure Motto is:

"Service and People First"

We pledge to do this by offering education of the highest quality by:

- ✓ Improving learning and teaching
- ✓ Raising achievement and realising potential
- ✓ Encouraging lifelong learning
- ✓ Working with communities for a better future
- ✓ Listening and learning together
- ✓ Celebrating success
- ✓ Respecting the dignity and value of all
- ✓ Giving pupils a safe, happy and attractive place to learn.

Vision and Aims of the School

At New Monkland Primary School we, at all times, aim:

- to continually improve the quality of learning and teaching experiences by being innovative, reflective and looking forward to seek new opportunities to inspire and motivate our children in their learning.
- to continually develop transferrable skills for life.
to promote inclusion by welcoming, valuing and supporting diversity and fostering tolerance and understanding of the beliefs and cultures of others.
- to work collaboratively with parents, pupils and the wider community towards preparing our children for lifelong learning.

In New Monkland Primary we will develop the four capacities of a Curriculum for Excellence: -

- Successful learners
- Effective contributors
- Responsible citizens
- Confident individuals

2. SCHOOL INFORMATION

New Monkland Primary School is situated in the village of Glenmavis. It is conveniently placed between the original village and the housing estates, which are built towards the north end of the village, and is easily reached on foot from both areas.

To ensure the safety of children walking to school, a crossing patrol has been provided at the junction of Coatbridge Road and Condorrat Road and another at the junction of Raebog Road and Appin Way. The school is on the bus route from Airdrie. Children who live in the outlying areas, but within the school's catchment area, are taken to and from the school each day by private transport.

The school and nursery class is non-denominational with co-educational status. Stages taught are from Nursery to Primary seven.

Address:	Raebog Road Glenmavis AIRDRIE ML6 0NW
Telephone:	01236 794883
Fax	01236 779057
E-Mail	office@newmonkland.n-lanark.sch.uk
Website:	https://blogs.glowscotland.org.uk/nl/newmonklandps/

We are a Community School, which means we strive to work in partnership with the school, home, church and community. We are a registered Gold Award Health Promoting School, have been awarded renewed permanent Eco status, Fair Trade status and International School Award (2014-2017) in recognition of our work within the community and local environment.

New Monkland Primary School has established business partnerships with a variety of local businesses. The intention of these partnerships is to assist the school in improving pupil achievement levels and providing pupils with experiential learning of the world of work.

New Monkland Primary School also has a Nursery Class that provides pre-5 education for 3 and 4 year olds, catering for a maximum of 40 children, 20 in the morning and 20 in the afternoon. Five sessions a week are offered, either mornings or afternoons.

School Capacity	211
Present School Roll	186
Present Nursery Roll	20/20

Parents should note that the working capacity of the school will vary dependent upon the number of pupils at each stage and the way in which the classes are organised.

It is sometimes necessary to form composite classes. Composite classes are generally small in size with never more than 25 children in them. Composite classes comprise of working groups of children. P1 & P2 classes are restricted to 25 and P3 to 30 children. The maximum number of pupils in any class at the P4 to P7 stages is 33.

Letting Procedures

It is the Authority's policy that school accommodation be made available, as far as possible, outwith school hours for use by the community. Such use by groups, clubs, etc. will be in accordance with approved letting procedures and any enquiries should be directed to Learning & Leisure Services, School Facility Bookings, Municipal Buildings, Kildonan Street, Coatbridge. ML5 3BT.

Associated Secondary School

Airdrie Academy is the Secondary School associated with New Monkland Primary School and good liaison procedures are in place to aid continuity of learning and teaching, and to ensure a smooth transition for all pupils.

Address:	Airdrie Academy South Commonhead Avenue Airdrie ML6 6NX
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Tel:	01236 757675
Fax:	01236 607034

Parent Council/Parent Teacher Association

The school has an active Parent Council and Parent Teacher Association. Both committees can be contacted through emailing or telephoning the school office. Information in relation to both committees and organised events can be accessed through the school website <https://blogs.glowscotland.org.uk/nl/newmonklandps/>

3. STAFF INFORMATION

Head Teacher:

Mrs Marie-Claire Hendry

(Overall responsibility for the administration, running and management of the school. To lead and manage learning and teaching, to lead and develop people, to lead change and improvement, to build community and to shape policy making)

Principal Teacher:

Mrs Mary Reid

(Remit may vary from year to year). Teaching commitment, pastoral care responsibilities nursery to P2/3, transition nursery to P1, curriculum development responsibility, Rights Respecting Schools, support for learning co-ordinator, planning, assessment and moderation within areas of responsibility. Member of PTA.

Principal Teacher:

Mrs Janice Tracy

(Remit may vary from year to year). Teaching commitment, pastoral care responsibilities P4 to P7, curriculum development for digital learning and technologies, ICT co-ordinator, planning, assessment and moderation within areas of responsibility and OSHL co-ordinator. Member of PTA.

Teaching Staff: School

Stage	Class Teacher	No. of Pupils
Primary 1	Miss S McCormick	23
Primary 1/2	Mss C Smyth	23
Primary 2/3	Miss C Torley & Mrs K Hanson	24
Primary 4	Miss A Saleem	21
Primary 5	Miss L Hayworth & Miss L Johnston	33
Primary 6	Mrs S Hendry	26
Primary 7a	Miss D McLaughlin	19
Primary 7b	Mrs M Reid	17
Non Class Contact	Miss L Johnston & Mrs J Tracy	

Total number of Teaching Staff is 9.99 FTE

In accordance with 'A Teaching Profession for the 21st Century: Agreement reached following recommendations made in the McCrone Report' (2001), teaching staff all receive 2.5 hours non-class contact time per week. This time is used for a range of activities to include: preparation and correction, preparation of reports, records keeping, curriculum development and forward planning.

TEACHING STAFF: Nursery

Nursery		No. of Pupils (capacity)
Class Teacher	Miss K. Grier/Mrs L Provan	
Early Learning Practitioner	Mrs M Cumming	20/20
Early Learning Practitioner	Mrs A Mair	

NON-TEACHING STAFF

Senior Clerical Assistant	Mrs Helen Miller
Clerical Assistant	Mrs Margaret Wyatt
Classroom Assistant	Miss Elizabeth Blades
Classroom Assistant	Mrs Susan Crawford
Additional Support for Learning Assistant	Miss Megan Dunsmuir
Janitor	Mr Duncan Ross

In addition, we have a catering manager, 4 part-time catering assistants and 3 cleaners.

Catering Manager	Mrs Karen Torley
Catering Assistant	Mrs Shirley Rae
Catering Assistant	Mrs Margaret Thom
Catering Assistant	Mrs Jackie Traynor
Cleaning Supervisor	Mrs Claire Prunty
Cleaner	Mrs Karen Longmuir
Cleaner	Mrs Helena Michalowski

4. SCHOOL HOURS

The pattern of the school day is as follows:

8.55 am	10.10 am/10.30 am	
10.10 am	10.25 am	Interval (upper school)
10.30 am	10.45 am	Interval (lower school)
10.45 am	12.10 pm	
12.10 pm	1.00 pm	Lunch (All)
1.00 pm	3.00 pm	

All primary 1 pupils attend full-time from the first day of the session.

The Nursery class hours at present are:

Morning Session	8.40 am	11.50 am
Afternoon Session	1.00 pm	4.10 pm

5. THE SCHOOL YEAR

North Lanarkshire Council Proposed School Holiday Arrangements - Session 2017/2018

January 2017

Pupils return: Monday, 9 January 2017

February 2017

Mid-term break: Monday, 13 February and Tuesday, 14 February 2017

In-service day (all areas): Wednesday, 15 February 2017

April 2017

Spring break: Monday, 3 April to Monday, 17 April 2017 (inclusive)

May 2017

May Day holiday: Monday, 1 May 2017

In-service day (all areas): Thursday, 4 May 2017

Mid-term holiday: Friday, 26 May and Monday 29 May 2017

June 2017

School closes Wednesday, 28 June 2017

August 2017

In-service day: Tuesday 15 August 2017

In-service day: Wednesday 16 August 2017

Pupils return to school: Thursday 17 August 2017

September 2017

September weekend holidays: Friday 22 September 2017 and Monday 25 September 2017

October 2017

October break: Monday 16 October 2017 to Friday 20 October 2017

November 2017

In-service day: Monday 20 November 2017

December 2017 - January 2018

Christmas and New Year holidays: Monday 25 December 2017 to Friday 5 January 2018 (inclusive)

February 2018

Mid-term break: Monday 12 February and Tuesday 13 February 2018

In-service day: Wednesday 14 February 2018

March - April 2018

Spring break: Friday 30 March to Friday 13 April 2018 (inclusive)*

*Good Friday 30 March 2018 and Easter Monday 2 April 2018

May 2018

May Day holiday: Monday 7 May 2018

In-service day: Tuesday 8 May 2018

Mid-term holiday: Friday 25 and Monday 28 May 2018

June 2018

School closes: Thursday 28 June 2018

August 2018

In-service day: Wednesday 15 August 2018

In-service day: Thursday 16 August 2018

Pupils return to school: Friday 17 August 2018

6. TRANSFER/ENROLMENT

Classes for children who attain the age of 5 years between 01 March 2017 and 28 February 2018 will be formed in August 2017. Enrolment takes place in January 2017. The dates and times for enrolment will be published in the local press, local shops and in New Monkland Parish Church Hall. Documentation required for enrolment includes your child's birth certificate and current year council tax statement.

Parents wishing to enrol their child at New Monkland Primary School during the school year should contact the Head Teacher and, provided the child can be accommodated in the school, the necessary documents will be completed and arrangements made. Prior visits to the school can be arranged, by appointment, if desired.

Parents of children eligible to begin nursery education should complete the application form, available from the school office, and return it to the school. This should be accompanied by the child's birth certificate and current year council tax statement.

7. EQUAL OPPORTUNITIES

North Lanarkshire Council is an equal opportunities authority and it is the responsibility of this school to ensure that all persons, teachers and pupils are treated in accordance with Council Policy. Our aim is to promote equal opportunity and social inclusion at all times. Procedures are in place to deal with any form of racial harassment.

The school is committed to assessing all policies and practices to ensure there are no negative impacts on any group of people.

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

<http://www.equalityhumanrights.com/publication/technical-guidance-schools-scotland>

8. CURRICULUM FOR EXCELLENCE

At New Monkland Primary we have a broad and well-balanced curriculum, accessible to all pupils.

What is Curriculum for Excellence?

Curriculum for Excellence aims to achieve a transformation in education in Scotland by providing an improved, more flexible and enriched curriculum for all children and young people from 3–18. The curriculum includes all of the experiences which are planned for children and young people through their education, wherever they are being educated. All schools and nurseries in North Lanarkshire are working hard to raise standards so that children and young people will develop all of the skills necessary to continue to be successful when leaving school and entering the world of higher education, training or work.

Curriculum for Excellence is underpinned by the values inscribed on the mace of the Scottish Parliament – wisdom, justice, compassion and integrity. The purpose of Curriculum for Excellence is encapsulated in the four capacities – to enable each child or young person to be a successful learner, a confident individual, a responsible citizen and an effective contributor.

What are the curriculum areas in Curriculum for Excellence?

There are eight curriculum areas:

Expressive Arts	Religious & Moral Education
Health & Wellbeing	Sciences
Languages (Literacy)	Social Studies
Mathematics (Numeracy)	Technologies

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

The opportunities for pupils to develop skills for learning, life and work, including literacy, numeracy and health and well-being in and out of the classroom.

The arrangements for how pupils will be given choices in what they learn, how they will be involved in planning what they learn; how the parents will be consulted.

Learning is divided into two phases:

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

LEVEL	STAGE
Early	the pre-school years and P1 or later for some
First	to the end of P4, but earlier or later for some
Second	to the end of P7, but earlier or later for some
Third and Fourth	S1-S3, but earlier for some
Senior Phase	S4-S6 and college or other means of study

How will my child's learning be assessed?

Assessment is an integral part of learning and teaching. Staff continually assess children's progress and achievement to track attainment and identify next steps in learning. Assessments are carried out using a variety of approaches, eg

- Observation
- Discussion
- Evidence from day to day learning, as well as specific assessment tasks and activities

- National 4 and 5 qualifications were introduced in 2013/2014
- Access, Highers and Advanced Highers are being updated to reflect Curriculum for Excellence
- New Highers in most subjects were introduced in almost all North Lanarkshire schools in August 2014.

In playrooms and classrooms, staff will be using 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.

Each year your nursery/school will let you know what is being done to continue to implement Curriculum for Excellence so that you can be confident that your child is receiving a high quality education.

Languages/Literacy

The aim of our Language Programme is for children to progress throughout their primary years developing the skills necessary in the four areas of Literacy, ie Talking, Listening, Reading & Writing and to allow them to communicate with fluency and confidence.

Emphasis is placed on active approaches in literacy to allow pupils to:

- acquire the necessary literacy skills and confidence to develop their full potential
- have experience of acquiring skills in literacy that will not be developed via worksheets and workbooks but rather as a result of exposure to purposeful, meaningful, active, relevant and enjoyable learning contexts.



Teaching takes place in a broad range of contexts with each stage building upon earlier knowledge and achievement, with pupils progressing at a rate appropriate to their development. The programme encompasses phonics, spelling, reading (linked to talking, listening and writing) and writing (linked to talking, listening and reading).

Pupils will:

- engage with a rich range of texts in different media (no single reading scheme is used but rather a variety of banded texts)
- develop an understanding of how language works
- extend and enrich their vocabulary through listening, talking, watching and reading
- reflect on how well they listen, talk, read and write
- use opportunities offered by ICT
- learn to reflect on and explain their thinking
- communicate, collaborate and build relationships
- explore the richness and diversity of language, especially the languages of Scotland, while also appreciating the power of language and the importance and competence and confidence in its use.

Modern Languages

At New Monkland Primary School our Primary 6 and 7 pupils are taught French as part of a national programme for the teaching of a modern European foreign language and we have 6 members of staff who are fully qualified to teach French to our pupils. We believe that learning a foreign language at an early age is beneficial to all children.

Mathematics/Numeracy

Learning and teaching in mathematics takes place in an active way with emphasis on explaining how solutions are found. Mental mathematics is an important aspect of our Maths curriculum, with all pupils encouraged to develop their mental agility. A variety of resources are used progressively with the emphasis on learning in context.

All pupils are given the opportunity to develop the skills and concepts necessary to use numeracy in everyday life. Strategies for problem solving are embedded in our maths programme.



Health & Wellbeing

Our Health Education Programme aims to provide an opportunity for our pupils to increase their knowledge and understanding of a range of health issues. All aspects of safety are regularly reinforced and children are helped to feel safe and secure at all times. Our programmes of study are supported by outside agencies whenever appropriate. We have been awarded Gold Health Promotion Schools Status.

Physical Education

Our physical education programme is designed to improve physical competences, improve aspects of fitness, and develop personal and interpersonal skills and attributes. It enables learners to develop the concepts and skills necessary for participation in a wide range of physical activities, sport, dance and outdoor learning, and enhances their physical wellbeing in preparation for leading a fulfilling, active and healthy lifestyle.

The children encounter a variety of practical learning experiences, including working on their own, with a partner and in small and large groups, using equipment and apparatus, both outdoors and indoors. All children currently receive 2 hours of physical education per week. Primary 5 children currently attend a 12 week block of swimming lessons.

Expressive Arts

Music, Dance, Art & Design and Drama are taught at all stages and a balance is provided throughout. This provides the opportunity to explore values, foster imagination and creativity, develop practical skills and promote aesthetic development.

Music

Music is divided into the 4 categories of singing, playing, listening and inventing. Class music is often linked to themes or topic work in social studies. Choral singing (Kodaly) is introduced at the Primary 5 stage and is provided by a specialist teacher.

Specialist music tuition in brass is available to any Primary 5, 6 or 7 pupils who may be interested. Many of our pupils have benefited from this provision and have continued to develop their musical ability after transferring to Airdrie Academy.

Specialist music tuition in chanter is available to Primary 5, 6 and 7 pupils (following audition) and is provided by a specialist teacher.

Dance

Creative and seasonal dance forms part of our PE curriculum.

Art & Design

The school's programme in Art and Design has been developed using North Lanarkshire's Art and Design Pack. Children are given experience of two-dimensional and three-dimensional work using various art and craft materials from crayon and paint to fabric and clay. Art is integrated, where appropriate, into topic/theme related activities.

Drama

The school's programme in Drama has been developed using North Lanarkshire's Drama Pack. Children's experiences include using mime and movement, investigating and experimenting and using language. Drama is integrated, where appropriate, into topic/theme related activities.

Social Studies

Children's learning is enhanced by an awareness of their environment. Through our Social Studies programme we aim to provide our pupils with knowledge and understanding of the world they live in, along with a wide variety of skills that will help them understand it and foster care for their environment.

These areas may be studied through interdisciplinary work. When an interdisciplinary topic or project is planned any areas that are not part of the study are then taught as a subject discreetly. Some of the interdisciplinary studies so far have been Fairy Tales, Dark and Light, The Senses, Space and Fairtrade.

Eco and sustainability is firmly embedded into programmes of study. The school was awarded renewed Permanent Eco Schools Status in December 2014.

Sciences

Our Science programme is designed to enable children to:

- investigate their environment by observing, exploring, investigating and recording
- demonstrate a secure understanding of the big ideas and concepts of science
- make sense of evidence collected and presented in a scientific manner
- recognise the impact science makes on their lives, on the lives of others, on the environment and on culture
- express opinions and make decisions on social, moral, ethical, economic and environmental issues informed by their knowledge and understanding of science
- establish the foundation where appropriate, for more advanced learning and future careers in the sciences and technologies.

Technologies

Programmes of study in ICT are designed to encourage our pupils to develop their ICT capability from Primary 1 upwards. In learning about ICT, and using ICT across the curriculum, our pupils recognise its relevance and educational potential. We are well resourced and all pupils have daily access to computers, iPads, ICT peripherals and the internet. The children also have access to smartboards in all classes and use these interactively to enhance learning in technologies and across the curriculum. In addition, we have an ICT suite in the school.



All children are 'Glow' users and use glow regularly in class.

Glow is a digital environment for learning that is available across Scotland. It is funded by the Scottish Government and presents schools with a purpose built digital learning solution which supports the delivery of Curriculum for Excellence.

Religious and Moral Education

Religious education is taught throughout the school and is based on North Lanarkshire Council's guidelines.

The aim of religious education is to help pupils to explore and understand religion as it is found in the local community and in the wider world. Pupils become more familiar with Christianity and other major religious traditions and they learn about what people believe, how they worship and celebrate, and how religion affects their everyday life. Programmes of Study for Christianity, Islam and Judaism follow National Guidelines on Religious and Moral Education.

Special services are held in the local church at Christmas, Easter and in June for the end of term. Members of the local community are invited to share these services with us.

The Education Act (Scotland) allows parents/guardians to withdraw their children from instruction in religious subjects. Any such child will not be placed at a disadvantage. Parents who wish to exercise this right should contact the Head Teacher.

Parents from ethnic minority religious communities may request that their children be permitted to be absent from school in order to celebrate recognised religious events. Only written requests will be considered. Appropriate requests will be granted on not more than 3 occasions in any one school session and the pupil noted as an authorised absentee in the register.

Pupil Voice

Pupil Council – Run by Miss Hayworth & Miss Smyth

New Monkland Primary has an active Pupil Council. Children are elected onto the Council by their fellow classmates. Elections take place annually. The Pupil Council has a very important role to play in the life of the school. Miss Hayworth & Miss Smyth chair meetings where issues such as school Scottish Week, school improvement, etc. are discussed. Minutes of meetings are kept and posted on the Pupil Council Notice Board in the school.

Eco Committee – Run by Mrs Hanson & Miss Torley

New Monkland Primary is an Eco School. We are actively involved in promoting environmental awareness both within the school and the wider community. We encourage recycling and each year focus on new initiatives to support our status. We have achieved renewed permanent eco status in December 2014.

Fairtrade Committee – Run by Miss Saleem & Miss Johnston

We have fairtrade status in the school. A fairtrade committee / steering group is established each year and meet weekly to take forward aspects of fairtrade in the school.

Rights Respecting Schools Committee – Run by Mrs Reid & Miss McCormick

A partnership school was established with Namachete Primary School in July 2011. The children are enjoying learning all about our partnership school. We have exchanged letters with the staff and pupils of Namachete Primary.

Rota Kids – Run by Mrs Tracy

The Rota Kids is the youngest section of the Rotary and was established to introduce Rotary ideals of service to the children to help them make a difference in their local community.

JRSO (Junior Road Safety Officer) – Run by Miss Blades

JRSOs are a very important part of the primary school, as they help raise road safety awareness and promote road safety issues to everyone in the school and the wider community. JRSOs talk at assemblies and to classes on road safety topics, run competitions in the school, obtain prizes for the winners and hand out merit certificates, write letters and get involved in organising safe and active travel activities.

House Captains – Guided by Mrs M C Hendry, Miss D McLaughlin & Mrs S Hendry

We have 4 houses at New Monkland Primary School, the names of which were chosen by the pupils and represent ships: HMS Bluebell, HMS Diamond, HMS Echo and HMS Eclipse. House captains, elected by their peers, are positive role models to the other pupils and ambassadors for the school. They take forward improvement ideas on behalf of the school.

Assessment and Reporting

Children are continuously assessed in order to monitor progress and achievement. The class teacher carries out this assessment through observation, discussion, on-going class work etc.

Today we don't compare children with each other but rather treat each as an individual who is always gaining new achievements and attainments for themselves. Their own personal best is what we are aiming for.

We assess to find out:

- Strengths
- Weaknesses
- How effective our teaching is
- To give out accurate information to all about progress
- To track progress to make sure each pupil is progressing at the right pace

Lesson success criteria is communicated to pupils and they are involved in the assessment of their own work through indicating whether or not they have met this criteria. Next steps are then identified by the pupil and teacher. Pupils are also involved in self and peer assessment.

A written report is sent out to parents once a year, usually in April/May. Verbal reports are given twice a year, usually in November and again in May/June, following the written report. We follow an appointment system for our consultation meetings but should the allocation of time be inconvenient, or insufficient, to discuss a child's progress, arrangements can be made for another interview at a later date.

9. ADDITIONAL SUPPORT NEEDS

New Monkland Primary complies with the Education (Additional Support for Learning)(Scotland) Act 2004 as amended by the Education (Additional Support for Learning)(Scotland) Act 2009.

North Lanarkshire Council's policy is contained within "Support for Learning Policy into Practice 2", a copy of which is available in the School. The school has a Support for Learning Policy, available from the school on request, which is consistent with North Lanarkshire Council guidelines.

The school Support for Learning Policy reflects the Learning and Leisure Services staged intervention process, that is:

Level 1 – Internal support, where education staff identify that a child or young person needs support or planning which can be met within the existing classroom or playroom setting.

Level 2 – Internal support, where education staff identify that a child or young person needs support or planning from within the school or early years establishment.

Level 3 – External support where education staff identify that the child or young person requires support or planning from beyond the school or early years establishment but within education.

Level 4 – External support provided on a multiagency basis, where the child or young person's needs are identified as requiring support or planning from other agencies outwith education such as health, social work and/or voluntary services and these support needs are likely to last for more than one year.

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

Parents and 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.

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

Planning

Additional Support Plans (ASPs) enable staff to plan effectively for children and young people with Additional Support Needs.

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 and young people can, if they wish, request that a CSP be considered and would be involved in the process. Parents will receive letters from the Education Authority throughout the CSP process. Parents and young people will be invited to take part in multi-agency meetings and their views will be recorded in the plan.

Dispute Resolution

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

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

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

The **Additional Support Needs Tribunal** has been set up to hear appeals made by parents or young people on the decisions made by the Education Authority relating to Co-ordinated Support Plans, placing requests and post school transition. If you disagree with any decision relating to your child's Co-ordinated Support Plan, either the creation of a CSP, or the content of it, you may be entitled to refer to the Tribunal.

10. SCHOOL IMPROVEMENT PLAN

The priorities and targets identified in our Improvement Plan aim to support the overall school aims as well as the aims of the Authority. Each year these priorities and targets are agreed by staff following an audit of the previous year's Improvement Plan and following consultation about the School's future improvement needs. Parents are kept informed of each year's priorities and the Improvement Plan is available from the school office.

After consultation in June 2016 with staff, pupils and parents, our Improvement Priorities for session 2016/17 are:

- Improve attainment in literacy by further developing assessment for learning and outdoor learning experiences.
- Learners will have opportunities to learn an additional language from Primary 1 through a progressive French programme across all stages.
- Further develop skills for learning, life and work through improvements in digital learning at all levels.
- Improve the wellbeing of all children by ensuring a shared understanding of the responsibility of all to promote health and wellbeing.

11. HOMEWORK

Our homework policy was developed in partnership with pupils and parents and we hope that, by having adopted an agreed co-operative approach to homework, parents, pupils and teachers will support each other and will contribute to the educational development of the children.

Parent Prompts outline the various forms that homework can take along with a suggested time allocation. It also gives suggestions as to how parents can help their child. This is issued to our Primary 1 intake each year. Older pupils are provided with homework diaries to encourage them to plan and organise time spent on homework topics.

12. SCHOOL ETHOS

Visitors to New Monkland Primary School and Nursery Class will be impressed by our warm and welcoming ethos, the high quality of care, our hardworking, respectful, courteous pupils and the 'I can' attitude embraced by all. Members of staff are extremely conscientious and committed to raising pupil attainment and achievement.

13. SPIRITUAL, SOCIAL, MORAL & CULTURAL VALUES

The aim of religious education is to help pupils to explore and understand religion as it is found in the local community and in the wider world. Pupils become more familiar with Christianity and other major religious traditions and they learn about what people believe, how they worship and celebrate, and how religion affects their everyday life. Programmes of Study for Christianity, Islam and Judaism follow National Guidelines on Religious and Moral Education.

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

14. EXTRA-CURRICULAR ACTIVITIES/OUT OF SCHOOL LEARNING

Out of school hours learning varies from year to year. Our after school clubs offer pupils the opportunity to experience/gain expertise in activities such as parkour, fitness, netball, baking, badminton, arts & crafts, ceramics, gardening, board games, cross country and tennis.

At New Monkland Primary we recognise the value of out of school hours learning and therefore offer our pupils learning opportunities outwith school. Pupils in Primary 6 and Primary 7 who receive brass tuition in school are given the chance to attend the NL Preparatory Band and/or Airdrie Academy Junior Band, both of which meet to practise outwith school hours.

Educational outings to enhance teaching and learning are organised throughout the year for all classes and this generally involves parental help. In addition, Primary 7 pupils are given the opportunity to participate in a residential trip to Kilbowie Outdoor Residential Centre in Oban. Kilbowie offers excellent facilities for outdoor pursuits, environmental studies, personal and social development, etc.

15. FREEDOM OF INFORMATION

The Freedom of Information (Scotland) Act 2002 came into force in January 2005. The Act allows anyone to ask for information held by the Council and imposes a time-scale of 20 working days for the Council to respond. To deal with Freedom of Information requests, the Council has appointed a Corporate Freedom of Information Officer with the support of an officer in each Service. The Freedom of Information and Records Management Officer can be contacted by telephone on 01698 524712.

16. DATA PROTECTION

The processing of your personal information by North Lanarkshire Council is carried out in accordance with the Data Protection Act 1998. The information you give is held securely, treated confidentially and only used for statutory educational purposes or to improve the quality of the service. Under the Data Protection Act 1998 you are entitled to access the information held. In terms of section 7 of the Act, such requests should be sent to Freedom of Information and Records Management Officer.

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

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

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

Why do we need your data?

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

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

Your data protection rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act 1998. We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how we will use your data. This message can give only a brief description of how we use data. Fuller details of the uses of pupil data can be found on the ScotXed website (www.scotxed.net).

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

Concerns

If you have any concerns about the ScotXed data collections you can 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, 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.

Child Protection Co-ordinator is: **Mrs M C Hendry**
Telephone Number: **01236 794883**

Security

Every effort is made to make our school safe and happy and procedures are in place to ensure everyone's safety and security at all times. We follow the Authority's security guidance document 'Towards Safer Schools' and monitor arrangements on an annual basis.

Pupils are reminded of security procedures at our weekly assemblies and guidelines are available for parents on request.

We ask everyone to let us know if they see anyone acting suspiciously near our school and we welcome ideas on how to make our school safer.

18. SCHOOL DISCIPLINE

The need for school rules is recognised and these have been established and are constantly reinforced. Copies of the rules (our Golden Rules) are displayed throughout the school and are readily available on request. Golden Time helps to promote positive behaviour within the school and encourages children to take a pride in it and in themselves. Because of this, and because of the co-operation which is so readily given by parents, there are few discipline problems in our school.

However, should a child's behaviour give cause for concern parents are notified and, if necessary, the matter discussed with them and appropriate measures taken. In this way parents and teachers work together to promote positive behaviour.

Our golden time process and procedure is as follows:

Golden Time takes place on a Friday afternoon and lasts for 30 minutes. Children select an activity they would like to take part in at the beginning of each school week, eg, art & craft, sports activities, karaoke, etc. Activities should be negotiated with the children and these should be reviewed and changed at regular intervals to maintain the children's interest and motivation.

The following procedures are in place for golden time:

- Children earn golden time over the course of one week.
- In the first instance of inappropriate behaviour a **verbal warning** should be given. This should take the form of a description of the inappropriate behaviour, the effects on the class/individual as a result of this behaviour, followed by an explanation of the desired alternative behaviour.
- Repetition of the inappropriate behaviour should result in a repetition of the warning. If the behaviour continues a final warning is issued alongside another explanation.
- 5 minutes of golden time is not earned if a child receives a final warning.
- If the inappropriate behaviour continues a member of the management team should be contacted as soon as possible.
- In cases of serious indiscipline a member of the management team should be contacted immediately to deal with the incident.
- Children can earn back golden time up to a maximum of 15 minutes lost time.

Anti-Bullying

All pupils have the right to education in a safe, secure environment and at New Monkland Primary we ensure that this right is granted at all times.

Our policy on combating bullying aims to:

- reduce and eradicate, wherever possible, instances in which pupils are subjected to bullying in any form.
- establish appropriate means of dealing with any incidents of bullying.
- work in partnership with parents to minimise bullying.

19. HOME AND SCHOOL LINKS

The school recognises the benefits from open and regular communication between parents and staff. Parents are welcome to contact the school at any time should they require information or should they wish to discuss their child's progress. Parental support and participation is appreciated in various activities within and outwith the school. For instance, helping with educational outings, with class activities, sports, at book fairs and fund raising events. Due to regulations, all those adults working with children are required to be disclosed through Disclosure Scotland. An annual letter will request names of those wishing to undertake disclosure. Partnership is of mutual benefit to staff, pupils and parents and fosters an atmosphere of co-operation in the school.

Letters are regularly sent to parents about meetings, outings, activities and other matters of general interest and our monthly Newsletter keeps everyone up to date with what's happening at school.

The school also has a flourishing Parent Teacher Association (PTA) and Parent Council who meet regularly during the school session. Their support allows a wide range of extra-curricular activities and the purchase of resources which enhance learning and teaching.

Parent Teacher Association

The PTA is an important means of communication between parents and teachers. This can only help to develop and deepen our understanding and involvement with each other to the benefit of the children in the school. Our PTA works very hard and the school and the children benefit from its many fund raising activities and social activities.

Parents are kept informed of forthcoming events by regular newsletters and via the school website.

Anyone requiring further information about the PTA should contact the school.

Parent Council

The Parent Council meets regularly and supports the school by applying for grants, seeking opportunities for pupils and is involved for the benefit of the children.

The Parent Council can be contacted through the school.

20. ATTENDANCE AT SCHOOL

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

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

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

Parents/guardians are asked to inform the school if a pupil is unable to attend from the start of the school day on the first day of absence. Failure to do so will result in school staff accessing all contact numbers provided for the child. In terms of child safety police will be contacted if all attempts to locate the child have been exhausted.

Parents/guardians are asked to inform the school by letter or telephone if their child is likely to be absent for some time, and should give their child a note on his or her return to school confirming the reason for absence.

Family Holidays During Term Time

Every effort should be made to avoid family holidays during term time as this both disrupts the child's education and reduces learning time. Parents/guardians should inform the school, by letter, of the dates before going on holiday. 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 may request permission for such leave in writing and the school may authorise such requests under the following circumstances:

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

Should the school at any time be concerned about a child's attendance at school, a letter will be sent to the parents to advise them of this concern and to invite them to the school to discuss the situation. Persistent, unauthorised absences will be investigated by the Attendance Officer and the Authority has the power to write to, interview or even to prosecute parents or to refer pupils to the Reporter of the children's hearings, if necessary.

Attendance rates are calculated as a percentage of the total number of possible attendances for all pupils of the school in the stage shown, each morning and afternoon of each school day being a separate possible attendance

The data for North Lanarkshire and Scotland includes all education authority and grant-aided primary schools, but excludes all special schools. See Appendix 2.

21. CLOTHING AND UNIFORM

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

At New Monkland Primary we pride ourselves on how smart our pupils always look. School uniform has been reviewed, involving pupils, parents and staff. The uniform listed below is the result of that review.

School Tie	Royal Blue Sweatshirt
Black Trousers	Royal Blue Fleece
White Polo Shirt or White Plain Shirt	Royal Blue Blazer
Black Skirt or Black Pinafore Dress	Black Shoes or Black Boots
Blue Tartan Kilted Skirt	

School uniform is expected to be worn at all times but should this be impossible on some occasions then a letter of explanation should be sent to the school.

Clothing which is unacceptable in school under any circumstances would include items which:

- could potentially encourage factions (eg football colours).
- could cause offence (eg 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 (eg shell suits).
- could cause damage to flooring.
- carry advertising, in particular for alcohol or tobacco, and
- could be used to inflict injury to other pupils or to be used by others to do so.

Parents of Primary aged children 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 is at the discretion of the Executive Director of Learning & Leisure Services. Information and application forms may be obtained from any school or First Stop shop. Parents are entitled to receive a clothing grant if they are in receipt of any of the following benefits:

- Income Support
- Job Seekers Allowance (income based)
- Employment & Support Allowance (income related)
- Housing benefit
- Council tax rebate

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 well being of the whole school community. In such circumstances a head teacher may justify the use of the school discipline procedure.

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

22. SCHOOL MEALS

The school dining room offers very good value and excellent service, providing a healthy choice of meals or snacks each day. A menu is regularly issued. A fixed price of £1.80 is charged for a two-course meal. A 3 week menu operates, copies of which can be obtained from the school or from the school website. Facilities are also available for those children who prefer to bring a packed lunch. Some parents may encourage their children to go home for lunch. Parents are then responsible for their children during this period and therefore these children should not return to the playground before 12.45 pm.

Diets required as a result of a medical condition (a medically prescribed diet eg coeliac disease, diabetes, food allergy or intolerance) can be provided in school. A **medically prescribed diet form** must be completed by the child's Registered Dietician or General Practitioner. Procedures and forms can be accessed from the school or dietician, or from North Lanarkshire's catering service. Arrangements can be made for children with special dietary requirements, provided advance notice is given.

Special diets required for ethical, religious or cultural reasons should be requested in writing to the Head Teacher, who will liaise with the school catering service.

All P1-P3 pupils are entitled to a free school meal.

Children of parents receiving Income Support, Job Seekers Allowance (income based), Employment & Support Allowance (income related) are entitled to a meal without charge.

Information and application forms for free school meals may be obtained from the school, First Stop shops and Municipal Buildings, Coatbridge.

Parents are entitled to receive a clothing grant if they are in receipt of any of the following benefits:

- Income Support,
- Job Seekers Allowance (income based)
- Employment & Support Allowance (income related)
- Housing Benefit
- Council Tax Rebate

Only primary school children who receive a free school meal are entitled to free milk. Milk is, however, available for purchase in the school during the lunch period.

23. TRANSPORT

General

The Council has a policy of providing free transport to all primary pupils who live more than one mile from their local school by the shortest suitable walking route. This policy is more generous than the law requires. This means that the provision of transport could be reviewed at any time. Parents who consider they are eligible should obtain an application form from the school or from Learning and Leisure Services. These forms should be completed and returned before the end of February for those pupils beginning school in August to enable the appropriate arrangements to be made.

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

There is discretion in 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. Not necessarily for the start of term.

Pick Up Points

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

Placing Requests

The Council does not provide transport for those pupils in receipt of a placing request other than in exceptional circumstances.

In the case of early entry requests if the child is offered a place in the catchment area school, transport will be provided in accordance with the Council's policy stated above.

24. MEDICAL AND HEALTH CARE

Each child is given a medical examination, which takes place normally in the first year of primary school, by staff of Lanarkshire Health Board, but parents may refer their child at other times to the Clinical Medical Officer for examination or advice. Parents are notified by letter when their child is to be medically examined. In addition to this, periodic sight and hearing tests are carried out. If anything abnormal is noticed, the parents are notified immediately so that the appropriate action might be taken.

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

When a child takes ill at school the parent is contacted. If neither of the parents is available, the emergency contact given by the parent will then be notified. Where an accident occurs, the parent, again, will be contacted. In addition to this, any appropriate action will be taken quickly if emergency measures are necessary. It is vital that the school is kept informed by parents of the particular medical requirements of any child and also of any change in emergency contact telephone numbers.

The school should be made aware of any particular medical requirements a child has. Administration of Medicine forms, for medication to be administered during the school day, can be obtained from the school office or from the school website at <https://blogs.glowscotland.org.uk/nl/newmonklandps/>.

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

In North Lanarkshire, children and young people are treated in the paediatric in-patient unit within Wishaw General Hospital. It is not common for children and young people to have extended stays in Wishaw General, and therefore North Lanarkshire Council does not require a dedicated hospital education service. Children and young people resident in North Lanarkshire, and in hospital in Glasgow, may access education through the Hospital Education Service (HES). The service is provided by Glasgow City Education Department and Social Work Services. For further information, please contact the school.

25. 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 and the North Lanarkshire Council's website and Twitter.

26. THE PARENT FORUM

Parent Councils came into force on 01 August 2007. As a parent of a child at this school you are automatically a member of the parent forum.

The Parent Forum is composed of all the parents and carers of children at the school. As a member of the Parent Forum you can expect to:

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

Parent Council

As a member of the Parent Forum, you are entitled to put yourself forward for membership of the Parent Council. Please note that if the number of interested parents exceeds the number of places available then members will be decided by election.

You may wish to look at the Parent Council section of our website:

<https://blogs.glowscotland.org.uk/nl/newmonklandps/>

where you will find a link to the Scottish Government's leaflet, "Parents As Partners – The Purpose and Role of Parent Councils".

The Head Teacher has a right and duty to attend all meetings of the Parent Council. These meetings 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
- consulting with parents and reporting back to the Parent Forum on matters of interest
- promoting contact between the school, parents, pupils, providers of nursery education and the wider community
- fundraising
- taking part in the selection of senior promoted staff
- receiving reports from the head teacher and education authority
- receiving an annual budget for administration, training and other expenses
- improving home school partnership and facilitating parental involvement.

Members of Parent Councils, on a voluntary basis, may also have an advisory role in decisions on placing requests by parents in respect of those situations where the number of placing requests for a particular school or for a particular stage in a particular school, exceeds the number of places available.

Members of the Parent Council normally serve for four years and elections are held every two years. Membership of New Monkland Primary Parent Council is as follows:

Chair:	Mrs Lorraine Ewing
Vice Chair:	Mrs Gillian Manson
Treasurer:	Mrs Laura Johnston
Members:	Miss Carolyn Caullay Miss Susie Clark Mrs Amanda Dempsey Miss Nicole Ritchie
Teacher Member:	Mrs Marie-Claire Hendry
Clerk:	This position is currently vacant (as at December 2016)

To contact the Parent Council, please contact the school (01236 794883).

The local councillors for the school may attend all meetings of the Parent Council and have the right to speak but have no right to vote. Detailed information on eligibility for membership of school boards and procedures for electing parent representatives are available on request from the school.

Minutes of all Parent Council Meetings are available from the school and parents are welcome to attend any of the meetings.

27. SUPERVISION IN NON-CLASS TIMES

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

A member of staff is present in the playground prior to the start of the school day. Our janitor supervises at morning intervals and at lunchtime. In addition, our classroom assistants patrol the playground areas to ensure that playground rules are being observed at all times and that children are playing happily and safely together. On occasions, the Principal Teachers and the Head Teacher also patrol the playground areas.

During inclement weather the school doors will open at 8.45 am and children will gather in the school hall until 8.55 am. However, due to staffing, there is limited supervision during this time, therefore parents are requested to arrange children's arrival as close to the bell as possible. This provision is at the discretion of the Head Teacher.

28. PLACING REQUESTS

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

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

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

29. TRANSFER FROM PRIMARY SCHOOL TO SECONDARY SCHOOL

Pupils normally transfer between the ages of 11½ and 12½, so that they will have the opportunity to complete at least 4 years of secondary education. Parents will be informed of the arrangements no later than December of the year preceding the date of transfer at the start of the new session. Airdrie Academy is the Secondary School associated with New Monkland Primary School.

Address: **Airdrie Academy**
 South Commonhead Avenue
 Airdrie
 ML6 6NX

Tel: **01236 757675**
Fax: **01236 607034**

Part B: Nursery Information

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Section 1

Nursery Aims

In New Monkland Nursery we aim to offer the highest quality service.

We will seek to:

- Provide a safe and stimulating environment in which children can feel happy and secure.
- Encourage the emotional, social, physical, creative and intellectual development of children.
- Promote the welfare of children.
- Encourage positive attitudes to self and others, and develop confidence and self-esteem.
- Create opportunities for play.
- Encourage children to explore, appreciate and respect their environment.
- Provide opportunities to stimulate interest and imagination.
- Extend children's abilities to communicate ideas and feelings in a variety of ways.
- Promote strong partnerships with parents, school and community.

Non denominational policy of the nursery

The nursery is non-denominational. We respect and welcome children and parents of all religions, faiths and beliefs.

Our equal opportunity policy

All early years services should reflect the council's equal opportunities policies and be anti-racist, anti-sexist, multi-cultural and recognise the rights of both men and women to work or to care for children. Provision should take account of the needs of children with disabilities or chronic illnesses. These principles are reflected in the criteria used to admit children to nursery and in the curriculum of all the establishments. Our aim is to promote equal opportunity and social inclusion at all times. Procedures are in place to deal with any form of racial harassment.

The nursery is committed to assessing all policies and practices to ensure there are no negative impacts on any group of people.

Section 2

General Information

ADDRESS:	Raebog Road Glenmavis Airdrie ML6 0NW
TELEPHONE:	01236 794883
WEBSITE:	https://blogs.glowscotland.org.uk/nl/newmonklandsps/
PRESENT ROLL	20/20

NURSERY STAFF

Head of Establishment	Mrs M C Hendry
Principal Teacher	Mrs M Reid
Principal Teacher	Mrs J Tracy
Class Teacher	Miss K Grier/Mrs L Provan
Early Learning Practitioner	Mrs Maureen Cumming
Early Learning Practitioner	Mrs Ann Mair
Senior Clerical Assistant	Mrs Helen Miller
Clerical Assistant	Mrs Margaret Wyatt
Classroom Assistant	Miss Elizabeth Blades
Classroom Assistant	Mrs Susan Crawford
Janitor	Mr Duncan Ross

In addition to the above members of staff, the Nursery accommodates PGCE and B.Ed. students, students studying NC and HNC in Childcare and Education, as well as pupils from local secondary schools on work experience placement and voluntary workers. Students and volunteers over 16 must be fully disclosed prior to working in the nursery.

Hours of Opening

Nursery staff may be contacted during term time:

Monday to Friday 8.40 am to 4.30 pm

Daily Sessions

Morning Session: 8.40 am – 11.50 am
Afternoon Session: 1.00 pm – 4.10 pm

Admissions Policy

All nursery places are allocated in line with North Lanarkshire Council's admissions policy and the nursery staff will be happy to advise you how this policy operates when you apply for a place for your child. Application forms and details of the Council's policy are available from all establishments or from the Council's website www.northlan.gov.uk. If you would like a copy, please ask a member of staff.

An admissions panel meets annually to decide how nursery places will be allocated.

Register of Applicants

A register of all applicants will be kept and the information contained in the applications will be considered by the admissions panel to assist in the allocation of places.

Please note that the length of time a child's name has been on the register will not affect the child's priority for admission.

Every child is entitled to a part-time place in a local authority nursery from the day following their third birthday. The exception to this is children who are born from 01 March until the end of August as they will have an entitlement at nursery for 6 terms which will start in August of each year.

Enrolment procedures

Parents are asked to contact the school office in order to apply for a nursery place. This can be done at any time after their child's 2nd birthday. However, consideration will not be given until the child's 3rd birthday. The child's birth certificate and a current council tax bill as proof of address should be brought when enrolling. Application forms can be obtained from the school office or from the Council website. Parents will be informed by letter (usually in March) when a place becomes available for their child.

When your placement begins, your child will be allocated to a key worker. Each child has a particular member of staff who takes a special interest in his/her wellbeing, development and needs. This person will be your main point of contact within the nursery and will work with you to ensure that your child benefits fully from all that the nursery has to offer.

Children are expected to attend during the sessions as arranged with parents. If your child is sick, or likely to be off nursery for any length of time, the nursery or office should be informed on the first day of absence.

On your child's first day in nursery the Key Worker will welcome you in to the nursery environment. He/she will inform you of nursery procedures and request information, eg emergency contact details, allergies etc. Throughout the year, the nursery will continue to keep you informed of forthcoming events.

Age range of children in the establishment

New Monkland Nursery Class caters for 3 to 5 year olds (ante-pre school and pre school).

Number of children at each daily session and patterns of attendance

At present the nursery accommodates 30 children in the morning and 20 children in the afternoon. Children are offered 5 sessions weekly, either morning or afternoon.

Suitable clothing

Children have the best fun when they are doing messy work. We will always try to make sure they wear aprons but accidents do happen so please dress your child in suitable clothes. Please also make sure that your child has suitable outdoor clothing in case outdoor play or a trip is planned. We also recommend that children wear black plimsolls in the nursery class and we have a nursery sweatshirt & polo shirt for purchase on request, at a cost of £8.50 and £8.00, respectively. In line with North Lanarkshire policy, jewellery is not permitted during gym activities. On these occasions, jewellery should either be removed by a parent or covered with tape. Nursery staff members are not responsible for removing or covering jewellery, therefore, we recommend that no jewellery be worn while in Nursery.



Attendance

Children are expected to attend nursery sessions as arranged with parents/guardians. However, we realise that during their first experience of nursery, children may easily catch colds, flu etc. If your child is sick or likely to be off nursery for any length of time, please contact the nursery or school office. Please note if your child is absent for 3 days without notification we will contact you as part of our monitoring and child protection policy.

Arrival and collection of children

It is expected that an adult will bring a child to and from the nursery.

In the interests of your child's safety he/she must be signed in and out by the accompanying adult who must be over 16 years of age. On signing in, the named person for collecting the child should be noted. If circumstances cause this to change, the Nursery should be notified and a password given. No child will be allowed to leave with an adult who is a stranger to the staff.

For security purposes, on arrival please press the buzzer to gain entry. Please do not allow any other adults who are not in your company to enter as you are coming or leaving, as they may not be known to staff and require to be met at the door.

Whoever brings or collects your child must sign the child in/out. This procedure will be explained to those settling children. Please relay this instruction to others who will be involved in bringing or collecting your child. If you, or the person expected to collect your child, have been delayed and will be late, please make every effort to let us know.

Due of limited space, there are no car parking facilities for parents. Parking is available at Condorat Road and Raebog Road.

Insurance

Sometimes children like to bring something special or new to nursery for their friends to see. However, parents should ensure that valuable items are not left at nursery, particularly as there is no insurance to cover the loss of such personal items.

Excursions and consent forms

When outings or excursions for children are planned, you will be asked to complete consent forms which give your permission for your child's participation. Please note that children cannot take part in outings unless completed consent forms have been submitted by their parent/guardian. Permission for local excursions, ie within the Glenmavis area, is covered within the enrolment form.

Promotion of healthy lifestyles

New Monkland Nursery was Scotland's first Gold Award Health promoting nursery and we encourage children to develop healthy lifestyles. This includes the children being given the opportunity to brush their teeth each day at Nursery.

At each session, nursery pupils have a drink of water and/or milk and a healthy snack. Every month we ask for a small contribution towards snack to help us provide a wide variety of foods. We try to incorporate foods from other cultures such as rice cakes, prawn crackers, poppadoms, pitta bread and salsa. We also encourage our children to be as independent as possible and have a rolling snack where children help themselves by choosing their own food and clearing away afterwards. Once a month, the children are offered hot foods as part of their snack.

In New Monkland Nursery Class your child will also be given the opportunity to participate in cooking activities. These foods are prepared in accordance with health & safety and hygiene regulations. Further information with regard to snack is displayed in the open area.

Parents are asked to inform staff if their child has any special dietary needs/food allergies.

If your child is aged between 2 and 4 years and attends a North Lanarkshire Council or Partnership Provider Nursery, **in the middle of the day**, he/she may now, or in the future, be entitled to a free meal. Parents must be in receipt of any of the following qualifying benefits below or in receipt of State Pension Credit or Incapacity and Severe Disablement Allowance.

- Income Support
- Universal Credit
- Job Seekers Allowance (income based)
- Employment & Support Allowance (income related)

Your child will also be entitled if they are or have been at any point since their second birthday looked after; the subject of a kinship care or guardianship order.

Accommodation for parents

We have limited space to provide accommodation for parents during nursery sessions. However, parents are welcome, by arrangement, to use one of the rooms in the school building.

Eco Nursery

New Monkland Nursery is a Permanent Eco Award Winning Nursery and is involved in promoting environmental awareness both in the Nursery and the wider community.

Section 3

The Nursery Curriculum

Curriculum for Excellence

The Nursery Class at New Monkland Primary School follows the 'Curriculum for Excellence' Early Level guidance and outcomes. The Curriculum for Excellence aims to achieve a transformation in education in Scotland by providing an improved, more flexible and enriched curriculum for all children. It aims to raise standards, improve knowledge and develop skills which are transferable and necessary to enable pupils to be successful when leaving school and entering the world of higher education, training or work.

The early level of the Curriculum for Excellence spans pre-school and primary as it is designed to meet the needs of most children from 3 years of age until the end of Primary 1, thus promoting better continuity and progression of learning across the sectors. Many of the core messages of Curriculum for Excellence relate to the importance of:

- active, experiential learning
- a holistic approach to learning
- smooth transitions
- learning through play.

This enriched and creative curriculum requires the full involvement of teachers, practitioners, parents and learners, and for everyone to work together.

A play-based curriculum is now widely considered to be the most appropriate approach for the development of young children's learning. Play brings about a wealth of opportunities for children to develop their language, creativity and co-ordination skills. These all contribute to healthy growth, development, knowledge and understanding and capacity to learn.

Through play, children learn how to be active learners. They learn how to:

- work in partnership with others
- express themselves
- build their independence
- make sense of their experiences
- manipulate materials
- test out new knowledge
- develop new skills
- make choices and decisions
- solve problems

Active learning within the Curriculum for Excellence does not mean that children are actively running around. It is learning that engages children and challenges their thinking. Motivated children who are actively engaged with tasks that have a clear purpose will retain and learn more and will be likely to transfer the knowledge and be able to apply this in different situations.

In New Monkland Nursery Class the children are active partners in the learning process. They actively participate in the planning, shaping and directing of their own learning. With sensitive adult support they will learn how to make informed choices, take responsibility for their own learning and offer ideas for improvements. The curriculum guidelines help staff to plan activities and learning opportunities that promote child development in:

- Literacy and Language
- Numeracy and Mathematics

- Health and Wellbeing
- Expressive Arts
- Technologies
- Sciences
- Religious and Moral Education
- Social Studies

The children of New Monkland Nursery Class are involved in both opportunities for choice and directed activities. Many of the activities which the children participate in are related and/or developed in response to focuses of interest/contexts for learning. They choose the play areas to visit and give their views on the work they would like to follow.

In addition, in line with North Lanarkshire Council policy, the children have regular access to outdoor play. They use both the nursery and school outdoor environment to extend the opportunity for learning. This range of learning experiences is in all kinds of weather. The curriculum is also further enriched through using our local and wider community as a resource.

Assessment

Children are continuously assessed in order to monitor progress and identify areas for development. Assessment is carried out through observation, discussion, on-going work etc. Our assessment is team based involving all staff, parents and the child, as well as other key agencies where and when required. Through working with individual children, small groups and the whole nursery group on a daily basis, we ensure that each child experiences learning across the curriculum.

Today we don't compare children against each other but rather treat each as an individual who is always gaining new achievements and attainments for themselves. A child's own personal best is what we are aiming for. We assess to find out:

- strengths
- areas for development
- if our teaching is effective
- to give out accurate information to all about progress
- to track progress to make sure each pupil is progressing at the right pace.

A written report is sent out to parents once a year. Verbal reports are given and target meetings are organised every 6 months. We follow an appointment system for our consultation meetings but should the allocation of time be inconvenient, or insufficient, to discuss a child's progress, arrangements can be made for another interview at a later date. Nursery staff are willing to arrange an appointment to discuss your child's progress at any stage during the nursery year.

Names & Addresses

The following names and addresses may be useful:

Main Switchboard
Learning and Leisure Services,
Municipal Buildings,
Kildonan Street,
Coatbridge Tel. 01698 403140

Continuous Improvement Officer
Tim Sharpe
Learning and Leisure Services,
Municipal Buildings,
Kildonan Street,
Coatbridge Tel. 01236 812228

Continuous Improvement Officer
Jackie Cahill
Learning and Leisure Services,
Municipal Buildings,
Kildonan Street,
Coatbridge Tel. 01236 812723

Additional Support Manager
Carolan Burnet
Municipal Buildings
Kildonan Street
Coatbridge
ML5 3BT Tel. 01236 632363

Airdrie Area Office,
Willowbank House,
37 Alexander Street,
Airdrie, ML6 0BA Tel. 01236 758080

Community Learning & Development,
Community Education Area Office,
Victoria Community Centre,
Queen Victoria Street,
Airdrie, ML6 0DL Tel. 01236 766733

Airdrie Academy,
South Commonhead Avenue,
Airdrie, ML6 6NX Tel. 01236 757675

Psychological Services,
Learning and Leisure Services,
Municipal Buildings,
Kildonan Street,
Coatbridge Tel. 01236 757664

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. 0345 123 2303
info@enquire.irg.uk
www.enquire.org.uk for parents and practitioners
www.enquireorg.uk/yp for children and young people

Resolve
0131 222 2456
(Independent Adjudicator)

Scottish Independent Advocacy Alliance
Melrose House
69a George Street
Edinburgh
EH2 2JG
enquiry@siaa.org.uk
www.siaa.org.uk

Tel. 0131 260 5380

Reference to Additional Support Needs Tribunal (Scotland)
ASNTS
Europa Building
450 Argyle Street
Glasgow
G2 8LH

Helpline: 0845 120 2906
Fax: 0141 242 0141

NHS Lanarkshire
Airdrie Community Health Centre
88 Graham Street
Airdrie
ML6 6DB

Tel. 01236 772200

Social Work
Airdrie
Coats House
Gartlea Road
Airdrie
ML6 9JA

Tel. 01236 757000

List of Councillors – Airdrie North

For details of surgeries, etc.: <http://councillors.northlanarkshire.gov.uk>

Alan Beveridge

10 MacLeod Crescent
Airdrie
ML6 7GP

Telephone: 01236 590264

Email: beveridgeal@northlan.gov.uk

Sophia Coyle

Civic Centre
Motherwell
ML1 1AB

Telephone: 01236 769681

Email: CoyleS@northlan.gov.uk

Thomas Morgan

58A Kirkness Street
Airdrie
ML6 6ER

Telephone: 01236 760291

Email: morgant@northlan.gov.uk

Andrew Spowart

9 Grahamhill Street
Clarkston
Airdrie
ML6 7EN

Telephone: 07939280042

Email: spowarta@northlan.gov.uk

Specialist Terms

No specialist terms have been used in this handbook.

Qualifying Statement

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

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

Education Authorities by law are required to issue a copy of the school handbook to parents in December each year. It details the current policies and practices of both the council and the school.