



New Monkland Primary School & Nursery Class

Handbook 2019



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

Twitter: [@newmonlandPS](https://twitter.com/newmonlandPS)





Part A: School Information

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1. INTRODUCTION

Vision and Aims of New Monkland Primary School

Our Vision:

At New Monkland Primary and Nursery we are committed to provide the highest quality learning experiences for all our children in a fun, happy, meaningful and inclusive environment. We are ambitious, innovative and committed to support and lead our children in partnership with parents/carers and the wider community to realise and achieve their full, individual potential. We work together as a team to set challenging and aspirational goals, to achieve excellence and celebrate success throughout the whole school community.

Our Values:

- Respect for self, others and property
- Empathy and tolerance
- Pride in our self and our school
- Honesty

At New Monkland Primary 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/carers, pupils and the wider community towards preparing our children for lifelong learning.

2. SCHOOL INFORMATION

New Monkland Primary School is situated in the village of Glenmavis. It is conveniently placed between the original village and 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 presently 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

Email: office@newmonkland.n-lanark.sch.uk

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

Twitter: @newmonklandPS

Telephone: 01236 794883



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, Silver Sports Award and Rights Respecting Schools bronze level.

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 50 children at present, 30 in the morning and 20 in the afternoon. Five sessions a week are offered, either mornings or afternoons.

School Planning Capacity	267
School Working Capacity	267
Present School Roll	161
Present Nursery Roll	30/20

Parents/carers 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.

The pattern of the school day is as follows:

8.55 am	10.25 am	
10.25 am	10.40 am	Interval
10.40 am	12.10 pm	
12.10 pm	1.00 pm	Lunch
1.00 pm	3.00 pm	

All primary 1 pupils attend full-time from the first day of the session. A breakfast service is served each morning from 8.15am-8.45am. Details of costs can be found on the school website.

The Nursery class hours at present are:

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

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/>

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:



Associated Secondary School

Airdrie Academy is the Secondary School associated with New Monkland Primary School and strong 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**

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

Head Teacher: Martin Anderson

Cluster Vision Statement

“Standing Together We Are Great”

Our cluster vision statement was created in partnership with all of our associated primary schools and an excellent example of pupil’s leading change in our school community. Pupils from Chapelside, Golfhill, Tollbrae, Victoria, New Monkland, Greengairs and Rochsolloch primaries worked with Airdrie Academy pupils to determine our shared cluster vision.

We work collaboratively to provide the best opportunities and outcomes for all of the pupils that we serve. Our vision shows that we put our young people and our community at the heart of everything we do. From age 3-18 we aim to ensure that all pupils are achieving their full potential in school and develop the skills to live a happy, healthy and successful life.

We achieve this through;

1. Success and resilience: Work your hardest to achieve your goals, never give up.
2. Community: Feel included and include everyone. Have a positive impact on yourself and others.
3. Active: Be active in lessons, at clubs, at home and in the community to achieve a healthy body and mind.
4. Skills for work: Enquire, explore and problem solve. Find or create your dream job.

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.

Depute Head Teacher (Acting): **Mrs Mary Reid**
(Remit may vary from year to year). Teaching commitment, pastoral care responsibilities nursery to P3, transition nursery to P1, curriculum development responsibility, Support for Learning co-ordinator, Assessment and Moderation Support Officer and Member of PTA.



Principal Teacher :

Mrs Nichola Polatajko

(Remit may vary from year to year). Teaching commitment, pastoral care responsibilities P5 to P7, curriculum development responsibilities, Rights Respecting Schools, Transition P7-S1, and student and teacher placement co-ordinator. Member of Parent Council.

Teaching Staff: School

Stage	Class Teacher	No. of Pupils
Primary 1	Miss Siobhan McCormick & Miss Kirsten Grier	20
Primary 2	Miss Annum Saleem	21
Primary 3	Miss Gemma Macbeth & Mrs Karen Hanson	26
Primary 4	Mrs Susan Hendry	21
Primary 5	Miss Laura Wallace	20
Primary 6	Miss Diane McLaughlin	21
Primary 7	Mrs Nichola Polatajko & Mrs Karen Hanson	32
Non Class Contact	Mrs Karen Hanson and Mrs Mary Reid	

Total number of Teaching Staff is 8.89 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 Kirsten Grier/Mrs Linda Provan	30/20
Early Learning Practitioner	Mrs Maureen Cumming	
Early Learning Practitioner	Mrs Ann Mair	
Early Learning Practitioner	Miss Nodira Akhmedjanova	

NON-TEACHING STAFF

Senior Clerical Assistant	Vacancy
Clerical Assistant	Vacancy
Classroom Assistant	Miss Elizabeth Blades
Additional Support Needs Assistant (EY)	Mrs Susan Crawford
Additional Support Needs Assistant	Mrs Carol Magennis
Additional Support Needs Assistant	Mrs Caroline McAdam
Additional Support Needs Assistant	Mrs Gina McGuinness
Janitor	Mr Duncan Ross



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

Catering Manager	Mrs Karen Torley
Catering Assistant	Vacancy
Catering Assistant	Mrs Margaret Thom
Catering Assistant	Mrs Jackie Traynor
Cleaning Supervisor (Temporary)	Mrs Karen Stewart
Cleaner	Mrs Karen Longmuir
Cleaner	Mrs Helena Michalowski

4. SCHOOL YEAR

North Lanarkshire Council Proposed School Holiday Arrangements - Session 2018/2019

January 2019

Pupils return: Monday 7 January 2019

February 2019

Mid-term break: Monday 11 February 2019 and Tuesday 12 February 2019

In Service Day: Wednesday 13 February 2019

March/April 2019

Spring break: Monday 1 April to Friday 12 April 2019 (inclusive)

Good Friday 19 April 2019 and Easter Monday 22 April 2019

May 2019

May day holiday: Monday 6 May 2019

In-Service day: 7 May 2019

Mid-term holiday: Friday 24 May 2019 and Monday 27 May 2019

June 2019

School closes: Friday 28 June 2019

August 2019

In-service day: Monday 12 August 2019

In-service day: Tuesday 13 August 2019

Pupils return to school: Wednesday 14 August 2019

September 2019

September weekend holidays: Friday 27 September 2019 to Monday 30 September 2019

October 2019

October break: Monday 14 October 2019 to Friday 18 October 2019 (inclusive)

November 2019

In- Service day: Monday 18 Nov 2019



December 2019 - January 2020

Christmas and New Year Holidays: Friday 20 December 2019 - Friday 3 January 2020 (inclusive)
(School closes 2.30 on Thursday 19 December 2019)
(School returns on Monday 6 January 2020)

February 2020

Mid-term break: Monday 10 February 2020 and Tuesday 11 February 2020
In Service Day: Wednesday 12 February 2020

March/April 2020

Spring break: Monday 6 April 2020 to Friday 17 April 2020 (inclusive)
Good Friday 10 April 2020 and Easter Monday 13 April 2020

May 2020

May day holiday: Monday 4 May 2020
In-Service day: 5 May 2020
May weekend holiday: Friday 22 May 2020 and Monday 25 May 2020

June 2020

School closes: Wednesday 24 June 2020

5. TRANSFER/ENROLMENT

Classes for children who attain the age of 5 years between 01 March 2019 and 29 February 2020 will be formed in August 2019. Enrolment takes place in January 2019. 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/carers 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/carers 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.

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



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

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

7. 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.

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 Literacy 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 we have members of staff who are fully qualified to teach French and/or Spanish. All pupils are taught French and P6 and P7 are also taught Spanish as part of a national programme for the teaching of a modern European foreign language. 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 agility 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.

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 and attributes that will help them understand it, foster care for their environment as well as develop skills for learning, life and work.

These areas may be studied through interdisciplinary work (IDL). Children are consulted and involved in planning IDL contexts and are given choices on what they learn. 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, Natural Disasters, Scotland, Space and Global Goals.

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/active panels 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 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 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/carers to withdraw their children from instruction in religious subjects. Any such child will not be placed at a disadvantage. Parents/carers who wish to exercise this right should contact the Head Teacher.

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

Pupil Voice

At New Monkland Primary and Nursery, we encourage and promote Pupil Voice. All children are given the opportunity to join a committees which vary depending on school priorities. Each takes forward a different focus, contributing to wider school achievement and school improvement.

Rights Respecting Schools Committee – Staff lead - Mrs Nichola Polatajko

We have achieved RRS bronze status and are currently working towards silver. A committee of pupils, staff and parents/carers was established last year to take forward and lead aspects of RRS. This included working collaboratively with JRSO for safer walks to school and renewing and updating our whole school reward system.

JRSO (Junior Road Safety Officer) – Staff lead - Miss Elizabeth 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 – Staff lead - Mrs Hendry (HT)

We have 4 houses at New Monkland Primary School. 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 a range of assessment practices and approaches 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

Learning intentions and success criteria are 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/carers 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.

8. ADDITIONAL SUPPORT NEEDS

New Monkland Primary complies with 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 Education, Youth and Communities 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, i.e. children who are cared for directly or whose care is supervised by the local authority, are deemed to have Additional Support Needs unless assessment determines otherwise.

Parents/carers and young people can request an assessment at any time to establish whether a child or young person has additional needs and/or requires a Co-ordinated Support Plan.

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



Planning

Getting it Right for Me Plans (GIRFMe) 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/carers 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/carers 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/carers, free of charge. The Independent Adjudicator will make recommendations to the Education Authority about how the dispute should be resolved.

The **Additional Support Needs Tribunal** has been set up to hear appeals made by parents/carers or young people on the decisions made by the Education Authority relating to Co-ordinated Support Plans, 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.

9. 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/carers are kept informed of each year's priorities and the Improvement Plan is available from the school office.

After consultation and self-evaluation throughout 2017-2018 with staff, pupils and parents/carers, our Improvement Priorities for session 2018/19 are:

1. Improve assessment and moderation processes for school, cluster and authority level to raise attainment in writing.
2. Further promote and engage in partnership working through parental engagement and family learning.



3. To review progression pathway in Expressive Arts to ensure coherence and skills development for all learners. Or To review progression pathway in Food and Health to ensure coherence and skills development for all learners.

(Priority 3 is subject to work being carried out in the school in relation to a Cooking Kitchen. Timescales have been approved to date, but an additional priority has been included in case work is delayed.)

10. HOMEWORK

Our homework policy was developed in partnership with pupils and parents/carers and we hope that, by having adopted an agreed co-operative approach to homework, parents/carers, 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. It also gives suggestions as to how parents/carers can help their child. This is issued to our Primary 1 intake each year. Older pupils are provided with homework folders to encourage them to plan and organise time spent on homework topics.

11. 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.

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

13. 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, dance and badminton.



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 5, 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, wider achievement, personal and social development, etc.

14. FREEDOM OF INFORMATION

The 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.

15. 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.

Privacy statement for enrolment of pupils in a North Lanarkshire school

What is this statement?

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

Who are we?

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

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

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

Legal basis for using your information

We provide this service as part of our statutory function as your Local Authority. Processing your personal information is necessary for the performance of a task carried out in the public interest by the Council. If the



information we have asked for is not provided, then we will not be able to provide this service to your child or young person.

Your personal information

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

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

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

How will we use this information?

Your personal information will be used:

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

Who do we share information with?

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

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

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



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

How long do we keep your information for?

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

Your rights under data protection laws

You can:

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

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

The Council's Data Protection Officer

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

Data Protection Officer (DPO)

Civic Centre,
Windmillhill Street,
Motherwell ML1 1AB

or by email to AITeam@northlan.gov.uk

The Information Commissioner

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

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



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, SGEP, 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>.



16. 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.

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/carers 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.

17. SCHOOL DISCIPLINE

The need for school rules is recognised and these have been established and are constantly reinforced. Positive behaviour is expected, encouraged and recognised. Children need to have a clear understanding of what is expected of them. At the beginning of each school session and at appropriate points throughout the year, the teacher involves the children in a discussion of the Children's Rights. This is clearly linked to our work on Rights Respecting Schools and are displayed prominently in every class.

A variety of reward systems are in place in individual classes, e.g stickers, points, raffle tickets. Across the school we operate a token system. Tokens are distributed by all members of staff in recognition of positive behaviour and respecting others' rights.

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

Fun Time

Fun Time takes place on a Friday afternoon and lasts for 30 minutes. Children select an activity they would like to take part in e.g. art & craft, chill out zone, football. Activities are reviewed and changed at regular intervals to maintain the children's interest and motivation.

The following procedures are in place for fun time:

- Children earn 5 minutes fun time each day. If they earn 5 minutes each day then they receive a bonus on a Friday to accumulate to 30 minutes.
- 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 then alongside another explanation the child will not have earned their Fun Time.
- No child should lose more than 5 minutes for the one incident. However, for serious incidents then a member of the management team should be contacted and it may result in the child not having earned more or all of their fun time.
- In cases of serious indiscipline a member of the management team should be contacted immediately.
- Children can earn back fun time up to a maximum of 15 minutes, if a special effort has been observed.
- Children who have lost minutes should go with a member of the management team to reflect on their choice.

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/carers to minimise bullying.

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

18. HOME AND SCHOOL LINKS

The school recognises the benefits from open and regular communication between parents/carers and staff. Parents/carers 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. Partnership is of mutual benefit to staff, pupils and parents/carers and fosters an atmosphere of co-operation in the school.

Letters are sent to parents/carers 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. Twitter is one of our main forms of communication and all updates are sent out our feed at: **@newmonklandPS**

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/carers 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/carers are kept informed of forthcoming events by regular newsletters, via the school website and twitter.

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.

19. 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/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 year.

Parents/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 child. In terms of child safety police will be contacted if all attempts to locate the child have been exhausted.

Parents/carers 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/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 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/carers to advise them of this concern and to invite them to the school to discuss the situation. Unexplained absences are investigated and the authority has the power to write to, interview or prosecute parents, or to refer pupils to the Reporter of the Children's Panel, 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.

20. 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 the education authority that parents/carers 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/carers 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	Black plimsolls for indoor use

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.

School uniform can be purchased from:

- School Trends (on-line)
<https://www.schooltrends.co.uk>
- Scotcrest, 62 Clark Street, Airdrie ML6 6DW.
Tel: 01236 768686.
- Tesco (Florence & Fred) on-line
<https://www.tesco.com/ues>

Clothing which is unacceptable in school under any circumstances includes 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/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 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 shops. 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
- Universal Credit
- 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/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 items are likely to be met only where the authority can be shown to have been negligent.

21. 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 £2.00 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/carers may encourage their children to go home for lunch. Parents/carers 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/carers 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/carers are entitled to receive a clothing grant if they are in receipt of any of the following benefits:

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

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

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

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

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

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/carer's responsibility to ensure that their child arrives at the pick-up point in time. It is also the parent's/carer'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.

23. 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 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/carers and Young People have a right under the Additional Support for Learning Act 2009 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.

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/carers may refer their child at other times to the Clinical Medical Officer for examination or advice. Parents/carers 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/carers 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/carers 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/carers is available, the emergency contact given by the parent/carer 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/carers 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

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/carers 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/carers 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 as the professional adviser to 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/carers
- consulting with parents/carers and reporting back to the Parent Forum on matters of interest
- promoting contact between the school, parents/carers, 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/carers 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: Miss Christina Stewart
Secretary: Miss Kirsten Grier
Members: Mrs Vicki Peacock
Miss Helen Mitchell
Mrs Lesley Stevenson
Mrs Jan Wallace
Teacher Member: Mrs Nichola Polatajko (Principal Teacher) and Mrs Marie-Claire Hendry (HT)
Clerk: This position is currently vacant (as at December 2018)

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/carers 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 assistant patrols 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 management team 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/carers 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. 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/carers 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**

**Telephone: 01236 757675
Fax: 01236 607034**



Part B: Nursery Information

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Section 1

NURSERY AIMS

Visions and Aims of New Monkland Nursery Class

Our Vision:

At New Monkland Primary and Nursery we are committed to provide the highest quality learning experiences for all our children in a fun, happy, meaningful and inclusive environment. We are ambitious, innovative and committed to support and lead our children in partnership with parents/carers and the wider community to realise and achieve their full, individual potential. We work together as a team to set challenging and aspirational goals, to achieve excellence and celebrate success throughout the whole school community.

Our Values:

- Respect for self, others and property
- Empathy and tolerance
- Pride in our self and our nursery
- Honesty

At 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/carers, school and community.

Non denominational policy of the nursery

The nursery is non-denominational. We respect and welcome children and parents/carers 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/newmonklandps/>

TWITTER: @newmonklandps

PRESENT ROLL: 30/20

NURSERY STAFF

Head of Establishment	Mrs M C Hendry
Depute Head Teacher (Acting)	Mrs M Reid
Principal Teacher	Mrs N Polatajko
Class Teacher	Miss K Grier/Mrs L Provan
Early Learning Practitioner	Mrs Maureen Cumming
Early Learning Practitioner	Mrs Ann Mair
Early Learning Practitioner	Miss Nodira Akhmedjanova
Senior Clerical Assistant	vacancy
Clerical Assistant	vacancy
Classroom Assistant	Miss Elizabeth Blades
Additional Support Needs Assistant (EY)	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.

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/carers 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/carers will be informed by letter (in early May each year) 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.

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.

Children are expected to attend during the sessions as arranged with parents/carers.

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 which are available for purchase from the list of suppliers on pages 24 and 25, section 20, Clothing and Uniform . 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/carers. 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, the nursery or office should be informed **on the first day of absence**. Please note if your child is absent and we have not been informed as to the reason, 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. On collection of your child, please ensure they remain close to you and leave by your side.

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 to limited space, there are no car parking facilities for parents. Parking is available at Condorrat Road and Raebog Road.



Insurance

Sometimes children like to bring something special or new to nursery for their friends to see. However, parents/carers 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/carer. 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/carers 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 for more than 4 hours per day, he/she may now, or in the future, be entitled to a free meal. Parents/carers 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/carers during nursery sessions. However, parents/carers 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/carers 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/carers 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/carers 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.



USEFUL ADDRESSES

Education and Families
Municipal Buildings
Kildonan Street
Coatbridge
ML5 3BT
Tel: 01236 812222

Chief Executive Area Office
Willowbank House
37 Alexander Street
Airdrie
Tel: 01236 763322

Airdrie Community CLD Locality Office
Chapelside Community Centre
Waddell Street
Airdrie ML6 6DL
Tel: 01236 638538

Continuous Improvement Officers:
Mrs Jackie Ballantyne
Mrs Jackie Cahill

Additional Support Manager:
*Karen Clarkson
Support Service Base – Central Locality
c/o IT Technical Service
Caldervale High School
Towers Road
Airdrie
ML6 8PG
Tel: 01236 632844

North Lanarkshire Councillors

Mr Alan Beveridge
Members Services
Civic Centre
Motherwell
ML1 1TW
Tel: 01698 302311/302500

Miss Sophia Coyle
Members Services
Civic Centre
Motherwell
ML1 1TW
Tel: 01698 302311/302500

Mr David Cullen
Members Services
Civic Centre
Motherwell
ML1 1TW
Tel: 01698 302311/302500

Mr Tommy Morgan
Members Services
Civic Centre
Motherwell
ML1 1TW
Tel: 01698 302311/302500

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

*Karen Clarkson 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.

0345 123 2303

info@enquire.org.uk

www.enquire.org.uk for parents and practitioners

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

**Resolve**

0131 313 8844

(Independent Adjudicator)

Scottish Independent Advocacy Alliance

Mansfield Traquair Centre

15 Mansfield Place

Edinburgh

EH3 6BB

enquiry@siaa.org.uk

www.siaa.org.uk

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

Helpline: 0141 302 5860

www.asntscotland.gov.uk

Airdrie Community Health Centre

88 Graham Street

Airdrie

ML6 6DB

01236 772200

Airdrie Social Work Office

Coats House

Gartlea Road

Airdrie

ML6 9JA

01236 757000

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