



## New Monkland Primary School & Nursery Class

# Handbook 2020 - 2021



Honesty

Kindness

Positivity

Respect

Fairness

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

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



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## 1. NORTH LANARKSHIRE

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### NLC SERVICE MOTTO AND PLEDGE

North Lanarkshire Council Education and Families learning pledge is: **WE ASPIRE**  
**ARTICULATE, SENSITIVE, PROACTIVE, INSPIRATIONAL, REALISTIC, EVALUATE**

At New Monkland Primary we pledge to do this by:

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

#### **Welcome/Introduction – Mrs Mary Reid (Head Teacher – Acting)**

Welcome to New Monkland Primary School and Nursery. We are delighted that you are considering our school for your child's education. This handbook is written for all parents of children at New Monkland Primary School and for those who are about to start. It contains information about the school itself and the varied aspects of primary education. We hope you will find it both useful and informative.

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 are easily reached on foot from both areas. New Monkland Primary School also has a Nursery Class that provides pre-5 education for 3 and 4 year olds.

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.

We aim to work in partnership with parents and we actively encourage you to take a positive role in the education of your child. With your support we can work together to make sure your child gets the very best education available. It is our aim to ensure that all children in our school gets to be the very best that they can be.

On behalf of all the staff, pupils, parents/carers, I would like to wish you and your child a long and happy association with our school and we look forward to working with you throughout the years and welcoming you all to our school community. We will all do our best to make sure that you and your child enjoy being part of our school family throughout the years.

Yours Sincerely

**Mrs Mary Reid – Head Teacher (Acting)**

## **Our Vision**

At New Monkland Primary School and Nursery; we are committed to providing the highest quality learning experiences for all our children by providing a fun, happy, meaningful and inclusive environment. We are ambitious, innovative and committed to supporting and leading all our children in partnership with parents and the wider community so that they can realise and achieve their full, individual potential. We work effectively together as a team to set challenging and aspirational goals, where everyone is given opportunities to achieve excellence and celebrate success.

## **Our values**

- Respect
- Honesty
- Kindness
- Fairness
- Positivity

## **We aim to**

- Continually improve the quality of learning and teaching experiences by being innovative, reflective and looking forward,
- Seek new opportunities to inspire and motivate our children in their learning so that they can continually develop their skills and knowledge,
- Promote inclusion by welcoming, valuing and supporting a range of individual needs including diversity and fostering tolerance and understanding of the beliefs and cultures of others,
- Work collaboratively with parents/carers, pupils and the wider community to help prepare all our children for the world of work.

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## 2. SCHOOL INFORMATION

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### **New Monkland Primary School and Nursery Class**

**Address:** Raebog Road  
Glenmavis  
AIRDRIE  
ML6 0NW

**Telephone:** 01236 794883

**Email:** [office@newmonkland.n-lanark.sch.uk](mailto:office@newmonkland.n-lanark.sch.uk)

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

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

The school and nursery class are non-denominational with co-educational status.

Stages taught are from nursery to primary seven.

School Planning Capacity	241
School Working Capacity	241

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.

Current School Roll	157
Current Nursery Roll	36

It is sometimes necessary to form composite classes. Composite classes are generally smaller in size with never more than 25 children in them. P1 classes are restricted to a maximum of 25 children. The maximum number of pupils in P2 & P3 is 30 and the maximum number in P4 to P7 is 33.

### **Letting Procedures**

It is the Authority's policy that school accommodation be made available, as far as possible, out-with 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 Mrs Mary Reid - Head Teacher (Acting).

### **Associated Secondary School**

Airdrie Academy is the Secondary School associated with New Monkland Primary School and we pride ourselves in the strong liaison procedures which 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 632161

**e-mail:** [school\\_office@airdrie.n-lanark.sch.uk](mailto:school_office@airdrie.n-lanark.sch.uk)

**Head Teacher:** Mr Martin Anderson

### **Our Cluster Vision Statement - Standing Together We Are Great**

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

We work collaboratively to provide the best opportunities and outcomes for all 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 and develop the necessary 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.

### **Parent Partnership Group**

The school has an active Parent Partnership Group. They meet on the first Thursday of every month in the school and they support a wide range of extra-curricular activities and the purchase of resources which enhance learning and teaching.

Our partnership chairperson/s can be contacted by email or telephone, please contact the school office for details. Information in relation to our Parent Partnership Group can also be accessed through the school website <https://blogs.glowscotland.org.uk/nl/newmonklandps/>

Our Parent Partnership Group 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 all the children in the school and nursery. Our group works very hard and all children across the school/nursery community benefit from its many fund-raising and social activities.

### **Provision of Gaelic Education**

The school and nursery **do not** provide teaching by means of Gaelic language.

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### 3. STAFF INFORMATION

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**Head Teacher (Acting):**

**Mrs Mary Reid**

Overall responsibility for the administration, running and management of the school.

Establish, sustain and enhance the culture of self-evaluation for school improvement;

Develop staff capability, capacity and leadership to support the culture and practice of learning;

Ensure consistent high-quality teaching and learning for all learners;

Build and sustain partnerships with learners, families and relevant partners to meet the identified needs of all learners;

Allocate resources effectively in line with identified strategic and operational priorities. Across all these areas, Head Teachers contribute to leadership for improvement at school and system level.

**Principal Teacher:**

**Mrs Nichola Polatajko**

Remit may vary from year to year.

Teaching commitment, pastoral care responsibilities, developing Rights Respecting School and Developing the Young Workforce.

**Principal Teacher (Acting):**

**Miss Siobhan McCormick**

Remit may vary from year to year.

Teaching commitment, pastoral care responsibilities, and curriculum development for Literacy, to raise attainment, and Health and Wellbeing.

**Principal Teacher (Acting):**

**Miss Annum Saleem**

Remit may vary from year to year.

Teaching commitment, pastoral care responsibilities, and curriculum development for Maths and Numeracy to raise attainment. Responsibility of Assessment and Moderation and working with the Headteacher to provide Learning Support.



## Teaching Staff: School

Stage	Class Teacher	No. of Pupils
Primary 1a	Miss Annum Saleem	14
Primary 1b	Mrs Nichola Polatajko & Mrs Kelly Callaghan (Supply Teacher)	14
Primary 2	Miss Siobhan McCormick & Mrs Kelly Callaghan (Supply Teacher)	19
Primary 3	Miss Sinead Agnew (Probationer) & Mrs Fiona Gillooly (Supply Teacher)	22
Primary 4	Mrs Susan Hendry	25
Primary 5	Miss Christie Lamb (Probationer) & Miss McCormick	21
Primary 6	Miss Nicole McCallum (Probationer) & Mrs Nichola Polatajko	20
Primary 7	Miss Laura Wallace	20
Non-Class Contact	Mrs Julie Hughes (Supply Teacher)	

Number of Teaching Staff – 8.03 (FTE)

## Staff - Nursery

Nursery	
Nursery Teacher	Miss Kirsten Grier
Early Learning Practitioner	Mrs Maureen Cumming
Early Learning Practitioner	Mrs Catriona Fergus
Early Learning Practitioner	Mrs Ann Mair
Early Learning Practitioner	Miss Nodira Akhmedjanova
Additional Support Needs Assistant	Miss Lucy Smith

## Non-Teaching Staff

Senior Clerical Assistant	Vacancy
Clerical Assistant	Mrs Mairiclaire Russell
Classroom Assistant	Miss Elizabeth Blades
Additional Support Needs Assistant	Mrs Carol Magennis
Facility Officer	Mr Duncan Ross

Catering Manager	Mrs Karen Torley
Catering Assistant	Mrs Sandra McFarlane
Catering Assistant	Mrs Jackie Traynor
Cleaning Supervisor (Temporary)	Mrs Karen Stewart

Cleaner	Mrs Karen Longmuir
Cleaner	Mrs Helena Michalowski

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## 4. SCHOOL HOURS

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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	

Primary 1 pupils will attend full-time from the first day of the school session in August 2020. A breakfast club is served each morning Monday to Friday from 8.15am-8.45am, one of our (P2) parents Mrs Henderson is our breakfast club assistant. Details of costs can be found on the school website. Please remember that Primary 1, 2 and 3 children do not pay for this service; it is free for these stages.

Please contact the school for information regarding out of hours school care. We currently have two registered childminding services in the village.

**Arrangements for the pattern of the nursery day following the implementation of 1140 hours as of August 2020 will be 9am – 3pm.**

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## 5. THE SCHOOL YEAR

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North Lanarkshire Council  
Proposed School Holiday Arrangements - Session 2020/2021

### January 2020

Christmas and New Year Holidays: Friday 20 December 2019 - Friday 3 January 2020 (inclusive)

### February 2020

Mid-term break: Monday 10 February 2020 and Tuesday 11 February 2020

In-service Day: Wednesday 12 February 2020

In-service Day: Thursday 13 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: Friday 8 May 2020

In-Service day: 11 May 2020

May weekend holiday: Friday 22 May 2020 and Monday 25 May 2020

### June 2020

School closes: Wednesday 24 June 2020

### August 2020

In-service day: Tuesday 11 August 2020

In-service day: Wednesday 12 August 2020

Pupils return to school: Thursday 13 August 2020

### September 2020

September weekend holidays: Friday 25 September 2020 to Monday 28 September 2020

### October 2020

October break: Monday 12 October 2020 to Friday 16 October 2020 (inclusive)

### **November 2020**

In-service day: Monday 16 Nov 2020

### **December 2020 - January 2021**

Christmas and New Year Holidays: Wednesday 23 December 2020 - Tuesday 5 January 2021 (inclusive)

### **February 2021**

Mid-term break: Monday 8 February 2021 and Tuesday 9 February 2021

In-service Day: Wednesday 10 February 2021

### **April 2021**

Thursday 1 April 2021 and re-open on Monday 19 April 2021

(Good Friday 2 April 2021 and Easter Monday 5 April 2021)

### **May 2021**

May Day holiday: Monday 3 May 2021

In-service day: Thursday 6 May 2021

May weekend holiday: Friday 28 May 2021 and Monday 31 May 2021

### **June 2021**

School closes: Thursday 24 June 2021

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## 6. TRANSFER/ENROLMENT

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Classes for children who attain the age of 5 years between 01 March 2020 and 29 February 2021 will be formed in August 2020. Enrolment takes place in January 2020. The dates and times for enrolment will be published in the local press, local shops, New Monkland School website/twitter and Parish Church Hall. Documentation required for enrolment includes your child's birth certificate and current year council tax statement.

Parents/carers of children eligible to begin nursery education should complete the application form, available from <https://www.northlanarkshire.gov.uk/index.aspx?articleid=1543> and return it to the school. This should be accompanied by the 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 will be arranged to help smooth the transition process for your child.

For further information on transition please type in the link below to read recently published Scottish Children and Families Transition Statement.

<https://www.childminding.org/Media/Docs/Common/Scottish%20Children%20and%20Families%20Transitions%20Statement%202019.pdf>

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## 7. EQUAL OPPORTUNITIES

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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 always to promote equal opportunity and social inclusion. 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 group(s) of people and opportunities to promote equality are actively pursued. Our policies have been recently updated and can be found on the school website at

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

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>

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## 8. CURRICULUM FOR EXCELLENCE

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

### **What is Curriculum for Excellence?**

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

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

- Successful learner,
- Confident individual
- Responsible Citizen
- Effective contributor

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

Curriculum for Excellence is underpinned by the values inscribed on the mace of the Scottish Parliament – WISDOM – JUSTICE – COMPASSION - INTEGRITY.

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

Curriculum for Excellence is defined as:

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

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

These contexts are:

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

### **What is Curriculum for Excellence levels?**

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

- Early level pre-school to P1
- First level to the end of P4
- Second level to the end of P7
- Third and fourth levels S1 to S3



- Senior phase S4 to S6 and other forms of study

### **What is the Broad General Education?**

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

### **Curriculum Areas and subjects**

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

The 8 curricular areas are:

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

### **The Senior Phase**

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

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

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

### **Personal Support/Career Planning**

From 3-18 years, learners are supported to achieve their full potential and, as they progress through the broad general education into senior phase, they plan and prepare for further learning, training or employment. All schools and nurseries in North Lanarkshire are working hard to raise standards so that children and young people will develop all the skills necessary to continue to be successful when leaving school and entering the world of higher education, training or work. As part of developing skills for learning, life and work, young people will be offered careers information advice and guidance to ensure they leave school and enter a positive post-school destination of higher education, further education, pre-employment training, employment (including modern apprenticeships), activity agreement or volunteering.

## **Assessment and Reporting**

Assessment is an important part of the Curriculum for Excellence and, at all levels, pupils' progress is closely monitored by teachers and staff.

In turn, teachers and staff work with pupils to reflect on their results, looking at their strengths and learning needs, agreeing next steps and action based on these. As they progress, pupils become more involved in this process, as they develop the skills to make effective judgments on their own learning, developing personal expertise that will be important to them throughout life. Assessment also helps teachers plan learning experiences which are motivating and challenging. Children who have additional support needs will be assessed using methods best suited to their individual requirements.

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. Across the school and nursery, staff use a variety of ways to assess children's learning taking account of national and local advice and guidance. From this staff will then be able to make well informed professional judgements about the achievement of a curricular level. At New Monkland Primary School and Nursery, we have 2 parent/carers evenings a year. In the school your child will bring home a snapshot jotter each term for you to share in their learning at home. In nursery the children will bring home their profiles for you to also share in their learning journey. At the end of each academic session you will also receive a written pupil progress report. Your child's progress will also be reported to you regularly and informally throughout the year so that you know how well your child is doing or if your child requires support at any stage of their learning and development.

Each year our school/nursery 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 the best high-quality education. To find out more about the recent refresh of the Curriculum for Excellence use this link to access:

<https://scotlandscurriculum.scot/>

When we are teaching about sensitive aspects of learning, e.g. relationships, sexual health, parenthood and drug awareness all parents/carers will be notified of all details, e.g. when and what is being taught so that you can support your child with their learning at home.

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## 9. ADDITIONAL SUPPORT NEEDS

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

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 and Families staged intervention process:

**LEVEL 1 (UNIVERSAL SUPPORT)** – 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 nursery setting.

**LEVEL 2 (ADDITIONAL SUPPORT)** – 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 3 (INTENSIVE SUPPORT)** – 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 out-with education such as health, social work and/or voluntary services and these support needs are likely to last for more than one year.

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 or 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.

Where there is a child/ren with English as an additional language the appropriate provision will be put in place following the level 1 stage of intervention.

Looked After Children (LAC), i.e. children who are cared for directly or whose care is supervised by the local authority, are deemed to have Additional Support Needs unless assessment determines otherwise. The designated staff member for LAC children is Mrs Mary Reid (Head Teacher – Acting).

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 CSP.

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

### **Getting it Right for Me Plans**

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

Where more intensive support for a child or young person needs to be planned for, usually when several agencies are involved in supporting their wellbeing then a Child's Plan may be developed. The plan will tell you what actions need to be taken and who will help with each action. It will usually be someone called a 'Lead Professional' who will have the job of making sure that the actions outlined in the plan take place and things get better for the child or young person.

### **Dispute Resolution**

North Lanarkshire Council is committed to resolving any differences of views through discussion, dialogue and building on common ground. If the matter cannot be resolved with the Education Authority you have the right to request mediation. An independent mediation service is available to parents/carers and young people through Resolve (see contact details at the back of this handbook). Mediation is free through Resolve and independent of the Education Authority.

In the event 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.

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## 10. SCHOOL IMPROVEMENT PLAN

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

After consultation and self-evaluation throughout 2019 with staff, pupils and parents/carers, our proposed Improvement Priorities for session 2020/21 are:

Priority 1

To continue to raise attainment in Literacy and Maths through the assessment of children's progress.

Priority 2

To continue to improve parental engagement by providing opportunities to work together especially in the areas of: Health and Wellbeing and Developing the Young Workforce.

Priority 3

To review our Health and Wellbeing assessments so that we can support all our children effectively across the school and nursery.

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## 11. HOMEWORK

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Our homework policy was developed in partnership with pupils, parents/carers and staff 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 all children.

In addition to the termly homework activities, children should read their class book each night or when designated pages/chapters are required to be read, as this supports the learning taking place within class. It is important that children bring their class book/novel to school with them each day, as these books are required for in class activities.

After a lengthy consultation our homework across the school has been updated. Through termly homework children and families can take part in various activities to help support and promote skills for life. Our twitter feed gets lots of traction regarding termly homework as children and families enjoy the freedom it provides them. We have received very positive feedback with slight adaptations which we will endeavour to achieve.

If, however, you do require weekly homework then please speak with your child's class teacher and this will also be provided. As in all aspects of our school life we rely heavily on the support of parents. Parental co-operation is a vital element in ensuring our pupils can achieve to their full potential.

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## 12. SCHOOL ETHOS

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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. All our members of staff are extremely conscientious and committed to raising pupil attainment and achievement.

Staff are committed to working closely with parents/carers, local clergy and the wider community to create a motivating, respectful learning environment, that allows all children to benefit from challenge and enjoyment in their learning, experience success and achieve their full potential. We are committed to providing all pupils with opportunities for high achievement. We do this by providing children with carefully designed progressive, programmes of study and learning experiences tailored to suit children's needs, interest and aptitudes. Children are encouraged to explore and develop their skills and talents, grow in confidence and enthusiasm, learn how to accept responsibility and, very importantly, strive to reach their full potential.

Together with parents and our local Church, we prepare our children to take part in a variety of celebrations throughout the school year. We have very strong links with New Monkland Church and Rev. Bill Jackson regularly attends school to lead and support the children and staff in worship. Children also frequently visit the church to pray with the community. Pupils are encouraged to participate in a range of extra-curricular activities, community events and competitions to showcase their many skills and talents. Staff recognise children's achievements out-with school and pupils are encouraged to take on leadership roles within the school and nursery. We have an excellent record in supporting national and local charities and have strong links our business partners St. Andrew's Hospice and the Sick Kids Hospital.

As a Silver awarded Rights Respecting School, the foundations of our ethos stems from the United Nations Convention on the Rights of the Child (UNCRC). We use the articles from the Convention to guide our thinking and actions, where it is our expectation that everyone in our school community will be kind and respectful. We work together to provide our children with a successful learning journey, and we strive to focus on giving our pupils the skills that they need to be Ready, Respectful and Safe to allow them to become lifelong, independent learners (Paul Dix 2017).

As a school and nursery; we recognise the importance of putting the UNCRC at the heart of our school's practice to improve wellbeing and to help all children realise their full potential.

### ***What a Rights Respecting School looks like to me.....***

*"Believing in myself"*

*"Everyone getting the same chances as each other"*

*"Being able to share what we think and our ideas"*

*"We all get the same opportunities to learn and have friends"*

*"Getting to take part even though you aren't the best at it"*

*"Treating everyone the same"*

*“Fairness”*

*“Getting to take part in group discussions”*

*“Our school makes us think positively about ourselves”*

**These are just some of the views that our children recorded in their Pupil Voice Groups in September 2019.**



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### 13. SPIRITUAL, SOCIAL, MORAL & CULTURAL VALUES

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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, e.g. Christianity and Judaism follow National Guidelines on Religious and Moral Education. Our school has a balanced programme of study which follow National Guidelines on Religious and Moral education. Within Christianity, stories from the Bible, Key Festivals, Important People and the qualities to be a good citizen are taught. We explore a variety of World Religions, learning about festivals, customs, key religious figures etc. Classes also participate in Bible Alive lessons at various points in the school year.

As part of our Rights Respecting Schools ethos, we fully support Article 14 & 30 from the UNCRC, where children have the right to practice and explore their own and other's religions and cultural practices.

Our school encourages children to be aware of others less fortunate than themselves and we often take part in charity activities such as donating to St. Andrew's Hospice, Airdrie Foodbank etc., as we feel these are important steps to becoming a caring individual and responsible Global Citizens.

School assemblies play an important part in our school life, where we have visiting presenters delivering regularly, for example, Bible Alive sessions and other religious related presentations and stories. We meet on a weekly basis and all classes participate.

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.

Assemblies include an act of worship and are conducted by Valerie Sim and Graeme Paterson. The School Chaplain conducts our Christmas, Easter and Summer Services.

**School Chaplain - Rev. Bill Jackson**

New Monkland Parish Church  
newmonkgreengair@aol.com

**Valerie Sim**

Local Schools Worker for Airdrie and Coatbridge with Scripture Union Scotland 01236 842162  
[Valerie.sim@suscotland.org.uk](mailto:Valerie.sim@suscotland.org.uk)

**Graeme Paterson**

Local Schools Worker for Airdrie  
[gjpaterson@btinternet.com](mailto:gjpaterson@btinternet.com)

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## 14. EXTRA-CURRICULAR ACTIVITIES

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Out of school activities are encouraged as a means of further enriching the life of the school. Activities on offer depend on the expertise and availability of staff and activities will vary from year to year. Our after-school clubs offer pupils the opportunity to experience/gain expertise in activities such as athletics, bikeability, fitness, football and STEM. We strive to offer our children a wide variety of after school experiences, as we aim to develop all our pupil's talents and abilities (Article 29 UNCRC).

At New Monkland Primary we recognise the value of this and therefore offer our pupils' learning opportunities outwith school. Pupils in Primary 5, Primary 6 and Primary 7 who receive brass/chanter 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 involves parental helpers. These outings vary from community walks, accessing local community resources, forest school sessions etc. We recognise the importance of taking learning outside our school gates and allowing our children the opportunity to learn and thrive in a variety of different environments, which are meaningful and relevant to them. Educational visits to locations beyond our local area also take place are encouraged. These would relate to learning taking place within class and will vary from year to year depending on the chosen topics of study.

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 and personal and social development.

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## 15. FREEDOM OF INFORMATION

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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 timescale 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.

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## 16. DATA PROTECTION

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### General Data Protection Regulations (GDPR) Statement for Education

#### What is this statement?

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

#### Who are we?

North Lanarkshire Council is a Local Authority established under the Local Government etc. (Scotland) Act 1994. Education, and Families is 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 uses the national IT system, SEEMiS, to store personal information electronically. We ask parents/carers during registration and enrolment to provide us with their child's name, date of birth, gender, address, family contact details (phone/email). We will also ask you to update this information annually.

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

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

During a child's journey through education a pupil's record is kept, this core record is mainly paper based and is stored securely in the child or young person's establishment. If the establishment has requested assistance

from educational staff outwith the nursery or school, key staff from these services may also store information securely about your child or young person.

### **How will we use this information?**

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

### **Who do we share information with?**

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

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

When a child or young person moves or transfers to another school the Council has an obligation to pass on information with regards to pupil records to the new school. Only identified staff and those who require having 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 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 GDPR**

You can:

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

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.

<b>The Council’s Data Protection Officer</b>
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 <a href="mailto:AITeam@northlan.gov.uk">AITeam@northlan.gov.uk</a>

<b>The Information Commissioner</b>
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 <a href="mailto:casework@ico.org.uk">casework@ico.org.uk</a>

## **Transferring Educational Data about Pupils**

Education authorities and the Scottish Government.

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

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

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

### **Why do we need your data?**

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

- Plan and deliver better policies for the benefit of all pupils
- Plan and deliver better policies for the benefit of specific groups of pupils
- Better understand some of the factors that influence pupil attainment and achievement
- Target resources better

### **Your GDPR rights**

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the GDPR. We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. GDPR gives you the right to know how we will use your data. This message can give only a brief description of how we use data. Fuller details of the uses of pupil data can be found on the ScotXed website ([www.scotxed.net](http://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 academic institutions to carry out research and statistical analysis. In addition, we will provide our partners with information they need in order to fulfil their official responsibilities. Any sharing of data will be done under the strict control and prior agreement of the Data Access Panel in SGEP, which will ensure that no subject specific data will be made public as a result of the data sharing and that such data will not be used to take any actions in respect of an individual.

Further details are available on:

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

### **Any Concerns**

If you have any concerns about the ScotXed data collections you can email

[school.stats@scotland.gsi.gov.uk](mailto:school.stats@scotland.gsi.gov.uk) or write to:

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

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

**Want more information?**

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



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## 17. CHILD PROTECTION

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Every adult in Scotland has a role in ensuring all our children and young people are safe and protected from harm, always and in all situations. The Head Teacher is responsible for the school's actions in response to Child Protection concerns. If there are any Child Protection concerns the Head Teacher or the Child Protection Co-ordinator will follow North Lanarkshire Child Protection Procedures and Guidelines

Child Protection Co-ordinator: Mrs Mary Reid (Head Teacher – Acting)  
Telephone Number: 01236 794883

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## 18. ADULT PROTECTION

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

Adult Protection Co-ordinator: Mrs Mary Reid

Telephone Number: 01236 794883

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## 19. SCHOOL DISCIPLINE

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The need for school rules is recognised and these have been established and are regularly 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 creating Class Charters, where they use the United Nations Conventions on the Rights of the Child (UNCRC) to devise a collection articles which will be used to influence everyone's thoughts, words and actions. These Charters are displayed prominently in each class and are referred to regularly and are used to support conversations when behaviour is not meeting the school expectations.

**As a Rights Respecting School, we all have a role to play in achieving positive behaviour:**

**Rights Holder's/Children's Responsibilities are:**

- To adopt the principles of the UNCRC in their everyday words and actions
- To uphold and respect the rights of peer's and staff
- To create a class charter with their teacher
- To uphold the articles within the charters
- To carry out the actions related to class charters

**Duty Bearer's/Staff Responsibilities are:**

- To be an excellent role model by adopting the principles of the UNCRC in their everyday words and actions
- To uphold and respect the rights of pupils, staff and parents/carers
- To create a class charter with their pupils
- To support children in upholding the articles within the charters
- To carry out the Duty Bearer's actions related to class charters

**Duty Bearer's/The Parent/Carer Responsibilities are:**

- To support staff and their child in adopting the principles of the UNCRC
- To ensure that their child/children learn to exercise their rights and to ensure that the rights of the child are protected
- To respect the rights of all staff members
- To support the school in the implementation of this policy

A variety of reward systems are in place in individual classes, e.g. stickers, points, raffle tickets etc. to promote positive behaviour within class. 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. Double point tokens are given out from the Headteacher.

However, should a child's behaviour give cause for concern parents/carers will be 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 Friday**

Fun Time Friday takes place on a Friday afternoon and lasts for 30 minutes in line with Article 31 from the UNCRC, "...the right to rest and play..." Children select an activity they would like to take part in e.g. Art & Crafts, Chill Out Zone and Football. Activities are reviewed and changed at regular times throughout the year 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, using the language from the UNCRC and Class Charters, 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 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 always granted.

**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.

**Supervision during Non-Class Times**

An adult presence is provided in playgrounds at break times in terms of the Schools (Safety and Supervision of Pupils) (Scotland) Regulations 1990. During inclement weather the children will remain in the school building and be supervised by non-teaching staff and the senior management team.

**Security**

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

Pupils are reminded of security procedures 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.

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## 20. HOME AND SCHOOL LINKS

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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. When Parents/Carers wish to speak with a member of staff concerning their child, the school office will be happy to respond to your enquiry or concern and make arrangements for you to speak with the desired staff member. Do not hesitate to contact the school with any concern. For more serious concerns, you can contact the Head Teacher and if she is unavailable, the Principal Teachers may be able to help. The Head Teacher can only help if she knows there is a problem - we are all here to help!

Parental support and participation are 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.

Parent consultations are held in school twice a year. Staff and parents regard these meetings as an important part of the pupils' progress and highlights the partnership which exists between home and school. Details of interviews or parents' meetings are sent out in advance at the beginning of each session and in our regular newsletters, with more detailed information following nearer to the dates.

From April to May children enrolled for the new session in August are invited to school to take part in transition events. The children have the opportunity to familiarise themselves with the school environment and get to know the staff and other pupils in a friendly and informal atmosphere. The Head Teacher spends time talking to parents about the school curriculum and, in fact, all aspects of New Monkland Primary School. It is hoped that this is a continuation of a partnership between parents, children and school and will grow and develop over the years, based on mutual trust and respect.

The support, encouragement and involvement of parents and carers are essential for the continued success of the pupils of New Monkland Primary School and Nursery. Every effort is made in our school to ensure effective communication between home and school and we are always welcome to new ideas on how to do this. Letters are sent to parents/carers on a regular basis along with our monthly newsletter, which can all be found on the parent area of our school website <https://blogs.glowscotland.org.uk/nl/newmonklandps/> This allows the school community to be kept updated with what's happening at school and nursery. Twitter is one of our main forms of communication and all updates are tweeted to @newmonklandps.

All school and nursery policies can be found on our website at:

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

All council policies can be found at:

<http://mynl.co.uk/a-to-z/>

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## 21. ATTENDANCE AT SCHOOL

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Section 30 of the 1980 Education Act places a duty on every parent/carer of a child of 'school age' to ensure that their child attends school regularly. Attendance must be recorded twice a day, morning and Afternoon. Regulation 7 of The Education (School and Placing Information) (Scotland) Amendment, Etc., Regulations 1993 requires each child's absence from school to be recorded in the school register as authorised or unauthorised: As defined by the Scottish Government.

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

a) **Family Holidays During Term Time**

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

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

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

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

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

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

b) **Extended leave with parental consent**

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

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

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

c) **Exceptional Domestic Circumstances**

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

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

It should be emphasised that the school investigates unexplained absence, and that the authority has the power to write to, interview or prosecute parents/carers, or to refer pupils to the Reporter of the Children's Panel, if necessary. In line with school policy 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. This is tracked by the senior management team and letters will be issued on a termly basis if attendance falls below expectations.

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## 22. CLOTHING AND UNIFORM

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

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

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

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

<b>School Tie</b>	<b>Royal Blue Sweatshirt</b>
<b>Black Trousers</b>	<b>Royal Blue Fleece</b>
<b>White Polo Shirt or White Plain Shirt</b>	<b>Royal Blue Blazer</b>
<b>Black Skirt or Black Pinafore Dress</b>	<b>Black Shoes or Black Boots</b>
<b>Blue Tartan Kilted Skirt/Pinafore</b>	<b>Black plimsolls for indoor use</b>

School uniform is always expected to be worn, however on some occasions then this may not be possible, when this happens then a phone call to the school should be suffice.

Parents/carers in receipt of a clothing grant from the Council will be encouraged to purchase items which are in accordance with the school dress code. Approval of any requests for such grants in other circumstances are at the discretion of the Executive Director of Education and Families. Information and application forms may be obtained from any school or First Stop Shop. Parents/carers are entitled to receive a clothing grant if they are in receipt of any of the following benefits: Income Support, Job Seekers Allowance (income based). Employment & Support Allowance (income related), Universal Credit (with an income below £610 per month), housing benefit, council tax reduction.

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



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

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## 23. MEALS

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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 £2.10 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.

### **Special Diet Procedures**

Diets required as a result of a medical condition (a medically prescribed diet, e.g. 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.

For information a vegetarian meal option is offered daily.

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

It is important that the Head Teacher is aware of any medically prescribed diets within the school and on occasion may be asked to attend a meeting.

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

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

### **Other**

Children of parents/carers receiving Income Support, Job Seekers Allowance (income based), and Employment & Support Allowance (income related), Universal Credit (with an income below £610 per month), are entitled to a meal without charge.

All P1 to P3 pupils are entitled to a free meal and free milk. Pupils in P4-P7 who qualify for a free school meal are entitled to free school milk. However, milk will be available for purchase in the school during the lunch period. All nursery pupils are entitled to free milk.

Information and application forms for free school meals may be obtained from schools, first stop shops and Council offices, Kildonan Street, Coatbridge. Application forms can also be downloaded from the council website [www.northlan.gov.uk](http://www.northlan.gov.uk)

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.

Parents/carers are entitled to receive a clothing grant if they are in receipt of any of the following benefits: Income Support, Job Seekers Allowance (income based). Employment & Support Allowance (income related), Universal Credit (income below £610 per month), housing benefit and council tax rebate.

Information and application forms for clothing grants may be obtained from schools, first stop shops and Council offices, Kildonan Street, Coatbridge. Application forms can also be downloaded from the council website [www.northlan.gov.uk](http://www.northlan.gov.uk)

From August 2020, all eligible two-year olds and all children aged from 3 to those not yet attending primary school, that attend a North Lanarkshire Council Nursery or a Funded Provider (childminder or voluntary/private nursery), will be entitled to 1140 hours Early Learning and Childcare provision. Those children attending will receive a free meal as part of the Early Learning and Childcare entitlement. The nursery provides healthy snacks and milk at key times throughout the day and children always have access to fresh water.

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## 24. PLACING REQUESTS

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

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

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

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

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

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

Parents/carers and Young People have a right under the Additional Support for Learning Act 2009 to make a placing request for their child or young person to attend a nursery (including partnership nursery), special school or special class managed by the home authority. In the event of a successful placing request the authority is 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.

For further information on placing requests or to download a placing request form use the link below to access:

<https://www.northlanarkshire.gov.uk/index.aspx?articleid=5605>

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## 25. TRANSPORT

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### **General**

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

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

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

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

### **Pick-up points**

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

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

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

### **Placing Requests**

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

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

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## 26. MEDICAL AND HEALTH CARE

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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 medical requirements of any child and of any change in emergency contact telephone numbers.

The school should be made aware of any 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.

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## **27. INFORMATION IN EMERGENCIES**

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We make every effort to maintain a full educational service, but on some occasions, circumstances arise which lead to disruption. For example, schools may be affected by severe weather, temporary interruption of transport, power failures or difficulties of fuel supply. In such cases we shall do all we can to let you know about the details of closure or re-opening. We shall keep you informed by using letters, notices in local shops and community centres, announcements in local churches and announcements in the press on local radio, on the NLC website and NLC and school twitter.

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## 28. PARENT PARTNERSHIP

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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 and nursery. As a member of the Parent Forum you can expect to:

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

### **Parent Partnership**

As a member of the Parent Forum, you are entitled to put yourself forward for membership of the Parent Partnership. 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 Partnership 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 Partnership as the professional adviser to the Parent Council. These meetings are open to members of the public.

The Parent Partnership's rights and duties include:

- Supporting the work of the school
- Representing the views of parents/carers
- Consulting with parents/carers and reporting back to the Parent Forum on matters of interest
- Promoting contact between the school, parents/carers, pupils, and the wider community
- Fundraising
- Taking part in the selection of senior promoted staff
- Receiving reports from the head teacher and education authority; and
- Receiving an annual budget for administration, training and other expenses
- Improving home school partnership and facilitating parental involvement



Parent Partnership Chair: Mrs Lorraine Ewing  
Vice Chair: Miss Christina Stewart  
Treasurer: Mrs Lynne Shanks  
Secretary: Miss Kirsten Grier  
Members: Mrs Vicki Peacock  
Miss Helen Mitchell  
Mrs Lesley Stevenson  
Mrs Diane McIntyre

PTA (sub-committee) Chair: Mrs Charlene Wood  
Secretary: Miss Kirsten Grier  
Treasurer: Mrs Lynne Shanks

Teaching Staff: Mrs Mary Reid (AHT), Miss Siobhan McCormick (APT) and Miss Annum Saleem (APT)

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

The local councillors for the school may attend all meetings of the Parent Partnership 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 Partnership Meetings are available from the school and on the website and parents/carers are welcome to attend any of the meetings.

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## 29. NAMES AND ADDRESSES

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### 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 Michelle O'Halloran

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>

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### 30. SPECIALIST TERMS

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No specialist terms have been used in this handbook.

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### 31. QUALIFYING STATEMENTS

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

- a) Before the commencement or during the school year in question
- b) In relation to subsequent school years

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

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

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## 32. CONTACTS IN REACTION TO SUPPORT FOR LEARNING

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

***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](mailto:info@enquire.org.uk)

[www.enquire.org.uk](http://www.enquire.org.uk) for parents and practitioners

[www.enquire.org.uk](http://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](mailto:enquiry@siaa.org.uk)

[www.siaa.org.uk](http://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](http://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

**Airdrie CLD Locality Office**

Chapelside Community Centre

Waddell Street

Airdrie

ML6 6DL

Tel: 01236 638538

[CLD-Airdrie@northlan.gov.uk](mailto:CLD-Airdrie@northlan.gov.uk)

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## Section 1 - NURSERY AIMS

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### Vision and Values Statement

*At New Monkland Nursery, we have worked in consultation with our children, parents and the wider nursery community to create a visions and values statement.*

#### **At New Monkland Nursery we aim to:**

- Deliver a nurturing, safe and secure environment that respects the individual needs of each child and provides them the opportunity to thrive.
- Create opportunity for children to experience a holistic learning environment, which promotes engagement, creativity, independence, resilience, challenge and risk.
- Instil a sense of belonging that encourages self-expression, confidence, emotional wellbeing and happiness.
- Build a relationship of trust, mutual respect and partnership with our nursery community, that allows children to reach their full potential and that lays the foundations for lifelong learning.

#### **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 year's 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 always to promote equal opportunity and social inclusion. 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.

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## Section 2 - GENERAL INFORMATION

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<b>ADDRESS:</b>	Raebog Road Glenmavis Airdrie ML6 0NW
<b>TELEPHONE:</b>	01236 794883
<b>WEBSITE:</b>	<a href="https://blogs.glowscotland.org.uk/nl/newmonklandps/">https://blogs.glowscotland.org.uk/nl/newmonklandps/</a>
<b>TWITTER:</b>	@newmonklandps
<b>PRESENT ROLL:</b>	30/20

### NURSERY STAFF

Head of Establishment (Acting)	Mrs Mary Reid
Principal Teacher	Mrs Nichola Polatajko
Principal Teacher (Acting)	Miss Siobhan McCormick
Principal Teacher (Acting)	Miss Annum Saleem
Class Teacher	Miss Kirsten Grier
Early Learning Practitioner	Mrs Maureen Cumming
Early Learning Practitioner	Mrs Ann Mair
Early Learning Practitioner	Miss Nodira Akhmedjanova
Additional Support Needs Assistant	Miss Lucy Smith
Senior Clerical Assistant	Vacancy
Clerical Assistant	Mrs Mairiclaire Russell
Classroom Assistant	Miss Elizabeth Blades
Facility Officer	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

In line with the 1140hrs the nursery session will be 1 session from (9am – 3pm).

### 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](http://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 2<sup>nd</sup> birthday. However, consideration will not be given until the child's 3<sup>rd</sup> 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 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 into the nursery environment. He/she will inform you of nursery procedures and request information, e.g. 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-preschool 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. As of August 2020, this will be changed in line with 1140hrs.

### **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, i.e. 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.

In partnership with loving lunches, all nursery children receive a healthy lunch each day. The nursery also provides healthy snacks and milk at key times throughout the day and water is always made available to the children.

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 regarding 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.

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### Section 3 - THE NURSERY CURRICULUM

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#### 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 and problem solve

*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 daily, 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
- Effective teaching
- To share accurate and up to date information about progress
- To track progress to make sure each child is progressing at the right pace

A written report is sent out to parents/carers once a year. Verbal reports and updates are shared on a regular basis. 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 later. Nursery staff are willing to arrange an appointment to discuss your child's progress at any stage during the nursery year.