



New Monkland Primary School & Nursery Class

Handbook 2024



Honesty

Respect

Fairness

Positivity

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

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

LIVE
LEARN
WORK
INVEST
VISIT

CONTENTS

Part A - School	PAGE NO.
1. NLC INTRODUCTION AND WELCOME	4
2. SCHOOL INFORMATION	6
3. STAFF INFORMATION	8
5. THE SCHOOL YEAR	11
6. TRANSFER/ENROLMENT	13
7. EQUAL OPPORTUNITIES	14
8. CURRICULUM FOR EXCELLENCE	15
9. ADDITIONAL SUPPORT NEEDS	18
10. SCHOOL IMPROVEMENT PLAN	20
11. HOMEWORK	22
12. SCHOOL ETHOS	23
13. SPIRITUAL, SOCIAL, MORAL & CULTURAL VALUES	25
14. EXTRA-CURRICULAR ACTIVITIES	26
15. FREEDOM OF INFORMATION	27
16. DATA PROTECTION	28
17. CHILD PROTECTION	33
18. ADULT PROTECTION	34
19. SCHOOL DISCIPLINE	35
20. HOME AND SCHOOL LINKS	37
21. ATTENDANCE AT SCHOOL	38
22. CLOTHING AND UNIFORM	40
23. MEALS	42
24. PLACING REQUESTS	44
25. TRANSPORT	45
26. MEDICAL AND HEALTH CARE	46
27. INFORMATION IN EMERGENCIES	47
28. PARENT PARTNERSHIP	48

29. ADDITIONAL INFORMATION	50
30. NAMES AND ADDRESSES	51
30. SPECIALIST TERMS	54
31. QUALIFYING STATEMENTS	55

1. NLC INTRODUCTION AND WELCOME

At New Monkland Primary we pride ourselves on the following: -

- Highly effective teaching and learning
- Striving to raise and attainment and personal achievements
- Encouraging lifelong learning
- Working with the community for a better future for all our children
- Listening and learning together
- Celebrating success
- Respecting the rights, dignity and value of all
- Ensuring we are all Growing together through FUN, HAPPY and MEANINGFUL learning experiences where everyone is HONEST, POSITIVE and KIND and treated with FAIRNESS and RESPECT.

Welcome/Introduction – Mrs M. Reid (Head Teacher)

Welcome to New Monkland Primary School. We are delighted that you are considering our school for your child's education. This handbook is written for all parents/carers of children at New Monkland Primary School and for those who are about to start. It contains more detailed information about the school itself. 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.

We aim to work in partnership with parents/carers 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. It is our aim to ensure that all children in our school achieve all that they can and flourish throughout their educational journey.

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 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 for many years to come.

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 many opportunities to achieve excellence and celebrate success.

Our values

We have fully embedded the principles of Rights Respecting Schools (silver) across our school and nursery and following consultation in 2019 our values were refreshed in line with what we represent as a school and nursery. These are fully embedded into our daily practice and across our community

- 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.

2. SCHOOL INFORMATION

New Monkland Primary School and Nursery Class

Address: Raebog Road
Glenmavis
AIRDRIE
ML6 0NW

Telephone: 01236 794883

Email: enquiries-at-newmonkland@northlan.org.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: 159
Current Nursery Roll: 32

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: enquiries-at-airdrieacademy@northlan.org.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 a termly basis and they support the school and nursery with a wide range of extra-curricular activities to enhance learning and teaching.

Our partnership chairperson 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.

3. STAFF INFORMATION

Head Teacher:

Mrs M 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 N Polatajko

Remit may vary from year to year.

Teaching commitment, pastoral care responsibilities, curriculum development for Literacy, developing Rights Respecting School and Developing the Young Workforce, Probationer Teacher Support Mentor.

Principal Teacher:

Miss S McCormick

Remit may vary from year to year.

Teaching commitment, pastoral care responsibilities, curriculum development for Literacy, developing Rights Respecting School and Developing the Young Workforce, Probationer Teacher Support Mentor.

Teaching Staff: School

Stage	Class Teacher	No. of Pupils
Primary 1	Mrs N Polatajko & Miss M McMullan	23
Primary 2	Miss A Saleem	23
Primary 3	Miss J Mortimer	17
Primary 4	Miss L Wallace	22
Primary 5	Miss E Brannan	29
Primary 6	Miss A Carruthers	20
Primary 7	Miss S McCormick & Ms K Grier	23
NCCT & ASL	Mrs S Hendry	
Additional Support Needs Assistant	Mrs Carol Magennis	
Classroom Assistant	Miss L Blades	

Number of Teaching Staff – 8.55 (FTE)

Staff - Nursery

Nursery	
Lead Early Learning Practitioner	Mrs Marianne McKnight
Early Learning Practitioner	Mrs Ann Mair
Early Learning Practitioner	Miss Nodira Akhmedjanova
Early Learning and Childcare Keyworker	Miss Renee Mooney
Early Learning Support Worker	Miss Tegan Ramsay

Non-Teaching Staff

Senior Clerical Assistant	Mr David Robertson
Classroom Assistant	Miss Elizabeth Blades
Additional Support Needs Assistant	Mrs Carol Magennis
Breakfast Club/Dining room assistant	Miss Theresa Henderson
Facility Officer	Mr Derek Fraser

Catering Manager	Mr Michael Cowan
Catering Assistant	Mrs Sandra McFarlane
Catering Assistant	Mrs Jackie Traynor
Catering Assistant	Mrs Janice Kirkland
Cleaning Supervisor	Mrs Karen Stewart
Cleaner	Mrs Sandra Conn

4. SCHOOL HOURS

The pattern of the school day is as follows:

P.1-7		
8.55am	10.25am	
10.25am	10.40am	Interval
10.40am	12.10pm	
12.10pm	1.00pm	Lunch
1.00pm	3.00pm	

Primary 1 children attend full-time from the first day of the school session in August 2024. A breakfast club is served each morning Monday to Friday from 8.15am-8.45am, one of our parents Mrs Henderson is our breakfast club assistant. Details of costs can be found on the school website.

The breakfast consists of cereal, milk and toast. This is free to pupils who are in Primary 1 to 4 and for pupils in Primary 5 to 7 who receive free school meals. For all other pupils the cost is £1 per day with a sliding scale for families of two at £1.50 per day and families of three at £1.80 per day.

Please contact the school for information regarding out of hours school care:

Mobile Play in Action

Address: 35 Wellwynd, Airdrie ML6 0BN

Hours: Closes 6 pm

Phone: [01236 767767](tel:01236767767)

Nursery Class:

Children attend between 08:45am and 2:45pm

5. THE SCHOOL YEAR

North Lanarkshire Council
Proposed School Holiday Arrangements - Session 2024/2025

January 2024

Christmas and New Year Holidays: Monday 25 December 2023 - Friday 3 January 2024 (inclusive)

February 2024

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

In-service Day: Wednesday 14 February 2024

March - April 2024

Spring break: Friday 29 March 2024 to Friday 12 April 2024 (inclusive)

(Good Friday 29 March and Easter Monday 18 April 2024)

School return: Monday 15 April 2024

May 2024

In-Service day: Thursday 2 May 2024 (to coincide with UK Government Elections and subject to change)

May day holiday: Monday 6 May 2024

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

June 2024

School closes: Wednesday 26 June 2024 at 1pm

August 2024

In-service day: Monday 12 August 2024

In-service day: Tuesday 13 August 2024

Pupils return to school: Wednesday 14 August 2024

September 2024

September weekend holidays: Friday 27 September 2024 to Monday 30 September 2024 (inclusive)

October 2024

October break: Monday 14 October 2024 to Friday 18 October 2024 (inclusive)

November 2024

In-service day: Monday 18 November 2024

December 2024 - January 2025

Christmas and New Year Holidays: Monday 23 December 2024 – Friday 3 January 2025 (inclusive)

School closes at 2.30pm on Friday 20 December 2024

February 2025

Mid-term break: Monday 17 February 2025 and Tuesday 18 February 2025

In-service Day: Wednesday 19 February 2025

April 2025

Monday 7 April 2025 – Friday 18 April 2025 (Inclusive) and re-open on Monday 21 April 2025
(Good Friday 18 April 2025 and Easter Monday 21 April 2025)

Schools close at 2.30pm on Friday 4 April 2025

May 2025

May Day holiday: Monday 5 May 2025

In-service day: Tuesday 6 May 2025

May weekend holiday: Friday 23 May 2025 and Monday 26 May 2025

June 2025

School closes: Wednesday 25 June 2025 at 1pm

6. TRANSFER/ENROLMENT

Enrolment takes place in January 2024. 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.

If you are making a placing request, then you can access details at the below address:

<https://www.northlanarkshire.gov.uk/schools-and-learning/school-admissions-0>

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%20Transition%20Statement%202019.pdf>

7. EQUAL OPPORTUNITIES

North Lanarkshire Council is an equal opportunities authority, and it is the responsibility of this school to ensure that all persons, teachers and pupils are treated in accordance with Council Policy. As a Rights Respecting school and nursery, our aim is to always promote equal opportunity and social inclusion in line with the UN Convention on the Rights of the Child. 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>

8. CURRICULUM FOR EXCELLENCE

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. P.1-7 children will share a digital Snapshot of their work termly and within the nursery your child will share their learning through their own Nursery Adventure Books. Each term, nursery staff will use SWAY to inform parents/cares of events and celebrations taking place within the nursery. You may also be invited to take part in Learning Days, Workshops and Play and Stay sessions with your child in nursery.

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.

9. ADDITIONAL SUPPORT NEEDS

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.

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

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

Where more intensive support for a child or young person 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.

10. SCHOOL IMPROVEMENT PLAN

The priorities and targets identified in our Improvement Plan aim to support the overall school aims as well as the aims of the Authority. Each year these priorities and targets are agreed by staff following an audit of the previous year's Improvement Plan and following consultation about the school's future improvement needs. Parents/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 2021 with staff, pupils and parents/carers, our proposed Improvement Priorities for session 2021/22 are:

Priority 1

Refresh our curriculum by building capacity amongst all to maximise opportunities that develop the 4 contexts for learning.

Priority 2

Through a collaborative and strengths-based process build on our universal offering to family engagement with a focus on participation and raising attainment. Utilise community links to further enhance overall teaching, parent/carer and learner experiences.

Nursery

Improve our family engagement through daily and consistent woodland/outdoor sessions and bring together a range of initiatives, e.g. child-initiated learning, learning through play and reconnecting children/families with the natural environment.

At New Monkland Primary school and Nursery, we are committed to providing the highest quality learning experiences through highly effective practice and robust assessment procedures. We are ambitious, innovative and committed to personalised support which has, at its heart Every Child, Every Right!

We work effectively in partnership with parents and the wider community to support all our children and help them realise and achieve their full, individual potential. Together we are a highly effective team who are positive and open to change and who set challenging and aspirational goals by achieving excellence and celebrating success.

Our values were refreshed in October 2019 as a result of what our school and nursery represented: We are a school and nursery where everyone grows together through FUN, HAPPY and MEANINGFUL learning experiences and where everyone is HONEST, POSITIVE and KIND and treated with FAIRNESS and RESPECT.

Information on our school's performance and achievements can be accessed through the links below:

<https://www.gov.scot/collections/school-education-statistics/>

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

Information can also be obtained by contacting the Head Teacher:

enquiries-at-newmonkland@northlan.org.uk

Our school & nursery was inspected in October 2018, please click the following link to access our HMIe report from Education Scotland:

<https://education.gov.scot/education-scotland/inspection-reports/reports-page/?id=3816>

The school continues to improve standards across Literacy, Numeracy and HWB and we are seeing positive data across all areas.

- We use a robust online tracking system that tracks pupil progress from nursery onwards.
- We use ACEL data for achievement of a level.
- NLC dashboard is used to identify data trends across Scotland.
- Professional dialogue meetings take place termly to track data and identify any gaps early on and interventions are then put in place to bridge the gap.
- We take part in robust moderation processes, in house, across the cluster and NLC and beyond into the West Partnership. This helps us make reliable and valid teacher professional judgements based on evidence and data gathered around the achievement of a curricular level.

The school liaises with all parents/carers at all times when school and nursery improvement is taking place. We do this through many forms of communication, e.g. in person, GLOW forms, SWAY and surveys and we will continue to use such platforms for sharing information and gathering feedback. This feedback will then guide all decision making along with the engagement of all the learners across the school and nursery.

11. HOMEWORK

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 (we have 3 terms) children and families can take part in various activities to help support and promote skills for life. Our Twitter feed and Microsoft Teams page 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.

12. SCHOOL ETHOS

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

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 we visit the church termly for celebrations. 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 Glasgow Children's Hospital.

As a Gold 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 from our children.

13. SPIRITUAL, SOCIAL, MORAL & CULTURAL VALUES

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

The school Deacon conducts our Christmas, Easter and Summer Services.

Church Deacon (Lorraine Gilroy)

New Monkland Parish Church
newmonkgreengair@aol.com

14. EXTRA-CURRICULAR ACTIVITIES

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, fitness, football, Junior sports leaders. 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 (UNCRC Article 29).

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 attend five days of outdoor activities at Strathclyde Park, organised by NLC Active Schools. This facilitates the opportunity for wider achievement for wider achievement and personal social development. This is subject to change following consultation with parents/carers.

15. FREEDOM OF INFORMATION

The Freedom of Information (Scotland) Act 2002 came into force in 2005. The Act allows anyone to ask for information held by the Council and imposes a 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.

16. DATA PROTECTION

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

How will we use this information?

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

Who do we share information with?

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

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

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

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.

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

The Information Commissioner
You also have the right to complain to the Information Commissioner about the way the Council has handled your rights, to enquire about any exercise of these rights or to complain about the way the Council has dealt with your rights (or any other aspect of data protection law).
Information Commissioner's Office,
45 Melville Street,
Edinburgh, EH3 7HL
or by e-mail to casework@ico.org.uk

Transferring Educational Data about Pupils

Education authorities and the Scottish Government.

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

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

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

Why do we need your data?

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

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

Your GDPR rights

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

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

Further details are available on:

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

Any Concerns

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

school.stats@scotland.gsi.gov.uk or write to:

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

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

Want more information?

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

17. CHILD PROTECTION

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 M. Reid (Head Teacher)
Telephone Number: 01236 794883

18. ADULT PROTECTION

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

Adult Protection Co-ordinator: Mrs M. Reid
Telephone Number: 01236 794883

19. SCHOOL DISCIPLINE

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 class 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 of articles. The 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 within classes, e.g., points, stickers, raffle tickets etc. which are used to promote positive behaviour within each class setting.

Each month one child per stage is nominated as a Rights Respecting Schools Pupil of the Month as they have been recognised for displaying RRS ethos and principles. Similarly, each month, a Class of the Month is selected and rewarded with out of class time for exceptional behaviour.

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, games etc. Activities are reviewed and changed at regular times throughout the year to maintain the children's interest and motivation.

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 Time (NCCT)

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/nursery and we welcome ideas on how to make our school safer.

20. HOME AND SCHOOL LINKS

The school recognises the benefits from open and regular communication between parents/carers and staff. Parents/carers are welcome to contact the school at any time should they require information, or should they wish to discuss their child's progress. 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 Teacher 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 out with 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 happen 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://my.nl.co.uk/a-to-z/>

21. ATTENDANCE AT SCHOOL

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

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

22. CLOTHING AND UNIFORM

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

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

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

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

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 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.

23. MEALS

The school dining room offers very good value and excellent service, providing a healthy choice of meals or snacks each day. A fixed price of £3.10 is charged for a two-course meal. A 4-week menu operates and is regularly issued and copies of this can be obtained from the school or from the school website or Twitter feed. A cashless system operates within all North Lanarkshire Council cafeterias. To pay for items in the cafeteria, money can be added to your child's account through the ipayImpact online payment system. Details of this will be issued once your child starts school. Facilities are also available for those children who prefer to bring a packed lunch.

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 P5 pupils are entitled to a free meal and free milk. Pupils in P6 & P7 who qualify for a free school meal are entitled to free school milk. However, milk will be available for purchase in the school during the lunch period. 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 application forms can also be downloaded from the council website www.northlan.gov.uk

Parents/carers are entitled to receive a clothing grant if they are in receipt of any of the following benefits: Income Support, Job Seekers Allowance (income based). Employment & Support Allowance (income related), Universal Credit, 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

24. PLACING REQUESTS

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

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/schools-and-learning/school-admissions-0>

25. TRANSPORT

General

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

Parents/carers who consider they are eligible 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.

26. MEDICAL AND HEALTH CARE

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

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

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

27. INFORMATION IN EMERGENCIES

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

28. PARENT PARTNERSHIP

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:	Christina Stewart
Vice Chair:	Helen Mitchell
Treasurer:	Lynne Campbell
Secretary:	Kate Tweedie
Members:	Vicki Peacock
	Lisa Massey
	Siobhan Devine
	Jennifer McShannon
	Diane McIntyre
	Hayley Watson
	Carolyn O'Hare

Teaching Staff: Mrs M. Reid (HT), Mrs N. Polatajko (PT)

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.

Parents/carers are welcome to attend any of the meetings.

29. ADDITIONAL INFORMATION

NL Digital School

It is recognised that digital technology is already making a significant contribution to learning and teaching practices. When used appropriately and, with all stakeholders being supported it can enrich learning and teaching, help to raise attainment.

North Lanarkshire Council have developed a range of supports to enhance the use of digital learning within our schools. This includes the development of resources and training materials to support school staff, young people and their families with their digital learning and the provision of a universal offer the NL Virtual Classrooms, providing digital learning materials for all curricular areas at every level, up to and including the BGE.

Parents Portal

Parentsportal.scot is a digital service to help provide direct communication to parents and carers through a selection of online services. This includes:

- [Annual data checks](#)
- [Online payments](#)
- [Permission slips](#)
- [Reporting absence](#)
- [Viewing timetables \(secondary schools\)](#)
- [Pupil reporting](#)

Information and guidance relating to North Lanarkshire Council Digital offering including how to access [parentsportal.scot](https://www.northlanarkshire.gov.uk/schools-and-learning/nl-digital-school) can be found on the NL Digital School page available on the Councils website <https://www.northlanarkshire.gov.uk/schools-and-learning/nl-digital-school>

Glow and M365

All pupils in staff in NLC have access to Glow – Scotland’s national digital learning platform provided by Scottish Government and managed by Education Scotland. It provides learners and educators across North Lanarkshire with an environment that can support learning across the whole curriculum through. This is primarily achieved in NLC using the services found within Microsoft M365.

Pupils will be given a login to Glow when they start school, and these details will follow the young person throughout their school journey. Glow passwords are issued directly to pupils, and it is Education Scotland policy that these passwords should not be shared with anyone else. Guidance on Glow passwords can be found [here](#). All staff in schools have the ability to reset a pupil’s Glow password.

Once logged into Glow, pupils will have the ability to use the full range of apps available via M365. These include MS Teams, OneNote, PowerPoint and MS Word. Users also have the option of downloading O365 to install on up to 5 additional personal devices and this can be accessed from the national section of the Glow Launchpad.

Armed Forces Covenant Duty

North Lanarkshire Council is committed to the Armed Forces Covenant.

The Armed Forces Covenant Duty – Statutory Legislation 2022 is a legal obligation placed on relevant bodies, when exercising relevant functions, such as Education, Health Care and Housing Services, to have due regard to the three principles of the Armed Forces Covenant.

Further details on the Armed Forces Covenant can be found on [Scottish Armed Forces Education Support Group - gov.scot \(www.gov.scot\)](https://www.gov.scot)

30. NAMES AND ADDRESSES

Help and advice on any matters relating to Support for Learning can be obtained from the school.

You can also get more help and advice from:

Enquire

The Scottish advice service for additional support for learning operated by Children in Scotland, Enquire offers independent confidential advice and information on additional support for learning.

Enquire also provide a range of factsheets,

Tel No: 0345 123 2303

Enquire

Children in Scotland

Rosebery House

9 Haymarket Terrace

Edinburgh

EH12 5EZ

[Email: info@enquire.org.uk](mailto:info@enquire.org.uk)

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

[Website: www.enquire.org.uk](http://www.enquire.org.uk) for children and young people

Children in Scotland - Resolve Mediation

0131 313 8844

Email: resolve@childreninscotland.org.uk

Independent Adjudication

Scottish Government

Directorate for Learning

Support and Wellbeing Unit

Area 2C North

Victoria Quay

Edinburgh

EH6 6QQ

Reference to Additional Support Needs Tribunal (Scotland)

ASNTS

Health and Educational Chamber

First Tier Tribunal for Scotland

Glasgow Tribunals Centre

20 York Street

Glasgow

G2 8GT

0141 302 5860

www.asntscotland.gov.uk

NHS Lanarkshire

Airdrie Health Centre

01236 772200

Bellshill Health Centre

01698 575700

Coatbridge Health Centre

01236 432200

Cumbernauld - Kildrum Health Centre

01236 721354

Cumbernauld - Condorrat Health Centre

01236 733221

Kilsyth Health Centre

01236 801677

Motherwell Health Centre

01698 242610

Wishaw Health Centre

01698 355511

Social Work

Airdrie

Tel No 01236 757000

Bellshill

Tel No 01698 346666

Coatbridge

Tel No 01236 622100

Cumbernauld/Chryston

Tel No 01236 638700

Motherwell

Tel No 01698 332100

Wishaw/Shotts

Tel No 01698 348200

COMMUNITY LEARNING & DEVELOPMENT LOCALITY OFFICES

Airdrie CLD Locality Office

Chapelside Community Centre

Waddell Street

Airdrie

ML6 6DL

Tel: **01236 638538**

E: CLD-Airdrie@northlan.gov.uk

Bellshill CLD Locality Office

Bellshill Academy

321 Main Street

Bellshill

ML4 1AR

Tel: **01698 274685**

E: CLD-Bellshill@northlan.gov.uk

Coatbridge CLD Locality Office

Coatbridge Community Centre
9 Old Monkland Road
Coatbridge
ML5 5EA
Tel: 01236 638470
E: CLD-Coatbridge@northlan.gov.uk

Motherwell CLD Locality Office

Our Lady's High School
Dalziel Drive
Motherwell
ML1 2DG
Tel: 01698 403830
E: CLD-Motherwell@northlan.gov.uk

North CLD Locality Office

Pivot Community Centre
Glenmanor Ave
Moodiesburn
G69 0DL
Tel: **01236 638393**
E: CLD-North@northlan.gov.uk

Wishaw/Shotts CLD Locality Office

Calderhead High School
Dyfrig Street
Shotts
ML7 4DH
Tel: **01698 274343**
E: CLD-Wishaw@northlan.gov.uk

30. SPECIALIST TERMS

No specialist terms have been used in this handbook.

31. QUALIFYING STATEMENTS

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

- a) Before the commencement or during the 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.

32. CONTACTS IN REACTION TO SUPPORT FOR LEARNING

Cluster and Integration Lead (CiIL)

Gordon Reid

Email: reidgo@northlan.gov.uk

Family Engagement Support (FESA)

Shannon Jack

Email: jacksa@northlan.gov.uk

You can also get more help and advice from:

Enquire

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

0345 123 2303 info@enquire.org.uk

www.enquire.org.uk for parents and practitioners

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

Children in Scotland – Resolve Mediation

0131 313 8844

Email: resolve@childreninscotland.org.uk

Independent Adjudication

Scottish Government

Directorate for Learning

Support and Wellbeing Unit

Area 2C North

Victoria Quay

Edinburgh

EH6 6QQ

Reference to Additional Support Needs Tribunal (Scotland)

ASNTS

Health and Educational Chambers

First Tier Tribunal for Scotland

Glasgow Tribunals Centre

20 York Street

Glasgow

G2 8GT

Helpline: 0141 302 5860

www.asntscotland.gov.uk

Airdrie Community Health Centre

88 Graham Street

Airdrie
ML6 6DB
01236 772200

Airdrie Social Work Office

Coats House
Gartlea Road
Airdrie
ML6 9JA
01236 757000

Airdrie CLD Locality Office

Chapelside Community Centre
Waddell Street
Airdrie
ML6 6DL
Tel: 01236 638538
CLD-Airdrie@northlan.gov.uk



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.

Section 2 - GENERAL INFORMATION

ADDRESS:	Raebog Road Glenmavis Airdrie ML6 0NW
TELEPHONE:	01236 794883
WEBSITE:	https://blogs.glowscotland.org.uk/nl/newmonklandps/
TWITTER:	@NewMonklandNC
Current Role:	32

NURSERY STAFF

Head of Establishment	Mrs Mary Reid
Lead Early Learning Practitioner	Mrs Marianne McKnight
Early Learning Practitioner	Mrs Ann Mair
Early Learning Practitioner	Miss Nodira Akhmedjanova
Early Learning Practitioner & Childcare Keyworker	Miss Renee Mooney
Early Learning Support Worker	Miss Tegan Ramsay

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

We are now delivering 1140hrs and the nursery session will be 1 session from 08:45am to 2:45pm.

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 <https://www.northlanarkshire.gov.uk/schools-and-learning/early-learning-and-childcare/early-learning-and-childcare-applications>

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 term 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 should complete the online application form

<https://www.northlanarkshire.gov.uk/schools-and-learning/early-learning-and-childcare/early-learning-and-childcare-applications> and once complete email it to the address provided on the guidance notes along with

the birth certificate and a current council tax bill as proof of address. Parents/carers will be informed by letter if their child has a place.

When your placement begins, your child will be allocated to a key worker within their first two weeks. 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 Nursery Lead 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 32 children per session

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. Children will be provided with appropriate clothing to allow them to play and learn within the outdoor space within the nursery or for learning taking place within the local community. **However, we do ask that parents or carers provide a pair of wellies to be kept at the Nursery.** 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. We may also issue a consent form for transport, vis bus, to some surrounding areas.

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 NLC 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.

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.

Rights Respecting Schools

The ethos and principles from the UN Convention on the Rights of the Child (UNCRC) are embedded within New Monkland Nursery, where the rights of the child are fully respected and promoted as part of the child's nursery experience.

Breast Feeding Friendly

We were awarded our Breastfeeding friendly award in 2023.

Section 3 - THE NURSERY CURRICULUM

Curriculum for Excellence

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

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

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

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

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

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

- Work in partnership with others
- Express themselves
- Build their independence.
- Make sense of their experiences
- Manipulate materials.
- Test out new knowledge
- Develop new skills.
- Make choices, 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. 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 teachable moments
- 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 report is sent out to parents/carers once a year. Verbal reports and updates are shared on a regular basis throughout the year. We follow an appointment system for 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.