



Our Lady of Good Aid CATHEDRAL PRIMARY SCHOOL



Handbook

Updated December 2020

“A good school provides a rounded education for the whole person. And a good Catholic school, over and above this, should help all its students to become saints.”

(Pope Benedict XVI)

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

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



'They are like a tree planted beside the water which bears its fruit in season and whose leaves never wither. They succeed in everything they do.' (Psalm 1:3)

Placing Christ and Our Lady at the centre, and with children at the heart of everything we do, our vision is to continually grow into a strong community of faith and learning in which every child and adult feels happy, safe, loved, included, proud and listened to, with every opportunity to reach their full God-given potential.

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Dear Parents and Carers,

Thank you for considering Our Lady of Good Aid Cathedral Primary School as the school for your child. Our Lady of Good Aid Cathedral Primary School has maintained an excellent reputation throughout its long history, supporting the development of *successful learners, confident individuals, responsible citizens and effective contributors* for over eleven decades.

Cathedral Primary School is wholeheartedly committed to working in partnership with pupils, parents, carers, the parish and the wider community to ensure we provide the highest quality of education across all curricular areas, with the needs of the whole child – spiritual, emotional, social, physical and academic – being recognised, nurtured and developed. Our vision is for all members of our school community to love God, serve others and excel in learning and, as outlined in our mission statement, we endeavour to build a nurturing, stimulating learning community in which every child and adult feels loved and has the opportunity to reach their full God-given potential.



Our pupils are supported in their learning by a dedicated team of highly qualified and caring staff. There's a diverse array of knowledge and expertise amongst the Cathedral Primary School team (as well as amongst our wider school community) and this allows us to offer a wide range of high quality learning experiences for our children, both within and outwith the school day. Our desire is for every child to leave Cathedral Primary School having matured into a happy, responsible and rounded individual with the skills and capacity to make a positive, lifelong contribution to society.

Of course, we cannot achieve this alone. To enable your child to maximise their potential, it is vitally important that, together, we develop a close, positive partnership between home and school. Cathedral Primary School will endeavour to keep you fully informed of developments, assist you in supporting your child's learning at home and deal promptly with any questions or concerns you may have. We greatly value the feedback of parents and carers and will actively seek your views and suggestions on a regular basis to help us on our improvement journey.

I hope you find the information contained in this handbook helpful and that it will provide a useful introduction to the learning opportunities and academic challenge we offer our pupils. Above all, however, I hope it will begin to convey the love, nurture and distinct Catholic ethos your child will benefit from as a valued member of the Our Lady of Good Aid Cathedral Primary School family.

Should you require any further information, please do not hesitate to contact the school office; we'll be happy to help in whatever way we can. On behalf of our whole school community, a very warm welcome to Cathedral!

Yours faithfully,

A handwritten signature in black ink that reads "Graeme Young". The signature is fluid and cursive, with a large, stylized "G" and "Y".

Head Teacher

SCHOOL INFORMATION

Name and Address:	Our Lady of Good Aid Cathedral Primary School 171 Milton Street Motherwell ML1 1DH
Telephone Number:	01698 274935
Email Address:	ht@cathedral.n-lanark.sch.uk
School Website:	https://blogs.glowscotland.org.uk/nl/olga/
Denominational Status:	Roman Catholic
Present Roll:	556
School Capacity:	580

Our Lady of Good Aid Cathedral Primary School is Co-Educational.

The following guidelines, set by the Scottish Government, apply to our classes:

Primary 1	maximum 25
Primary 2	maximum 30
Primary 4-7	maximum 33
Composite classes	maximum 25

(Composite classes are comprised of children from more than one stage)

Parents/Carers should note that the working capacity of the school may vary, dependent upon the number of children and young people at each stage and the way in which classes are organised.

SCHOOL HOURS

School opens	9.00am
Morning Interval	10.40 – 10.55am
Lunch	12.35 – 1.20pm
School closes	3.00pm

SCHOOL LETS

Applications for community lettings can be made through:

Community Facilities Section
Coatbridge Community Centre
9 Old Monkland Road, Coatbridge
ML5 5AE
01236 632778

ENROLMENT

Registration of new Primary 1 children takes place in January and will be advertised widely in the local press, feeder nursery schools and local churches. To complete enrolment paperwork, you should bring your child's birth certificate, proof of address and Baptismal certificate.

Families living out-with the catchment area are welcome to make a placing request to Cathedral Primary School but they must enrol their child at their local school as a first step. A parent/carer who moves into the area may enrol their child at any time. It is advisable to telephone the Head Teacher and arrange a time to visit the school.

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

Placing requests to Primary School does not necessarily ensure that your child will have a direct entry to the associated secondary. Advice on this must be sought from the Primary School Head Teacher. Further information on placing requests and procedures is available from the school or the council's website. Parents/carers and Young People have a right under the Additional Support for Learning Act 2009 to make a placing request for their child or young person to attend a nursery (including partnership nursery), special school or special class managed by the home authority. In the event of a successful placing request the authority are not required to provide transport. The Act also enables parents/carers and young people to make a placing request to attend a school/establishment belonging to another authority.

VISION, VALUES AND AIMS

MOTTO: Living to Learn, Learning to Live

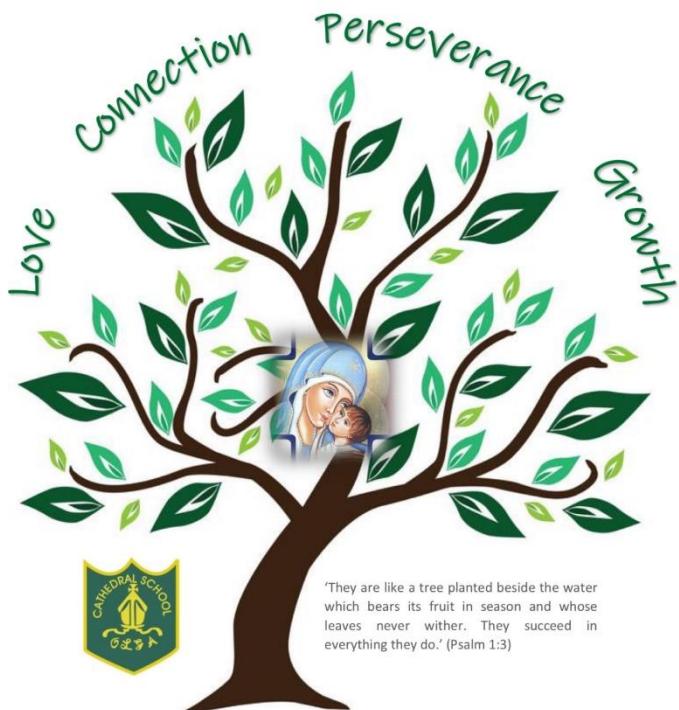
VISION: Placing Christ and Our Lady at the centre, and with children at the heart of everything we do, our vision is to continually grow into a strong community of faith and learning in which every child and adult feels happy, safe, loved, included, proud and listened to, with every opportunity to reach their full God-given potential.

VALUES: Love, Connection, Perseverance, Growth

AIMS

Our Lady of Good Aid Cathedral Primary School aims to:

- recognise every child and adult as a unique individual, made in the image of God, and continually endeavour to meet the spiritual, emotional, physical, social and academic needs of all
- establish and maintain high, but realistic, standards and expectations for all, fostering a love of learning in both pupils and adults and supporting everyone within our school community to be a confident individual who takes responsibility for their own learning
- provide the highest quality of learning and teaching across the curriculum, supporting all pupils to be literate, numerate and healthy, equipped with the knowledge, skills and attributes necessary for being successful lifelong learners in an ever-changing society
- provide meaningful opportunities for pupils to develop their knowledge and understanding of the Catholic faith, participate meaningfully in religious observance and actively live out their faith as responsible citizens and effective contributors within Our Lady of Good Aid Cathedral Primary School and in the local and global community



'They are like a tree planted beside the water which bears its fruit in season and whose leaves never wither. They succeed in everything they do.' (Psalm 1:3)

LAYOUT OF OUR LADY OF GOOD AID CATHEDRAL PRIMARY SCHOOL

The following is offered as advice for parents/carers and visitors:

- The main entrance to the school is 171 Milton Street;
- Vehicular access to the school is through our main gates. Parents/Carers should use the top car park only
- Latecomers should be escorted, or make their own way, to the main entrance and buzz for entry;
- Breakfast Club begins at 8.15am and all children should enter via the school yard and make their way to the decking area
- Parents/Carers are reminded that they should not park at any time on the bus lanes on either side of the drive as these areas are designated for school transport only

MEET THE TEAM (December 2020)

Mr Graeme Young Head Teacher	Miss Melissa Forsyth Class Teacher	Mrs Nicola McLaughlan Class Teacher	Mrs Josephine Duffy Janitor/Cleaner
Mrs Lorraine Campbell Depute Head Teacher	Mrs Claire Gillespie Class Teacher	Miss Sian Mina Class Teacher	Mrs Patricia McMillan Classroom Assistant
Mrs Marie Clare Duffy Acting Depute Head	Miss Kathleen Higgins Class Teacher	Mrs Susan Murphy Class Teacher	Mrs Catherine Mellon Classroom Assistant
Mrs Brenda McCoy Principal Teacher	Mrs Laura Irwin Class Teacher	Mrs Jacqueline Murphy Class Teacher	Mrs Karen Stevenson ASN Assistant
Miss Theresa M Cawley Principal Teacher	Mrs Colette Laird Class Teacher	Mrs Michelle Price Class Teacher	Mrs Cathy Munro ASN Assistant
Mrs Gillian Ali French Teacher	Mrs Katie Loose Class Teacher	Mrs Debbie Rimmer Class Teacher	Mrs Joanne Rice ASN Assistant
Miss Nicole Cameron Class Teacher	Miss Stephanie Love Class Teacher	Mrs Jillian Shevlin Class Teacher	Ms Yvonne Tannahill ASN Assistant
Mrs Kristin Carroll Class Teacher	Miss Kathleen McAlinden Class Teacher	Mrs Leanne Tominey Class Teacher	Miss L Roebuck CLD Worker
Mrs Lisa Cassidy Class Teacher	Miss Caroline McAvoy Class Teacher	Miss Caitlin Tyrrell Class Teacher	
Mrs Suzanne Devanney Class Teacher	Mrs Julie McCarthy Class Teacher	Mrs Helen O'Rourke Office Manager	
Mrs Leigh Duff Class Teacher	Mrs Jacqueline McCulloch Class Teacher	Miss Wajiha Ozair Clerical Assistant	
Mrs Pauline Findlay Class Teacher	Mrs Jacqueline McDerment Class Teacher	Mr Ian Bulloch Janitor	

2020/2021 CALENDAR

TERM 1

Return date for teachers	Tuesday 11 th August 2020
Return date for pupils	Thursday 13 th August 2020
September Break	Friday 25 th & Monday 28 th September 2020
October holidays	Monday 12 th to Friday 16 th October 2020

TERM 2

School reopens	Monday 19 th October 2020
In-service Day	Monday 16 th November 2020
Christmas holidays	School closes at 2.30pm on Tuesday 22 nd December 2020

TERM 3

School re-opens	Wednesday 6 th January 2021
February holiday	Monday 8 th and Tuesday 9 th February 2021
In-service day	Wednesday 10 th February 2021
Easter holidays	Schools close at 2.30pm on Thursday 1 st April 2021

TERM 4

School re-opens	Monday 19 th April 2021
May Day holiday	Monday 3 rd May 2021
In-Service day	Thursday 6 th May 2021
May weekend holiday	Friday 28 th May & Monday 31 st May 2021
Summer holidays	Schools close at 1.00pm on Thursday 24 th June 2021

2021/2022 CALENDAR

TERM 1

Return date for teachers	Thursday 12 th August 2021
Return date for pupils	Monday 16 th August 2021
September Break	Friday 24 th & Monday 27 th September 2021
October holidays	Monday 11 th to Friday 15 th October 2021

TERM 2

School reopens	Monday 18 th October 2021
In-service Day	Monday 15 th November 2021
Christmas holidays	School closes at 2.30pm on Wednesday 22 nd December

TERM 3

School re-opens	Monday 10 th January 2022
February holiday	Monday 14 th and Tuesday 15 th February 2022
In-service day	Wednesday 16 th February 2022
Easter holidays	Schools close at 2.30pm on Friday 1 st April 2020

TERM 4

School re-opens	Tuesday 19 th April 2022
May Day holiday	Monday 2 nd May 2022
In-Service day	Thursday 5 th May 2022
May weekend holiday	Friday 27 th May & Monday 30 th May 2022
Summer holidays	Schools close at 1.00pm on Thursday 24 th June 2022

Details of holiday dates are available on the North Lanarkshire Council website: '*Dates for your Diary*' are also available in the 'Information' section of the school website.

SCHOOL UNIFORM

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

Specific uniform items are available from the following retailers:

Be School Wear Shop	Make It Your Own Apparel
288-304 Main Street	77 Manse Road
Wishaw	Motherwell
ML2 7ND	ML1 2PW
01698 374000	01698 767660

Our school uniform is always proudly supported by our parents and consists of:

Blazer:	Bottle Green
Badge:	Green Shield with school name and Bishop's Mitre inset in Gold
Tie:	Bottle green with gold stripe
Skirt:	Grey or green
Pinafore:	Grey or green
Trousers:	Grey
Cardigan/Pullover:	Grey or green
Blouse/Shirt:	White or green
Shoes:	Plain black shoes / boots

***PLEASE NOTE TRAINING SHOES ARE NOT ACCEPTABLE FOOTWEAR FOR SCHOOL**

- Primary 7 wear a special tie which can be purchased from the school office
- P.E. Kit consists of yellow polo shirt, green shorts, and gym shoes.
- Often, children have P.E. on the pitch; we encourage them to wear joggers/fleeces and appropriate footwear (not studs or blades).

N.B. All items of clothing must have the child's name attached.

Clothing which is unacceptable in school under any circumstances includes items which:

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

Parents 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 Learning & Leisure Services. Information and application forms may be obtained from any school or First stop shop. Parents are entitled to receive a clothing grant if they are in receipt of any of the following benefits: Income Support, Job Seekers Allowance (income based). Employment & Support Allowance (income related), housing benefit, council tax rebate.

Whilst in general terms it would not normally be the policy of the authority to exclude a pupil from school solely on the basis of his/her dress, persistent refusal to respond to a reasonable dress code may be deemed to be a serious challenge to the head teacher's authority and to be detrimental to the 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 are asked to assist in this area by ensuring that valuable items and unnecessarily expensive items of clothing, jewellery, etc, are not brought to school. Parents should note that any claims submitted to cover the loss of such items are likely to be met only where the authority can be shown to have been negligent.

Clothing & footwear grants

*You may be entitled to apply for **free schools meals** if your child attends a North Lanarkshire school. All Primary 1 to 3 children are automatically entitled to receive a free school meal. If you receive any of the following benefits and your child attends a North Lanarkshire school then you can apply for free school meals:*

- *Income support*
- *Job seekers allowance (income based)*
- *Employment and support allowance (income related)*
- *Universal credit (max. monthly income of £610)*
- *Child tax credit (gross annual income less than £16,105 and no element of working tax credit)*
- *In receipt of both maximum child tax credit and maximum working tax credit (gross maximum income below £7330)*
- *Support under part V1 of the Immigration and Asylum Act 1999*

You may be entitled to apply for an **essential clothing grant** if your child attends a North Lanarkshire school. If you receive any of the following benefits and your child attends a North Lanarkshire school then can apply for a clothing grant:

- *Income support*
- *Job seekers allowance (income based)*
- *Employment and support allowance (income related)*
- *Universal credit (maximum monthly income of £610)*
- *Housing benefit*
- *Council tax reduction (council tax discount or exemption does not apply)*

SCHOOL IMPROVEMENT (2020/2021)

We have several priorities in our current School Improvement Plan (2020/21) which includes a Cluster priority, a specific nursery priority and three further school priorities:

Cluster Priority: Improve outcomes for children via implementation of the GIRFEC Pathway for Planning and Support refresh and the establishment of Integrated Cluster Wellbeing Teams and Bases.

Nursery Priority: By September 2020 we will deliver 1140 hours to all children; Health & Wellbeing will be a main focus of this process.

School & Nursery Priority 1: Improve attainment and achievement by reviewing and refreshing our Nursery – Primary 7 curriculum.

School & Nursery Priority 2: Increase the effectiveness and impact of learning and teaching across the school with a particular emphasis on pupils leading their own learning.

School Priority 3: Raise attainment in literacy and numeracy, improving outcomes for learners, by developing into a data-informed and data-literate school.

Cathedral Primary School summarises progress, successes and achievements on an annual basis in its School Improvement Report. A copy of our June 2020 School Improvement Report, along with the School Improvement Plan for 2020/21, is available on our school website:

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

CHILD PROTECTION AND SAFEGUARDING

Every adult in Scotland has a role in ensuring all our children and young people are safe and protected from harm at all times and in all situations. The Head Teacher is responsible for the school's actions in response to Child Protection concerns.

Cathedral Primary School is committed to creating and maintaining a positive ethos and climate which actively promotes child welfare and a safe environment by:

- ensuring that children are respected and listened to;
- ensuring that programmes of health and personal safety are central to the curriculum;
- ensuring that staff and visitors to the school are aware of Child Protection procedures;
- establishing and maintaining close working relationships and arrangements with all other agencies to make sure that professionals collaborate effectively in protecting our pupils.

Child Protection Co-ordinator: **Mr Graeme Young** (Head Teacher)
Telephone Number: **01698 274935**

If there are any Child Protection concerns, the Head Teacher will follow North Lanarkshire Council's Child Protection Procedures and Guidelines.

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

Adult Protection Co-ordinator is: **Mr Graeme Young** (Head Teacher)
Telephone Number: **01698 274935**

GETTING IT RIGHT FOR EVERY CHILD (GIRFEC)

GIRFEC stands for 'Getting it Right for Every Child'. GIRFEC isn't an extra thing people have to do. It's a way for those who support children to work differently, making sure that they are all on the same page. Where needed, GIRFEC links day-to-day work in education, health, policing, social work and the voluntary sector – in fact any organisation whose staff come into direct contact with children. It makes it easier for those different organisations to communicate consistently with each other, and with parents, carers, children and young people. GIRFEC provides a structure that helps people to work in the same way and use the same language. This allows discussions with the child and their family to focus on what is good in a child's life, and what might need attention or support.

For children, young people and their families, GIRFEC means:

- they understand what is happening and why
- they have been listened to carefully and their wishes have been heard and understood
- they will feel confident about the help they are getting
- they are appropriately involved in discussions and decisions that affect them
- they can rely on appropriate help being available as soon as possible
- they will have experienced a more streamlined and co-ordinated response from practitioners

For practitioners, GIRFEC means:

- putting the child or young person at the centre and developing a shared understanding within and across agencies
- using common tools, language and processes, considering the child or young person as a whole, and promoting closer working where necessary with other practitioners

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

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

EQUAL OPPORTUNITIES AND INCLUSION

Our Lady of Good Aid Cathedral Primary honours the dignity and voice of each person, made in the image of God, and is committed to being an inclusive community where all pupils and adults feel welcome, valued, included and have the best opportunities to reach their full potential.

In accordance with the Equality Act 2010 and North Lanarkshire Council policy, Cathedral Primary promotes equal opportunities for all. We challenge discrimination and actively ensure that age, disability, gender, race, religion, sexual orientation and all other protected characteristics defined in legislation are never barriers to pupils or adults playing a full and active role in the life and work of our school community.

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

BULLYING

Cathedral Primary School is a community of love, service and learning where all are welcomed, loved, forgiven and encouraged to live a good life which reflects the teaching and example of Jesus. All children are entitled to learn and play in an environment in which they feel safe, respected and valued and are free from all forms of abuse, bullying or discrimination. These rights extend to the adult members of our school community. **Bullying behaviour is never acceptable and will never be tolerated in OLGA Cathedral Primary School.**

When bullying behaviour occurs in Cathedral Primary, respecting the rights of all children involved is of paramount importance. Cathedral Primary aims to establish a culture of mutual respect and understanding and will promptly address the needs of those bullied, as well as the bully, within a framework of respect, responsibility, support and resolution:

- a) **OLGA Cathedral Primary School will take all bullying behaviour seriously**
- b) A member of the Senior Leadership Team will carry out a full investigation
- c) Cathedral Primary will work with the young person who is being bullied to help them feel safe and find solutions to the bullying behaviour

- d) A 'first offence' of a minor nature (for example, name-calling) will be challenged and the child will be made aware that this behaviour is unacceptable. It will be made clear to the child that any further incidents will be formally recorded
- e) A member of the Senior Leadership Team will inform the parents/carers of any child who is being bullied
- f) A member of the Senior Leadership Team will inform the parents/carers of any young person who is displaying bullying behaviour to support and encourage the pupil to modify their behaviour
- g) SLT will record all incidents of bullying behaviour in line with local authority and national guidelines
- h) Staff will work with those displaying bullying behaviour to help them change their behaviour
- i) Where appropriate, Cathedral Primary will work with both parties to help reconcile relationships through restorative conversations
- j) A member of the Senior Leadership Team will monitor recorded incidents to ensure patterns of behaviour are promptly recognised and appropriate measures put in place to address these

PROMOTING POSITIVE BEHAVIOUR

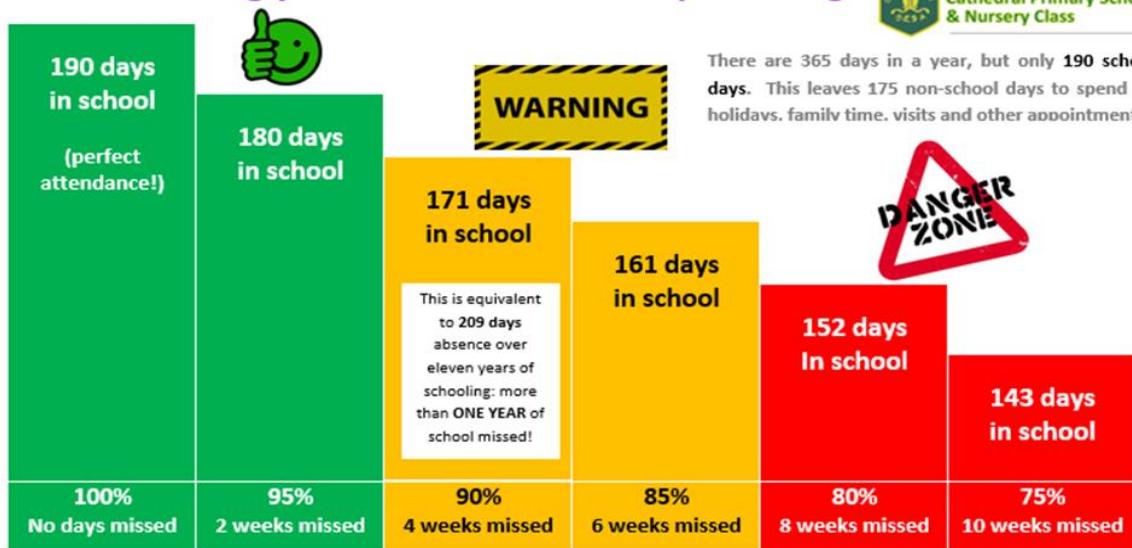
Children learn best in a safe, secure and positive environment and staff, parents and children all have a role to play in creating and supporting such settings. Engaging learning activities, appropriately differentiated work, good classroom organisation and effective teaching methods are key to keeping pupils engaged and motivated and to maintaining good behaviour. Classrooms within our school are organised to promote order and minimise disruption and uncertainty. They also aim to be stimulating environments which develop independence and initiative.

Each child has the right to expect courtesy and respect and, in turn, has a responsibility to respond similarly to their peers and to all adults within the school. A strong emphasis is placed on the encouragement and recognition of positive behaviour through Pupil of the Week certificates, Good Work Wall award, House points and on-going praise by all members of staff. At times, sanctions may need to be applied when children do not respond to the school's positive behaviour strategies and who find themselves falling below the high standards of behaviour and conduct expected within our school community. In order to be effective, these sanctions are applied fairly and consistently across all classes.

Parents/carers will be contacted promptly if their child continually fails to abide by the rules of the school or if they are involved in an incident of a serious nature. When inappropriate behaviour occurs, Cathedral Primary will always seek to respond with consequences which are reasonable and proportionate. Parents are encouraged to support the decisions and actions of the school to ensure that any sanction has maximum impact. Should parents/carers have a concern about the way their child has been dealt with, they should contact the school to discuss the matter with the Head Teacher.

ATTENDANCE

Understanding your child's attendance percentage



This level of attendance gives your child the best possible chance of making good progress and having success in their learning

This level of attendance is worrying. It will make it harder for your child to make good progress and they are less likely to have success in their learning

This level of attendance is extremely concerning. It will be very difficult for your child to make good progress in their learning and there is likely to be a serious impact on their success in school



ATTENDANCE MATTERS... every school day counts!

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.

It is vital that parents contact the school promptly if their child is going to be absent. This can be done by telephoning the school on **01698 274935**. If the school is not contacted, office staff will send a text to parents and, if necessary, follow this up with a telephone call to confirm the whereabouts of the child and ensure that they are safe. In the interests of child safety, the police will be contacted if all attempts to locate a child have been exhausted.

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 well-being 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 classified as unauthorised.

Extended Leave With Parental Consent

Where most family holidays will be recorded as unauthorised absence (see previous) extended leave with parental consent will not be considered the same as a family holiday. Leave in such circumstances will be authorised under circumstances such as:

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

Exceptional Domestic Circumstances

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

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

HOME - SCHOOL PARTNERSHIP

Each and every parent and carer has a vital role to play in their child's learning, as well as an important part to play in the on-going improvement of Cathedral Primary School. Our school uses a variety of ways to keep in touch with parents and carers:

- **Open Door Policy:** the Senior Leadership Team are available to meet with parents or carers at any time, provided they are not teaching or in another meeting. Please pop into the school office or phone for an appointment.
- **Seesaw:** Mr Young's weekly 'news round-up'
- **School website:** a wide range of information on the school can be found on our website
- **Annual and termly 'Dates for your Diary':** this is sent out at the beginning of each term
- **Letters:** important information is sent out in letter form
- **Groupcall:** parents will receive regular text reminders about events/school closures etc.
- **Meetings:** Parents and carers are welcome to discuss any aspect of their child's learning and progress by making an appointment via the school office. There are, of course, various opportunities throughout the year when parents can view their child's work and discuss their child's progress with the class teacher.
- **Organised Events:** Parents and carers are invited to various events throughout the school year including 'Meet the Teacher', class assemblies, Masses, Sports Day, Coffee Mornings and Concerts. Our **Parental Engagement & Family Learning programme leaflet** is published and sent home to all families each term.

We actively seek the views of parents and carers through our on-going self-evaluation process. Questionnaires are distributed annually to all parents/carers and the collated data used to inform our School Improvement Plan.

THE PARENT FORUM AND PARENT COUNCIL

In line with the Scottish Schools (Parental Involvement) Act 2006, all parents/carers are automatically members of the Cathedral Primary School Parent Forum and have the right to establish a Parent Council to represent them.

Parent Forum

The Parent Forum is made up of all parents/carers who have a child in Cathedral Primary School. Membership of the Parent Forum allows all parents/carers to have a say and for their collective views to be represented on the quality and standard of education in the school and any other relevant matters. One of the ways parents/carers in the Parent Forum are able to express their views is through the elected Parent Council.

Parent Council

Our school has a very active Parent Council whose role is to represent the views of all parents. All parents are welcome to attend Parent Council meetings and can become members at the AGM. All Parent Council minutes are published in the 'Parent' section of the school website.

Current Parent Council Office Bearers:

Chairperson	Mr Stephen Massetti
Vice Chairperson	Ms Andrea Faulkner
Secretary	Vacancy
Treasurer:	Mrs Mary Frances Verrecchia

If you wish to contact the Parent Council, please email the Secretary: cathedralpcsec@gmail.com

SCHOOL MEALS

Our Lady of Good Aid Cathedral Primary School lunch hall offers a variety of hot meals and sandwiches. Children who prefer to bring a packed lunch can be accommodated in the dining hall or, if they choose, weather permitting, eat their lunch in the playground.

Special dietary requirements can be provided for. If your child requires a medically prescribed diet, please contact the school where you will be able to receive further information. *Please note: 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 child's school or dietitian, or from North Lanarkshire's catering service. Occasionally, parents/carers may be asked to supply prescription foods or attend a meeting to discuss the child's dietary requirements.

All children in Primary 1 to Primary 3 are entitled to a free school meal.

BREAKFAST CLUB

Our Breakfast Club runs daily in the dining hall from 8.00-8.45am. Breakfast is free for pupils eligible for school meals. For other pupils, the cost is £1.00 per child. Children must be registered prior to coming to Breakfast Club. The registration form can be completed via our school app. Children should enter through the school yard, making their way to the Dining Hall via the 'decking'.

TRANSPORT

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.

Strathclyde Passenger Transport has currently awarded our school contracts as follows:

Leven Street: Stuart's of Carlisle 01555 773533

Forgewood: Stuart's of Carlisle 01555 773533

Ravenscliff: Ferguson Minibus Hire: 01698 861715

Ravenscliff: Blue Bus 01501 820598

Ravenscliff: First Call Minibus 01698 375847

MEDICAL AND HEALTHCARE

If a child becomes ill during the course of the school day, he/she may require to be sent home. Please ensure that you keep the school informed of all current contact details.

Parents should inform the school of any medical requirements relating to their child. If a child requires medication during the school day, parents must complete the appropriate medical form. This is available on request from the school office.

The school nurse visits the school at various times during the year. Parents will be informed of any planned visits.

Allergies

The school should be kept informed of any allergies and reactions. A profile from hospital should be provided by the parent/carer and the prescribed medication supplied to the school. Following the completion of medical forms, this medication will be stored in the designated safe area, to be administered if and when required. Currently, several children have peanut allergies and parents/carers are requested to ensure that all snacks and lunch boxes are nut free.

Other Prescribed Medications

Only prescribed medication from your doctor, in its original packaging and with pharmacist instructions, will be administered. Written parental/carer consent, on official school medical forms, is required.

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 located in Civic Centre, Motherwell ML1 1AB

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

Legal basis for using your information : We provide this service as part of our statutory function as your Local Authority. Processing your personal information is necessary for the performance of a task carried out in the public interest by the Council. If the information we have asked for is not provided, then we will not be able to provide this service to your child or young person.

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

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

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

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

How will we use this information? Your personal information will be used:

- to enrol your child or young person in nursery or school

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

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

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

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

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

How long do we keep your information for? We only keep personal information for the minimum period of time necessary. Sometimes this is set out in law, but in most cases it is based on what we need to fulfil our function. We maintain a 'records retention and disposal schedule' which sets out how long we hold different types of information for. You can view this on our website at

<http://www.northlanarkshire.gov.uk/index.aspx?articleid=15003>

Your rights under GDPR: You can:

- Request access to your information – you have the right to request a copy of the personal information that we hold about you, your child or young person. You can ask us to confirm what personal information is being used and with whom it has been shared with.
- Request a correction to your information – we want to make sure that all personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information that you believe does not meet these standards.



- Request the restriction of processing – this enables you to ask us to suspend the processing of personal information about you, your child or young person, for example if you want us to establish its accuracy or clarify the reason for processing it.
- Request the transfer – you can request the transfer of your information to another party.
- Deletion of your information – you have the right to ask us to delete personal information about you, your child or young person where:
 - you think that we no longer need to hold the information for the purposes for which it was originally obtained
 - you have a genuine objection to our use of personal information
 - or, use of personal information is contrary to law or our legal obligations.

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

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

Data Protection Officer (DPO)

Civic Centre,
Windmillhill Street,
Motherwell ML1 1AB
or by email to AITeam@northlan.gov.uk

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

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

Transferring Educational Data about Pupils:

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

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

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

Why do we need your data? In order to make the best decisions about how to improve our education service, SGEP and education authorities need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well



in all aspects of school life and achieve better educational outcomes. Accurate and up-to-date data allows SGEP, education authorities and schools to:

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

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

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

Further details are available on:

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

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

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

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

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

DROPPING OFF AND COLLECTING YOUR CHILD

Parents/Carers and adults are advised of the following procedures for dropping off and collecting their child:

Morning

- Primary 1-3 pupils should be dropped off in the infant playground. Once the bell goes and the children head to their lines, parents are asked to move back to give classes space.
- Primary 4-7 pupils should proceed straight to the playground
- In inclement weather, entry to the school building is from **8.50am**.
 - Pupils will be invited in by staff and make their way to their classrooms where they will be supervised by support staff/senior leadership team

Afternoon (after 3pm)

- Primary 1 parents/carers are asked to collect their children from the Primary 1 exit.
- Primary 2 and 3 parents/carers should wait next to the trim-trail.
- Primary 4-7 are asked to leave through the playground gate
- Children should return immediately to their class teacher if a parent/carer is not present. Under such circumstance, children should be collected from the school office.
- To avoid congestion, parents/carers are asked not to gather around the gates

If your child has to leave the school during normal school hours please arrange to collect your child from the school office.

INCLEMENT WEATHER AND EMERGENCY CLOSURES

During periods of inclement weather, the children will be allowed to enter the school from 8.50am. Children will be supervised until their teacher collects them at 9.00am. All classes are supervised indoors during wet intervals.

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

In the first instance, our school will use Groupcall and/or Seesaw to send information to parents/carers. Please ensure you have access to these methods of communication.

“Come Clubbing @ Cathedral”

We have a wide range of activities that run between Monday and Thursday to enhance and extend the learning experiences of our pupils. These include sports, drama, music and cookery. Please check your child's schoolbag for information as clubs are popular and places are usually limited. Some of our after school activities are run by parents who have a particular skill, expertise or qualification; we are always happy to utilise the skills of parents and carers for the benefit of our children.

AFTER SCHOOL CARE

Out of Hours School Care is provided in the local community by the following organisations. Please contact them directly for more details:

POMP at the Daisy Park Centre 01236 721382

Lanarkshire Child Care Services (LCS) Elim Church, Airbles Road 01698 253018

Clydesdale After School Care, Aquatec, 01698 352270

TRANSITIONS

Yearly Transition

We endeavour to ensure the yearly transition from class to class is smooth and seamless, and the needs of all children are considered when organising classes for the next session. Once classification is complete, arrangements are made for teachers to share important information on the attainment, achievements and specific needs of pupils with the new teacher.

Arrangements for Transition to Secondary

Children normally transfer between the ages of 11½ and 12½ to allow them to complete at least four years of secondary education. Most children in Our Lady of Good Aid Cathedral Primary School transfer to Our Lady's Secondary School. The transition process is supported by a comprehensive induction programme which includes information evenings, pastoral care visits, events with other learning community primary schools, enhanced transition for pupils with Additional Support Needs, and induction days at Our Lady's in the summer term.

PRE-ENTRANT PROGRAMME

A pre-entrant programme is in place for pupils beginning Primary 1 each August. This programme will be explained during enrolment in January, and a leaflet will be sent out inviting children and their parents/carers to the school for our various workshops and events. The current induction programme runs as follows:

Enrolment	January
Primary 1 visit (2 visits)	May/June
Invitation to Primary 1 Assembly	June
Primary One Blessing	September

CURRICULUM FOR EXCELLENCE

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

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

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

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

Curriculum for Excellence is underpinned by the values inscribed on the mace of the Scottish Parliament – wisdom, justice, compassion and integrity. Throughout Curriculum for Excellence there is a strong focus on Literacy, Numeracy and Health and Wellbeing across all aspects of learning and every teacher will support learners with the development of these, including digital literacy skills.

Curriculum for Excellence is defined as:

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

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

These contexts are:

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

What are the Curriculum for Excellence levels?

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

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

What is the Broad General Education?

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

Curriculum Areas and subjects

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

The 8 curricular areas are:

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

HOW WILL MY CHILD'S LEARNING BE ASSESSED?

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

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

REPORTING TO PARENTS

Throughout the session, Parents and Carers receive information regarding their child's progress through two consultation evenings and two written reports which allows for a reporting opportunity each term:

Parent Consultation Evening: October
Interim Report: December
Parent Consultation Evening: March
Final Report: June

Parents/carers also have daily access to their child's learning journal on Seesaw.

HOMEWORK

Parents, carers and other family members can and do make a real difference to children's education. Children learn a great deal at school and parents can add to this learning by supporting them at home. Showing an interest in their child's homework and talking to them about it really does help them to learn. Our main method of communication of homework is Seesaw.

Homework tasks provide valuable opportunities for parents and carers to work alongside their child on tasks and activities which reinforce the learning they do in school; this provides parents with a valuable insight into their child's on-going progress. A range of homework activities are set in Cathedral Primary across various areas of the curriculum.

Supporting your child with their homework

- If possible, provide your child with a quiet place to work.
- Treat your child's homework as his or her responsibility.
- Take an interest; help your child but do not do the work for them.
- Help your child to find solutions to any problem, but only to get your child back on track again. If your child is really struggling, it is better to refer the problem back to the teacher the following day.
- Go over work when it is completed, showing interest and support.
- Get used to the local resources you and your child can use such as joining the local library.
- Get in touch with the school if there appears to be a problem – do not wait too long.
- Go over the work again after it has been marked, discuss the good points and also any mistakes.

ADDITIONAL SUPPORT NEEDS

Cathedral Primary complies with the Education (Additional Support for Learning) (Scotland) Act 2004 as amended by the Education (Additional Support for Learning) (Scotland) Act 2009 and the Additional Support for Learning: Statutory Guidance 2017.

Cathedral Primary has a duty to ensure that all pupils have equal access to the curriculum, with appropriate support for their needs if required. This applies to the content of lessons, teaching strategies and minor adaptations to the school environment. There are a wide range of factors which may cause a barrier to learning and our school is committed to working closely with parents and carers to ensure they are fully involved in any decisions about supporting their child's needs.

Any parent or carer seeking further information and advice should contact the Head Teacher or Depute Head Teacher in the first instance. Further information relating to Additional Support Needs is available on the North Lanarkshire Council website.

HEALTH AND WELLBEING

Our Lady of Good Aid Cathedral Primary is a Health Improving School. Health and education go hand in hand and children who are fit and healthy are more likely to achieve their full potential at school. Our school has a comprehensive Health & Wellbeing programme of study and also works in partnership with various health professionals and partner agencies, including Active Schools and the school nurse. We ask parents and carers to help support our commitment to health and wellbeing by encouraging their son/daughter to bring healthy snacks and drinks to school.

Physical Education

All Cathedral Primary pupils engage in regular physical exercise, which includes two hours of taught Physical Education per week. All pupils require shorts, t-shirt and suitable footwear for PE. Pupils who are not participating in PE must have a parental note or medical certificate. Items of clothing which could potentially encourage factions (e.g. football colours), cause offence (such as anti-religious symbolism or political slogans), cause health and safety issues (such as loose fitting clothing, jewellery), or cause damage to flooring are not permitted.

LIVING OUR FAITH

As a Catholic school, faith is the bedrock of Our Lady of Good Aid Cathedral Primary and permeates the school's day-to-day activities and routines, no matter how ordinary or apparently 'unspiritual' these may be. We constantly strive to ensure Gospel values inform and underpin everything we do, for only in doing so can Cathedral Primary successfully fulfil its call to be an authentic Christian community where faith is not only taught and spoken about, but lived and experienced.

We are deeply conscious of the huge responsibility that rests on each of us to be positive Christian role models for our pupils. Jesus was the ultimate teacher and we, as Catholic educators, constantly endeavour to mirror and imitate Him in all we say and do so that our daily words and actions genuinely reflect the character and perfect example of Christ. Learning about faith within Cathedral Primary, therefore, has to do with a great deal more than simply acquiring head-knowledge about the Catholic faith. We seek to make Gospel values - values which have their source in the teaching and example of Christ - the threads which run through all our efforts to educate, nurture and form the young lives entrusted to us. Our ultimate hope, as outlined in our school aims, is that our pupils will respond positively to God's invitation of friendship and will go out into the wider world with the desire, knowledge and strength of faith to follow in the footsteps of Christ, whatever situations and challenges they might face.

Father Chromy, our parish priest and school chaplain, is a familiar face around the school as are Fr Mark O'Donnell and Canon O'Mahony. The regular presence of our clergy reminds our school community that we are an integral part of the ministry of the local church and an institution not only governed by North Lanarkshire Council but also under the pastoral care of the Diocese of Motherwell.

The journey of faith is not an individual pursuit. As Catholics, our faith grows and is sustained through the shared experience of prayer, liturgy and exploring and living our faith together. Prayer plays a vital part in the life of Our Lady of Good Aid Cathedral Primary School. Each classroom promotes prayer and reflection by displaying a crucifix and statue of Our Lady, along with current liturgical pictures, artefacts and symbols. Even before the register is taken, each class pauses in prayer to offer the day to God; the children say grace before and after meals; they close the day by thanking God for all His blessings. This daily classroom prayer is supplemented by collective worship at our weekly whole-school assemblies. Cathedral Primary aims to gather together as a school family for the celebration of Mass at least once each calendar month, with pupils and staff gathering in our school hall, joined where possible by members of our wider community.

This is Our Faith is the Religious Education syllabus used throughout Catholic schools in Scotland. *This is Our Faith* helps parents, teachers, catechists and clergy support young people in:

- developing their knowledge and understanding of the Catholic faith
- nurturing respect for other Christian traditions and world faiths

- experiencing opportunities for spiritual growth
- acquiring the skills of reflection, discernment and moral decision-making
- committing to beliefs, values and actions in a positive response to God's invitation to faith

Relationships and sexual health is also taught with Church-approved content and resources. 'God's Loving Plan' is taught from P1 – P7. The detailed planning framework in *God's Loving Plan* connects learning in Religious Education to aspects of Health & Wellbeing. This learning is organised under four themes, focusing on God as the source of all life who is delighted when we use our unique talents (including our bodies) for good, who calls us to be loving people and who guides us to make choices that are good and responsible.

Preparation for the Sacraments

- **FIRST RECONCILIATION** '*Happy are those whose sins are forgiven, whose wrongs are pardoned.*' (*Psalm 32: 1*) Cathedral Primary pupils prepare for their *First Reconciliation* (sometimes known as confession or the Sacrament of Penance) in Primary 3 and receive the sacrament during the month of March. The children are taught about the importance of saying sorry for the mistakes they make and reflect on God's great love for them and His willingness to always forgive.
- **FIRST HOLY COMMUNION** '*I am the Bread of Life. Those who come to Me will never be hungry.*' (*John 6: 35*) Cathedral Primary pupils are usually prepared for receiving their *First Eucharist* in Primary 4. The boys and girls spend a lot of time learning about and reflecting on the tremendous gift of the Eucharist. They receive their First Holy Communion during the month of May.
- **CONFIRMATION** '*You will be filled with power when the Holy Spirit comes upon you.*' (*Acts 1: 8*) The Sacrament of *Confirmation* is celebrated in Primary 6 & 7. In Confirmation, young people are signed with the gift of the Holy Spirit. The sacrament renews and strengthens their baptismal call to bear witness to Christ before the world and to devote themselves to the building up of His body, which is the Church.

All children who wish to be presented for the Sacraments must be baptised. If you wish your child to be baptised, please contact your Parish Priest.

Non-Catholic Pupils

Not all pupils or families connected to Cathedral Primary are Roman Catholic. Cathedral welcomes children of any faith, and of no faith at all, and the religious convictions and personal conscience of individual pupils and their families are acknowledged and respected at all times. Cathedral Primary does, however, have a duty to proclaim the Gospel and offer education based on the values and teachings of the Catholic Church, and it is presumed that parents who enrol their child in the school are consciously choosing this ethos and learning environment for their son or daughter.

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.

COMMENTS AND COMPLAINTS

Our Lady of Good Aid Cathedral Primary School endeavours to maintain positive, open relationships with parents, carers and the wider community. However, if you have a comment or complaint about any aspect of the school, please contact the Head Teacher in the first instance. North Lanarkshire Council complaints procedures are available at: <https://www.northlanarkshire.gov.uk/your-council/complaints-and-feedback/make-complaint>

It is extremely important that all issues are dealt with within an atmosphere of mutual trust and respect. Cathedral Primary School expects parents and carers to behave in a reasonable and civilised manner towards all school staff. Incidents of verbal or physical aggression towards staff by parents/carers will be reported immediately to the Head Teacher who will take appropriate action in line with North Lanarkshire Council policy.

FREEDOM OF INFORMATION

Freedom of Information (Scotland) Act 2002 came into force in 2005. The Act allows anyone to ask for information held by the Council and imposes a time-scale of 20 working days for the Council to respond. To deal with Freedom of Information requests, the Council has appointed a Corporate Freedom of Information Officer with the support of an officer in each Service. The Freedom of Information Coordinator can be contacted by telephone on 01698 302484.

QUALIFYING STATEMENT

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

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

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

