



# **Our Lady and St. Francis Primary School & Nursery Handbook 2026**



# Contents Page

A Charter for Catholic Schools in Scotland	Page 3
Introduction by Head Teacher	Page 4
School Information	Page 5
School Staff	Page 6
School & Nursery Hours, Out of Hours Care, Transfer, Enrolment	Page 7
Equal Opportunities	Page 8
School Holidays	Page 9
Curriculum for Excellence	Page 10-16
Additional Support Needs and Planning	Page 16-18
School Improvement Plan, Homework, School Ethos	Page 18-20
Spiritual, Social, Moral & Cultural Values	Page 20
Extra-Curricular Activities & Freedom of Information	Page 20-21
Data Protection	Page 21-24
Child & Adult Protection	Page 24
School Discipline & Anti-Bullying	Page 24-25
Home/School & Community Links & Parent Council Contact Details	Page 25-26
Concerns about a Pupil & Complaints Procedure	Page 26
Reporting to Parents	Page 26
Attendance at School	Page 27
Family Holidays During Term Time	Page 27-28
Attendance & Absence Data	Page 29
Clothing & Uniform	Page 29-30
School Meal Arrangements	Page 30-31
Special Dietary Needs, Breakfast Club & Packed Lunches	Page 31-32
Placing Requests, Transport & Pick Up Points	Page 32-33
Medical and Health Care, Information in Emergencies	Page 33-34
Parent Forum & Parent Council	Page 34-35
Pupil Voice & Supervision of Playgrounds	Page 35-36
Transfer from Primary to Secondary School	Page 36
Additional Information	Page 36
Useful Contacts	Page 37-38



## SCOTTISH CATHOLIC EDUCATION SERVICE A CHARTER FOR CATHOLIC SCHOOLS IN SCOTLAND

The mission of the Catholic School is to develop as a community of faith and learning, providing the highest quality of education, and offering formation through the promotion of Gospel values, through celebration and worship, and through service to the common good.

**All Catholic Schools in Scotland**, in honouring Jesus Christ as the Way, the Truth and the Life will feature the following characteristics:

- a commitment to the integrated education and formation of the whole person, in close partnership with parents as the first educators of their children;
- an inclusive ethos which aims to honour the life, dignity and voice of each person, made in the image of God;
- a commitment to the search for wisdom in life and to the pursuit of excellence, through the development of each person's unique God-given talents;
- a commitment to the spiritual formation of the school community, through the shared experience of prayer and liturgy, and in partnership with local parishes;
- the provision of religious education programmes which will enable young people to develop their understanding of Gospel values and of how to apply them to life;
- a commitment to uphold the moral teaching, faith tradition and sacramental life of the Catholic Church;
- a commitment to communicate Catholic social teaching and thereby to promote social justice and opportunity for all;
- a commitment to ecumenical action and the unity of Christians;
- the promotion of respect for different beliefs and cultures and for inter-faith dialogue;
- a commitment to support the continuing professional and spiritual development of staff.

All staff appointed to a Catholic school are expected to support and promote the aims, missions, values and ethos of the school, as illustrated in this Charter.



## Our Lady & St. Francis Primary School

Dear Parent/Carer

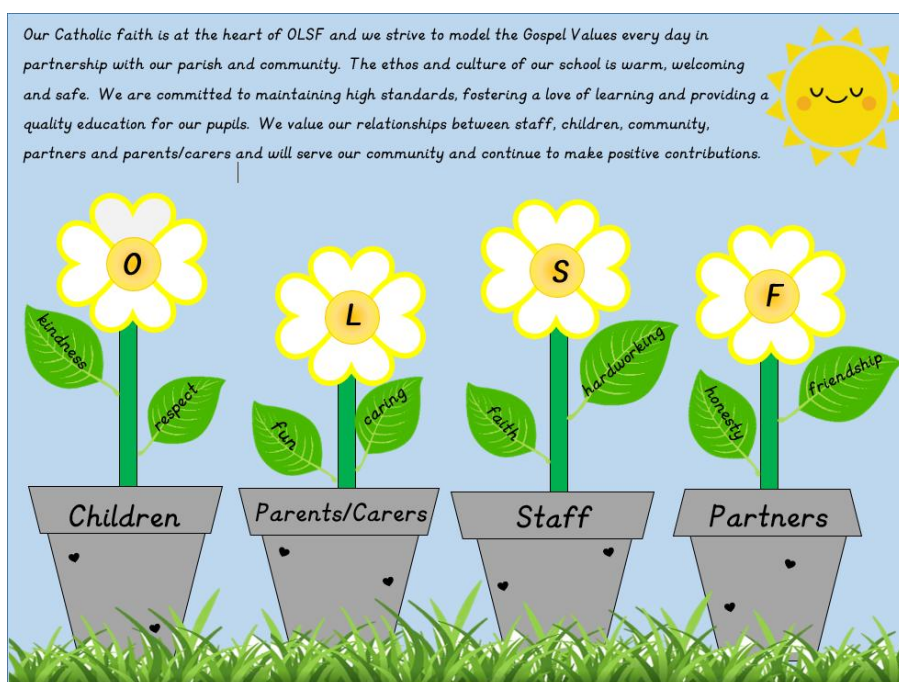
Welcome to Our Lady & St. Francis Primary School and Nursery. This handbook is designed to provide you with lots of useful information and help you gain a clear understanding of everything we offer at OLSF.

At Our Lady & St. Francis Primary School, our aim is to ensure every child has the opportunity to achieve their full potential, by providing a variety of rich teaching and learning experiences. We work in partnership with staff, pupils and parents to create a happy, safe and nurturing environment where every child can thrive.

We are proud of our school's shared vision and values, which shine through all aspects of school life. Our pupils demonstrate a very high standard of behaviour and motivation and our Catholic faith is at the heart of everything we do.

I look forward to working with you and your child, and if you have any comments, questions or suggestions, please do not hesitate to contact me.

Mrs Claire Semple  
Acting Head Teacher



## SCHOOL INFORMATION

**Name:** Our Lady & St. Francis Primary School & Nursery Classes  
**Address:** Newarthill Road  
Carfin  
ML1 5AL

**Telephone:** 01698 274947

**E-Mail:** [nlsemplec@northlan.org.uk](mailto:nlsemplec@northlan.org.uk)  
**Website:** <https://blogs.glowscotland.org.uk/nl/olsfblog/>  
**X:** @olsfprimary

**Denominational Status:** Our school is a co-educational Roman Catholic Primary School.  
Our nursery classes are non-denominational.

**Capacity:** 320 pupils, Primary 1 to Primary 7  
54 3-5 Placements (Term Time Nursery)  
10 Two Year Olds Placements (Term Time Nursery)

**Stages Covered:** Nursery: Age 2 to age 5  
Primary: Primary 1 to Primary 7

**Present Roll:** 298 pupils (School)  
64 pupils (Nursery Classes)

**Current Class Structure:**

P1a	22 pupils
P1b	19 pupils
P1/2	23 pupils (9 P1 + 14 P2)
P2	24 pupils
P2/3	23 pupils (9 P2 + 14 P3)
P3	25 pupils
P4	30 pupils
P4/5	23 pupils (14 P4 + 9 P5)
P5	29 pupils
P6	30 pupils
P7a	26 pupils
P7b	24 pupils

**Composite Classes:** At times, composite classes may need to be formed within the school. Careful consideration is placed on the formation of composite classes and the following criteria is used: working groups, social groups and staff consultation.



<b>Community Facilities:</b>	It is Council Policy that school accommodation is made available as far as possible outwith school hours for use by the community. Such use by groups and clubs will be in accordance with approved letting procedures and enquires should be directed to the School and Facility Booking Service on 01698 632778 or email <a href="mailto:school&amp;facilitybookings@northlan.gov.uk">school&amp;facilitybookings@northlan.gov.uk</a> .
<b>Associated High School:</b>	Taylor High School, Carfin Street, New Stevenston. Telephone (01698) 274976.
<b>Parent Council:</b>	<a href="mailto:olsfparentcouncil@gmail.com">olsfparentcouncil@gmail.com</a>

## STAFF

Acting Head Teacher	Mrs Claire Semple
Acting Depute Head Teacher (0.5)	Mrs Kathryn Mushet
Acting Depute Head Teacher (0.5)	Mr Chris Maxwell
Acting Principal Teacher (0.4)	Mrs Kathryn Mushet
Principal Teacher (0.6)	Miss Angella O'Donnell

### Teaching Staff 15.1 FTE

Primary 1a	Mrs Danielle Keenan
Primary 1b	Mrs Laura Watt
Primary 1/2	Mr Steven Rankin
Primary 2	Mrs Pauline Donnelly
Primary 2/3	Miss Elysha McLaughlin
Primary 3	Miss Nadia Anderson
Primary 4	Mrs Oonagh Taggart
Primary 4/5	Mrs Ashleigh Crooks
Primary 5	Mrs Michelle Wilson
Primary 6	Miss Robyn Kennedy (Probationer)
Primary 7a	Mrs Lisa Anderson
Primary 7b	Mrs Lesley Anne Rimmer
Class Teacher (0.5)	Mr Chris Maxwell
Support for Learning	Mrs Ellen Holmes
Support for Learning/NCCT Cover	Mrs Laura Cahill

### ASNAs

Mrs Lorraine Barry  
Mrs Bernie Curran  
Mrs Kathleen Miller

### Office Staff

Mrs Kayleigh McGuinness (Senior)  
Mrs AnneMarie McShane  
Mrs Lynne Brannan

### Nursery Staff

Miss Caitlin Murray	Lead Practitioner
Miss Natasha Newall	Lead Practitioner
Mrs Alethea Britton	Equity and Excellence Lead
Mrs Nicola O'Neil (M-W)	Early Learning Practitioner
Miss Ellie Hughes	Early Years and Childcare Worker
Miss Abbi Logue (W-F)	Early Years and Childcare Worker
Miss Nicole Madden	Early Years and Childcare Worker





Mrs Christina Robinson	Early Years and Childcare Worker
Miss Taylor Dykes	Early Years and Childcare Worker
Mrs Nadia Shakeel (M-T)	Early Years and Childcare Worker

Mrs Bonnie Brown	Support Worker
Mrs Laura Watson	Support Worker
Miss Cerys McConnell	Support Worker
Miss Lauren McAnaw	Support Worker

### Catering Staff

Mrs Wendy Horn  
Mrs Louise Halligan  
Mrs Kelly Anne Henderson  
Mrs Leanne Houghton

### Cleaning/Janitorial Staff

Janitor	Mr David Clark
Cleaner	Mrs Gillian Beattie

## SCHOOL HOURS

School Hours	9.00 am - 3.00 pm
Morning Interval	10.40 am - 10.55 am
Lunch	12.35 pm - 1.20 pm

Please note that Primary 1 pupils attend full-time from day one.

## OUT OF SCHOOL CARE

Lanarkshire Childcare Services and Bellwood Nursery drop off and collect a number of children from our school. They provide childcare before 9am and after 3pm and during school holidays. These are independent of the school and further information may be obtained by calling them on 01698 383485 and 01698 230455 respectively.

## NURSERY HOURS

Term Time Sessions (36 weeks)	8.50am – 2.50pm
-------------------------------	-----------------



## **TRANSFER / ENROLMENT**

Classes for children who attain the age of 5 years between 1st March 2025 and 28th February 2026 will be formed in August 2026. Registration is open from 12<sup>th</sup> -15<sup>th</sup> January 2026, 1:30pm-3pm. Parents/carers should come to the school with a copy of the child's birth certificate, a current council tax statement and a baptismal certificate, where available.

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

Parents of children eligible to begin nursery education should complete the application form, available at [northlanarkshire.gov.uk/ELC](http://northlanarkshire.gov.uk/ELC), and return it to the school. This should be accompanied by the child's birth certificate and proof of address.

## **EQUAL OPPORTUNITIES**

North Lanarkshire Council is an equal opportunities authority and it is the responsibility of this school to ensure that all persons, teachers and pupils are treated in accordance with Council Policy.

Our aim is to promote equal opportunity and social inclusion at all times. Procedures are in place to deal with any form of racial harassment.

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

Implementation of the Education, Youth and Communities 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>





## **SCHOOL HOLIDAYS**

### **School holiday arrangements 2026/2027**

#### August 2026

- Monday 10 August 2026 (Return date for teachers & In-Service Day)
- Tuesday 11 August 2026 (In-Service Day)
- Wednesday 12 August 2026 (Return date for pupils)

#### September 2026

- Friday 25 September and Monday 28 September 2026 (September weekend)

#### October 2026

- Monday 12 to Friday 16 October 2026 (October Week)

#### November 2026

- Monday 16 November 2026 (In-Service Day)

#### December 2026 - January 2027

- Schools close at 2.30pm on Friday 18 December 2026
- Monday 21 December 2026 – Monday 4 January 2027 (inclusive) (Christmas holidays) Schools return on Tuesday 5 January 2027

#### February 2027

- Monday 15 February and Tuesday 16 February 2027 (Mid-term break)
- Wednesday 17 February 2027 (In-service day)

#### March 2027

- Friday 26 March (Good Friday)
- Monday 29 March (Easter Monday)

#### April 2027

- Friday 2 April (Schools close at 2.30pm)
- Monday 5 April - Friday 16 April 2027 (Spring break)

Schools return on Monday 19 April 2027

#### May 2027

- Monday 3 May 2027 (May Public Holiday)
- Thursday 6 May 2027 (In-service day – Scottish Government Elections)
- Friday 28 May 2027 and Monday 31 May 2027 (May Weekend)

#### June 2027

- Schools close at 1pm on Friday 25 June 2027



## CURRICULUM FOR EXCELLENCE

### 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

- 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.

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

From 3-18 years, learners are supported to achieve their full potential and, as they progress through broad general education into senior phase, to 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 of 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 may have additional support needs will be assessed using methods best suited to their individual requirements.



## **How Curriculum for Excellence is being implemented in Our Lady & St. Francis Primary**

In Our Lady & St. Francis Primary the Curriculum is organised to take account of the aims of the school and to meet the demands of the Scottish Government Curriculum for Excellence initiatives, which are concerned with children's development as lifelong learners.

We aim to make learning for our children challenging, engaging and motivating and to encourage high aspirations and ambitions for all. At all stages, learners of all aptitudes and abilities should be able to experience an appropriate level of challenge, to enable each individual to achieve his or her potential. Children should be active in their learning and have opportunities to develop and demonstrate their creativity. Support will be provided to enable children to sustain their effort.

Using both National and North Lanarkshire Council guidelines, we aim to provide a broad range of experiences for our children through a curriculum which is organised to enable them to learn and develop through a variety of contexts within both the classroom and other aspects of school life.

The curriculum aims to:

- Enable children to progress at a rate, which meets their needs and aptitudes.
- Enable children to develop fully their capacity for different kinds of thinking and learning.
- Respond to individual needs and support particular aptitudes and talents.

This will be managed and achieved through our Annual Improvement Plan, which outlines tasks to be undertaken. School staff will be involved in training sessions on in-service days and at curriculum development meetings after the school day.

All pupils are given opportunities to develop skills for learning, life and work, including literacy, numeracy and health and wellbeing in and out of the classroom, through a wide variety of active learning experiences.

Pupils are actively involved in all aspects of the learning process including planning discussions, target setting and self-evaluation. Recognising the important role parents play in supporting their child's learning, we actively seek and promote parental involvement to improve outcomes for all children. We have annual curriculum workshops, Sacramental information evenings and parents' evenings, where we encourage strong home/school partnerships.

## **LANGUAGE (LITERACY)**

Language is at the heart of children's learning and has a high priority in our planning. North Lanarkshire's Active Literacy will continue to be implemented in our school, alongside other supplementary programmes of work, taking account of any new developments. Through language (Literacy) children acquire much of their knowledge and many of their skills. Literacy enables children both to communicate with others effectively for a variety of purposes, and to examine their own and others' experiences, feelings and ideas, giving them order and meaning.



As literacy is central to children's intellectual, emotional and social development, it has an essential role across the curriculum and helps pupils' learning in all areas of the curriculum. Our Lady & St. Francis Primary School attaches a high priority to giving pupils a command of their language and the ability to use it appropriately and concisely to convey meaning. This includes having a knowledge about language, listening attentively, talking clearly and confidently, reading with understanding, and writing fluently and legibly with accurate spelling and punctuation.

Parents who converse, question, explain and read with their children are laying sound foundations for future language development.

## **MODERN LANGUAGES**

In Our Lady & St. Francis Primary, we develop Modern Language guidelines by working closely with Taylor High School and the cluster primaries to develop a progressive and coherent Spanish programme for pupils from P1 to P7. Additionally, French is also taught from P5 to P7.

## **MATHEMATICS & NUMERACY**

Mathematics is taught in an active way and linked to 'real' contexts where possible. It is viewed in the widest sense as a problem-solving activity. Where pupils are involved in problem-solving and enquiry, they will be challenged to think about what they are doing, to question and to explain. Great emphasis is placed on using stimulating contexts for the application of mathematical processes and ideas to enable children to explore the fact that mathematics is fun and part of their daily lives.

In numeracy work especially, there is a very valid requirement for children to spend adequate time memorising basic number facts and learning multiplication facts.

When helping with homework, it is important that parents use the same mathematical language and methods as the class teacher, as some children may become very confused as to what to do. If in doubt, please check with the class teacher who will always be prepared to take time to help you help your child.

## **HOMEWORK**

A good, well-managed homework programme helps children and young people to develop the skills and attitudes they will need for successful lifelong learning. Homework also supports the development of learning skills, consolidates classwork taught and provides parents with an opportunity to take part in their child's education. Homework should be of the same high standard of work expected in class and every child should complete it to the best of their ability within a specified time allocation. Children normally receive homework 4 nights per week. We have recently introduced a family learning homework pack to encourage parents/carers as partners in their child's learning journey.

## **SCIENCES, SOCIAL STUDIES, TECHNOLOGIES**

These subjects bring together the main way in which children learn about the world. It comprises the three components listed above for the organisation of knowledge and understanding, skills and the development of informed attitudes to the environment.



## **HEALTH AND WELLBEING**

Pupils at Our Lady & St. Francis Primary are encouraged to learn about self-awareness, interpersonal relationships, self-esteem, independence and interdependence as well as developing healthy attitudes to food and exercise, which lead to a happy and healthy lifestyle.

As well as this, we encourage education for citizenship, which involves children exploring issues, which help them make a positive contribution in the society in which they live.

We also host an annual World of Work Day, which encourages children to explore the world of work, and potential career paths for the future.

## **PHYSICAL EDUCATION (P.E.)**

Each class takes part in 2 hours of P.E. sessions a week. Our physical education programme is designed to improve physical competences, improve aspects of fitness, and develop personal and interpersonal skills and attributes. It enables learners to develop the concepts and skills necessary for participation in a wide range of physical activity, sport, dance and outdoor learning, and enhances their physical wellbeing in preparation for leading a fulfilling, active and healthy lifestyle.

## **EXPRESSIVE ARTS**

The term 'Expressive Arts' encompasses 4 subjects: Art & Design, Music, Dance and Drama. The teaching of these subjects promotes distinctive ways of understanding the self, developing individual abilities and finding personal satisfaction and enjoyment. They emphasise particular ways of communicating with others. They develop aesthetic awareness and the creativity they encourage can lead to important economical and social contributions to our society. They have a particular place in developing children's awareness of their heritage.

## **ART & DESIGN**

Through Art and Design, children are involved in processes that develop their capacity to invent, create, interpret, and appreciate. They will use a range of techniques and materials from the simple to the more complex to explore feelings, ideas, thoughts and solutions and to evaluate and appreciate their own work and that of others.

## **DRAMA**

Most children will come to school with extensive experience of imaginative play through which they will have begun to explore aspects of Drama. It provides excellent opportunities for collaborative group work. Many of the contexts for Drama relate to other areas of the curriculum.

In all stages of the school, role-play is encouraged. An effort is made to allow every child the experience of performing before an audience.



## **MUSIC**

In music we give equal value to a progression of work in voice, use of percussion instruments, inventing music and listening to music. This is currently under review to ensure we meet the criteria for a Curriculum for Excellence.

Our school choir have been involved in many initiatives, including performing alongside ABBAMANIA at both Glasgow Royal Concert Hall and the Palace Theatre, Kilmarnock. They also perform annually in the Regent Shopping Centre Choir Competition and won this competition in 2015.

## **DANCE**

Through dance, learners have rich opportunities to be creative and to experience inspiration and enjoyment. Creating and performing will be the core activities for all learners, and taking part in dance contributes to their physical education and physical activity. Each year our pupils participate in social dance in preparation for their Christmas Parties. Additionally, we have an annual 'Day of Dance', where every child participates in dance performances that their families are invited to attend and observe (and join in!).

## **RELIGIOUS & MORAL EDUCATION ROMAN CATHOLIC SCHOOLS**

The spiritual, social, moral and cultural values we wish to develop in our children permeate the life of Our Lady & St. Francis Primary School and are not confined to religious lessons.

We aim to encourage the children to put their R.E. lessons into practice within the community of the school. The ethos of the school and curriculum aim to help our children in their search for answers to some of life's deepest questions and to respect the beliefs, practices and values of religious traditions within their own community and also those of people from other faith communities.

We are currently implementing "This is our Faith" which is a programme that has been developed in Primary Schools and ratified by the Bishops of Scotland and the Holy See. The essence of this programme is its strong emphasis on parental involvement and responsibility in relation to the child's growth as a Christian leading a Christian way of life. It provides opportunities for home, school, parish and the wider community to work together. This is especially evident when we all work together to prepare the children for the sacraments they receive when in primary school.

## **RELIGIOUS OBSERVANCE**

A school Mass is normally held each month and on holy days of obligation. Junior and senior classes each have an opportunity to help prepare the liturgy. Weekly assemblies are held for infant and upper classes. As valued members of the school community, children from other faith backgrounds attend religious celebrations both in and out with school with their peers. Parents/carers have the right to request that





their children do not attend these faith celebrations however, at times, it may be necessary that parent/carers provide supervision at this time as the school cannot always guarantee supervision due to staffing ratios.

It is recognised that the Education Act allows parents to withdraw their children from any instruction in religious subjects and from religious observance. Any such pupil would never be placed at a disadvantage in regard to secular instruction.

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

In line with national guidelines, children receive Sex Education in P1-P7. This is taught sensitively through Diocesan guidelines, 'God's Loving Plan,' which has a strong emphasis on moral values and relationships.

## ADDITIONAL SUPPORT NEEDS

Our Lady & St. Francis Primary 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.

In Our Lady and St. Francis Primary, systems are in place to identify pupils with additional support needs. Through a process of staged intervention and, where appropriate, in conjunction with other appropriate agencies, the school will work to support these pupils within the framework of the new legislation and in line with NLC guidelines. Supported by the Education Authority, the school will be fully involved in the transitional arrangements set out by the Scottish Executive and North Lanarkshire Council.

To ensure early identification of needs, the school implements a 3 level approach:

**Universal** – Support comes from within the school (using classroom and whole school resources and support) and from within the universal provisions of health, e.g. advice, resources from allied health professionals), advice signposting from 3<sup>rd</sup> sector, SW resources, Psychological Services etc.

**Additional** –Support comes from Cluster Resources / Integrated Cluster Wellbeing Base and partnership working with Health, Third Sector to address wellbeing concerns of a child to improve their outcomes.

**Intensive** –Intensive support from within Cluster resources or integrated working with partner agency/agencies, third sector.

Care experienced children i.e. children who are/or previously were cared for directly or whose care is supervised by the local authority are deemed to have Additional Support Needs unless assessment determines otherwise. The Head Teacher assumes the role of Safeguarding and Child Protection Co-ordinator, including arrangements for Care Experienced Children.

Children with English as an additional language may also be considered as having Additional Support Needs. These children may, at some point, receive additional tuition from an EAL Teacher.



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

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

## 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 are identified through rigorous self-evaluation, use of data and in consultation with all stakeholders. Targets are also agreed by staff following an audit of the previous year's Improvement Plan.

Parents are consulted and informed of each year's priorities and the Improvement Plan is available from the school office and an electronic copy can be accessed on the school website.

School Improvement Priorities for the academic session 2026-2027 are:

- To build a whole school approach to mental health and wellbeing by June 2026, which supports pupil/staff/families social and emotional learning.
- To raise attainment in writing, across all stages, by 1% by June 2026, through effective Learning, Teaching and Assessment.
- All learners will be exposed to the NLC Digital Pathways and skills for life and learning through a more cohesive and developed digital strategy by June 2027.

All updates on school achievements are on the school website and can also be found on our social media 'X' feed.

Our last HMIE report can be found at <https://education.gov.scot/>

## HOMEWORK

A good well-managed homework programme helps children and young people to develop the skills and attitudes they will need for successful lifelong learning. Homework also supports the development of learning skills, consolidates classwork taught and provides parents with an opportunity to take part in their child's education. Homework should be of the same high standard expected in class and every child should complete it to the best of their ability within a specified time allocation.

Children normally receive homework four nights per week, which is uploaded to Microsoft Teams.

We have a Family Outdoor Learning Booklet which is used in terms 2 and 4 to encourage families to actively participate in their child's learning.

## SCHOOL ETHOS



We pride ourselves on our positive, warm and caring ethos at Our Lady & St. Francis Primary. Indeed, during a recent inspection by Education Scotland, our 'welcoming atmosphere' was commented on most positively. We aim to create a secure, stimulating and caring environment for all members of our school community. Pupil welfare and learning is at the forefront of everything we do. We aspire to provide children skills for learning, life and work through the highest quality of education possible.

We celebrate achievements weekly at school assemblies and positive behaviour, good manners and pupil effort are recognised in a number of ways including our House System and the Good to be Green positive behaviour programme. Our nursery children are encouraged to follow our rules and are rewarded with stickers and praise.

## **SPIRITUAL, SOCIAL, MORAL AND CULTURAL VALUES**

At Our Lady & St. Francis Primary School and Nursery Classes, we aim to create an environment where our pupils appreciate and live the gospel values. Our school is denominational (Roman Catholic) and weekly assemblies allow us to come together as a faith community to reflect on our faith values. Major religious festivals are also recognised to celebrate the multi-cultural world we live in.

Our Nursery Classes are non-denominational.

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

## **EXTRA CURRICULAR ACTIVITIES**

Out of school hours learning (OOSHL) varies from year to year. In Our Lady & St. Francis Primary School, we are proud to state that most class teachers, including the senior leadership team, take responsibility for at least one OOSHL club each session.

Educational outings to enhance teaching and learning are organised throughout the year for all classes and this generally involves parental help.

## **FREEDOM OF INFORMATION**

The Freedom of Information (Scotland) Act 2002 came into force in January 2005. The Act allows anyone to ask for information held by the Council and imposes a 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 Coordinator can be contacted at : [foirequest@northlan.gov.uk](mailto:foirequest@northlan.gov.uk).

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

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

During a child's journey through education a pupil's record is kept, this core record is mainly paper based and is stored securely in the child or young person's establishment. If the establishment has requested assistance from educational staff 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 obligation, personal information may be shared internally between departments of the Council. From time to time, education staff may also need to share information about you, your child or young person with another person from another agency or service, e.g. Social Work, Health.

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

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

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

### **How long do we keep your information for?**

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

### **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 <a href="mailto:AITeam@northlan.gov.uk">AITeam@northlan.gov.uk</a>	

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	
<a href="mailto:casework@ico.org.uk">casework@ico.org.uk</a>	

## Transferring Educational Data about Pupils

### Education authorities and the Scottish Government

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

The data collected and transferred covers areas such as date of birth, postcode, registration for free-school meals, whether a pupil is looked after by his/her local authority, additional support needs including disability, attendance, absence and exclusions from school. Pupil names and addresses are collected by the school and the council but they are not passed to SGEP. The postcode is the only part of the address that is transferred. Data is held securely and no information on individual pupils can be published by SGEP. Providing national identity and ethnic background data is entirely voluntary. You can choose the 'not disclosed' option if you do not want to provide this data. However, we hope that the explanations





contained in this message and on our website will help you understand the importance of providing the data.

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

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

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

### **Your GDPR rights**

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

SGEP works with a range of partners including Education Scotland and the Scottish Qualifications Authority. On occasion, we will make individual data available to partners and 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](mailto: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.gov.scot/collections/scottish-exchange-of-data-scotxed/>

## **CHILD PROTECTION**

Every adult in Scotland has a role in ensuring all our children and young people are safe and protected from harm at all times and in all situations.

The Head Teacher is responsible for the school's actions in response to Child Protection concerns.



If there are any Child Protection concerns the Head Teacher or the Child Protection Co-ordinator will follow North Lanarkshire Child Protection Procedures and Guidelines.

Child Protection Co-ordinator is: Mrs Claire Semple

Telephone Number: 01698 274947

## **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 is: Mrs Claire Semple

Telephone Number: 01698 274947

## **SCHOOL DISCIPLINE**

Good school discipline is necessary to create the right conditions for learning. It is a joint responsibility of home and school.

We consistently review our policy to ensure the school is a happy, safe and well-ordered place in which pupils can thrive. Parents are welcome to discuss our policy at any time.

It is school policy to inform parents of any deterioration in behaviour or attitude to work as soon as possible. Parental co-operation at this stage is vital.

Your role as parent, your approval of the necessity for rules and discipline within the school, and the way you express this to your child, are all important in forming his/her attitude towards authority in general and in particular within the school. You are asked to talk with your child about the importance of self-discipline and how responsibility for his/her own actions increases as he/she grows.

Personal and Social Development is addressed in the curriculum at all stages and has a great bearing on how a child accepts himself/herself and relates to other people. Parents are asked to bring concerns about behaviour, or relationships with others, to the school as a matter of urgency. There is a better chance of resolving difficulties when home and school communicate well with each other.

In school we encourage children to give of their best, show an attitude of caring towards others and be responsible for their own actions. At the senior stages, pupils are given responsibility in terms of monitoring, escorting school visitors, helping at functions and being buddies to younger pupils. At all times, expectations of children are high and praise and encouragement from staff the norm.



## ANTI-BULLYING

*'North Lanarkshire Council is committed to the belief that every child and young person has the right to grow up free from bullying. We want children and young people to live, learn, socialize and work in an inclusive community where differences between people are valued, people support one another and treat each other with respect, empathy and compassion.'*

(NLC Anti-Bullying Strategy, Bullying: It's Never Acceptable 2012)

Our Lady & St. Francis Primary promotes an ethos of positive behaviour and we regularly raise children's awareness of the different kinds of bullying that exist and what to do if they encounter it, through our health and well-being programme and assemblies. We recognise the need to support young people should instances of bullying occur as well as support and help those involved in actions related to the victimisation of others to an understanding of their behaviour, how it affects others and ultimately to change that negative behaviour.

Children are supervised at play and an adult presence is provided in playgrounds at break times in terms of the Schools (Safety and Supervision of Pupils) (Scotland) Regulations 1990.

## SUPERVISION IN NON-CLASS TIMES

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

## HOME/ SCHOOL & COMMUNITY LINKS

North Lanarkshire Council is committed to promoting parental involvement. It acknowledges the value and importance of parents to the educational process and recognises that when schools and families work together children do better. At Our Lady & St. Francis Primary School we actively seek out opportunities to involve parents and the wider community in the life of our school. We have regular guests at whole school assemblies and raise money every year for local charities. We work very closely with the parish and parish community and have monthly Masses and coffee mornings.

Many parents volunteer some of their time to work with the children or carry out some of the many tasks that make a school a better place for children, e.g., helping on excursions. Parents who wish to help within the school may be required to have a Protection of Vulnerable (PVG) Groups check carried out. This is a simple process and further information about this is available from the school.

The school website/blog is updated regularly to inform parents of school events and how to support their child's learning at home. Our school also has an X account, and we use this as our main means of communication. You can find us at: [@olsfprimary](https://twitter.com/olsfprimary)

Our school has an open door policy, and wherever possible, a member of the senior leadership team will meet with a parent who has a query or concern. This is not always possible however, and in these cases the school office will be happy to make a mutually convenient appointment.



## CONTACTING THE PARENT COUNCIL

Our Parent Council can be contacted at: [olsfparentcouncil@gmail.com](mailto:olsfparentcouncil@gmail.com)

## CONCERNS ABOUT A PUPIL

In line with our open door policy, parents are welcome to telephone the school for an appointment if they have any concerns or questions. If a parent has a concern about their child, they should contact the Head Teacher or a member of the Senior Leadership Team in the first instance. All concerns will be treated seriously. We will work in partnership with parents and families to resolve any concerns satisfactorily.

## COMPLAINTS PROCEDURE

We would hope that you would have the confidence to approach our school in the knowledge that any concern or complaint you have will be dealt with in a prompt and appropriate manner.

If you would like to speak directly with a member of the Senior Leadership Team, please contact the school office and request an appointment.

You may also contact North Lanarkshire Council with any concerns using their Complaints Procedure, details of which can be found at: <https://www.northlanarkshire.gov.uk/schools-and-learning/maintaining-school-standards/school-complaints>

## REPORTING TO PARENTS

Throughout the year, parents have many opportunities to contribute to the learning process through curriculum workshops, homework diaries, open mornings/evenings and more formal reporting procedures as outlined below:

Term 1	Parents' Evening & Settling in Report for P1 pupils
Term 2	Interim Report
Term 3	Parents' Evening
Term 4	End of Year Summary Report

## ATTENDANCE AT SCHOOL

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



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

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

Parents and carers are asked to inform the school by telephone from the start of the school day if their child is going to be absent. If the school has not been informed of a child's absence, a text message will be sent to the priority phone number. Parents should then telephone the school. Failure to do so will result in school staff accessing all contact numbers provided for the child. In terms of child safety, Police and/or Social Work will be contacted if all attempts to locate the child have been exhausted.

Parents are asked to inform the school by telephone if their child is likely to be absent for some time, and to give their child a note on his or her return to school confirming the reason for absence. As attendance at school is compulsory, the local authority has a duty to refer continued non-attendance and this may result in children being referred to the Children's Reporter and ultimately result in prosecution if improvement is not made.

We ask that parents of Nursery children also telephone the school office if their child won't be attending Nursery for any reason.

## **FAMILY HOLIDAYS DURING TERM TIME**

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

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

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

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

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

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



Schools play an important part in the local community and the parental responsibility of ensuring their child's regular attendance has a substantial bearing on the ethos of the school and how it is viewed by others.

Please note, if parents/carers choose to take family holidays during the school term, in line with School Policy, the following restrictions apply:

- The school cannot prepare or issue any class work or homework that has been missed
- Class teachers are not obliged to reschedule parents' reporting sessions or meetings missed during family holidays as this is outwith their contractual responsibilities
- All term time holidays will be recorded as 'unauthorised parental holidays' on pupils' records, except in agreed exceptional circumstances as outlined above.

## **EXTENDED LEAVE WITH PARENTAL CONSENT**

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

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

## **EXCEPTIONAL DOMESTIC CIRCUMSTANCES**

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

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

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. A statement of the school's policy including procedures for the enforcement of attendance.

## **ATTENDANCE, LATECOMING AND ABSENCE DATA**

Absence 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 attendance.

The school continually strives to improve attendance and late coming. Each month, the Head Teacher conducts a monthly attendance and late coming check and writes to all children whose attendance falls



below 90%, and to those who have more than three occasions when they are late. If there is ongoing non-attendance or late coming, the school will invite parents to a meeting to discuss it further.

## CLOTHING AND UNIFORM

All North Lanarkshire schools must have a dress code, which encourages pupils to dress in a way that 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 Education and Families Services 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, in particular for alcohol or tobacco**
- **Could be used to inflict injury to other pupils or to be used by others to do so.**

Parents/carers in receipt of a clothing grant from the Council will be encouraged to purchase items which are in accordance with the school dress code. Approval of any requests for such grants in other circumstances are at the discretion of the Executive Director of Education and Families. Information and application forms may be obtained from the Council website [Free school meals and clothing grants | North Lanarkshire Council](#)

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 £850 per month), housing benefit (please note that the housing element of Universal Credit is not housing benefit), council tax reduction (please note that single person's discount/council tax exemption is not council tax reduction). The deadline for school clothing grants is 31 March 2027.

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 might 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 things are likely to be met only where the authority can be shown to have been negligent.





Our Lady & St. Francis Primary's uniform consists of:

- ❖ Grey sweatshirt
- ❖ Blue shirt
- ❖ Grey trousers/skirt
- ❖ School tie
- ❖ School blazer/fleece (optional)

Our PE Uniform consists of:

- ❖ Blue polo shirt
- ❖ Black or grey shorts/joggers/leggings
- ❖ Black gym shoes

School uniforms can be purchased from either MIYO Apparel or Logoxpress.

## **SCHOOL MEAL ARRANGEMENTS**

A cafeteria is in operation in the school and a selection of hot and cold snacks and meals are available. Water and milk drinks are also available. School menus are posted on X every Sunday for the week ahead; please take time to talk with your child regarding their choices available the evening before and this will allow them to take advantage of our pre-order system.

Our school operates a 'cashless system'; children are issued with an online account which can be credited online at home. Further details of this are available at the school office.

As of January 2022, P1-P5 pupils are entitled to a free school meal.

Children of parents receiving Income Support, Job Seekers Allowance (income based), and Employment & Support Allowance (income related) 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 and a fruit or vegetable snack.

Information and application forms for free school meals can be downloaded from the council website [www.northlan.gov.uk](http://www.northlan.gov.uk)

Nursery children have lunch in the playroom and have access to healthy snacks throughout the duration of their sessions.

All eligible two-year-olds and all children aged from 3 to those not yet attending primary school, that attend a North Lanarkshire Council Nursery or a Funded Provider (childminder or voluntary/private nursery), are entitled to 1140 hours Early Learning and Childcare provision. Those children attending for four hours per day, or more, will receive a free meal as part of the Early Learning and Childcare entitlement.



**NB. Children who are in receipt of free school meals are entitled to a free breakfast. This includes P1-P5 pupils.**

## **SPECIAL DIETARY NEEDS**

Diets required as a result of a medical condition (a medically prescribed diet e.g. coeliac disease, diabetes, PKU, food allergy or intolerance) can be provided in school by our catering staff. A medically prescribed diet form must be completed and signed by the child's Registered Dietician or General Practitioner. Procedures and forms can be accessed online through North Lanarkshire Council's website, by the school, the catering service or also in some cases by the child's dietitian or doctor. For some conditions (PKU, coeliac) parents/carers may be asked to supply prescription foods or attend a meeting to discuss the child's dietary requirements.

For information a vegetarian meal option is offered on a daily basis.

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 also 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. Special Diets such as Vegan and ethnic diets can also be accommodated. In this case a form b should be completed and can be signed by the parent.

All completed forms should be returned to the email [specialdiet@northlan.gov.uk](mailto:specialdiet@northlan.gov.uk)

## **BREAKFAST CLUB**

A breakfast club operates within the school and is open is from 8.15am each morning. Children coming to the Breakfast Club should enter via the main school entrance and make their way to the dinner hall. Please note there is no access to either the school building or the breakfast club prior to 8.15am as there is no adult supervision. Breakfast Meals are free to all children in P1 to P5, and additionally to P6-P7 pupils in receipt of a free school meal. The cost for all other children is as follows:

One child - £1.05 per day; 2 children £1.55 per day; 3 children - £1.90 per day.

**N.B. There is no crossing patrol on duty so parents must ensure their children are escorted safely to school.**



## **PACKED LUNCHES**

Packed lunches may be eaten in the school lunch hall or, in good weather, children may be given permission to eat packed lunches outside, in designated areas.

We request that parents support our Health Promoting School by only providing healthy lunches for children. Children should not bring sugary or fizzy drinks or sweets for their packed lunch.

At certain times of the school year we will have Healthy Packed Lunchbox competitions to encourage children to develop healthy eating attitudes.

## **PLACING REQUESTS**

You have the right to make a placing request for your child to be educated in a school other than the local school. In December each year, the authority will advertise its arrangements for placing requests.

There are sound educational reasons for trying to ensure that the transfer or admission of children to a school takes place at the start of a school session. Other than those who are moving home to a new area, parents 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 a 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 nurseries), special school or special class managed by the home authority. In the event of a successful placing request the authority are not required to provide transport. The Act also enables parents and young people to make a placing request to attend a school/establishment belonging to another authority.

## **TRANSPORT**

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

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

A bus is provided for children living in Dalziel Park children and certain areas of Jerviston. It leaves Dalziel Park at 8.30 am and Jerviston at 8.35am and collects the children at 3.00 pm from the school gate.

**It is very important for the safety of children that parents dropping off and picking up children in cars do not double park or park in the school car park.**

## PLACING REQUESTS AND TRANSPORT

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

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

## MEDICAL AND HEALTH CARE

At the start of each school year, parents are requested to provide information, i.e., name, address, emergency contact and relevant health information, about their child so that all records can be kept up to date. This is important for children's wellbeing.

If your child becomes ill at school contact will be made as soon as possible with the parent or person nominated by the parent. **In the case of a serious accident, the child will be taken to hospital immediately while contact is made with the parent.** It is important therefore, that parents keep us aware of any changes in their child's medical requirements or emergency contact information.

If a child is unable to attend our school as a result of prolonged ill health, North Lanarkshire Council must make arrangements for the child to receive continued education. There is no dedicated hospital education service in North Lanarkshire Council because it is not common for children and young people to have extended stays in Wishaw General Hospital. However, 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.



## **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 X. Additionally, we will use the school's text messaging service to identified main contacts and post messages on the school's X account (@olsfprimary).

## **THE PARENT FORUM**

As a parent of a child at this school you are automatically a member of the Parent Forum. The Parent Forum is composed of all the parents and carers of children at the school.

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

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

## **THE PARENT COUNCIL**

Parent Councils came into force on 1<sup>st</sup> August 2007. The composition of our Parent Council was agreed following consultation with the Parent Forum. The Parent Council is a group of parents selected to represent all the parents of children at Our Lady & St. Francis Primary. The Head Teacher or a representative has a right and duty to attend all Parent Council meetings. The Head Teacher is the professional advisor to the Parent Council.

The Parent Council meet on a six-weekly basis, usually on a Tuesday evening. The officers' names, addresses and telephone numbers are listed with other useful addresses in this booklet.

NB. All meetings of the Parent Council are open to all members of the public.

The Parent Council's rights and duties include:

- supporting the work of the school
- representing the views of parents
- consulting with parents and reporting back to the Parent Forum on matters of interest



- promoting contact between the school, parents, pupils, providers of nursery education and the wider community
- fundraising
- taking part in the selection of senior promoted staff
- receiving reports from the head teacher and education authority
- receiving an annual budget for administration, training and other expenses
- improving home school partnership and facilitating parental involvement.

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

## PARENT COUNCIL MEMBERS

### **Chairperson**

Mrs Gillian O'Donnell

### **Vice Chairperson**

Mrs Debbie Murphy  
Mrs Ewelina Krebs

### **Treasurer**

Mr Mark O'Hara

### **Staff Representative**

Mrs Claire Semple  
Mrs Kathryn Mushet

### **Clerk/Secretary**

Mrs Kathryn Mushet

### **Parent Member**

Mrs Diane Nisbett  
Mrs Carina Dominici  
Mr Emmet Dooley  
Mrs Claire McGuigan  
Mrs Emma Cooper  
Mrs Rebecca Raja  
Ms Priya Leha  
Mrs Ann Harvey

## PUPIL VOICE

Every pupil in Our Lady & St. Francis Primary is involved in Pupil Voice via our 'Big Question.' This takes place bi-monthly and children are consulted on everything from Lenten charities to playground arrangements. Additionally, our P4-P7 pupils are invited to be part of our many committees, including Eco and Fairtrade. Our pupils are very much encouraged to have a say in our school.

## TRANSFER FROM PRIMARY TO SECONDARY SCHOOL



Pupils normally transfer between the ages of 11 ½ and 12 ½ so that they will have the opportunity to complete at least 4 years of secondary education. Parents will be informed of the arrangements no later than December of the year preceding the date of transfer at the start of the new session.

Pupils from Our Lady & St. Francis Primary normally transfer to Taylor High School, Carfin Street, Newarthill, ML1, (01698) 274967.

## 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 and 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/topics/armed-forces-covenant)

## USEFUL CONTACTS

North Lanarkshire Council  
Education and Families  
Civic Centre  
Motherwell  
ML1 1AB

James McParland, Chief Officer (South)  
Education and Families  
Civic Centre  
Motherwell  
ML1 1AB

Karen Dunion  
Education and Families Manager  
Civic Centre  
Motherwell  
ML1 1AB

Lois Mullaney  
Cluster Integration and Improvement Lead  
Our Lady and St Francis Primary  
Newarthill Road  
Motherwell  
ML1 5AL

You can also get more help and advice from:

**Enquire** – The Scottish Advice Service for Additional Support for Learning.

Operated by children in Scotland, Enquire offers independent, confidential advice and information on Additional Support for Learning. Enquire also provide a range of factsheets.

Tel: 0345 123 2303

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

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

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

Children in Scotland, Rosebery House, Edinburgh, EH12 5EZ

**Children in Scotland - Resolve Mediation**

**0131 313 8844, 07955788967**

Email: [resolve@childreninscotland.org.uk](mailto: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](http://www.asntscotland.gov.uk) Tel: 0131 3138844

Tel: 0141 302 5860

**NHS Lanarkshire**

Motherwell Health Centre 01698 242610  
Wishaw Health Centre 01698 355511

**Motherwell Social Work**

Dalziel Building  
Motherwell  
01698 332100

**OTHER IMPORTANT CONTACTS**

Councillors for Ward 18

G Brennan, 01698302683, [brennange@northlan.gov.uk](mailto:brennange@northlan.gov.uk)  
A Duffy-Lawson, 07581032655, [duffylawsona@northlan.gov.uk](mailto:duffylawsona@northlan.gov.uk)  
A Khan, 07581032658, [khanay@northlan.gov.uk](mailto:khanay@northlan.gov.uk)  
A Thomas, 07581032659, [thomasan@northlan.gov.uk](mailto:thomasan@northlan.gov.uk)

Community Learning and Development  
Office

c/o Our Lady's High School  
01698 403830  
[CLD-Motherwell@northlan.gov.uk](mailto:CLD-Motherwell@northlan.gov.uk)

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.

