



Our Lady & St. Joseph's Primary School and Nursery



School Handbook
2023

OUR LADY & ST. JOSEPH'S PRIMARY

NORTH LANARKSHIRE COUNCIL

**GOLD HEALTH PROMOTING
ECO SCHOOL**

MOTTO: A CARING & SHARING SCHOOL

Dear Parents and Carers,

Welcome to Our Lady & St. Joseph's Primary School and Nursery. This handbook will help you understand more about our school and nursery and provides essential information, which I hope you will find interesting and helpful.

This year, our approaches to education in our school and nursery continue to be flexible and we are always vigilant regarding infection control. We know that our parents and carers still worry about Covid 19 and we continue to minimise risk wherever we can.

The staff team ensure that we still have lots of laughter and fun with our pupils and many joyous moments of learning on a daily basis. When not bound by the constraints of a pandemic, we plan various activities, events and meetings throughout the academic year. We want to involve parents and the community in the life and work of our school and nursery.

We know that education starts long before children come to us at Our Lady and St Joseph's. It is continuous from home to nursery and primary school. Parental involvement in every part of this journey is crucial to raising achievement. We want to work in partnership with you to achieve the best outcomes possible for your child. Should you wish to discuss your child's progress or have any concerns, please do not hesitate to contact us immediately. The most efficient way to do this is by calling us or emailing our enquiries address.

We are a community school and place special emphasis on partnership between school, home, church and the wider community of Glenboig and the surrounding areas. We actively encourage co-operation and dialogue and we welcome comments and suggestions.

We look forward to welcoming you to Our Lady and St Joseph's and working with you and your child.

Kindest regards,

Mrs Ellen M. Turnbull

Head Teacher

Covid-19 Pandemic

NLC will continue to align supports, from across the service, in response to the Covid-19 pandemic, to support children and families and maintain educational provision. Further information is available directly from the school or from North Lanarkshire Council's website www.northlan.gov.uk

Our Motto



A caring, sharing school.



AIMS OF OUR LADY & ST. JOSEPH'S PRIMARY AND NURSERY

- To provide a happy, caring and secure environment with equal opportunities for all to develop their full potential.
- To develop numeracy, literacy and health and wellbeing through a variety of active teaching and learning experiences.
- To promote fairness, honesty, compassion and the spiritual development of everyone within the community of school and nursery.
- To actively challenge children to develop responsibility for their own learning and behaviour.
- To develop self esteem and self worth through a broad range of learning experiences and to prepare children for responsible citizenship.
- To promote the school by providing a welcoming atmosphere and fostering genuine partnerships with parents and the wider community.
- To encourage a climate of mutual respect where all are encouraged to show care and consideration for others and the world in which they live.

OUR GOLDEN RULES:

DO

Be gentle
Be kind & helpful
Be honest
Work hard
Look after property
Listen to people

DON'T

Hurt anyone
Hurt people's feelings
Cover up the truth
Waste time
Waste or damage things
Interrupt

SCHOOL INFORMATION

Name: Our Lady & St. Joseph's Primary

Address: 5 South Medrox Street
Glenboig
ML5 2RU

Telephone: 01236 632130

Fax: 01236 870097

E-mail: NLTurnbulle1@northlan.org.uk or
enquiries-at-ourlady-st-josephs@northlan.org.uk

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

Twitter: @our_joseph for school and @olsj_nursery for our nursery

Type: Co-educational

Denominational Status of the School: Roman Catholic
Denominational Status of the Nursery: Non-Denominational

Stages: Primary 1 – Primary 7 and Nursery classes

Present Roll: 155 plus 40/40 in nursery.

Capacity: 184 pupils.

Parents should note that the working capacity of the school may vary depending on the number of pupils at each stage and the way in which the classes are organised.

Your child in a composite class

- Some children are never part of a composite class whilst others never experience anything else. You can be confident that the professionalism of the staff in your school ensures that your child is working within a programme appropriate for his/her age, ability and aptitude. At both school level and education authority level quality control procedures exist to ensure that your child is making good progress within nationally agreed curriculum guidelines.
- National guidelines on the curriculum indicates that pupils should proceed through learning experiences tailored to fit their personal level of attainment. This means that pupils in all classes will follow programmes constructed to help them progress at their own level. This applies to all pupils regardless of whether or not they are in a composite or single year stage class.
- In addition the school will make every effort to involve pupils of any one year group in activities which bring the whole year group together. In this way pupils will be able to continue to identify with children of the same age especially at important times such as transfer to secondary school. At the same time the school will also try to ensure that the natural identity of each primary class group is maintained.

What is a composite class?

- Primary schools have pupils at seven broad year stages, primary one to primary seven. A year stage is defined as a group of pupils entering primary education at a common date.
- Composite classes are those where children of one, two or more year stages are grouped together to form a class.

Small schools - Composite classes under 70

- In schools with roll 70 or less, composite and/or multi-composite classes are a standard feature of the school.
- Whether these are two, three or four stage composites depends on the number of children at each year stage.
- Small schools are skilled and adept at providing appropriate teaching and learning opportunities and maximising the benefits of multi-age groupings for their pupils.

Why are composite classes formed?

- Schools are staffed to agreed standards based on the total number of pupils within the school regardless of the numbers of pupils at each year stage. This means that head teachers are required to take management decisions to organise classes to make best use of available staff resources and space. Balancing up the various factors involves both educational and organisational considerations.

How are composite classes formed?

- According to the teachers' contract the maximum number of pupils in a single year stage is 33. The maximum number of pupils in any composite class is 25 to minimise organisational demands.
- The head teacher will structure classes based on advice given by the education authority.
- In North Lanarkshire composite classes are normally formed on the basis of language and/or mathematics working groups. This means that pupils working at broadly the same pace and level in language and/or mathematics are grouped together. Such an arrangement will make for the most efficient use of teaching resources.

When will a composite class be formed?

- Normally such classes will be formed before the start of a new school year so that all involved know what class structures exist for the new school session.
- In certain circumstances class restructuring may have to take place during the summer break, after a school session has started or, in very exceptional circumstances, at any point during the year. However such cases will be very exceptional.

ACCOMMODATION:

There are 7 class bases, a shared gym; dining room/GP room; library and a noisy / quiet room.

COMMUNITY EDUCATION:

It is council policy that school accommodation is made available as far as possible out with school hours for use by the community. Such use by groups, clubs etc. will be in accordance with approved letting procedures and enquiries should be directed to the Area Community Education Offices. Parent Councils under the direction of the Education Authority assist in the letting of the school premises. Rules governing Conditions of Let are given at time of application.

ASSOCIATED SECONDARY SCHOOL:

St. Andrew's High School,
9 Old Monkland Road,
Coatbridge.
Tel: 01236 632163

PARENT COUNCIL:

Our Parent Council usually meets on the first Monday of the Month at 6pm in the school staff room. Our Parent Council Chair is Mrs Yvonne Corrance. The Parent Council can be reached through the school email list. Information regarding meetings and events are regularly tweeted on the school Twitter page to keep all parents and carers informed and up to date.

STAFF

Head Teacher

Mrs Ellen Turnbull	Head Teacher
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Teaching Staff

Mrs Margaret McBride	Principal Teacher
Mrs Rachel Armour	Primary 1
Mrs Jennifer Potts/ Mrs Antoinette Grant	Primary 2
Mrs Laura Duncan	Primary 3
Miss Charlotte McGeough	Primary 4
Mr Brian McIntyre	Primary 5
Miss Lisa McGinness	Primary 6
Mr Grant Profit	Primary 7
Mrs Gabrielle Baxter	Support for Learning and McCrone Cover

Nursery Staff

Mrs Angela Hopkins Principal Lead
Ms Mari Carr Principal Lead
Vacancy - Lead Practitioner
Mrs Susan Kelly (0.6)
Mrs Julie McGoran (0.8)
Mrs Jacqueline McEwan (0.6)
Miss Audrey McKenna (0.6)
Mrs Claire Cooney
Mrs Lorraine Gilbert
Miss Julianna Hughes
Miss Rebecca Ligget
Mrs Sarah - Jane Miller

Clerical Staff

Mrs Margaret Kelly
Mrs Margo McGuire

Classroom Assistants

Vacancy

ASN Assistants

Mrs Linda Douglas
Miss Maria McGinlay (0.6)
Miss Rebecca Graham (0.4)

Facilities Managers

Mr Jim Kerr
Mr Stephen O'Byrne

Cleaning Staff

Ms Margaret Lavery
Mrs Marie Duffy
Mrs Isabel Campbell
Mrs Margaret Phinn
Mrs Linda Watt

Catering Staff

Mrs Cherie Docherty
Ms Margaret Lavery
Mrs Marie Walsh
Mrs Sharon Ryan
Mrs Jane Grant

SCHOOL HOURS

School Commences	9.00am
Interval	11.00 – 11.15am
Lunch	12.15 – 1pm
School Closes	3.00pm

***All Primary 1 pupils are required to attend full-time from the first day of term in August.**

NURSERY HOURS

We deliver 1140hrs provision in our nursery. We are operating a mixed model. This means we have three different allocations in the nursery.

Term time – 8.45am – 2.45pm

Full time AM - 8am – 12.45pm (48 weeks)

Full time PM - 1.15pm – 6pm (48 weeks)

The children will be given a breakfast snack first thing in the morning. They will have a hot meal in the canteen for lunch and fruit, milk and water will be available in the afternoon for any children who are still hungry.

OUT OF SCHOOL CARE FACILITIES

The Glenboig Development Trust run an afterschool service called the Jellybean Club. Children are collected straight from school and taken to the Community Life Centre. Parents should contact Glenboig Development Trust for further details and to book a place. They can be reached on 01236 874520.

Out of School Care is also offered by:

- Ms Rhonda McLean
- (FAST) Out of School Care
- 01236 873882 or 07824884601

Parents should contact Ms McLean directly if interested in Out of School Care for their child.

THE SCHOOL YEAR 2022 – 2023

Summer 2023	
Schools closes	Wednesday 28th June 2023 at 1pm
Inservice days	Monday 14 th August 2023 Tuesday 15 th August 2023
Pupils return	Wednesday 16th August 2023
September 2023	
September Weekend	Friday 22 nd and Monday 25 th September 2023
Mid Term October 2023	Monday 16 th October to Friday 20 th October 2023 (inclusive)
November 2023	
Inservice Day	Monday 13 th November 2023
Christmas 2023	
Schools closes	Friday 22 nd December 2023 at 2.30pm
Schools re-open	Monday 8 th January 2024
February Mid Term 2024	
School closes	Monday 12 th February 2024 and Tuesday 13 th of February 2024
Inservice Day	Wednesday 14 th February 2024
School re-opens	Thursday 15 th February 2024
Easter 2024	
School closes	Friday 28 th March 2024 at 2.30pm
School re-opens	Monday 15 th April 2024
Good Friday	Friday 29 th March 2024
Easter Monday	Monday 1 st April 2024
May 2024	
May Day	Monday 6 th May 2024
Inservice Day	Thursday 2 nd May 2024 (to coincide with parliamentary elections)
May Weekend	Friday 24 th May and Monday 27 th May 2024
Summer 2024	
School closes	Wednesday 26 th June 2024 at 1pm

ENROLMENT

Parents who may wish to enrol a child for attendance at school are invited to make an appointment with the Head Teacher to discuss details. Appointments may be made by telephone or by calling at the school. Children being enrolled for the very first time are generally invited to the school for this purpose during January. Parents who have children who are due to come to school for the first time, will be informed of the dates for enrolling the children by an advertisement in the local press and an announcement in Our Lady & St. Joseph's Church. Parents who wish to enrol children who are transferring from another school, should telephone Our Lady & St. Joseph's Primary and make an appointment with the Head Teacher.

A visit by children prior to entry to school will be arranged. Pre-entry days are organised for the parents of the new intake.

The transition to secondary school process begins at the start of P7 with days organised by the local secondary school to help familiarise pupils with their new setting. Forms are generally sent to parents and carers at the end of December. Parents can indicate at that time which secondary school they would like their child to attend. St Andrew's High School is our associated secondary school, however, placing requests can be submitted to other schools in the area should parents wish.

EQUAL OPPORTUNITIES AND SOCIAL INCLUSION

We have a commitment to achieving the best for all our pupils. The school is committed to assessing all policies and practices to ensure there is no negative impact on any group of people. Issues of class, race, ability and disability are of central concern. We believe that all children are different, are special, are of equal worth, have equal claim on the school and have equal rights within it.

The school is committed to ensuring its policies and practices do not impact adversely on any particular group(s) of people and opportunities to promote equality are actively pursued. Implementation of the Education and Families Equality Policy including The Equality and Human Rights Commission's Technical Guidance for Schools in Scotland is the essential guide for the school community to promote equality. This information can be accessed at: <http://www.equalityhumanrights.com/publication/technical-guidance-schools-scotland>

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.

The Senior Phase

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

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

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

Personal Support/Career Planning

From 3-18 years, learners are supported to achieve their full potential and, as they progress through 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.

Curricular Areas

Here, in Our Lady & St. Joseph's Primary School we have an active approach to teaching and learning across all curricular areas. We are fully implementing North Lanarkshire's Literacy Initiatives. These include guided reading, novel studies and phonics into spelling. Cohesive and progressive programmes have been developed and incorporate active learning strategies. Parents have been invited to workshops and encouraged to support their children's learning through the use of magnetic letters and whiteboards. Developments in ICT have enabled teachers to fully explore active learning strategies with children through the use of smartboards and interactive smart screens. This encourages children to be engaged and offers greater opportunities for personalisation, choice and decision making. Numeracy development includes oral number work, skills practice and problem solving within real life contexts. Our homework format has been standardized following consultation with staff, pupils and parents. This allows families greater flexibility and choice in supporting their children's learning. Interdisciplinary Learning offers children exciting challenges and opportunities to work co-operatively.

EXPRESSIVE ARTS

There are numerous opportunities for pupils to develop the skills of Music, Drama, Art and Design. Music is taught and developed using our ABC music programme and a range of tuned and untuned percussion instruments. We also have a Kodaly instructor who works with our P5 pupils fortnightly. Staff use First Steps in Drama to develop drama skills with children and they also have the opportunity to perform in school shows and activities.

We currently use Borders Art to support Art & Design throughout the school. A wide range of craft materials are available.

MODERN LANGUAGES – A 1+2 Approach

Today's children are growing up in a multilingual world and the ability to communicate effectively in social, academic and commercial settings is crucial if they are to play their full part as global citizens. The Scottish Government's policy, [Language Learning in Scotland: A 1+2 Approach](#), is aimed at ensuring that every child has the opportunity to learn a modern language from P1 onwards. Additionally, each child should have the right to learn a second modern language from P5 onwards.

In Our Lady and St Joseph's Primary the first language our children are taught is BSL (British Sign Language). In addition, French and Spanish are taught to all pupils as they progress through the school. Both programmes include reading and writing as well as talking and listening.

RELIGIOUS & MORAL EDUCATION

In accordance with the guidelines issued, at least 2.5 hours per week is given to religious education throughout the school year. The R.E. curriculum in all Catholic schools is determined by the Bishop and the Diocesan Advisors.

Our religious programmes 'This Is Our Faith' and 'God's Loving Plan' offer a lively and stimulating presentation of the Christian way of life appropriate to the age and stage of development of the child. The programmes comprise of Christianity, other world religions and also provides the opportunity for celebration, prayer and reflection. God's loving Plan is a progressive programme which deals with more sensitive issues regarding relationships, sexual development and parenthood. Parents and carers are given advance notice of any sensitive aspects of learning which are about to be covered in class, to allow parents the opportunity to cover the content themselves first of all or to discuss matters further with teaching staff before the unit of work is taught in school. Children are prepared for the Sacraments of Reconciliation at Primary 3, First Communion at Primary 4 and Confirmation at Primary 7 each year.

Father Alex Stewart is also a frequent and welcome visitor to our school. As well as visiting classes, Worship Wednesday Mass is celebrated each month. There are opportunities for the Sacrament of Reconciliation during Advent and Lent. The Religious Programme plays a vital role in supporting our policy of ensuring that all pupils, irrespective of belief, race, gender and disability are provided with an education which allows them to develop their full potential.

In the case of the children who are not Catholic, parents can be reassured that religious education is approached sensitively and with respect for those of other faiths and of none.

HEALTH AND WELLBEING

In Physical Education, the children have two sessions of quality PE every week. They have the opportunity to experience gymnastics, dance, active health and ball handling skills. On occasion, PE specialists are brought in to enhance our programmes for the children. Pupils throughout the school enjoy sports festivals and a variety of after school clubs.

We are a Health Promoting School with an emphasis on Healthy Lifestyles. We have our Gold Award. We have developed a healthy tuck shop and a breakfast club with the help and co-operation of the catering staff. We have an annual Health Week for the benefit of the whole community. Personal and Social Development is an

important part of school life and is taught throughout the curriculum, especially in Religious and Moral Education. We use Philosophy for Children to promote higher order thinking skills, positive attitudes, self-esteem and self-confidence and each week have a period of Golden Time to promote good behaviour and attitude. The Emotion Works programme is in place from nursery to P7, to encourage pupils to realise that although all feelings and emotions are acceptable, not all resulting behaviours are. The programme focuses on the children's emotional literacy and strategies to self-regulate in challenging circumstances. Children and staff treat each other with respect at all times. Restorative Practice strategies are used throughout the school and nursery to facilitate conflict resolution.

PARENTAL PARTNERSHIP

Parents are actively encouraged to participate in their child's learning. We link with home through regular updates on our website blog and Twitter, SMS texting and our monthly newsletters on Sway. We encourage parents to come along to the Parent Council meetings to help support the work of the council in various activities and fundraising throughout the year.

We look for the ideas, opinions and suggestions of our parents to continually improve our service. This is done through surveys and questionnaires.

We have two parent evenings per year where your child's progress is discussed and next steps in learning shared. The children are part of this three way dialogue about their learning and this format has been particularly successful over the past few years.

As previously mentioned in our RE section, you will also be kept informed of any sensitive aspects of your child's learning such as relationships and sex education by letter prior to any units of work commencing and there will be opportunities to discuss the programme with staff.

Useful Web Links

More details about current developments in education can be accessed on the Education Scotland website at <http://www.educationscotland.gov.uk/>

Other useful sites are listed below.

Parent Zone Scotland	https://education.gov.scot/parentzone
Read, Write, Count Parent Club	https://www.parentclub.scot/articles/read-write-count
OLSJ Twitter	https://twitter.com/our_joseph
OLSJ Glow Blog	https://blogs.glowscotland.org.uk/nl/olsj/

ADDITIONAL SUPPORT NEEDS

Our Lady & St. Joseph's Primary School 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.

Sometimes children experience barriers to their learning. This can take many forms and may be temporary or need more intervention over a sustained period of time. Sometimes children need stretched and challenged in their learning and this need must also be addressed. Children are identified by staff as having a particular need. Then we follow the Education and Families staged intervention process to ensure we are providing the correct levels of support and accessing resources appropriately. There are three levels of staged intervention as detailed below.

Universal - Education staff identify that a child or young person needs support or planning which can be met within the school, using classroom and whole school resources. This focuses on good quality learning and teaching within the classroom to meet learner's needs. A Gifme Plan can be put in place to provide learning targets for children.

Additional – Staff identify interventions which would support the child such as Literacy and Numeracy additional programmes, Health and Wellbeing interventions, Cluster supports and Co-ordinated Support Plans.

Intensive – Integrated and Compulsory working with other agency/agencies. Targeted intervention(s) required to promote the wellbeing of the child would be identified by relevant agencies (Team around the Child) and included in the Child's Plan. A Lead Professional would be identified. At Intensive Level there would be an expectation that a statutory Child's Plan with integrated assessment, integrated chronology and Lead Professional is in place.

Children are assessed regularly and plans made to target the next steps in their learning. This is reviewed regularly and the progress made is evaluated and shared with child and the parents.

Children with English as an additional language are supported in school through differentiated programmes of work designed by class teachers and also through visits from specialist staff when appropriate, to support children. This type of specialist support generally starts at the P2 or P3 stage.

Care Experienced Children i.e. children who are cared for directly or whose care is supervised by the local authority are deemed to have Additional Support Needs unless assessment determines otherwise.

The Headteacher is the designated person who co-ordinates all information regarding Looked after Children who attend Our Lady and St. Joseph's. She attends review meetings, liaises with carers, foster parents and Social Work and co-ordinates GIRFme Additional Support Plans.

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 GIRFme Plan (Getting It Right for Me) or 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, 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

Schools and nurseries are required to carry out regular reviews of their work in relation to the document “How Good Is Our School 4” and other audit tools. This enables us to recognise good practice and identify areas for development and improvement in order to maintain high standards of service. Staff, pupils and parents are consulted regarding policies and practices. Each year staff review the Improvement Plan in detail and set future priorities. From this review, we produce a School Improvement Report. The School Improvement Report is shared with parents annually and copies are available on request. This document details our successes over the year and sets the agenda for our improvement targets over the coming year.

OUR IMPROVEMENT PLAN

As a result of our self-evaluation process with staff, pupils and parents, Our Improvement Plan priorities this session for both the school and nursery are as follows.

School Improvement Priority 1

Increase reading levels through closing the gap between reading age and chronological age using British Picture Vocabulary Scale (BPVS) data and Read, Write Ink fast track tutoring for targeted groups in Primary 1 and Primary 4.

School Improvement Priority 2

All learners will experience a progressive Health and Wellbeing Programme which includes Healthy Schools Resource, Emotion Works and Rights Respecting Schools.

Nursery Improvement Priority

Reduce gap between chronological age and vocabulary age using British Picture Vocabulary Scale (BPVS) data for pre-school cohort in nursery. Increase Parental Engagement post Covid.

Cluster Improvement Priority

Improve attendance across the cluster with a specific focus on a targeted group of pupils with attendance below 85% by building pupil and parent/carer resilience through wellbeing programmes and increased parental engagement including family learning.

For details regarding the full document and our most recent School Improvement Report, please go to our website or contact the school for a paper copy.

HOMEWORK

The arrangements for homework are based on the pupil’s age, aptitude and ability. School policy is to provide homework each week Monday to Thursday. Homework is posted on the class TEAMS page. If you have problems with devices or connectivity, paper copies of homework can be given on request.

The support and cooperation of parents is both encouraged and invaluable. Homework tasks may include re-enforcement of reading, number work, spelling, research or investigated work. We also include activities such as Study Ladder, Sumdog, IDL Spelling and Grammar plus reading as part of our homework which children can also access from home on their ICT devices.

Some main aims regarding homework are:

- To promote positive attitudes towards school and school work
- To allow parents and school to work together
- To support aspects of school work already taught
- To inform parents of the work of the school

With your support, we may also send work which has not been completed during the school day. Please feel free to comment in your child's homework jotter or sheets.

SCHOOL ETHOS

Developing a positive ethos lays the foundations on which to build learning and teaching. Our positive ethos is based on mutual respect. Our curriculum offers a broad range of learning experiences, taking into account the needs and interests of our pupils. Children's opinions and ideas are listened to and valued in class with regular learning conversations taking place. Our expectations for the pupils are high and we have a strong work ethic. We look to the knowledge and expertise of our stakeholders to enhance our pupil's experience.

Through our Focus Groups which include Eco, Fairtrade, Enterprise and ICT / Technologies, children have a strong voice setting their own agenda, leading developments and also working together to take different initiatives forward. This means children are encouraged to be involved in developing the work of the school and therefore have a positive impact on school improvements. Through our Enterprise and Fairtrade groups, charity work is led which involves the whole school and develops the concept of giving. We have a partner school in Malawi and the pupils work hard to fundraise to support their fellow children at Chindola.

School assemblies provide the focus for our work on building resilience, exploring the health and wellbeing indicators detailed in GIRFEC and the development of positive relationships – key cornerstones for success in life.

Our Parent Council is extremely supportive. The school benefits from many social and fundraising events which the Parent Council organise, as well as the financial contribution to pupil outings and Primary 7 Leavers treat.

We have a strong sense of community both on the campus and within the wider parish of Our Lady and St. Joseph's. We have a very high profile in the village, working extremely closely with parents and the wider community, particularly Glenboig Development Trust.

SPIRITUAL, SOCIAL, MORAL & CULTURAL VALUES

As a Catholic Primary School in the community, we work with the children in all aspects of their spiritual and moral development. We endeavour to support our pupils on their Faith Journey through daily prayer and religious education as well as preparing them for the sacraments of First Reconciliation, First Holy Communion and Confirmation.

Relationships and Sex Education programmes are guided by the Diocese. Our Programme in Primary school is called God's Loving Plan. Parents are informed of any sensitive areas of learning which are due to be undertaken by the children.

Children of all cultures are valued and respected in our community. We learn and celebrate our own Scottish culture. We value and respect the diversity of other cultures in our community.

Parents 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.

It should be noted that Our Lady and St. Joseph's Nursery class is non – denominational.

EXTRA CURRICULAR ACTIVITIES

Covid has greatly affected our provision of extra – curricular activities over the past couple of years. However, we can now offer a range of extra-curricular activities for our pupils. This includes arts and crafts and various sports such as cross country running, football, cheerleading and dance. We link with Partners in Play and our Sports Co-ordinators to offer a wide range of activities such as the P1 – 3 Fundamentals programme, Volleyball and Sports Hall Athletics.

We have an all-weather, flood lit pitch for sports activities as well as a well-equipped gym hall.

We also offer lunch time clubs to ensure that all pupils have access to extra-curricular opportunities within the school day, particularly if they are children who utilise school transport and cannot attend after school. Our children have had great success taking part in NLC displays and competitions such as Dancing and J-Rock. Parents who could offer extra-curricular activities are more than welcome to help. Please contact the Headteacher if you can support our work in this area.

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 time-scale of 20 working days for the Council to respond. To deal with Freedom of Information requests, the Council has appointed a Corporate Freedom of information Officer with the support of an officer in each Service. The Freedom of Information Co-ordinator can be contacted by telephone on 01698 302484.

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 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 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>.

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 schools 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.

The Child Protection Co-ordinator in Our Lady and St. Joseph's is: Mrs Ellen M Turnbull HT. If the Headteacher is unavailable then all concerns should be reported immediately to Mrs Margaret McBride Principal Teacher. Contact number for the Child Protection Co-ordinators is 01236 632130.

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 Ellen M Turnbull HT. If the Headteacher is unavailable then all concerns should be reported immediately to Mrs Margaret McBride Principal Teacher.

Contact number for the Adult Protection Co-ordinators is 01236 632130.

SCHOOL DISCIPLINE

All pupils are expected to be well behaved at all times with their class mates and all members of the school community. It is essential that home and school work together to ensure a learning environment where all can learn and teach in safety and with mutual respect. We aim to reward positive behaviour and encourage an ethos of pride and achievement in our school by giving praise, rewards, certificates etc. Minor misdemeanours are normally dealt with by the class teachers or support staff as they occur. Serious cases of indiscipline e.g. bullying, vandalism or behaviour likely to endanger the pupil or others, are reported to the senior management team. Actions could include verbal reprimands; deprivation of privileges, referral to parents and in extreme cases will involve exclusion from school for a period of time. Full details of our Positive Relationships Policy are available on request.

ANTI-BULLYING:

Our Lady and St. Joseph's Policy on minimising bullying.

Rationale

Bullying in school can only be effectively dealt with if parents, teachers and pupils work together to find a solution. It is necessary to acknowledge that bullying does exist and is a problem common to all schools. It should therefore consistently be given a high profile within the school, where an open, caring and responsive climate should be created. An adult presence is provided in playgrounds at break times in terms of the Schools (Safety and Supervision of Pupils) (Scotland) Regulations 1990.

At Our Lady & St. Joseph's we are very aware of the distress that can be caused not only to the children involved but also to the parents who feel anxious about the situation. We are all too aware that children who bully are often in need of help and support. We make every effort through religious, moral and social development programmes to prevent bullying from taking place in our school.

Aims

- To develop awareness that bullying is unacceptable.
- To develop a shared view of bullying.
- To work in partnership with parents to minimise bullying.
- To encourage a climate of openness and a listening culture.
- To develop a range of strategies to deal with bullying.
- To engender a sense of shared responsibility among pupils.

Identifying Bullying

Bullying is a persistent, intentional abuse of power to hurt. It is not always purely physical. The more serious bullying is usually verbal, social or emotional in nature. It can manifest itself in any of the following ways:

- Tripping
- Name calling
- Ignoring
- Pushing
- Kicking
- Talking about
- Hitting

The class teacher should involve the silent majority by making pupils aware that there are no innocent bystanders.

The Role of Head Teacher

To work with staff to create a caring and supportive ethos throughout the school by:

- Fostering a whole school approach to antibullying
- Promoting the partnership between parents and school
- Supporting class teachers in their efforts to deal with bullying
- Ensuring that both victim and the child displaying bullying behaviours are counselled and supported
- Applying sanctions where deemed necessary

*The recording of bullying or alleged bullying incidents are recorded electronically as part of the schools monitoring system. This information is recorded in the school Pastoral Notes as part of the Seemis system. This is a mandatory requirement of all schools in North Lanarkshire.

The Role of Teacher

To support children in order to both prevent and deal with bullying by:

- Discussing bullying and its effects on a regular basis (the first week of each term would seem an appropriate time)
- Taking steps to avoid allowing or encouraging bullying in their own interaction with pupils
- Being aware of and diffusing potential situations before they escalate
- Encouraging pupils to report bullying
- Taking action or advice where necessary
- Monitoring and recording incidents of bullying
- Reporting serious or persistent problems to management

The Support Staff

The Support Staff should:

- Observe and monitor the children's behaviour while outside the classroom
- Intervene to diffuse incidents
- Report incidents which give rise to concern

The Clerical Staff

- Provide a channel of communication through which bullying could be reported
- Support the children
- Report any incidents of bullying to appropriate teaching staff
- Procedures for dealing with bullying

The Role of Parents

Parents should support their children by:

- Letting them know they are pleased they have been told

- Believing them,
- Telling them it's not their fault and their parents are sorry it has happened
- Helping them to express any feeling of anger
- Reporting repeated or serious incidents to the school
- Allowing the school sufficient time to deal with the matter - bullying can be complex and difficult
- Co-operating with the efforts of the school in dealing with the problem

Strategies for Children

When bullying is being discussed advice should be given to children about how to react to and to deal with bullies and bullying. They should be aware that they should not:

- Blame themselves
- Think like a victim
- Put themselves at risk
- Show they are upset

They should try to:

- Stay calm
- Look confident
- Stay with friends
- Pretend they don't care
- Tell someone: friend, janitor, teacher, parent
- Avoid worrying
- Keep in control

No Hitting Policy

In the school's effort to minimise incidents of bullying, it must be stated that any form of physical retaliation is unacceptable, the drawbacks of hitting are:

- It can lead to escalation of the situation
- It can cause injury
- It can make it more difficult to establish who is at fault
- It encourages violence
- It undermines all efforts to develop self control

The only acceptable approach is to encourage children to defend themselves by using the strategies already outlined.

SUPERVISION IN NON – CLASS TIMES

When our pupils have their breaks in the morning and at lunchtime, the children are free to play in the yard and on the school pitch. Whilst in the yard, there is always an adult presence in terms of the Schools (Safety and Supervision of Pupils) (Scotland) Regulations 1990.

During inclement weather when the children cannot get out to play, support staff supervise the class bases from the open plan corridor. Our P7 pupils also help to monitor and assist pupils in each of the bases on these occasions.

HOME AND SCHOOL LINKS

Parents are welcome to contact the school at any time. We have an open door policy and actively encourage parents and members of the community into school.

If you have any worries or concerns about your child and their progress, please call into the school or phone the office for an appointment with a member of the Senior Leadership Team. You will be given an appointment or a courtesy call, depending on what suits the situation best.

If a child has to attend a medical appointment during school hours, the child must be collected and returned to school by a parent or other responsible person. Please sign your child out and back in for health and safety reasons. There is a book at the reception desk.

Twice yearly, parent interviews are held in order that parents and teachers can discuss children's progress. The children are present during this pupil progress meeting and are part of the learner conversation about their progress and next steps. An end of year written report is also sent to each family.

We offer regular updates during term time on our School Website feed and Twitter. A monthly newsletter is sent home to inform families of events and dates. These newsletters are also uploaded onto the website for ease of access. Curriculum workshops are held to inform parents of curriculum matters. Welcome sessions for new entrants and their parents are held each year in May and June.

ATTENDANCE AT SCHOOL

Section 30 of the 1980 Education Act lays 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 to be recorded in the school register as authorised: i.e. approved by the authority 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 year.

Parents and carers are asked to inform the school if a pupil is unable to attend from the start of the school day on the first day of absence. Failure to do so will result in school staff accessing all contact numbers provided for the school. In the interests of child safety the police will be contacted if all attempts to locate the child have been exhausted.

Parents/guardians are asked to inform the school by letter or by telephone if their child is likely to be absent for some time and to give the child a note on his or her return to school confirming the reason for absence. As Our Lady and St. Joseph's has a nursery, the protocol for attendance is the same as detailed for the school.

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 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' will not include such reasons –

- 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 headteacher's prior agreement has not been sought the absence will automatically be classed as unauthorised.

EXTENDED LEAVE WITH PARENTAL CONSENT

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

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

EXCEPTIONAL DOMESTIC CIRCUMSTANCES

Parents 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 or to refer pupils to the Reporter of the Children's Panel, if necessary.

In Our Lady & St. Joseph's we are actively involved in reducing absence and encourage attendance. It is better to be late than not be present. Absences are monitored timely and calls, texts and letters of concern are sent to parents, seeking their help to improve the situation.

SCHOOL/COMMUNITY

The school is at the heart of the local community and as such both work together for mutual benefit. As the school and children are an integral part of the community; children, all staff, parents and the people of Glenboig are actively encouraged to respect and work together to develop meaningful relationships.

CLOTHING AND UNIFORM

All North Lanarkshire schools must have a dress code which encourages pupils to dress in a way which is appropriate to attendance at school. This dress code must not lead to direct or indirect discrimination on the grounds of race, religion, gender or disability. Prior to drawing up the dress code the parents, pupils and staff were fully consulted. It is the expectation of Education and Families that parents 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 damage on 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, Education and Families. Information and application forms may be obtained from any school or First Stop Shops. This can also be downloaded from the Council website at www.northlan.gov.uk

Parents/carers are entitled to receive a clothing grant if they are in receipt of any of the following benefits: Income Support, Jobseeker's Allowance (income based), Employment & Support Allowance (income based), Universal Credit (with an income below £660 per month), housing benefit (please note that the housing element of Universal Credit is not housing benefit) and 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 31st March 2023.

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 be detrimental to the well being of the whole school community. In such circumstances a head teacher may justify the use of the school discipline procedure.

The Council wishes to minimise claims arising from the loss of pupils' clothing and/or personal belongings. Parents and guardians 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 where the authority can be shown to be negligent.

At Our Lady & St. Joseph's the school community of staff/parents positively encourage the wearing of school uniform to encourage a sense of belonging and pride in our school. Our uniform is both very practical and smart and consists of:

Grey skirt/trousers
White or blue shirt/blouse
White/blue polo shirt
Blue sweatshirts
Blue/silver tie

The range of school wear is suitable to mix and match and available from Scotcrest in Airdrie.

MEALS

Our Lady & St. Joseph's has a production kitchen. The meals are very well prepared and the serving area is attractive. Our kitchen staff look after the children very well. Our nursery pupils have a hot lunch daily. All P1 – 5 pupils are entitled to a free meal each day at school. Children from P6 – 7 pay for £3.10 currently for their meals unless they are a free meal entitlement. We are a cashless cafeteria so each child has an online account which can be accessed by parents and money added to the account. All top ups are done online through the Pay Impact system. Details of how to access this will be shared with new parents when the children start school. Children from both schools generally socialise and eat their lunches together over two different sittings daily. Special diets may be arranged after consultation with parents and the school medical officer. Children who bring packed lunches are catered for in the main dining room so they can eat with their friends. The menu for the coming week is tweeted on a Sunday evening for parents and carers to see. This allows families to discuss menu choices over the course of the week.

SPECIAL DIET PROCEDURES

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 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

All children who bring packed lunches will be seated in the dining hall with all other pupils.

Other

Children of parents/carers receiving Income Support, Job Seekers Allowance (income based), and Employment & Support Allowance (income related), Universal Credit (with an income below £660 per month), are entitled to a meal without charge.

All P1 to P5 pupils are entitled to a free meal and free milk. Pupils in P6-P7 who qualify for a free school meal are entitled to free school milk. However, milk will be available for purchase in the school during the lunch period. All nursery pupils are entitled to free milk and a fruit or vegetable snack.

Information and application forms for free school meals may be obtained from first stop shops and downloaded from the council website www.northlan.gov.uk

Parents/carers are entitled to receive a clothing grant if they are in receipt of any of the following benefits: Income Support, Jobseeker's Allowance (income based), Employment & Support Allowance (income based), Universal Credit (with an income below £660 per month), housing benefit (please note that the housing element of Universal Credit is not housing benefit) and 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 31st March 2023. Information and application forms for free school meals may be obtained from first stop shops and downloaded from the council website www.northlan.gov.uk

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

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 Primary School does not necessarily ensure that your child will have a direct entry into the associated secondary. Advice on this must be sought from the Primary School Head Teacher. Further information on placing requests details and procedures are available from the school or the council's website. Parents and Young People have a right under the Additional Support for Learning Act 2009 as amended by the Education (Additional Support for Learning)(Scotland) 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 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 suitable walking route. This policy is more generous than the law requires. This means that the provision of transport could be reviewed at any time. Parents who consider they are eligible should obtain an application form from the school or 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 special 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 responsibility to ensure that their child arrives at the pick-up point in time. It is also the parent's 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 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 HEALTHCARE

Our Lady & St. Joseph's is a Health Promoting School and as such we care for the health needs of all. Mrs Gilbert is our trained first aider. Necessary administration of drugs/medication etc. is routinely carried out in conjunction with parental wishes and written consent. It is necessary to inform the school of any particular medical requirements and all medical information is treated in the strictest confidence. Permission for

doctor/dental appointments should be sought from Mrs. Turnbull. Routine medical and dental inspections are also carried out.

All Primary 1 pupils receive a general medical examination, normally in their first year of schooling. In some cases of minor illness or accidents, children may be given simple first aid in school. In the case of more serious illness or accidents, the parents will be contacted and the child may be collected from school and if necessary, taken to hospital by ambulance. In all cases every effort will be made to contact parents. It is important therefore that each pupil has an emergency contact.

If a child has an appointment which necessitates him/her leaving school during school hours he/she must be collected by their parent or some other named responsible person. Please call at the office when coming to collect a child for such an appointment. No child is allowed to leave school unaccompanied. It is vital that parents inform the school of any particular medical requirement of the child. If a parent requests that their child requires medicine to be administered during the school day, written permission must be given.

If a young person is unable to attend a suitable educational establishment as a result of prolonged ill-health, North Lanarkshire Council must make special arrangements for the pupil to receive education elsewhere, other than at an educational establishment. In North Lanarkshire, children and young people are treated in the paediatric in-patient unit within Wishaw General Hospital. It is not common for children and young people to have extended stays in Wishaw General, and therefore North Lanarkshire Council does not require a dedicated hospital education service. Children and young people resident in North Lanarkshire, and in hospital in Glasgow, may access education through the Hospital Education Service (HES). The service is provided by Glasgow City Education Department and Social Work Services. For further information, please contact the school.

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 details of closure or re-opening. We shall keep you in touch by using letters, notices in local shops and community centres, announcements in local churches, announcements in the press, on local radio and North Lanarkshire Council's website and Twitter.

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 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 school.
- Get advice/help on how you can support your child's learning.
- Be told about opportunities to be involved in 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 within the school.

THE PARENT COUNCIL

Parent Councils came into force on 1st August 2007. The Headteacher is the professional advisor to the Parent council.

The members of the Parent Council are as follows:

Mrs Yvonne Corrance – Chairperson

Vacancy – Vice Chairperson

Mrs Karen Welsh - Treasurer

Mrs Samantha Henderson– Secretary

Mrs Colette Carson– Parent Member

Mrs Danielle Kerr – Parent Member

Mrs Laura Shankland– Parent Member

Mrs Lynne Smith – Parent Member

Ms. Lynne Murray – Parent Member

Vacancy– Co-opted Member

Mrs J. Gaffney – Church Representative

Mrs Margaret McBride – Staff Representative

Mrs M. Kelly – Clerk to the Parent Council

The Parent Council's rights and duties include:

- (a) supporting the work of the school
- (b) representing the views of parents
- (c) consulting with parents and reporting back to the Parent Forum on matters of interest
- (d) promoting contact between the school, parents, pupils, providers of nursery education and the wider community
- (e) fundraising
- (f) taking part in the selection of senior promoted staff
- (g) receiving reports from the head teacher and education authority
- (h) receiving an annual budget for administration, training and other expenses
- (i) improving home school partnership and facilitating parental involvement

Members of Parent Council's, on a voluntary basis, may also have an advisory role in decisions on placing requests by parents in respect of those in 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 Elections: All parents will be duly notified when the Parent Council Election is due. Details of how many parent representatives needed will be included. Any parent who would be interested in becoming a Parent Council Member is encouraged to make his/her interest known to the Head Teacher. If there are more parents interested than places available, balloting of parents will follow. Elections are usually held every 2 years in September. The head teacher has a right and duty to attend all meetings of the Parent Council. Meetings of the Parent Council are open to members of the public. These are usually held in the staffroom of Our Lady & St. Joseph's on the first Monday evening of each month, at 6pm

TRANSFER FROM PRIMARY SCHOOL TO SECONDARY SCHOOL

Pupils normally transfer between the ages of 11½ and 12½, so that they 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. Our Secondary school details are as follows:

St. Andrew's High School Head Teacher – Mr Peter Holmes
9 Old Monkland Road
Coatbridge
Tel: 01236 632163

IMPORTANT NAMES AND ADDRESSES:

<u>Headquarters Address</u>	<u>Education Officers for OLSJ</u>
Education and Families	Lorraine McBride (EFM – Education Manager)
PO Box 14	Carrie McCormack (CIIL)
Civic Centre	
Motherwell	
ML1 1TW	
Tel: 01698 302222	

COMMUNITY LEARNING & DEVELOPMENT OFFICE
Coatbridge Community Centre
9 Old Monkland Road,
Coatbridge

ML5 5EA

Ward Councillors

CLLR. MICHAEL McPAKE
CLLR. JK KELTIE
CLLR. GREG LENNON

PO Box 14
Civic Centre
Motherwell
ML1 1TW
Tel: 01698 302222

FR. ALEX STEWART
Our Lady & St. Joseph's Church
South Medrox Street
Glenboig
ML5 2RU
Tel: 01236 872608

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

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

Contacts in relation to Support for Learning

Help and advice on any matters relating to Support for Learning can be obtained from: Carrie McCormack (McCormackC@northlan.gov.uk)

You can also get more help and advice from:

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

0345 123 2303
Enquire
Children in Scotland
Rosebery House

9 Haymarket Terrace
Edinburgh EH12 5EZ
Email : info@enquire.org.uk
Website : www.enquire.org.uk for parents and practitioners
Website : www.enquire.org.uk for children and young people

Resolve
Children in Scotland - Resolve Mediation
0131 313 8844
Email: resolve@childreninscotland.org.uk

Independent Adjudication
Scottish Government
Directorate for Learning
Support and Wellbeing Unit
Area 2C North
Victoria Quay
Edinburgh
EH6 6QQ

Reference to Additional Support Needs Tribunal (Scotland)
ASNTS
Health and Educational Chambers
First Tier Tribunal for Scotland
Glasgow Tribunals Centre
20 York Street
Glasgow
G2 8GT
0141 302 5860
www.asntscotland.gov.uk

NHS Lanarkshire
Coatbridge Health Centre 01236 432200
Condorrat Health Centre 01236 733221

Social Work
Coatbridge 01236 622100

Community Learning and Development
Coatbridge CLD Locality Office 01236 638470
9 Old Monkland Road
Coatbridge
ML5 5EA
E: CLD-Coatbridge@northlan.gov.uk