

Learning & Leisure Services

OVERTOWN PRIMARY SCHOOL

HANDBOOK 2015/2016

service and people first

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OUR VISION

Our main focus will be to aspire to provide high quality learning and teaching, care, welfare and support in order to achieve maximum potential for our pupils.

We will offer a high quality, broad and stimulating curriculum where children will be active and co-operative participants in their learning. Our curriculum should give young people the confidence, attributes and capabilities to make a valuable contribution to society.

Our school will develop pupils as successful learners, confident individuals, effective contributors and responsible citizens, in a secure, caring and happy environment.

All in our school community will demonstrate personal responsibility, compassion, tolerance and actively promote fairness and justice in their dealings with others.

We will seek progress through partnership by working closely with everyone involved in the life of the school so that they will feel respected and valued.

OVERTOWN PRIMARY SCHOOL

WELCOME TO OVERTOWN PRIMARY SCHOOL FROM THE HEAD TEACHER

Dear Parents

Welcome to the Overtown Primary School handbook for session 2014/15. I hope it provides you with useful information about the school - our staff and facilities, our vision and values and our place in the local community.

Overtown Primary School is committed to working in partnership with parents to support the development and learning of our pupils. We endeavour to welcome parents into our school, so that you are well aware of how the school is organised and see the types of activities being provided for your children.

There is an 'open door' policy in Overtown which means that there is always a member of staff available to discuss any concerns issues you may have. Your views and ideas are greatly appreciated and help us to continue to improve the quality of our service to you and your child,

This handbook provides information and advice about the school. Please retain it for future reference.

I look forward to working in partnership with you to support your child's learning and development.

Yours sincerely

Lorna James
ACTING HEAD TEACHER

WHAT THE CHILDREN SAY

- Lessons are made FUN by the teachers
- We get different types of homework
- The after-school clubs are brilliant as there are lots of very different things to choose from
- Best school ever!
- Great trips - we learn a lot and have fun
- Problems are not problems anymore - there is always someone to talk to
- You get responsibilities that make you feel confident and important
- The teachers are always helpful and kind
- The school keeps pupils active with PE, playground games, the trim trail and after-school clubs
- I feel safe in this school
- You get a chance to go on residential visits in P6 or P7
- We are encouraged to try everything
- We use co-operative learning which is fun
- We have a Pupil Council, Eco Council, Health Committee and Junior Road Safety Officers - children get their say
- I think this school is really friendly
- All staff are nice to talk to

OVERTOWN PRIMARY SCHOOL

TEACHING STAFF

ACTING HEAD TEACHER	-	MRS L JAMES
ACTING PRINCIPAL TEACHER	-	MISS L DAVIDSON
PRIMARY 1	-	MRS J HAMILTON
PRIMARY 3/2	-	MRS A FORREST
PRIMARY 4/3	-	MRS C JOHNSTONE
PRIMARY 5/4	-	MISS L GIBB
PRIMARY 6/5	-	MISS A POTTS
PRIMARY 7/6	-	MRS A MUIR

OFFICE/AUXILIARY STAFF

SENIOR CLERICAL ASSISTANT	MRS A McFARLANE
CLERICAL ASSISTANT	MRS N AGNEW
CLASSROOM ASSISTANT	MRS M CULLEN
CLASSROOM ASSISTANT	MRS B QUATE

JANITORIAL STAFF

JANITOR	MS A BAIRD
CLEANING SUPERVISOR	MRS M BELL
CLEANING ASSISTANT	MRS A M COOPER

LEISURE SERVICES

CATERING ASSISTANT	MRS B TANNAHILL
CATERING ASSISTANT	MS D CUNNINGHAM

(Staff Placement during 2014/2015)

SCHOOL INFORMATION

Overtown Primary School
Main Street Overtown
WISHAW
ML2 0QA

Telephone: 01698 522704

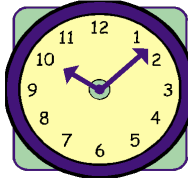
Fax: 01698 361662

E-mail; enquiries@overtown.n-lanark.sch.uk
ht@overtown.n-lanark.sch.uk



- Overtown Primary School is a non-denominational co-educational school.
- Pupils are admitted to Primary 1 class between 4.5 - 5.5 years.
- Classes range from Primary 1 to Primary 7.
- At present the roll of the school is 128.
- The current planning capacity of the school is 162.
- Parents should note that the working capacity of the school will vary dependent upon the number of pupils at each stage and the way in which the classes are organised.
- Pupils leave the school after 6/7 years education to enrol at secondary school.

SCHOOL HOURS



Monday to Friday - All Classes

09.00 - 10.30 am

10.45 - 12.15 pm

01.00 - 03.00 pm

Section 30 of the 1980 Education Act lays a duty on every parent of a child of "school age" to provide for him/her efficient education suitable to his/her age, ability and aptitude.

(Supervision of Playgrounds)

An adult presence is provided in playgrounds at break times in terms of the Schools (Safety and Supervision of Pupils) (Scotland) Regulations, 1990. At Overtown Primary School we usually have at least 2/3 adults in the playground at break times.

EDUCATIONAL AIMS

We work on the principle that each child should be educated to the best of his/her own ability and aptitude. Our basic aims are:

- to encourage children to become independent learners
- to enable children to acquire the skills of Reading, Spoken and Written Language so that he/she is able to access all areas of the curriculum
- to enable children to acquire skills in Mathematics and apply these skills within a variety of contexts
- to develop a knowledge and appreciation of his/her own environment and that of others, through interdisciplinary topics as suggested in Curriculum For Excellence guidelines
- to provide rich experiences for children in Art, Music, Drama and Physical Education which will give opportunity for self expression
- to build self-esteem by developing an appreciation of self worth
- to develop his/her social/moral/religious attitudes
- to encourage self-discipline
- to make each pupil aware of safety of self and of others
- to assist all pupils to achieve their full potential
- to create a positive partnership between parents and the whole school community

CURRICULUM FOR EXCELLENCE

Teachers approaches to planning ensure that children apply their learning across various areas of the curriculum. This helps children make links between their learning in different subject areas.

What is Curriculum for Excellence?

Curriculum for Excellence aims to achieve a transformation in education in Scotland by providing an improved, more flexible and enriched curriculum for all children and young people from 3-18. The curriculum includes all of the experiences which are planned for children and young people through their education, wherever they are being educated. 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.

Curriculum for Excellence is underpinned by the values inscribed on the mace of the Scottish Parliament - wisdom, justice, compassion and integrity. 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.

What are the curriculum areas in Curriculum for Excellence?

There are eight curriculum areas:

Expressive Arts	Religious and Moral Education
Health and Well Being	Sciences
Languages (literacy)	Social Studies
Mathematics (numeracy)	Technologies

Importantly, literacy and numeracy are given added importance because these skills are so vital in everyday life. All teachers will have responsibility to teach literacy and numeracy.

Learning is divided into two phases

The Broad Education (BGE) is from nursery to the end of Secondary School Year 3. Learning is divided into levels.

The levels are as follows:-

LEVEL	STAGE
Early	the pre-school years and P1, or later for some
First	to the end of P4, but earlier or later for some
Second	to the end of P7, but earlier or later for some
Third and Fourth	S1-S3, but earlier for some
Senior Phase	S4-S6 and college or other means of study

How will my child's learning be assessed?

There will be new ways of assessing each child's progress to make sure that potential is achieved. New qualifications are being developed:

- National 4 and 5 qualifications were introduced in 2013/2014
- Access, Highers and Advanced Highers are being updated to reflect Curriculum for Excellence
- New highers in most subjects were introduced in almost all North Lanarkshire schools in August 2014

In playrooms and classrooms staff will be using improved ways of assessing children's learning taking account of national and local advice and guidance. Your child's progress will be reported to you so that you know how well your child is doing.

Each year your nursery/school will let you know what is being done to implement Curriculum for Excellence so that you can be confident that your child is receiving a high quality education.

Raising Achievement for All forms the overarching strategy for the service. Subtitled 'Experiences to Last a Lifetime', this strategy aims to harness the combined forces of Learning and Leisure Services to provide a rich set of learning opportunities and experiences for young people and adults which begin in the classroom, nursery or learning centre and extend out into the community and the wider world beyond. In seeking to offer 'Experiences to Last a Lifetime', we will also look to draw upon 'a lifetime of experiences' already there in the communities which make up North Lanarkshire.

LEARNING & TEACHING

Learning opportunities through Purposeful Play are given at the Early Stages.

Children are taught in a variety of ways – sometimes as a class, sometimes in a group and sometimes individually. We regularly use a cross-stage approach. All staff have been trained in, and make effective use of, Co-operative Learning where the children work together to learn. There is a strong focus on active learning. Children are encouraged to be independent and take responsibility for aspects of their own learning.

HOMEWORK

Homework may consist of the following:

Language Activities may be talking, listening, reading or writing; Maths Activities may be number work, problem solving or practical maths; Research/Topic Activities.

Homework should:

- be enjoyable and provide children with no real difficulties
- be extensions of school work
- help make parents/guardians aware of their child's progress in learning
- sometimes involve parents and/or other members of the family
- reflect standards of work acceptable in class
- encourage children to take a pride in the presentation of their work

Homework may be issued on a daily basis by the class teacher, but this should not be considered as the norm.

Parents/Guardians are the greatest assets in homework. They are there when the tasks are being completed and through taking an interest in their children's work they prove to their children that homework is worthwhile and a very important part of the learning process. Once per term children, following discussion with their teacher, set targets for themselves. These are sent home so that parents will be aware of their children's targets for each term and whether or not they've achieved them.

ECO-SCHOOL

Being an Eco-school entails undertaking a series of environmental topics and being judged on our progress. We achieved our 4th and permanent Green Flag Award in 2009 - one of only 9 North Lanarkshire schools to do so. Our Eco-committee continues to work to promote environmental awareness in our community.

HEALTH PROMOTING SCHOOL

We achieved our Gold Award in 2010. An emphasis on Health and Wellbeing permeates the work of the school. As with Eco-schools we have to submit evidence of our work on Health Promotion. Our Health Committee actively promote the importance of a healthy lifestyle.

EQUAL OPPORTUNITIES PROVISION AND SOCIAL JUSTICE

Provision is made in Overtown Primary School for Equal Opportunities for all staff and pupils. The school is committed to assessing all policies and practices to ensure there are no negative impacts on any group of people.

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/news/2013/june/commission-publishes-equality-guidance-for-schools/>

SPECIAL EDUCATIONAL NEEDS

Additional Support Needs

Overtown Primary School complies with the Education (Additional Support for Learning) (Scotland) Act 2004 as amended by the Education (Additional Support for Learning) (Scotland) Act 2009.

North Lanarkshire Council's policy is contained within "Support for Learning Policy into Practice 2", a copy of which is available in the School. The school has a Support for Learning Policy, available from the school on request, which is consistent with North Lanarkshire Council guidelines.

Account is taken of differences in ability and rates of learning. Help is given on a short or long term basis to any child who has difficulties. Individual targets are set for such a child by the class teacher or by a particular member of staff whose job it is for a session to work with children who have difficulties. We have a stock of materials which suit not only the work level of the child, but also the interest and maturity of the child. If required, guidance is sought from the Network Support Team, to help the particular child's development. Parents would be contacted concerning such help.

When a pupil has additional support needs we follow Learning and Leisure Services process of staged intervention, that is:

Level 1 - Internal support, where education staff identify that a child or young person needs support or planning which can be met within the existing classroom or playroom setting.

Level 2 - Internal support, where education staff identify that a child or young person needs support or planning from within the school or early years establishment.

Level 3 - External support from within Learning and Leisure Services, where it is identified that the child or young person requires support or planning from beyond the school or early years setting but within education services.

Level 4 - External support provided on a multiagency basis, where the child or young person's needs are identified as requiring support or planning from multiagency services and these support needs will last for more than one year.

We support a range of needs including those of our more able pupils, children having short term difficulties and issues highlighted through our assessment procedures.

We work closely with specialist services such as Psychological Services and Speech and Language Services.

When we require it we access support from the English as an Additional Language unit.

Looked After 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.

Parents and pupils are an essential part of the assessment, planning and review processes and your views will be actively sought. Parents and young people can request of the authority to establish whether a child has additional support needs. They can also request an assessment at any time.

Planning

Additional Support Plans (ASPs) enable staff to plan effectively for children and young people with Additional Support Needs. 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 and young people can, if they wish, request that a CSP be considered and would be involved in the process. Parents will receive letters from the Education Authority throughout the CSP process. Parents and young people will be invited to take part in multi agency meetings and their views will be recorded in the plan.

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 and young people through Resolve (see contact details at the back of this handbook). Mediation is free 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 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 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

The proposed priorities for 2015-2016 will mainly relate to the forthcoming merger with Castlehill Primary School and transfer to the new building in 2016.

ENROLMENT

Primary 1 Pupils

During the month of January details of registration and enrolment for children starting school in August will appear in the local press. You must register your child in the school which serves your catchment area. However, you may exercise your parental right and apply to enrol your child in any school.

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 and procedures is available from the school or 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 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.

Overtown Primary School offers an enrolment programme which usually consists of

- a 3 or 4 week programme of Rising 5 activities in May.
- an afternoon in class with their Class Teacher in June.
- a meeting for parents in June.
- a visit to the class to see how your child is taught in October.

We aim to

- inform parents of the day to day running of the school.
- introduce parents to the Primary 1 programmes of study.
- allow parents to inspect the various resources used to implement the programmes of study.
- involve and encourage parents to participate in the education of their children.

Parents and children will have the opportunity to meet the Head Teacher, Principal Teacher, Primary 1 Class Teacher and Support Staff.

TRANSFER

Children moving into the area

Parents should call at the school with the child to enrol in the appropriate class.

Children moving out of the area, who will attend another primary school

Parents should inform the Head Teacher of such a move and transfer information will be sent to the school in which the child will be enrolled.

Transfer from Primary School to Secondary School

Pupils normally transfer between the ages of $11\frac{1}{2}$ and $12\frac{1}{2}$, 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 normally transfer to:

CLYDE VALLEY HIGH SCHOOL
Castlehill Road
WISHAW
ML2 0LS

Telephone: 01698 274950

Head Teacher: Nick Quail

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 the education authority that parents will be keen to support the dress code and written agreement may be sought.

At Overtown Primary School we strongly encourage children to wear uniform and all do so.

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, and
- could be used to inflict injury to other pupils or to be used by others to do so.

Parents of Primary aged children 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 is at the discretion of the Executive Director of Learning and Leisure Services. Information and application forms may be obtained from any school or First stop shop. Parents are entitled to receive a clothing grant if they are in receipt of any of the following benefits: Income Support, Job Seeker's Allowance (income based), Employment and Support Allowance (income related), housing benefit, council tax rebate.

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

If a parent wishes a child to wear Overtown Primary School Uniform, details are given below.

The Overtown Primary School uniform consists of:

Black Blazer or fleece with school badge
Black Jacket with school badge
Grey trousers/skirt
White shirt
School tie - red and green
Sweaters or cardigans should be grey
Black school shoes (not trainers)

Primary 7 pupils wear black skirts/trousers and sweaters. All other stages should wear grey.

To protect clothes in Art and Craft work, each child should have an old shirt, blouse or apron. This may be kept in school.

All articles of clothing and property should be clearly labelled with the child's name. Please take time to do this.

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

Suitable clothing for PE classes

North Lanarkshire's Policy on "Health and Safety in Physical Education", states: "Pupils must wear clothing and footwear suitable to the activity".

Shorts, T-shirt and soft shoes are recommended clothing for PE. **(Training shoes are not deemed suitable.)** Pupils will be told the regular PE times for their class and should bring their 'kit' for each lesson. On any occasion if you consider it unwise for your child to take part in PE a note must be sent to school asking for the child to be excused and the reason stated. Jewellery should not be worn on PE days.

If a child regularly forgets the necessary clothing and footwear for PE you will be contacted to ensure you are aware of this situation and you will be asked to assist in reminding your son/daughter of the ruling.

All pupils who are not taking part in a PE lesson (for any of the above reasons) will be supervised.

HOME AND SCHOOL LINKS

There is an "open door" invitation for parents to visit the school to discuss any problems or point of information. It would be helpful if a letter or telephone call requested such a visit so that arrangements could be made to allow the member of staff involved to be available.

Regular newsletters are sent to parents to keep them up to date with school information and news. We also have a school website where information, news and photos of current events can be found. The school web address is: <http://www.overtown.n-lanark.sch.uk>

Parents are invited to attend assemblies, performances, presentations and show-casing of work following whole school topics. These events are always well attended.

Parents are invited more formally to attend Parent/Teacher Consultations during the second and summer terms to discuss their child's progress. Written reports are sent home. Requests are made to meet with individual parents if a problem has arisen concerning a child's progress or behaviour.

Parent Helpers help in practical ways within the school during school hours. This help is greatly appreciated. If you would like to help, please contact the school. A Parents Council has been formed and part of its function is to raise funds for the school. If you wish to assist in any way please contact the school.

The school also takes an active interest in the community as a whole and as well as working with the church we liaise with the local playgroup and attempt to keep up to date with any local events, projects etc.

ATTENDANCE AT SCHOOL

Section 30 of the 1980 Education Act places 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.

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.

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.

The school attendance officer investigates unexplained absence, and the authority has the power to write to, interview or prosecute parents, or to refer pupils to the reporter of the Children's hearings, if necessary.

(ii) Attendance and Absence Data

Absence rates are calculated as a percentage of the total number of possible attendance for all pupils of the school in the stage shown, each morning and afternoon of each school day being a separate possible attendance.

Where figures or percentages based on a number of pupils under any particular heading is between 1 and 4 no information is given and *** is inserted in place of the figures.

Adults attending day school classes are excluded.

The data for North Lanarkshire and Scotland includes all education authority and grant-aided primary schools, but excludes all special schools.

N.B. See appendices 2, 3 and 4 for detailed information regarding **Attendance and Absence**.

HOUSE SYSTEM

The children from Primary 1 to Primary 7 are divided into four House groups. House Captains and Vice Captains are elected by children from Primaries 4-7 following election campaigns and candidates speeches. The pupils elected form the Pupil Council.

GARRION

HORSLEY

GILLBURN

WATERLOO

Children are given points for their House for carrying out house duties and wearing school uniform. Extra points are awarded for work/behaviour which is of special merit. Achievement in all areas of the curriculum is rewarded.

The points are totalled at the end of session. The Houses are then given 1st, 2nd, 3rd and 4th placing according to the totals. The winning House gaining the highest points is presented with a cup.

On Sports Day, House points are given to all winners. The House gaining the highest points is presented with a sports shield.

SPORTING ACTIVITIES

Football, School Sports events and Inter-schools sports and Swimming Gala take place throughout the year. We always take part in sports events organised by Clyde Valley High School. A variety of activities is organised by our Active Schools Co-ordinator. Children are strongly encouraged to be active.

AFTER SCHOOL CLUBS

Several activities take place after school. These clubs can only be run if enough parents/friends of the school offer their services. Fortunately, at present, we are able to offer:

Card-making, Choir, Cross Country, Cycling Proficiency, Football, Homework Heroes, and Active Kids.

MEDICAL AND HEALTH CARE

The medical examination of children is undertaken during each child's school life, normally in the first year of primary schooling, and then at ages 10/11 and 13/14, by staff of Lanarkshire Health Board, and parents may refer their child at other times to the Clinical Medical Officer for examination or advice. Such examinations are confidential between parent and medical staff. No records are shown even to the Head Teacher. However, it would be appreciated for the good of the child in every day school life, if the parent could inform the Head Teacher of any health difficulties, e.g. heart weakness, fits, eye or ear complaints, asthma attacks etc., which would help us to cope if an emergency arose in school. Dental inspections are also carried out on a routine basis in primary schools and parents are offered any necessary treatment for their children although they may choose to go instead to the family dentist. Pupils receive examination and treatment at the local community clinic, on request. If a child takes ill or has an accident in school then the parent or "Emergency Contact" person is contacted to collect the child. In case of a serious accident, an ambulance would be called to take the child to hospital. Parents would be contacted.

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

Child Protection Co-ordinator is: Lorna James
Telephone Number : 01698 522704

CODE OF CONDUCT

Our school rules are based on promoting positive behaviour

- Behave well and do your best at all times
- Look after our school and it's surroundings
- Respect the views of others
- Think SAFE - play in the playground!
- Stay in school at lunch time unless you have permission to leave
- Follow your Class Rules - after all you helped make them!

SCHOOL DISCIPLINE POLICY

- Our Journey to Excellence is made for the benefit of all and most pupils do abide by them in class, playground and in the school generally.
- Bullying, causing a disruption in class, school or coming to/from school or persistent disobedience will be dealt with in an appropriate manner. The school Respect Me Policy will be available for anyone who wishes a copy.

Sanctions used:

As already stated we try to promote positive behaviour and this is recognised and rewarded in a variety of ways. However there are times when inappropriate behaviour has to be dealt with.

By Class Teacher:

- rebukes, telling off, warnings
- movement from seat or group
- detained in school under supervision at intervals
- withdrawal of privileges

By Head Teacher

- as for class teacher
- detention in/at office
- contact with parents concerning problem
- exclusion

We trust that the co-operation of parents will be given for the benefit of their own child and the other children in our care.

SPIRITUAL, SOCIAL, MORAL AND CULTURAL VALUES

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 no more than three occasions in any one school session and the pupil noted as an authorised absentee in the register.

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 and the North Lanarkshire Council's website and twitter. We also now use a system where we can text emergency information to parents or, if their child hasn't turned up at school and we haven't been contacted by parents by 9.15 am, a text will be sent.



MEALS

School meals are cooked at Calderbridge Primary School kitchen and delivered here to be warmed up in the 're-gen' oven and served to pupils.

If a special diet is required such can be made available. Please contact the Head Teacher about such a need. A medically prescribed diet form must be completed by the child's Registered Dietician or General Practitioner. A Cash Cafeteria is operated in school. Children choose and pay for what they wish to eat. Numbers for Cash Cafeteria are collected first thing in the morning by the classroom assistant.

For those pupils who bring packed lunches, arrangements have been made for them to be supervised indoors. It is inadvisable to send hot soup in flasks to school. Children are responsible for the clearing of their own litter. Please ensure only plastic containers are used for carrying drinks to school. Lunches and packed lunches are supervised at all times.

Children of parents receiving Income Support, Job Seekers Allowance (income based) and Employment and Support Allowance (income related) are entitled to a meal without charge. Information and application forms for free school meals may be obtained from schools, first stop shops and Municipal Buildings, Coatbridge.

Parents are entitled to receive a clothing grant if they are in receipt of any of the following benefits: Income Support, Job Seekers Allowance (income based), Employment & Support Allowance (income related), housing benefit, council tax rebate.

Only those children who receive a free school meal will be entitled to free milk. Milk and fruit are available for purchase in the school during the lunch period and at the morning interval.

MOBILE PHONES

Children should only bring a mobile phone to school if **absolutely necessary**. The phone should be handed in to the office at 9.00 am and picked up again at 3.00 pm.



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 from Learning and Leisure services. 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. As part of our Health Promotion School work we encourage children to walk to school whenever possible.

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. Not necessarily for the start of term.

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 the 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 policy stated above.

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 August 2007. The composition of the Parent Council is as follows:

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; and
- h. receiving an annual budget for administration, training and other expenses.
- i 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.

A Parent Council has been established in Overtown Primary School and the office-bearers are as follows:

CHAIR	Jacqueline Smith
VICE-CHAIR	Jan Devanny
TREASURER	Denise Brock
FUND RAISING CO-ORDINATOR	Yvonne Taylor
GRANTS CO-ORDINATOR	Denise Farrell
CLERK/SECRETARY	Ailsa McFarlane

COMMUNITY FACILITIES (within the school building)

Accommodation 7 CLASSROOMS
1 MAIN HALL
DINING HALL WITH GYM FACILITIES
KITCHEN

Various services and agencies visit the school on a regular basis during school time to aid school/community liaison - i.e. Police (Road Safety etc.), School Nurse, Dental Health, School Chaplain and a variety of others who assist with the well-being of the children in our care.

LETTING PROCEDURES

It is Regional Council policy that school accommodation be made available as far as possible outwith school hours for use by the community. Such use by groups, clubs etc. will be in accordance with approved letting procedures.

For information concerning lets please contact: **Community Education Services**

IMPORTANT ADDRESSES:

Learning & Leisure Services

North Lanarkshire Council
Municipal Buildings
Kildonan Street
COATBRIDGE
Tel: 01236 812222

Chief Executive's Department

PO Box 14
Civic Centre
MOTHERWELL
Tel: 01698 302222

Wishaw Councillors

Councillor Marion Fellowes
Councillor Jim Hume
Councillor Sam Love
Councillor Frank McKay
Members Services
Civic Centre
MOTHERWELL
Tel: 01698 302222

Community Education Services

Motherwell Area Resource Centre
303 Brandon Street
MOTHERWELL
Tel: 01698 259103

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, this Council has appointed a Corporate Freedom of information Officer with the support of an officer in each Service. The Freedom of Information and Records Management Officer can be contacted by telephone on 01698 524712.

DATA PROTECTION ACT 1998

The processing of your personal information by North Lanarkshire Council is carried out in accordance with the Data Protection Act 1998. The information you give is held securely, treated confidentially and only used for statutory educational purposes or to improve the quality of the service. Under the Data Protection Act 1998 you are entitled to access the information held. In terms of section 7 of the Act such requests should be sent to Freedom of Information and Records Management Officer.

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 data protection rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act 1998. We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act 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.

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, www.scotxed.net.

Qualifying Statement

Although this information is accurate at 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 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:

Bob Duncan (Wishaw/Shotts Area)
Additonal Support Manager
Berryhill Primary School
Hillcrest Avenue
Wishaw ML1 7RS
01698 274656

Bob Duncan may be contacted directly or through the school.

You can also get more help and advice from:

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

0845 123 2303

info@enquire.org.uk

www.enquire.org.uk for parents and practitioners

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

Resolve 0131 222 2456 (Independent Adjudicator)

Scottish Independent Advocacy Alliance

Melrose House
69a George Street
Edinburgh EH2 2JG
0131 260 5380
enquiry@siaa.org.uk
www.siaa.org.uk

Reference to Additonal Support Needs Tribunal (Scotland)

ASNTS
Europa Building
450 Argyle Street
Glasgow
G2 8LH
Helpline: 0845 120 2906 Fax: 0141 242 0141 Email: ASNTSinquiries@scotland.gsi.gov.uk

NHS Lanarkshire

Wishaw Health Centre
01698 355511

Social Work

Wishaw/Shotts
Kings House
King Street
Wishaw
ML2 8BS
01698 348200

School holiday arrangements 2015/2016



August 2015

In-service day (all areas): Friday 14 August 2015
In-service day (all areas): Monday 17 August 2015
Pupils return to school: Tuesday 18 August 2015

September 2015

September weekend holidays: Friday 25 September 2015 and Monday 28 September 2015

October 2015

October break: Monday 12 October 2015 to Friday 16 October 2015

November 2015

In-service day (all areas): Monday 16 November 2015

December 2015 - January 2016

Christmas and New Year holidays: Wednesday 23 December 2015 to Tuesday 5 January 2016 (inclusive)

February 2016

Mid-term break: Monday 8 February and Tuesday 9 February 2016
In-service day (all areas): Wednesday 10 February 2016

March 2016

Easter weekend: Friday 25 March and Monday 28 March 2016

April 2016

Spring break: Monday 4 April to Friday 16 April 2016 (inclusive)

May 2016

May Day holiday: Monday 2 May 2016
In-service day (all areas): Thursday 5 May 2016
Mid-term holiday: Friday 27 May and Monday 30 May 2016

June 2016

School closes Wednesday 29 June 2016