**NORTH LANARKSHIRE COUNCIL**

**Education, Skills and Youth Employment**

**PETERSBURN PRIMARY SCHOOL AND NURSERY CLASS**

**PETERSBURN LANGUAGE AND COMMUNICATION SUPPORT CENTRE**

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#### INTRODUCTION

Dear Parents,

If your child is about to join our school, I would like to take this opportunity of welcoming you to Petersburn. If you already have some connection with the school, then we are pleased to renew the links between us.

The purpose of this handbook is to provide you with information about the school, nursery and language and communication support centre.

It is our aim to provide each pupil/adult who is involved with our school with as many rich and varied learning opportunities as we can.

A positive attitude towards school and learning is fostered throughout our school community.

Effort and success are praised and rewarded.

It is intended that the handbook will cover all the information in which you may be interested. However, if you have any queries about the contents, or require any information not contained in the handbook, please do not hesitate to contact the school.

In October 2011, the school was visited by a team of HM Inspectors of Schools. The letter to parents and levels of the quality indicators awarded to the school are published on the Education Scotland Website at [www.educationscotland.gov.uk](http://www.educationscotland.gov.uk).

The inspectors found major strengths in every area. They identified innovative and exciting lessons which they wish to share with others. Some of the school’s approaches were described as outstanding.

The following are the evaluations for Petersburn Primary School, Nursery Class and Language and Communication Support Centre.

**Petersburn Primary and Nursery Class**

|  |  |
| --- | --- |
| Improvements in performance | **Very good** |
| Learners’ experiences | **Very good** |
| Meeting learning needs | **Very good** |

**Nursery Class**

|  |  |
| --- | --- |
| Improvements in performance | **Very good** |
| Children’s experiences | **Very good** |
| Meeting learning needs | **Very good** |

**Evaluation of the following aspects of the work of the school and nursery class**

|  |  |
| --- | --- |
| The curriculum | **Very good** |
| Improvement through self-evaluation | **Very good** |

**Key Strengths**

* A very strong, welcoming ethos and very effective approaches which make sure that all children enjoy a full curriculum.
* Polite, happy and confident children who are enthusiastic about learning.
* The school’s high standing in the community, achieved through very close partnership with parents and other partners.
* Very high-quality leadership, and committed staff who are working hard to improve the school’s work in line with Curriculum for Excellence.

#### RESPONSIBILITIES OF THE SCHOOL

1. To provide a bright, caring, well organised environment where children and staff are happy to learn and work together.
2. To provide a well-balanced curriculum designed to suit the needs, interests and abilities of all pupils.
3. To teach effectively and to set the highest standards in work and behaviour.
4. To help pupils to leave school able and keen to make the best possible contribution to the community at large.
5. To encourage regular communication with parents as a basis for close co-operation between home and school.

#### RESPONSIBILITIES OF PARENTS

1. To show by their own example that they support the school in setting the highest standards in all it tries to do.
2. To make sure that their child(ren) come to school regularly, on time, refreshed, alert, suitably dressed and ready to work.
3. To take an active and supportive interest in their children’s work and progress.
4. To support the authority and discipline of the school, helping their children to achieve maturity, self-discipline and self-control.

#### RESPONSIBILITIES OF PUPILS

1. To attend school regularly, on time, ready to learn and take part in school activities.
2. To aim at the highest standards in all aspects of school life.
3. To co-operate with staff and to accept the authority and rules of conduct of the school.
4. To consider and respect the feeling and property of other people both in school and in the wider community.
5. To care for the grounds, buildings, furniture, equipment and texts provided by the school.

#### SCHOOL INFORMATION

Petersburn Primary School

2 Petersburn Road

Airdrie

ML6 8DX

Telephone: (01236) 632088

Email: ht@petersburn.n-lanark.sch.uk

Website: https://blogs.glowscotland.org.uk/nl/petersburn/

Twitter: @PetersburnPS

Petersburn Primary School is a non-denominational, co-educational school.

The School has Eco School status and has four green flags.

Petersburn Primary School is also a Health Promoting School and a Right Respecting School.

There is a wide variety of educational provision in Petersburn Primary School.

The school has a Nursery Class with provision for 30 children in the morning and afternoon.

A Language and Communication Support Centre opened in the school in August 2003. The Support Centre is attached to the mainstream school.

This session the pupils in the Support Centre are Primary 1 to Primary 7.

There is also a Pre-5 Language and Communication Support Centre Nursery Class which forms part of the school.

Present Roll : 205

 63 (Nursery and Pre 5 Language and

 Communication Support Centre)

Planning Capacity : 217

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.

Stages Covered : Primary 1 to Primary 7 and Nursery

Generally, classes are organised in primary stages (P1 – P7). However, depending on numbers at each stage and the total roll of the school, it is sometimes necessary to form composite classes. This is normally undertaken by formation of “working groups” although several other factors, such as age and ability, may be taken into consideration.

**TEACHING STAFF**

Head Teacher (Acting) Mrs Caroline Mitchell

Depute Head Teacher Miss Laura McGhee

Miss Anne Sangster Principal Teacher – nursery and P1 – P3

Mrs Lyndsey-May McLean Principal Teacher – P4 - P7

**PETERSBURN PRIMARY SCHOOL**

Mrs Lynsey Slowman Primary 1 (0.6)

Mrs Agata Kurek Primary 1 (0.4)

Mrs Lyndsey Craig Primary 2

Miss Lynne Hannah Primary 3

Mr Kenny Daye Primary 4/5

Miss Alison Todd Primary 5

Miss Sangster Primary 6 (0.5)

Mrs McLean Primary 6 (0.5)

Miss Brown Primary 7

**LANGUAGE AND COMMUNICATION SUPPORT CENTRE**

Mrs Elizabeth Gow Base 1 and LCSC Nursery Class

Mrs Carole Dalby Base 2 (0.6)

Mrs Siobhan Nicholls Base 2 (0.4)

Mrs Katherine Adam Base 3

Miss Alison Abernethy Base 4

Mrs Eleanor Bah Base 5

Mrs Elizabeth Stephen Base 6

Miss Melissa McGuire Base 7 (0.6)

Miss Jacqueline Moore Base 7 (0.4)

Mr William Hendrie Base 8

Mrs Vicki Lavelle (0.5)

 Total Staff : 19.5 F.T.E.

**PETERSBURN NURSERY CLASS**

Petersburn Primary School has a Nursery Class which has places for 30 children in the morning and 30 children in the afternoon.

Nursery Staff Mrs Joanne Ross Early Learning Practitioner

Mrs Margaret Yardley Early Learning Practitioner

 Mrs Sinead McAleese Early Learning Practitioner

Miss Michelle McConnachie Early Learning Practitioner 0.4

Miss Danielle Malone Early Learning Practitioner 0.6

 Mrs Anida Musialowska ASN Assistant

Pre - 5 Language and Communication Support Centre has places for pupils in the morning and afternoon.

 Nursery Staff Mrs Elizabeth Gow Nursery Teacher

 Mrs Lorna McLelland ASN Assistant

 Miss Margaret Weir Early Learning Practitioner

 Mrs Janice Richmond Early Learning Practitioner

ASN Assistants Mrs Sandra Campbell

 Mrs Jacquie Guerts

 Miss Marion Pollock

 Mrs Theresa Hinson

 Mrs Michelle Carroll

 Ms Janice Gillespie

 Mrs Patricia Montgomery

 Mrs Tracey Devine

 Mrs Nicola Rea

 Mrs Teresa Gallagher

 Mr Alex Sneddon

Classroom Assistant Mrs Arlene Mann

Senior Clerical Assistant Mrs Margaret Robertson

Community Learning & Development Mrs Gillian McOwat

Workers (School) Mr Paul Hamill

Janitor Miss Jacqueline Bryson

Kitchen Supervisor Mrs Jacqueline Fowler

Cleaning Supervisor Mrs Kathleen Hanlon

###### Visiting Specialists

Violin Teacher Mrs Kay Searle

Community Facilities

It is the Council Policy that the 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 procedure and enquiries should be directed to either the Area Community Education Office or to the Area Office, whose addresses and telephone numbers are given later in the handbook.

**SCHOOL HOURS**

Morning Session : 9.00am – 12.35pm

(Interval 10.40am – 10.55am)

Lunch : 12.35pm – 1.20pm

Afternoon Session : 1.20pm – 3.00pm

All P1 pupils are required to attend full-time from the first day of the session.

 There is a Breakfast Service in operation for pupils. This operates from 8.15 – 8.45 daily in the school dining hall.

**NURSERY CLASS**

 Morning Session: 8.40 – 11.50

Afternoon Session: 1.00 – 4.10

**SCHOOL YEAR**

First Term:

Pupils return - Thursday 16 August 2018

Close - Thursday 20 September 2018

Re-open - Tuesday 25 September 2108

Close - Friday 12 October 2018

Re-open - Monday 22 October 2018

INSET - Monday 19 November 2018

Close - Friday 21 December 2018

Second Term:

Re-open - Monday 7 January 2019

Close - Friday 8 February 2019

INSET - Wednesday 13 February 2019

Re-open - Thursday 14 February 2019

Close - Friday 29 March 2019

Re-open - Monday 15 April 2019

Third Term:

Close - Friday 3 May 2019

INSET - Tuesday 7 May 2019

Re-open - Wednesday 8 May 2019

Close - Thursday 23 May 2019

Re-open - Tuesday 28 May 2019

Close - Thursday 28 June 2019

**SCHOOL** **ENROLMENT**

Dates for the enrolment of Primary 1 pupils are intimated in the local press. This usually takes place in January each year.

Any parent wishing to enrol their child at any other time may do so by contacting the school office. Parents are welcome to see round the school any time by appointment with the Head Teacher.

**EQUAL OPPORTUNITIES**

Every pupil within Petersburn Primary School is given the same opportunities to enable them to reach their full potential.

Pupils are treated equally and fairly regardless of gender, race, culture or belief. Any incident of a racial nature should be reported to the Head Teacher and appropriate action will be taken.

The school is committed to assessing all policies and practices to ensure there are no negative impacts on any group of people.

Implementation of the Education, Youth and Communities Equality Policy including The Equality and Human Rights Commission’s Technical Guidance for Schools in Scotland is the essential guide for the school community to promote equality. This can be accessed at <https://www.equalityhumanrights.com/en/publication-download/technical-guidance-schools-scotland>

**CURRICULUM FOR EXCELLENCE**

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.

Programmes of study and resources used are regularly reviewed and updated in line with the principles of Curriculum for Excellence.

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 their 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 continue to implement Curriculum for Excellence so that you can be confident that your child is receiving a high quality education.

What are we doing in Petersburn to meet the requirements of a Curriculum for Excellence?

* Active Learning.
* Co-operative Learning.
* Interdisciplinary learning – linking up learning in contexts.
* More Scottish literature and knowledge of Scottish heritage and culture. Example – Regular whole school Focus on Scotland days throughout the session.
* Regularly refreshing planning and programmes to link to Curriculum for Excellence experiences and outcomes.
* Personal Learning Planning – involving pupils in setting targets.

Personalisation and Choice – involving pupils in planning their learning.

* Assessment is for Learning strategies.
* Pupil Voice – all classes involved in evaluation of our school and through various committees such as Eco / Pupil Council / Health Promoting School.
* School Improvement Planning Process – auditing and reviewing policies and programmes.
* Regular consultation with parents to see their views on school improvement priorities and curriculum design.
* Workshops for parents are arranged throughout the session to provide information and advice on aspects of the curriculum such as Active Literacy, Mathematics, and sensitive areas which are included in the Health and Wellbeing programme.
* Further information about the curriculum may be accessed by contacting the school or from Education Scotland [www.educationscotland.gov.uk](http://www.educationscotland.gov.uk)

**ADDITIONAL SUPPORT NEEDS**

Petersburn Primary School complies with Learning (Scotland) Act 2014 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.

It is recognised that pupils progress through the programmes of study in school at different rates. For a variety of reasons, pupils may experience some difficulties from time to time.

This is closely monitored by the class teacher in the first instance. The visiting Learning Support / Bilingual Support Teacher, the Principal Teacher and / or the Head Teacher may also become involved so that the appropriate support for each pupil is given.

If a pupil is identified as having additional support needs, then a ‘staged intervention’ approach would be adopted to ensure these needs are identified, planned for and met. This process is detailed below:

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 educational 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.

Pupils who attend Petersburn Language and Communication Support Centre are included in a wide range of class and whole school experiences. Involvement is planned for and is based on the individual needs of each child and the wider group.

A range of specialist services are included for pupils from Speech and Language Therapy, Educational Psychology and other agencies as appropriate.

Every child in the school has a ‘Named Person’ who is responsible for supporting their well-being. The named person for mainstream pupils is the Head Teacher and for pupils in the Language and Communication Support Centre it is the Depute Head Teacher. If you have any concerns about your child, you should speak to the ‘Named Person’.

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. In Petersburn Primary School the named person for the Mainstream is Caroline Mitchell and for the L.C.S.C. is Laura McGhee.

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

Getting It Right for Me plans (GIRfMEs) 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 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 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.

**SCHOOL IMPROVEMENT PLAN**

In Petersburn Primary School we aspire to be a learning community capable of continuous improvement, renowned for the excellent quality of learning and teaching, care and welfare and support that we provide to maximise pupil achievement.

The school has an improvement plan which is used to identify areas for school initiatives and improvement priorities. The Improvement Plan is reviewed annually.

The proposed priorities for 2018 – 2019 are as follows:

* To improve attainment in Reading for all learners through effective learning and teaching and detailed monitoring of learners’ progress at each stage.
* To improve attainment in Maths for all learners by further developing highly effective teaching approaches such as improving the teaching of mental maths. Appropriately targeted interventions such as Catch Up Numeracy will be used to address attainment gaps.
* To improve the physical health of children by increasing opportunities for physical activity and developing teacher capacity in Health and Wellbeing.

The school’s inspection report provides in depth information regarding the work of the school.

The school has maintained high standards of attainment over many years. Data prepared by the Education Authority has confirmed this.

Details of where information regarding the school’s performance at Local and National Level can be obtained by accessing the Education Scotland Website on [www.educationscotland.gov.uk](http://www.educationscotland.gov.uk) where this information is posted.

**HOMEWORK**

As support to work done in school, appropriate tasks may be given to be completed at home. Homework should only take a short time to complete. Parents can help by

ensuring that pupils have a quiet place to work and by taking an interest in completed work. Completed homework should be signed by a parent or guardian. Pupils should not require to spend more than half an hour on regular homework. Through the year workshops for parents on aspects of the Curriculum will be offered. A full copy of the school homework policy can be made available by contacting the school office.

**SCHOOL ETHOS**

In our recent inspection, it was noted that children are learning very well in every area of the school. Pupils are confident, enthusiastic about learning and keen to do well. They are polite and helpful. Pupils in Petersburn develop important skills and positive attitudes about citizenship and the environment.

We work closely with parents and a broad range of other members of our community. This includes close links with our neighbouring nursery class, St. Dominic’s. Children are also achieving very well in wider activities. They are proud of their school and their achievements.

Programmes give pupils high quality experiences. Some innovative teaching makes lessons exciting for pupils.

Pupils feel their views are respected and acted upon and they are well prepared for future learning and life beyond school.

Staff are very skilful in making sure that all children experience a full curriculum and play a full part in the school community. The view of children, parents and partners are taken carefully into account and staff work very well together to share good practice.

Inspectors identified the following key strengths of the school.

* A very strong, welcoming ethos and very effective approaches which make sure that all children enjoy a full curriculum.
* Polite, happy and confident children who are enthusiastic about learning.
* The school’s high standing in the community, achieved through very close partnership with parents and other partners.
* Very high-quality leadership, and committed staff who are working hard to improve the school’s work in line with Curriculum for Excellence.

**SPIRITUAL, SOCIAL, MORAL and CULTURAL VALUES**

Religious Education forms part of our curriculum. In this area, we endeavour to help pupils to be aware of certain beliefs, values, attitudes and practices. Pupils are encouraged to learn about a range of religious faiths, to be open and enquiring, and to have respect for other people’s ideas and beliefs.

All pupils are equally valued and, through religious education, are assisted in the development of tolerance, concern and caring.

Assemblies are held throughout the year and each term ends with a Religious Service/Ceremony.

It is recognised that the Education Act allows parents to withdraw their children from any instruction in Religious subjects and form any religious observance, and any such pupil will not be placed at a disadvantage with respect to secular instruction. Any parent, who does not wish his/her child to participate in the Religious Education Programme of the school, should notify the Head Teacher in writing, and arrangements will be made to meet the request.

Pupils in the Language and Communication Support Centre are entitled to Religious Education (Roman Catholic) should their parents request this.

Parents/Guardians from ethnic minority religious communities may request that their children be permitted to be absent from school in order to celebrate recognised religious events. Only written requests will be considered. Appropriate requests will

be granted on not more than three occasions in any one school session and the pupil noted as an authorised absentee in the register.

**EXTRA-CURRICULAR ACTIVITIES**

Facilities are available for a variety of extra-curricular activities e.g. Sports Clubs etc. and pupils are encouraged to join these. The school is grateful to parents and staff who help with these groups. So far this session we have had a Netball Club, Chess Club, Fun Fitness Club, Boxing Club, Mini Fitness Club and Craft Club. Other clubs are planned for forthcoming terms.

Pupils are picked up from the main office at 3.00pm and taken to the After School Care facility in St. Serf’s Primary School.

Further information can be provided from the school office.

**FREEDOM OF INFORMATION**

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

**DATA PROTECTION**

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](http://www.scotxed.net)).

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

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](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.

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: Mrs Caroline Mitchell (Acting Head Teacher)

Telephone Number: 01236 632088

 ADULT PROTECTION

The Council has responsibility under the Adult Support and Protection (Scotland) Act 2007 for the protection and support of adults at risk and 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.

**SCHOOL DISCIPLINE**

The relationship between pupils and teachers is similar to that between a child and his/her parents, requiring mutual consideration on both sides.

It is the aim of this school, with regard to discipline, to encourage in our children self-discipline, a consideration for others and a responsible attitude towards the person and property of others, therefore leading to the creation of a pleasant and effective environment, in which learning can best take place. School rules, which are kept to a minimum, are formulated for the safety and well-being of the pupils, and parental co-operation is appreciated in this area.

There is a policy within the school for dealing with any incidences of bullying should they occur. The recording of bullying or alleged bullying incidents are recorded electronically as part of the schools monitoring system. The positive ethos of our school is of paramount importance to us. We have introduced Circle Time in each of our classes. This gives pupils an opportunity to discuss matters of importance to them.

The recording of bullying or alleged bullying incidents are recorded electronically as part of the schools monitoring system.

An adult presence is provided in the playground at break times in terms of the schools (Safety and Supervision of Pupils) (Scotland) Regulations 1990.

**HOME AND SCHOOL LINKS**

Parents/families and friends from our community are encouraged to take part in the life of the school through activities organised by the school, Parent Council and Community Learning and Development.

Parents are represented on the Parent Council and the Health Promoting Schools and Eco Committees.

Formal meetings with staff and reports on progress are planned for twice each session.

Information on the activities of the school is regularly posted on the school Twitter page and we encourage parents to add to this too.

**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.

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 child. In terms of child safety police will be contacted if all attempts to locate the child have been exhausted.

 Parents should be asked to inform the school by letter or 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.

Parents of nursery pupils should also inform the school in the case of absence as above. Thereafter the North Lanarkshire Council policy for non-attendance at nursery will be followed if required.

 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.

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

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

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

Parents may request permission for a child to be absent from school to make an extended visit to relatives. For a request to be granted and the absence recorded as authorised it must be in writing and detail the destination and duration of the absence, and the provision to be made for the education of the child during the period of absence. If no explanation is provided, the absence will be recorded as unauthorised.

Staff monitor absences and lateness. Any concerns are discussed with the Head Teacher as and when appropriate. The authority has the power to write to, interview and prosecute parents, or refer pupils to the reporter of the children’s hearings if necessary.

**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, Skills and Youth Employment Services that parents will be keen to support the dress code and written agreement may be sought.

Pupils in Petersburn Primary are encouraged to wear their uniform. The colours are sky/navy blue. Sweatshirts bearing the School Logo may be ordered at two specific times during the school year. Order forms for these may be obtained from the school office. Trousers and skirts are navy blue, black or grey. Blazers are navy or black.

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

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

Parents in receipt of a clothing grant from the Council will be encouraged to purchase items which are in accordance with the school dress code. Approval of any requests for such grants in other circumstances are at the discretion of the Assistant Chief Executive, Education, Youth and Communities. Information and application forms may be obtained from any school or First Stop Shop. Parents are entitled to receive a clothing grant if they are in receipt of any of the following benefits; Income Support, Job Seekers Allowance (income based), Employment and Support Allowance (income related), Universal Credit, 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 based on 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.

The Council wishes to minimise claims arising from the loss of the pupils’ clothing and/or personal belongings. Parents/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 things are likely to be met only where the authority can be shown to have been negligent.

**SCHOOL** **MEALS**

School meals and snacks are provided daily. These are cooked on the premises.

Arrangements can be made for children to have special diets due to Medical or Religious reasons.

All P1-P3 children are now entitled to a free school meal.

The availability of special diets

Diets required as a result of a medical condition (a medically prescribed diet e.g. coeliac disease, diabetes, food allergy or intolerance) can be provided in school. A medically prescribed diet form must be completed by the child’s Registered Dietician or General Practitioner. Procedures and forms can be assessed from the child’s school or dietician, or from North Lanarkshire’s catering service. Occasionally,

parents/carers may be asked to supply prescription foods or attend a meeting to discuss the child’s dietary requirements.

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 to ensure appropriate food provision.

Special diets required for ethical, religious or cultural reasons should be requested in writing to the Head Teacher, who will liaise with the school catering service.

Children may bring packed lunches to school. These are taken in the school hall. In the interests of safety, pupils carrying their own drinks are asked NOT to use glass containers.

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.

Early Years Provision – If your child is aged between 2 and 4 years and attends a North Lanarkshire Council or Partnership Provider Nursery, in the middle of the day, for more than 4 hours per day may be entitled to a free meal. Parents must be in receipt of any of the qualifying benefits above or in receipt of State Pension Credit or Incapacity and Severe Disablement Allowance. Your child will also be entitled if they are or have been at any point since their second birthday looked after, the subject of a kinship care of guardianship order.

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 and Support Allowance (income related), universal credit, housing benefit, council tax rebate.

Only primary school children who receive a free school meal are entitled to free milk. Milk may, however, be available for purchase in the school during the lunch period.

**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 to the associated secondary. Advice on this must be sought from the Primary School Head Teacher. Further information on placing requests and procedures is available from the school or the council’s website.

Parents and Young People have a right under the Additional Support for Learning Act 2009 to make a placing request for their child or young person to attend a nursery (including partnership nursery), special school or, special class managed by the home authority. In the event of a successful placing request the authority are not required to provide transport. The Act also enables parents 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 provision may be reviewed at any time. Parents who consider they are eligible should obtain an application form from the school or from Education, Youth and Communities. These forms should be completed and returned before the end of February for those pupils beginning school in August to enable the appropriate arrangements to be made.

Applications may be submitted at any time throughout the year but may be subject to delay whilst arrangements are made.

There is discretion, in certain circumstances to grant privilege transport for pupils to travel in transport provided by the authority, where spare places are available and no additional costs are incurred.

* 1. 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.

* 1. 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 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 the age of 10/11 years, by staff of Lanarkshire Health Board. Parents may refer their child at other times to the Clinical Medical Officer for examination or advice.

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

If a child takes ill in school, or has an accident during school hours, the parents or emergency contacts of the child will be advised of the situation.

As facilities for the care of sick children in school are very limited, it is essential that an **EMERGENCY CONTACT**, who can be reached by telephone, is given to the school in case arrangements have to be made for the child to be taken home. It is particularly helpful if TWO contacts can be named for each pupil.

Parents should make the school aware of any particular medical requirements related to their child.

**INFORMATION IN EMERGENCIES**

We make every effort to maintain a full educational service, but in emergencies some 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 and the school Twitter page.

Pupils should know to whom they should go in the event of an emergency closure as it is not possible to telephone all parents at such a time.

**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 membership of Petersburn Primary School Parent Council is a minimum of 4

parents of children attending the school and a maximum size of 12 including co-opted

members.

The Parent Council’s rights and duties include:

1. supporting the work of the school
2. representing the views of parents
3. consulting with parents and reporting back to the Parent Forum on matters of interest
4. promoting contact between the school, parents, pupils and the wider community
5. fundraising
6. taking part in the selection of senior promoted staff
7. receiving reports from the head teacher and education authority; and
8. receiving an annual budget for administration, training and other expenses.
9. 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 Petersburn Primary School and the members are listed below.

Chairperson - Robert Brown

Vice Chair - Katrina McGhie

Secretary - Beverley McGuckin

Members - Kerry Ann Pollock

 Christine Gracie

 Anne McPake

 Sharon Wilton

 Charlene Cameron

 Staff Representative - Laura McGhee

The Head Teacher, Mrs Caroline Mitchell is the professional adviser to the Parent Council. 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.

Any parent of a child at the school can volunteer to be a member of the Parent

Council. In the event that the number of volunteers exceeds the number of places

set out in the constitution, members will be selected by ballot. Anyone not selected

by election may be offered the opportunity to be part of any sub-groups set up by

the Council.

Further information on Petersburn Parent Council can be found on Facebook. Please search for Petersburn Primary Parent Council Info.

**PUPIL COUNCIL**

Petersburn has a very active Pupil Council. Pupils from each class represent the views of their fellow pupils at regular council meetings with staff.

**SUPERVISION IN NON-CLASS TIMES**

All pupils are supervised by adults during non-class contact time. This includes the

Head Teacher, Depute Head Teacher, Principal Teachers, Janitor, Classroom

Assistants and A.S.N. Assistants (Language and Communication Support Centre).

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

**TRANSFER FROM PRIMARY TO SECONDARY SCHOOL**

Pupils normally transfer from between the ages of 11½ and 12½, 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. The school to which pupils of this school normally transfer is:

 Caldervale High School

 Towers Road

 Airdrie

ML6 8PG

 Telephone: 01236 794855

 Email: office@caldervale.n-lanark.sch.uk

 Website: www.caldervale.n-lanark.sch.uk

**USEFUL ADDRESSES**

Education, Youth : Municipal Buildings

and Communities Kildonan Street

 Coatbridge

 ML5 3BT

 Telephone: 01698 403140

Community Learning and : Victoria Primary School

Development Area Office 79 Aitchison Street

 Airdrie

 ML6 0DL

 Telephone: 01236 766733

Chief Executive’s Area Office : North Lanarkshire Council

 Civic Centre

 Motherwell

 ML1 1AB

Link Continuous Improvement Officer : Mrs Margaret Hunter

 North Lanarkshire Council

 Kildonan Street

 Coatbridge

 ML5 3BT

 Telephone: 01236 403140

Additional Support Manager : Karen Clarkson

 North Lanarkshire Council

 Kildonan Street

 Coatbridge

 ML5 3BT

 Telephone: 01236 632363

Local Councillors : Mr Michael Coyle

 Mr Sandy Watson

 Mr Ian McNeil

 Mr Paul Di Mascio

 C/o Member Services

 Civic Centre

 Motherwell

 ML1 1AB

 Telephone: 01698 302222

You can also get more help and advice from:

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

0345 123 2303

info@enquire.org.uk

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

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

**Resolve**

0131 313 8844 (Independent Adjudicator)

**Scottish Independent Advocacy Alliance**

London House

20-22 East London Street

Edinburgh

EH7 4BQ

0131 524 1975

enquiry@siaa.org.uk

[www.siaa.org.uk](http://www.siaa.org.uk)

**Reference to Additional Support Needs Tribunal (Scotland)**

 ASNTS

 4th Floor

 1 Atlantic Quay

 45 Robertson Street

 Glasgow

 G2 8JB

 Helpline: 0141 312 5860

**NHS Lanarkshire**

Airdrie Health Centre

Airdrie

Tel: 01236 772200

**Social Work**

Coats House

Gartlea Road

Airdrie

ML6 9JA

Tel: 01236 757000

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

. Before the commencement or during the course of the school year in question.

. In relation to subsequent school years.

Education Authorities are required by law 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.