

# Rochsolloch Primary School



Handbook 2023/24



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## **1. Message from the Head Teacher**

At Rochsolloch Primary School we aim to create a positive ethos and culture based on mutual trust and respect. Our vision is '*Everyone achieves their potential*', and our shared values are *RESPECT, ACHIEVEMENT and HAPPINESS*.

We aim to:

- Provide the highest quality learning and teaching that gives all learners the knowledge, skills and attitudes to fulfil their potential.
- Provide relevant and varied opportunities for wider achievement.
- Provide a happy and secure environment where children's wellbeing is at the centre of all we do.

Through a Curriculum for Excellence, pupils become Confident Individuals, Effective Contributors, Responsible Citizens and Successful Learners.

Our school is dedicated to providing a nurturing environment, as well as challenging, meaningful and enjoyable learning experiences that foster a love of learning, and equips children with skills for learning, life and work.

We are strongly committed to equity, celebrating diversity and inclusion.

The important role parents play in their child's learning cannot be underestimated; we welcome, and seek to develop, opportunities to work in partnership for the benefit of our children and their families.

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

Mark Wilson  
Head Teacher

## **2. School Information**

Rochsolloch Primary School  
88 Bellsdyke Road  
Airdrie  
ML6 9DU.

Telephone number: 01236 794880.

Fax number: 01236 779803

E-mail: [enquiries-at-rochsolloch@northlan.org.uk](mailto:enquiries-at-rochsolloch@northlan.org.uk)

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

Rochsolloch Primary School and Nursery Class is a non-denominational, co-educational establishment.

The school currently has a planning capacity of 288.

This session we have 11 classes ranging from P1-7, including 4 composite classes, with 287 pupils on the present roll.

When forming classes for a new session we take the following into consideration:

- (a) Primary 1 should not exceed 25
- (b) Classes in P2-P3 should not exceed 30
- (c) Straight classes in P4-P7 should not exceed 33
- (d) Composite classes from P1-P7 should not exceed 25

As in previous years, composite classes have been formed. When forming classes for a session, the number of classes is dependent on the number of pupils in the school and the allocation of teaching staff from the authority.

When creating composite classes, local authority guidance is followed. After consultation with staff, the Head Teacher has final say in the creation of working groups to create composite classes. Working groups are created by identifying children at broadly the same attainment level in literacy and/or numeracy who have the capacity to work well as a learning group. A working group is a group within a class, not the whole class. Children are supported and challenged appropriately, no matter which class they are in.

### Letting Procedures

It is council policy that the school accommodation should 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 and enquiries should be directed to:

Culture NL Ltd  
Community Facilities Section  
Coatbridge Community Centre  
9 Old Monkland Road  
Coatbridge  
ML5 5EA  
Tel: 01236 632778  
Fax: 01698 302110

The School Letting Policy came into effect from 1st August, 1997. An application form and group application form are available to provide the necessary information for the accurate pricing of lets.

Our associated secondary school is:  
Airdrie Academy

South Commonhead Avenue  
Airdrie  
ML6 6NX  
Tel. No. 01236 757675

### Parent Council

The Parent Council has 11 parent members.

The Head teacher attends all meetings as advisor to the Council.

Parent Council came into force on 1 August 2007

The Parent Council's rights and duties include:

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

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

The Parent Council has a Facebook page which, as a member of the parent forum, you can request to join.

### **3. Teaching Staff**

HT: Mark Wilson

DHT (Mon-Wed): Jamie Innes

DHT (Thu/Fri) PT (Mon-Wed): Lindsay Torley

PT (Thu/Fri): Lisa Colquhoun

P1: Michelle Sichi

P1/2: Lisa Black

P2: Leone McLaren

P2/3: Smith-Munoz

P3: Laura Sweeney

P4: Abby Malone

P4/5: Margaret Harper (Mon/Tues)/Lorraine Vallentyne (Wed-Fri)

P5: Gary Hornsby

P6: Nicole McCallum

P6/7: Meghan Hart

P7: Dean Rodman

Lisa Colquhoun (Wed)

Gemma MacBeth

Nicolle Murray

Katrina Shields

This year our Full Time Equivalent (FTE) staffing is 14.53.

#### Nursery Staff

Principal Lead Practitioner (Acting): Kirsty Milligan

Principal Lead Practitioner: Lauren Fox

Lead Early Learning Practitioner (Acting): Nicola Doherty

Early Learning Practitioner: Kate Graham

Key Worker: Rebecca O'Rourke (Temporary)

Key Worker: Alice Morrow (Temporary)

Early Years Support Worker: Amanda Benson (Temporary)

Early Years Support Worker: Laura Morrison

Early Years Support Worker: Jill Duffy

#### Non-teaching Staff

Senior Clerical Assistant: Helen Miller

Clerical Assistant: Margaret Fraser

ASN Assistant: Brenda White

ASN Assistant: Caroline Webber

ASN Assistant: Kim Lamond

Classroom Assistant: Alison Cochrane

Campus Janitor: Duncan Ross

#### **4. School Hours**

School day begins at 9:00am  
Morning interval: 10:35am – 10:50am  
Lunch break: 12:35pm – 1:20pm  
School day ends at 3:00pm

When children begin Primary 1, they are in school for the whole day from the beginning of term.

### Out of School Care

The following organisations collect from the school:

Oscar's Playscheme  
Tel. No. 07881991299/07747585738  
Email: oscarplayscheme@gmail.com

Sikeside and Carnbroe After School Care  
Tel. No. 07946605728/ 0783506459

Blairhill and Dundyvan Church  
Tel.: 01236 449852

Mobile Play in Action  
Tel: 01236 767767  
Mob: 07942221179  
Email: mobileplayinaction@live.co.uk

A breakfast service is on offer in school from 8.15am – 8.45 am.

Our nursery runs a mixed model including morning, afternoon and term time sessions.

*AM:* 8:00am – 12:45pm  
*PM:* 1:15pm – 6:00pm  
*Term Time:* 8:45am – 2:45pm

## **5. The School Year**

### **August 2024**

- Monday 12 August 2024 (Return date for Teachers & In-Service Day)
- Tuesday 13 August 2024 (In-Service Day)

- Wednesday 14 August 2024 (Return date for Pupils)

### **September 2024**

- Friday 27 September and Monday 30 September 2024 (September weekend)

### **October 2024**

- Monday 14 to Friday 18 October 2024 (October Week)

### **November 2024**

- Monday 18 November 2024 (In-Service Day)

### **December 2024 - January 2025**

- Schools close at 2.30pm on Friday 20 December 2024
- Monday 23 December 2024 - Friday 3 January 2025 (inclusive) (Christmas holidays) Schools return on Monday, 6 January 2025

### **February 2025**

- Monday 17 February and Tuesday 18 February 2025 (Mid-term break)
- Wednesday 19 February 2025 (In-service day)

### **April 2025**

- Schools close at 2.30 pm on Friday 4 April 2025
- Monday 7 April- Friday 18 April 2025 (Inclusive)\* Spring Holiday (Easter)  
\*Good Friday 18 April and Easter Monday 21 April 2025

### **May 2025**

- Monday 5 May 2025 (May Public Holiday)
- Tuesday 6 May 2025 (in-service day)
- Friday 23 May 2025 and Monday 26 May 2025 (May Weekend)



## June 2025

- Schools Close at 1pm on Wednesday 25 June 2025

### **6. Transfer/Enrolment**

There are many opportunities for our children to become familiar with staff and routines at our associated secondary school, Airdrie Academy. A calendar is agreed at the start of the year and includes visits to Rochsolloch by Academy staff to work with children, as well as visits to the Academy to take part in a range of fun activities.

Our staff work closely with the Academy Leadership Team to ensure the smoothest transition possible for all children. For those who may require additional support at this time, there are opportunities for enhanced transition activities.

### **7. Equal Opportunities**

Our school is committed to eliminating unlawful discrimination and promoting equity of opportunity for and between different groups of people in line with the Equality Act 2010, the Service's Promoting Equality and Diversity Circular Gen 155-10 and the Council's Equality and Diversity Policy and Equality Strategy 2019 -2024.

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

Implementation of the Education and Families Equality Policy including The Equality and Human Rights Commission's Technical Guidance for Schools in Scotland is the essential guide for the school community to promote equality. This can be accessed at:

<https://www.equalityhumanrights.com/en/publication-download/technical-guidance-schools-scotland>

### **8. What is Curriculum for Excellence?**

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

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

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

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

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

Throughout Curriculum for Excellence there is a strong focus on Literacy, Numeracy and Health and Wellbeing across all aspects of learning and every teacher will support learners with the development of these, including digital literacy skills.

Curriculum for Excellence is defined as:

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

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

These contexts are:

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

### What are the Curriculum for Excellence levels?

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

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

### What is the Broad General Education?

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

## Curriculum Areas and subjects

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

The 8 curricular areas are:

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

## The Senior Phase

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

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

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

Personal Support/Career Planning

From 3-18 years, learners are supported to achieve their full potential and, as they progress through broad general education into senior phase, to plan and prepare for further learning, training or employment. All schools and nurseries in North Lanarkshire are working hard to raise standards so that children and young people will develop all of the skills necessary to continue to be successful when leaving school and entering the world of higher education, training or work. As part of developing skills for learning, life and work, young people will be offered careers information advice and guidance to ensure they leave school and enter a positive post-school destination of higher education, further education, pre-employment training, employment (including modern apprenticeships), activity agreement or volunteering.

### Assessment and Reporting

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

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

We hold two Progress Meetings each session, where children join their parents for a conversation with the teacher, and a formal written report is issued towards the end of the session. Additionally, we value ongoing, informal communication with parents.

## **9. Additional Support Needs**

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

Children with additional support needs are identified, their needs assessed, and a discussion with parents is arranged in order to plan for supporting the child. This plan is regularly amended to account for the changing needs of the child.

The Education and Families staged intervention process has three stages:

- Universal: Planned for within the school's normal processes for learning, teaching and assessment.
- Additional: Partnership working and additional support/resources within the cluster.

- Intensive: Bespoke packages of co-ordinated support with partner agencies.

For children with English as an additional language, a Request for Assistance can be made to seek advice and appropriate support.

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

Parents can request an assessment to establish whether a child or young person has additional needs or requires a Co-ordinated Support Plan. The Head Teacher should be approached.

### Getting It Right for Me Plans

(GIRFMe) enable staff to plan effectively for children and young people when interventions are required to support their learning and improve outcomes. Parents/carers and pupils are an essential part of the assessment; planning and review processes and their views will be actively sought.

Some children and young people may require significant support from education and at least one other agency, such as health, social work and/or voluntary agency to help them meet their learning targets. Where this support requires a high level of co-ordination the opening of a Co-ordinated Support Plan (CSP) may be considered. A CSP may be initiated by the school or another agency.

Parents/carers and young people can, if they wish, request that a CSP be considered and would be involved in the process.

Parents/carers will receive letters from the Education Authority throughout the CSP process.

Parents/carers and young people will be invited to take part in multiagency meetings and their views will be recorded in the plan.

Where more intensive support for a child or young person needs to be planned for, usually when a number of agencies are involved in supporting their wellbeing then a Child's Plan may be developed. The plan will tell you what actions need to be taken and who will help with each action. It will usually be someone called a 'Lead Professional' who will have the job of making sure that the actions outlined in the plan take place and things get better for the child or young person.

### Dispute Resolution

North Lanarkshire Council is committed to resolving any differences of views through discussion, dialogue and building on common ground.

If the matter cannot be resolved with the Education Authority you have the right to request mediation. An independent mediation service is available to parents 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\carers or young people on the decisions made by the Education Authority relating to Co-ordinated Support Plans, placing requests and post school transition. If you disagree with any decision relating to your child's Co-ordinated Support Plan, either the creation of a CSP, or the content of it, you may be entitled to refer to the Tribunal

### **10. Improvement Planning**

This year's school improvement priorities are:

Improvement Plan Summary	
Cluster Priority:	Raise attainment for a specific group of children/young people by fostering resilience, boosting attendance, and further nurturing their life, learning, and work-related skills.
School Priority 1:	Increase attainment in reading by 3%, writing by 5%, and numeracy by 3% across all stages by June 2023 by improving assessment evidence.
Nursery Class Priority:	To ensure that considered, robust approaches to self-evaluation, tracking and monitoring and increased opportunities for collegiate working have a direct and measurable impact on attainment of learners.

Our classroom practice is continually evolving. By reflecting on the most recent national and international research, we have created a model that reflects the design principles of Curriculum for Excellence and facilitates deeper learning across all subject areas. Revised planning formats and structures for staff to work together have created a culture where sustained improvement can continue over time.

We have many digital devices and are able to provide a high quality and progressive digital curriculum for all our learners. Children at all stages are learning to harness the power of this technology to enhance learning across the curriculum and collaborate to create new content.

Children are encouraged to develop their interests in a variety of ways. With our outstanding commitment to Physical Activity, Physical Activity and Sport (PEPAS), we previously achieved our Sport Scotland Gold Award and are working towards reaccreditation following a revised process post-pandemic.

The school is regularly involved in raising money for various charities. A calendar of fundraising is agreed at the start of the year in consultation with the Parent Council and the Pupil Leadership Group responsible for fundraising.

This year we are supporting Down's Syndrome Scotland, Glasgow Children's Hospital, Airdrie Foodbank and Macmillan Cancer Support. We are proud of this commitment to supporting those in our community who are less fortunate or face significant challenges.

## **11. Homework**

Homework is provided for all stages and is designed to support the learning that takes place in school. Traditional tasks are less appropriate now, as the way children learn in school has changed significantly over the last few years. Our homework offer is the answer to the question often asked, "How can I support my child at home."

We understand that our families are very busy, and children have already worked really hard in school. It is up to each family to decide to what extent they wish their child to engage in formal homework activities. We value all learning that happens outside of school, including shopping, baking and playing games, as well as the quality time for families to relax together.

A range of suggested activities is provided each month, which includes literacy and numeracy, as well as another one or two curriculum areas.

Assessing homework that is returned to school is often difficult, as it is impossible to know the conditions under which the activities were completed and the support that was required. Therefore, homework is generally a practice of skills learned in school, and the teacher assesses progress with these skills through their normal class teaching. Children will get feedback on anything handed in.

## **12. School Ethos**

As an accredited Nurturing School and Silver Rights Respecting School, positive relationships are central to our work here at Rochsolloch Primary School.

Our school is built on an ethos and culture of respect and mutual trust, this applies to all interactions between all members of the school community. We aim for all our children and adults to live our values of *Respect*, *Achievement* and *Happiness* every day.

We are committed to removing barriers to learning and making sure all our children have the opportunity to realise our shared vision of *'Everyone achieves their potential'*.

We work with our school community, as well as partners within and outwith education to give our children the best opportunities available.

### **13. Spiritual, Social, Moral and Cultural Values**

The school has a balanced programme of study that includes learning about major world religions including Christianity, Islam and Judaism. Children have the opportunity to explore and discuss aspects of religious practices as well as important moral questions that arise. Our school is a safe place for thoughts and opinions to be shared in a climate of respect and understanding.

School assemblies play an important part in our school life. This is an opportunity to share important news with children and staff, as well as build community through celebrating success and singing together.

It is recognised that The Education (Scotland) Act 1980 allows parents to withdraw their children from any religious observance, and any such pupil will not be placed at any disadvantage with respect to secular instruction.

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

### **14. Extra-Curricular Activities**

Certain activities are not included in the everyday curriculum and, were it not for the extra time and help given by teachers, parents and friends, such activities would not be possible. Interested pupils are encouraged to participate in a variety of activities, which may include football, netball, multi-sports, choir, coding etc.

### **15. Freedom of Information**

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

### **16. General Data Protection Regulations (GDPR) Statement for Education**

*What is this statement?*



This statement explains when and why we collect personal information about you, your child or young person and how this information is used, the conditions under which it may be disclosed to others and how it is kept secure.

### *Who are we?*

North Lanarkshire Council is a Local Authority established under the Local Government etc. (Scotland) Act 1994. Education, and Families is located in Kildonan Street, Coatbridge ML5 3BT.

### *Why do we need your personal information and that of your child or young person?*

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

### *Legal basis for using your information*

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

### *Your personal information*

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

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

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

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

### *How will we use this information?*

Your personal information will be used:

- to enrol your child or young person in nursery or school
- to provide your child or young person with an appropriate education
- for teaching, assessment and planning purposes and to monitor educational progress of children and young people

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

#### *Who do we share information with?*

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

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

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

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

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

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

<http://www.northlanarkshire.gov.uk/index.aspx?articleid=15003> or you can request a hardcopy of this from Education, and Families, Kildonan Street, Coatbridge ML5 3BT.

## Your rights under GDPR

You can:

- Request access to your information – you have the right to request a copy of the personal information that we hold about you, your child or young person. You can ask us to confirm what personal information is being used and with whom it has been shared with.
- Request a correction to your information – we want to make sure that all personal information is accurate, complete and up to date. Therefore, you may ask us to correct any personal information that you believe does not meet these standards.
- Request the restriction of processing – this enables you to ask us to suspend the processing of personal information about you, your child or young person, for example if you want us to establish its accuracy or clarify the reason for processing it.
- Request the transfer – you can request the transfer of your information to another party.
- Deletion of your information – you have the right to ask us to delete personal information about you, your child or young person where:
  - you think that we no longer need to hold the information for the purposes for which it was originally obtained
  - you have a genuine objection to our use of personal information
  - or, use of personal information is contrary to law or our legal obligations.

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

<b>The Council's Data Protection Officer</b>
If you have any questions or are unhappy about the way that we use the personal information of your child, young person or yourself you can contact the Data Protection Officer.
Data Protection Officer (DPO)
Civic Centre,
Windmillhill Street,
Motherwell ML1 1AB
or by email to <a href="mailto:AITeam@northlan.gov.uk">AITeam@northlan.gov.uk</a>

<b>The Information Commissioner</b>
You also have the right to complain to the Information Commissioner about the way the Council has handled your rights, to enquire about any exercise of these rights or to complain about the way the Council has dealt with your rights (or any other aspect of data protection law).
Information Commissioner's Office,
45 Melville Street,
Edinburgh, EH3 7HL
or by e-mail to

## *Transferring Educational Data about Pupils*

Education authorities and the Scottish Government

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

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

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

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

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

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

### *Your GDPR rights*

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

SGEP works with a range of partners including Education Scotland and the Scottish Qualifications Authority. On occasion, we will make individual data available to partners and also academic institutions to carry out research and statistical analysis. In addition, we will provide our partners with information they need in order to fulfil their official responsibilities. Any sharing of data will be done under the strict control and prior agreement of the Data Access Panel in SGEP, which will ensure that no

subject specific data will be made public as a result of the data sharing and that such data will not be used to take any actions in respect of an individual.

Further details are available on:

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

### Any Concerns

If you have any concerns about the ScotXed data collections you can email [school.stats@scotland.gsi.gov.uk](mailto:school.stats@scotland.gsi.gov.uk) or write to:

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

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

### **Want more information?**

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

## **17. 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 school's actions in response to Child Protection concerns.

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

Child Protection Co-ordinator is: Mark Wilson

Telephone number: (01236) 794880

## **18. Adult Protection**

The Council has responsibility under the Adult Support and Protection (Scotland) Act 2007 for the protection and support of adults at risk of harm within North Lanarkshire. Its employees therefore have the responsibility to ensure the welfare of all adults at risk of harm with whom they come into contact, as well as providing the highest possible standard of care for some of the most vulnerable members of our society.

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

Adult Protection Co-ordinator is: Mark Wilson

Telephone number: (01236) 794880

## **19. School Discipline**

A clear understanding of what is acceptable or unacceptable behaviour is essential in schools if children are to feel secure and confident.

We believe that building positive relationships is essential in developing a culture where children and adults can achieve their potential.

Staff take time to get to know learners, and specific verbal praise is used to encourage pupils to behave appropriately and give their best efforts. Staff can reward children by sending a Positive Postcard home to share something that has gone well or can award an Aim High Hero certificate. Additionally, any member of staff can nominate learners for Hot Choc Friday, when children who uphold our school values everyday can be rewarded with a drink of hot chocolate and a biscuit with the Head Teacher on a Friday afternoon.

If negative behaviour occurs, the staff member who is present, whichever role they have, will be supported by colleagues to manage the situation. If this is not successful, then Senior Leaders will become involved and may contact parents to inform them and seek support in achieving a positive outcome.

Exclusion of a pupil from school for one or more days can be implemented if behaviour is extreme (e.g., violence towards pupils or staff), if the safety of others on the campus is compromised. If this option is considered, local authority policy will be followed.

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

### **Anti-bullying**

*You don't have to like me...agree with me...or enjoy the same things as I do. But you do have to respect me. (respectme.org.uk)*

Bullying is completely unacceptable at Rochsolloch Primary School. Using the guidance from [respectme.org.uk](http://respectme.org.uk), Scotland's anti-bullying service, children are made aware of the types of behaviour that could be described as bullying behaviour, and we work to avoid this through our curriculum and wider focus on respect and positive relationships. Staff are aware of the importance of dealing appropriately with bullying behaviour and communicate regularly with senior management and parents to ensure swift action is taken and impact monitored.

Rochsolloch Primary has an Anti-bullying Policy, which will provide comprehensive information on the school's approach.

We achieved our Respect Me Reward in 2022 by demonstrating a clear commitment to

### Supervision in Non-Class Times

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

We endeavour to have a minimum of two supervisors in the playground, including the janitor and members of the support staff. Children are encouraged to go to these supervisors with any concerns or problems. We ask parents not to come into the playground or communicate through the fence during playtime or lunchtimes, as it can cause concern for the supervisor, who may not know them. Parents should go to the main door and use the security entrance system at all times.

During wet (or severe) weather, the children are supervised indoors.

We encourage parents to provide suitable clothing as we endeavour to give children as much time outside as possible. The Senior Leadership Team will make dynamic decisions on whether children should be taken inside. If there is rain, and staff decide it is not heavy enough to come indoors, children can make their own decision to stand under the covered area in the playground.

### **20. Home and School Links**

Parents are encouraged to take an interest in the school and there is an active Parent Council whose role has included successful fundraising events. The meetings take place monthly; details are announced at the beginning of each session.

There are Progress Meetings twice a year, when parents are given the opportunity to discuss their children's progress with the class teacher and their child. We successfully involved children in these interviews, and following consultation with parents, the consensus was that this should be continued.

The Senior Leadership Team holds induction meetings during the session with the parents of children due to begin school in August.

Parents may contact the school at any time regarding any problems which may arise.

Rochsolloch Primary use a paperless system as much as possible. Communication with parents is done mainly via email, text message or Xpressions app. We encourage parents to download the Xpressions app, as all texts and emails will go directly to the app, and has no cost to the school, unlike text messages.

## **21. Attendance at School**

Section 30 of the 1980 Education Act places a duty on every parent/carer of a child of 'school age' to ensure that their child attends school regularly.

Attendance must be recorded twice a day, morning and Afternoon

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

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

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

Parents/carers 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.

### **Family Holidays During Term Time**

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

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

A family holiday judged to be important to the 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\carers 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.

It should be emphasised that the school investigates unexplained absence, and that the authority has the power to write to, interview or prosecute parents, or to refer pupils to the Reporter of the Children's Panel, if necessary.

Attendance is noted each morning and afternoon. If a child is marked as absent, a text message will be sent to parents asking them to call the school to discuss the reasons for the absence. If there is a pattern of absence, or attendance falls below an acceptable level, the Head Teacher will contact parents to discuss the reasons for this and identify appropriate support if necessary.

## **22. Clothing and Uniform**

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

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

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

Parents/carers in receipt of a clothing grant from the Council will be encouraged to purchase items which are in accordance with the school dress code. Approval of any requests for such grants in other circumstances are at the discretion of the Executive Director of Education and Families. Information and application forms may be obtained from any school or First Stop Shops. 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), Universal Credit (with an income below £660 per month), housing benefit, council tax rebate.

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

In such circumstances a head teacher may justify the use of the school discipline procedure.

The Council wishes to minimise claims arising from the loss of pupils' clothing and/or personal belongings. Parents/carers 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.

### **23. Meals**

The shared dining-hall is situated at the rear of the school and meals and snacks are prepared on the premises. There is menu that changes on a 3 week

rotation, and children are offered either a hot meal (including vegetarian option) or sandwich. The cost of school meals is £3.10.

Children may bring a packed lunch to school. Children may also go home for lunch. It should be noted that children are not allowed to go to the shop or leave the playground during the lunch break.

All P1-5 children are entitled to a free school meal.

Our campus operates a cashless cafeteria, with all payments going into an account which is then deducted by catering staff when the child has a school meal. Money can be loaded into the account via the Parents Portal app.

### Special Diet Procedures

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

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

Some children with additional support needs may require food to be adapted to an appropriate texture and consistency. In this instance the child's Registered Dietician or Speech and Language Therapist will liaise with the Head Teacher and school catering service including the nutritionist to ensure appropriate food provision. In this case a form will still need to be signed by a medical professional including a Speech and Language Therapist.

It is important that the Head Teacher is aware of any medically prescribed diets within the school, and, on occasion, parent/carers may be asked to attend a meeting.

Forms that have not been signed by a medical professional will be rejected. The form will be returned to the parent along with a letter stating the reason for the refusal and, also, they will be issued with a new form.

Any change in the child's dietary requirements must be advised through a Registered Dietitian or Medical Practitioner to the Facilities Support Services (FSS) Nutritionist. When children move to a High School or change schools FSS will need to be informed as soon as possible. Special Diets such as Vegan and ethnic diets can also be accommodated. In this case a form b should be completed and can be signed by the parent. All completed forms should be returned to the email [specialdiet@northlan.gov.uk](mailto:specialdiet@northlan.gov.uk)

## Further Information

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

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

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

Parents/carers are entitled to receive a clothing grant if they are in receipt of any of the following benefits: Income Support, Job Seekers Allowance (income based). Employment & Support Allowance (income related), Universal Credit (income below £625 per month), housing benefit and council tax rebate. Information and application forms for clothing grants may be downloaded from the council website [www.northlan.gov.uk](http://www.northlan.gov.uk) and are available in first stop shops.

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

## **24. 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\carers are advised to time any placing requests so that they take effect from the beginning of the new school session.

Every effort will be made to try to meet the parental wishes, but you should note that it is not always possible to grant every placing request to a particular school

Placing requests to Primary School does not necessarily ensure that your child will have a direct entry to the associated secondary. Advice on this must be sought from the Primary School Head Teacher.

Further information on placing requests and procedures is available from the school or the council's website.

Parents 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), ASN school or ASN 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.

## **25. Transport**

### **General**

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

Parents\carers who consider they are eligible should obtain an application form from the school or from Education and Families. These forms should be completed and returned before the end of February for those pupils beginning school in August to enable the appropriate arrangements to be made.

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

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

### **Pick-up points**

Where free transport is provided it may be necessary for pupils to walk a certain distance to the vehicle pick-up point.

Walking distance in total, including the distance from home to the pick-up point and from the drop-off point to the school in any one direction, will not exceed the authority's limits (see above paragraph).

It is the parent's\carers responsibility to ensure their child arrives at the pick-up point in time. It is also the parent's\carer's responsibility to ensure the child behaves in a safe and acceptable manner while boarding, travelling in and alighting from the vehicle. Misbehaviour could result in a loss of the right to free transport.

### **Placing Requests**

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

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

Any information on transport appropriate to the school should be included.

## **26. 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 years and 13/14 by staff of the North Lanarkshire Health Board. Parents may refer their child at any other times to the Clinical Medical Officer for examination or advice.

During the child's first year at school the parent is informed of any medical examination/vaccination.

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 a family dentist.

If a child takes ill or has an accident at school the parent is immediately notified so that the child can be taken home or have medical attention. As the parent cannot always be at home, it is essential that the school has the name, address and telephone number of a friend, relative or neighbour who can be contacted in case of emergency and would be able to attend to the child promptly.

Parents are requested to inform the school of any medical condition which may affect the educational progress or their child's behaviour or ability to take part in any activity. This includes asthma sufferers, who should have an extra inhaler which is kept in the school office.

If a young person is unable to attend a suitable educational establishment as a result of prolonged ill-health, North Lanarkshire Council must make special arrangements for the pupil to receive education elsewhere, other than at an educational establishment.

In North Lanarkshire, children and young people are treated in the paediatric in-patient unit within Wishaw General Hospital. It is not common for children and young people to have extended stays in Wishaw General, and therefore North Lanarkshire Council does not require a dedicated hospital education service

Children and young people resident in North Lanarkshire and in hospital in Glasgow, may access education through the Hospital Education Service (HES). The service is provided by Glasgow City Education Department and Social Work Services. For further information, please contact your child's school.

**Due to the severity of reaction some may have to products containing peanuts or peanut oil, we have a strict 'no peanut products' policy.** We therefore ask all parents to avoid sending peanut products to school.

Our trained first aiders are Jamie Innes and Lauren Fox.

### **27. Information in Emergencies**

We make every effort to maintain a full educational service, but in emergencies 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 emails, text messages, local radio and North Lanarkshire Council's website and Twitter.

### **28. The Parent Forum**

As a parent\carer 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**

Details of the Parent Council composition are included earlier in this document.

The Parent Council's rights and duties include:

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

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

A Parent Council has been established in Rochsolloch Primary School. Office bearers are:

- J. Nisbet (Chair)
- D. Schoenhofen (Vice Chair)
- H. Love (Treasurer)
- L. Telford (Secretary)

Parent Council elections take place at the AGM in October.

The Head Teacher has a right and duty to attend Parent Council meetings and meetings are open to members of the public.

## **29. Names and Addresses**

### Education and Families

Civic Centre  
Windmillhill Street  
Motherwell  
ML1 1AB  
Tel: 01698 403200

### Education & Families Manager

B Hunter

### Cluster Improvement & Integration Lead (CIIL) [For advice on matters relating to Support for Learning]

G Reid (ReidGo@northlan.gov.uk)

### NHS Lanarkshire

Airdrie Health Centre  
Tel: 01236 772200

### Airdrie Social Work

Tel: 01236 757000



Airdrie Community Learning & Development Locality Office

Chapelside Community Centre

Waddell Street

Airdrie

ML6 6DL

Tel: 01236 638538

Councillors

Michael Coyle

David Stocks

4th Floor

Civic Centre

Windmillhill Street

Motherwell

ML1 1AB

Tel: 01698 302663

Fax: 01698 302468

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.

Enquire

Children in Scotland

Roseberry House

9 Haymarket Terrace

Edinburgh

EH12 5EZ

0345 123 2303

info@enquire.org.uk

www.enquire.org.uk for parents and practitioners

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

Children in Scotland – Resolve Mediation

0131 313 8844

resolve@childreninscotland.org.uk

Reference to Additional Support Needs Tribunal (Scotland)

ASNTS

Health and Educational Chambers

First Tier Tribunal for Scotland

Glasgow Tribunals Centre

20 York Street

Glasgow  
G2 8GT  
0141 302 5860  
www.asntscotland.gov.uk

### **30 Specialist Terms**

School Improvement Plan: Plan created each school session to focus on improvement in key areas. This is available on the school website.

Composite Class: A class created by bringing together children from two or more year groups e.g. Primary 4 and Primary 5 children work together in a Primary 4/5 class.

### **31. Qualifying Statements**

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

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

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