

ST MARGARET OF SCOTLAND PRIMARY SCHOOL

LANGUAGE AND COMMUNICATION SUPPORT CENTRE

AND NURSERY CLASS

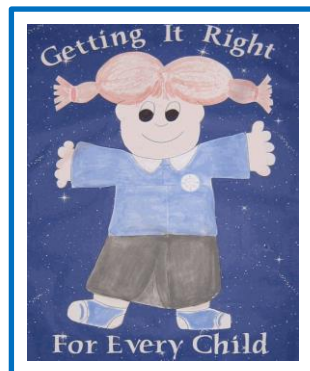
SCHOOL HANDBOOK

2022/2023



A School of Quality

Respect, Achievement, Inclusion, Nurture



LIVE

LEARN

WORK

INVEST

VISIT



ST MARGARET OF SCOTLAND PRIMARY SCHOOL

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ST MARGARET OF SCOTLAND PRIMARY SCHOOL MISSION STATEMENT

In St Margaret of Scotland Primary School we aim for high attainment through a happy secure school community, committed to our Catholic faith, where pupils and staff are willing to learn, work to the best of their ability and take pride in all kinds of successes, big and small

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HEAD TEACHER'S INTRODUCTION

Dear Parent/Carer

We hope that you will find the information contained in this handbook of interest and that it will help you to understand more about our school. We would like to take this opportunity to welcome you warmly to our school community.

Our vision is to provide a happy, caring and stimulating environment where all children will recognise and achieve their full potential so that they can make their best contribution to society.

Our school motto is '**A school of quality**'. We firmly believe that we can offer the highest quality of education for your child due to the commitment of our staff team who strive to ensure exceptional standards of care and welfare for all of our pupils.

The process of education is continuous and begins before your child comes to school. We aim to work in true partnership with you to allow your child to grow intellectually, physically, socially and spiritually.

We hope that your child will be very happy with us and will respond to the many learning opportunities offered in St Margaret of Scotland Primary School.

If there is anything in this handbook that you wish to discuss further please do not hesitate to contact us.

With Kindest Regards

Marie Love
Head Teacher



A CHARTER for CATHOLIC SCHOOLS in SCOTLAND

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

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

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

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

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SCHOOL & NURSERY INFORMATION

School Name:	St Margaret of Scotland Primary School, Nursery & Language, Communication and Support Centre
Address:	Broomlands Road, South Carbrain, Cumbernauld, G67 2PT
Telephone:	01236 632102
Email:	nlovm2@northlan.org.uk
Web:	https://blogs.glowscotland.org.uk/nl/smos
Twitter:	Twitter: @SMOSprimary
Denomination:	St Margaret of Scotland is a Roman Catholic Primary School with a non-denominational Language and Communication Support Centre and a non-denominational Nursery Class.
Stages Covered:	Nursery Primary 1-7 Language & Communication Support Centre – Primary 1-3 Assessment Class (Pre-school) Our school community includes a non-denominational Language and Communication Support Centre which serves children with particular language and communication needs who are able to access the mainstream school curriculum.
Present Roll:	240 School capacity 292 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.
Class Structure:	We have 9 mainstream classes, 3 of which are composite classes. When we do have composite classes they are organised with consideration given to maths and language attainment groups, social considerations and advice from class teachers.
Associated Secondary:	Our Lady's High School, Downfield Road, Cumbernauld, Tel 01236 632159
Parent Council:	Our Parent Council can be contacted by letter addressed to the Parent Council, posted to the school address (see above) or handed in to the school). Email address for the parent council is smosparentcouncil@hotmail.co.uk



SCHOOL STAFF

Head Teacher – Miss Marie Love

The Head Teacher has overall responsibility to manage the school to the benefit of the pupils and wider community, within the framework of the council's policies. This includes the management of staff, curriculum, resources and communication in the school. In addition the Head Teacher is responsible for managing the corporate life of the school by creating a good school ethos, ensuring positive school discipline and liaising with parents, the local community and the outside agencies which come into contact with the school. The Head Teacher is professional adviser to the Parent Council.

Depute Head Teacher – Mr Stephen Duffy

- ✚ Responsibility for the Language and Communication Support Centre and Pre-School Assessment Class
- ✚ Quality Assurance of Teaching and Learning
- ✚ School Improvement Priorities 1 & 2 – close the attainment gap in literacy and numeracy
- ✚ Child Protection responsibility and Pastoral Care
- ✚ Responsibility for whole school planning of Support for Learning
- ✚ Management and Implementation of GIRFEC including GIRFME Plans and CSP's
- ✚ School Link with Outside Agencies
- ✚ Increasing Parental/Community Engagement
- ✚ Data Champion (ACEL, SIMD 1 & 2 v 3-10)
- ✚ Assessment Co-ordinator (CEM, SNSA, SDQ)
- ✚ Deputising for the Head Teacher

Principal Teacher – Mrs Jack (0.5fte)

- ✚ Class Teaching Commitment
- ✚ Health & Wellbeing
- ✚ Developing the Young Workforce e.g. World of Work Event
- ✚ Staff CPD Co-ordinator
- ✚ Assist SMT with Pastoral and Positive Behaviour

Principal Teacher – Mrs Debbie Dempsey (0.5fte)

- ✚ Class Teaching Commitment
- ✚ Medical Protocols
- ✚ Community events e.g. Christmas Fayre
- ✚ Out of School Hours Learning Co-ordinator
- ✚ Assist SMT with Pastoral & Positive Behaviour

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Principal Teacher –Mrs McGregor - 1 FTE

- ✚ Digital Leader
- ✚ Twitter Administrator
- ✚ RE Co-ordinator
- ✚ Learning, Teaching and Assessment Leader
- ✚ Languages 1 plus 2 Co-ordinator
- ✚ Updating policies as required.

Principal Teacher –Mrs Williams - 1 FTE (PEF)

- ✚ Leading Outdoor Learning and ensuring all equipment is fit for purpose
- ✚ Supporting DHT with allocation paperwork
- ✚ Supporting DHT with review/recommendation meetings
- ✚ Working closely with outside agencies regarding placing requests, SLT and any other support required within LCSC
- ✚ Supporting LCSC staff with regards to behaviour, sensory or other related issues
- ✚ Supporting staff when completing GIRFME's
- ✚ Leading the enhanced transitions for our new P1 intake
- ✚ Working with APT in leading the LTA moderation process
- ✚ Updating policies as required



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Teachers have been assigned to the following classes in session 2021-2022.

Class Teachers

Primary 1	Mrs Julie Mason
Primary 1A (LCSC)	Miss Michelle Sneddon
Primary 1B (LCSC)	Mrs Lisa Bell
Primary 1/2	Miss Chloe Smart
Primary 2/3	Mrs Marianne Johnstone
Primary 2A (LCSC)	Miss Nicola Mahoney/Mrs Sarah Shaw
Primary 2B (LCSC)	Miss Keighley Frew
Primary 2C (LCSC)	Miss Louise O'Donnell
Primary 2/3A (LCSC)	Mrs Shirley Williams
Primary 3	Miss Megan MacAuley
Primary 3/4B (LCSC)	Miss Shirley McPhail
Primary 4	Mrs Claire Blair
Primary 5	Miss Natasha Shreenin Mat Leave – Mrs McGregor
Primary 5/6	Miss Elizabeth Low covering – Mrs Bowman
Primary 6	Mrs Deborah Dempsey/Mrs Samantha Jack
Primary 7	Miss Danielle McGurk (temporary)
Nurture (Kidzone)	Mrs Shona Watt
Literacy Coach	Mrs Janie Reddick

SCHOOL STAFF

Language and Communication Support Centre Assessment Class (Pre-school)

Mrs Janice Magee
Mrs Samantha Shields (Early Years Practitioner)
Miss Lynsey Bonar (Early Years Support Assistant)

Nursery Class

Mrs Laura-Jane McGrath (Early Years Lead Practitioner)
Mrs Kirsty More (Early Learning Practitioner)
Ms Kathleen Healy (Early Years Practitioner)
Ms Lauren Arthur (Early Years Practitioner)
Miss Kerryanne O'Connor (Early Years Support Assistant)

Under teachers' contractual agreements (following the McCrone review) every class teacher has a period of non-class contact time.

Non-contact time teachers

Mr Jack Anderson (Temporary)
Miss Hannah Robertson - Miss Emma Hughes (Maternity Leave)

Total Teaching Staff in Mainstream	12
Total Teaching Staff in Language and Communication Support Centre	8

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Visiting Specialist Teachers

Support for pupils with English as an additional language
Cluster Support Teacher
Speech & Language Therapy

Michelle Haswell
Colette Currie
Pauline Fallon
Kristine Collins

Additional Support Needs Assistants

Mrs Yolanda Griffin	Mrs Elaine Beard	Mrs Catherine Scott
Mrs Joan Anderson	Mrs Wendy Lumsden	Mrs Judith Ferrie
Mrs Carrie Simpson	Mrs Vicki Marshall	Miss Stephanie McConnell
Mrs Michelle Whelehan	Miss Jacqueline Duffy	
	Miss Myfanwy Rodman	

Classroom Assistant

Mrs Alison Murray

Clerical Assistants

Mrs Clare Brown Mrs Eileen Cooper

Catering Manager

Ms Julie Gibson

School Janitor

Mr James Finlay

ACHIEVE MORE SCOTLAND

The school is in its fourth year of a partnership with Achieve More Scotland. This has impacted on all aspects of Health and Wellbeing.

Achieve More Scotland is a registered SCIO based in Glasgow that delivers programmes of diversionary activity to young people from areas of high social deprivation. Diversionary activities take the form of sports, physical activity, and group-work, volunteering, employability and personal development sessions. Their goal is to improve young people's physical and mental health and well-being, confidence and self-esteem, aspirations, personal responsibility and life chances by engaging them in weekly, structured, positive activities that work across communities and are delivered by role models.

Almost all pupils have a more positive attitude to Physical Education and fitness. We fund 3 coaches who can offer a different approach to supporting Health and Wellbeing. They offer Universal support in terms of PE activities and also Intensive support to targeted learners.



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SCHOOL HOURS

School Hours

9.00 – 10.40am

10.40 – 10.55am (15 minute interval)

10.55 – 12.30pm

12.30 – 1.15pm (45 minute lunch break)

1.15 – 3.00pm

Please note that all Primary 1 pupils will require to attend full-time from the first day of session 2022-2023.

NURSERY HOURS

9.00am – Start Time

9.15am – Snack Time

11.00am – 11.30am – Lunch Break

1.15pm - Snack Time

3.00pm- Home Time

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SCHOOL HOLIDAYS

Session 2023 – 2024

August 2022	
In-Service Day	Monday 14 th August 2023
In-service Day	Tuesday 15 th August 2023
Pupils return	Wednesday 16 th August 2023
September 2022 – September Weekend	
School closes	Thursday 21 st September 2023
School re-opens (pupils return)	Tuesday 26 th September 2023
October 2022 – October Week	
School closes	Friday 13 th October 2023
School re-opens (pupils return)	Monday 23 rd October 2023
November 2022	
In-Service Day	Monday 13 th November 2023
December 2022 – Christmas Break	
School closes	Friday 22 nd December 2023 @ 2.30pm
January 2023	
School re-opens (pupils return)	Monday 8 th January 2024
February 2023	
School closes	Friday 9 th February 2024
In-Service Day	Wednesday 14 th February 2024
School re-opens	Thursday 15 th February 2024
April 2023 – Spring Break	
School closes	Thursday 28 th March @2.30pm
School re-opens (pupils return)	Monday 15 th April 2024
May 2023	
In-Service Day	Thursday 2 nd May 2024
May Holiday	Monday 6 th May 2024
School closes	Thursday 23 rd May 2024
School re-opens (pupils return)	Tuesday 28 th May 2024
June 2023 – Summer Break	
School closes	Wednesday 26 th June 2024

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ENROLMENT

Children are generally registered for school during January of the year in which they are due to start school. Those children due to be enrolled are normally those whose 5th birthday falls on or before the last day of February following the beginning of the session. The date is published in the local press, announced in local Churches and posted in the school, local community (e.g. shopping centre, library etc).

Parents or guardians must register their child in the school allocated to their home area and requests for a placement in any school out-with the catchment area school are made at the time of registration.

After enrolment we familiarise our new entrants with school through our Transition Programme. Each child receives a personal invitation through the post to come along to school in May in a small group. The children enjoy a programme of activities and become familiar with the Early Years building.

At the final session of our programme in June, the children meet with their Primary 1 teacher and future classmates while parents meet with the Head Teacher to discuss the practicalities of getting their little one ready for school in August and how we can make this important transition as smooth as possible. From their first week in school our new entrants are assigned a “buddy” from our Senior Classes who will keep a special watchful eye on them, help familiarise them with the playground and the school buildings, see that they have their playtime snack and generally be around until they are settled and more independent. Each buddy compiles a special little “Welcome to School” book for their assigned new entrant. This gives a little snapshot of school life and helps the little one look forward to the exciting new step of starting school. **Please note that all Primary 1 pupils will require to attend full-time from the first day of session 2022-2023.**

Parents/carers who are seeking or offered a place in St Margaret of Scotland Primary School, Nursery Class or Language and Communication Support Centre can telephone the school office to arrange a visit.



EQUAL OPPORTUNITIES

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.

The Equality and Human Right's Commission's Technical Guidance for Schools in Scotland details the essential requirements of the Equality Act 2010 for schools. 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 is Scotland's national curriculum. It provides coherent and inclusive curriculum for 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 for 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.

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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 earlier or later dependent on ability).

<u>LEVEL</u>	<u>STAGE</u>
Early	pre-school to P1
First	to the end of P4
Second	to the end of P7
Third and fourth	S1-S3.
Senior Phase	S4 – 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.

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The eight curricular areas are

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

Personal Support/Career Planning

From 3-18 years, learners are supported to achieve their full potential and, as they progress through broad general education into senior phase, to plan and prepare for further learning, training or employment. All schools and nurseries in North Lanarkshire are working hard to raise standards so that children and young people will develop all of the necessary skills 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 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 pupil progress is closely monitored by teachers and staff.

In turn teachers and staff work with pupils to reflect on their, 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 judgements on their own learning, developing personal expertise that will be important to them throughout life. Assessment also helps teachers plan learning experiences that are motivating and challenging. Children who may have additional support needs will be assessed using methods best suited to their individual requirements.

Parents will be informed of their child's progress throughout the year:-

- ✚ Parental Appointments – October
- ✚ Parental Appointments – March
- ✚ Report Card - June
- ✚ Jotters/ Workbooks sent home prior to parental appointments
- ✚ Learning Log jotter home termly.
- ✚ Open afternoons
- ✚ Class Assemblies
- ✚ Curriculum Workshops for Parents
- ✚ Twitter

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In St. Margaret of Scotland Primary School we fully implement Curriculum for Excellence. We plan our curriculum around the experiences and outcomes of Curriculum for Excellence and have established Active Literacy at all stages of school. We are further developing integrated topics and Purposeful Play – where pupils have the opportunity to transfer and use their knowledge and skills in different tasks. A variety of teaching and learning techniques are used, such as Co-operative Learning and Formative Assessment to enhance the learning experience for pupils. We continue to develop Active Learning and using ICT to support learning and teaching in all curricular areas. Staff continue to develop and enhance their knowledge of Curriculum for Excellence through Continued Professional Development.

During the school year, we have a variety of opportunities for parents to come along and find out about Curriculum for Excellence. Primary 1 parents are invited to a series of workshops which culminate in a classroom visit to see Curriculum for Excellence in action. Various opportunities throughout the year enable parents/carers to visit classrooms and see and hear about the work the pupils have undertaken. Pupils proudly display their work and can inform parents/carers and peers through learning conversations and presentations. At times of transition e.g. Nursery to Primary; Primary to Secondary; P3 LCSC to Mainstream schools, additional meetings will be arranged for individuals and groups of pupils.

Permission may be sought from parent/carers when sensitive aspects of learning are involved e.g. relationships, drug awareness.

CURRICULUM

Our curriculum has a renewed focus on Outdoor Learning. There is a full school timetable for outdoor learning and each class now has an opportunity to take their learning outdoors for a full day. PEF PT continues to encourage and support staff through their learning journey of outdoor learning. Resources are audited and regularly updated to ensure they are all safe and tidy for ease of use.

Our Outdoor Learning Working Party developed the garden area and created a safe, interesting space for the children to access with a new reading/ story telling area also in development. All staff have been given the opportunity to plant and grow vegetables within the garden with a view to setting up and running a gardening club within the Parent Council and wider school community when it is safe to do so. As part of our poverty proofing policy and as our crops grow our aim is to allow families to have access to fresh vegetables and fruits.

PEF PT has also led the improvement of our front garden and with the support of the outdoor learning team we have asked every member of our school to contribute a painted/decorated stone to show all our visitors that we are one community supporting each other and these stones will be on display as a pathway within our front garden.

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Finally we have a MUGA pitch and running track that is timetabled for use throughout the day and have recently purchased boards, scooters, bikes and go-karts to maximise this resource. All children from Nursery – P7 have access to the MUGA at least once per week for Outdoor Learning and/or PE.

ADDITIONAL SUPPORT NEEDS

St Margaret of Scotland 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.

All pupils learn at a different rate. Some pupils experience difficulty with a particular area of the curriculum, whilst others are beyond the level expected for their stage. In all areas of the curriculum, class teachers try to ensure that each child is working at their own level, with materials for his/her needs. Classes are therefore organised mainly in groups, with provision made for individuals when pupils require additional help or extension work.

Mr Duffy is responsible for the management of Support for Learning within the school and is the first point of contact for class teachers if they are concerned about a child's learning. He supports teachers in drawing up GIRF-Me Plans (Getting It Right For Me plan) in line with North Lanarkshire Policy. Mr Duffy may also request assistance for agencies to work with identified children in a small group or individual basis.

Any pupil with severe learning or behavioural problems may be referred to Psychological Services, who provide more specialised help and decide what action is required to allow the child to gain maximum benefit. Parents would always be consulted before any such referral took place. We have supported children with physical disability, sensory impairment and moderate learning difficulties.

Every learner in the school is important and every child is encouraged and challenged to work to his/her full capability, within both the Mainstream school and the Language and Communication Support Centre.

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North Lanarkshire Council's Education and Families staged intervention process is as follows:-

- ✚ Universal – Universal support includes effective classroom planning, gathering information, seeking views of the young person and a Request for Assistance to a single agency within education.
- ✚ Additional – A Request for Assistance has been made to the Support Allocation Team. This includes Community Learning Development (CLD), Health, Social Work, Educational Psychologist, ASNA, Cluster Support teachers and a flexible package of support. The GIRFME platforms are not multi-agency at this stage.
- ✚ Intensive – A Request for Assistance has been made via the Cluster Support Allocation Team to the specialist provision panel. This can include regular core groups, alternative provision, robust analysis of all information by multi-agency team to plan a bespoke package of support.

Within our Language and Communication Support Centre, the children benefit from a much smaller pupil-teacher ratio, and are able to benefit from the support of our Speech and Language Therapists who work alongside the teachers in the classroom setting, in small groups or on a one to one basis if required. As children begin to be integrated gradually into the mainstream school, regular reviews ensure good progress is being made. There are regular meetings for parents with teachers and related professionals, including the Educational Psychologist for the Support Centre. Further information is available on request from Mr Duffy, our Depute Head Teacher.

In St Margaret of Scotland Primary we celebrate the cultural and linguistic backgrounds of all learners. For children with English as an additional language, it is important that their learning journey is carefully monitored and assessed as they develop skills in English language acquisition. Our children may be supported by a specialist EAL Teacher and the Bilingual Support Service from North Lanarkshire Council.

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. Mrs Samantha Jack (Principal Teacher) has a designated responsibility for Looked After Children.

Parents, Carers and young people can request an assessment at any time to establish whether a child or young person has additional needs and/or requires a Co-ordinated Support Plan. Parents and pupils are an essential part of the assessment, planning and review processes and your views will be actively sought. GIRFMES's are emailed to parents 3 times per year.



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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 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.

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 to job of making sure that the actions outlined in the plan take place and things get better for the child or young person.

DISPUTE RESOLUTION

North Lanarkshire Council is committed to resolving any differences of views through discussion, dialogue and building on common ground. If the matter cannot be resolved with the Education Authority you have the right to request **mediation**. An independent mediation service is available to parents/carers and young people through Resolve (see contact details at the back of this handbook). Mediation is free through Resolve and independent of the Education Authority.

In the event that a disagreement cannot be resolved through mediation, then an application for **Independent Adjudication** (see contact details at the back of this handbook) can be made by parents free of charge. The Independent Adjudicator will make recommendations to the Education Authority about how the dispute should be resolved.

The **Additional Support Needs Tribunal** has been set up to hear appeals made by parents/carers or young people on the decisions made by the Education Authority relating to Co-ordinated Support Plans, ASN placing requests and post school transition. If you disagree with any decision relating to your child's Co-ordinated Support Plan, either the creation of a CSP, or the content of it, you may be entitled to refer to the Tribunal.



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THE SCHOOL IMPROVEMENT PLAN

Our School Priorities for 2022-2023

- ✚ Attainment in literacy across mainstream will increase from 63.6% to 70.8% by May 2023, as evidenced in P1, 4 & 7 combined literacy ACEL data.
- ✚ Attainment in Numeracy across mainstream will increase from 65.4% to 75% by May 2023, as evidenced in P1, 4 & 7 combined numeracy ACEL data.
- ✚ To develop a refreshed Curriculum Rationale and further improve Health and Wellbeing.

Early Years Priorities

- ✚ To improve our integrated model and quality of service provision for all learners/stakeholders with a focus on raising attainment.

We have continued to improve our standards in **Literacy, Numeracy and Health and Wellbeing.**

Literacy

- ✚ Introduced a new Teaching & Learning policy for all staff to follow. This is to ensure consistent standards. Staff have the opportunity to plan and examine standards across other schools in the cluster.
- ✚ Invested in class libraries throughout the whole school and nursery to develop a reading culture
- ✚ Literacy Coach and Cluster Support teacher supporting literacy difficulties
- ✚ Invested in digital subscriptions that can be used in home and school including IDL, Oxford Owls, Espresso to support literacy

Numeracy

- ✚ All Staff are using Number Talks to develop mental maths
- ✚ Staff have had training from NLC Learning Hub around SEAL approach (P1-4) and Developing Number Knowledge (P5-7)
- ✚ Numeracy coaches auditing resources to add to supply of concrete materials
- ✚ The 5minute Number Box introduced to support numeracy difficulties
- ✚ Nursery staff to be SEAL-trained
- ✚ 1 staff member to be trained on Catch-Up Numeracy training

Health and Wellbeing

- ✚ Developed a Poverty Proofing Policy to ensure equity for all learners
- ✚ Implemented Emotion Works as a core social and emotional Health & Wellbeing programme
- ✚ Entered into a partnership with Achieve More Scotland
- ✚ As part of COVID recovery we prioritised Outdoor Learning
- ✚ Purchased outdoor clothing for all learners
- ✚ Purchased outdoor leaning resources.
- ✚ Full use of our new MUGA pitch/track resource



HOMEWORK

It is recognised that homework is an important element in the educational experience provided for our pupils.

We believe homework helps:

Pupils to...

- ✚ Learn how to organise and manage their time.
- ✚ Take more responsibility for their own learning.
- ✚ Practise and build on what they have learned at school.
- ✚ Learn and work independently in the future.

Teachers to:

- ✚ Check pupils understanding of class work.
- ✚ Keep track of their progress.

Parents/carers to:

- ✚ Explore what their child is learning at school.
- ✚ Become fully involved in their child's learning journey.

From August 2020, the platform used for the setting, delivery and feedback of homework for the majority of our pupils is via Microsoft TEAMS.

Homework is shared every Monday via the child's Class TEAMS page and our staff are mindful of:

- ✚ Pupils having guidance on how to access/share learning via the appropriate digital platform. (How to/help videos should be shared with pupils requiring support).
- ✚ Pupils' access to the appropriate technology (e.g. pupils will not be asked to print out work)
- ✚ Differentiation of task and/or outcome
- ✚ Protecting pupils' privacy – Homework should be shared directly with class teacher in order to receive private, detailed feedback. Only general feedback will be provided on the Class Chat.

An audit of Parent/Carer views around Homework was completed in September 2022. Parents/Carers overwhelmingly voted in favour of alternating between written and digital homework on a weekly basis. Written homework will include written tasks, crafts and play-based activities. Jotters/Workbooks/Booklets will be provided where appropriate. Digital Homework will include set tasks on a variety of apps such as Study Ladder and Sumdog. The main platform used for setting homework during digital week is Microsoft Teams.



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Completed homework is normally shared with the child's class teacher in one of the following ways:

1. Uploaded to the child's individual notebook or placed in the files section of their Teams page.
2. Via the Assignments section within Teams.
3. Via sharepoint.
4. Via Glow email.

A Homework information letter will be issued at the start of every year, which provides information about our homework. We also have a school policy on homework so that there are shared expectations. In addition to this, homework workshops will be held for parents/carers to share approaches and offer support and advice.

THE SCHOOL ETHOS

We are particularly proud of our school ethos. We aim high in everything we do and have an excellent, committed, happy staff team who provide a **quality** education for all our children. The school motto "A School of **Quality**" was recently revisited by pupils, parents and staff. Our core values are:

-  **Nurture**
-  **Inclusion**
-  **Achievement**
-  **Respect**

These underpin everything we do in St Margaret of Scotland Primary. We celebrate all successes – "big" and "small" through our assemblies. We celebrate success monthly through the "Q - Factor Tea Party" to encourage our children to the best they can be. This has been very successful in raising our children's aspirations

St Margaret of Scotland Primary, Language Communication Support Centre and Nursery is a fully inclusive community where every child is very special. Every child in our school community is part of a Focus Group, as fairness and equality permeates all that we do.

Our Committees are listed below and include both non-teaching and teaching staff respectively

These underpin everything we do in St Margaret of Scotland Primary. We celebrate all successes – "big" and "small" through our assemblies. We celebrate success monthly through the "Q - Factor Tea Party" to encourage our children to the best they can be. This has been very successful in raising our children's aspirations.

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St Margaret of Scotland Primary, Language Communication Support Centre and Nursery is a fully inclusive community where every child is very special. Every child in our school community is part of a Focus Group, as fairness and equality permeates all that we do.

Our Committees are listed below and include both non-teaching and teaching staff respectively

Pupil Council – Miss Love and Mr Duffy

Rights Respecting – Miss Low

STEM – Mrs Johnstone and Mrs O'Donnell

Gardening – Mrs Williams, Mrs Reddick, Mrs Scott and Mr Finlay

Road Safety – Miss Frew and Mrs Murray

Eco – Miss McAuley and Mrs Bell

Health & Wellbeing – Mrs Watt and Mr Anderson (P1-3)

Health & Wellbeing – Mrs Blair and Miss McGurk (P4-7)

Enterprise – Mrs Dempsey

Fairtrade – Miss McPhail & Mrs Beard

Digital Learning – Miss Shreenan and Mrs Wheelan

SPIRITUAL, SOCIAL, MORAL AND CULTURAL VALUES

Religious Education is delivered throughout the mainstream school through programmes of study approved by the Roman Catholic Hierarchy of Scotland, and in accordance with 'This is our Faith' – guidance on the teaching of religious education in Catholic Schools in Scotland.

The spiritual dimension in a Catholic Primary school aims to support and encourage, for the child, the values of the Catholic home. It is the underlying ethos of our way of life. The clergy of both the parishes our school serves are frequent visitors to our school and we appreciate their involvement in the life of the school and their support, from which our children benefit immensely.

They are:

Cannon McKay (Parish Priest) - St Joseph's, South Carbrain, Cumbernauld

Father Campbell (Parish Priest) - Sacred Heart, Kildrum, Cumbernauld

All mainstream classes attend Mass on a rolling programme throughout the year and we have a whole school Mass programme which recognises and celebrates Holy Days of Obligation and special Feast Days.



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Our school includes our Language and Communication Support Centre which is non-denominational. Throughout our school we emphasise respect for all faiths and denominations and the recognition of everyone's right to worship in their own faith. If your child is a member of our Language and Communication Support Centre you will be contacted by the Depute Head Teacher and your wishes for your child with regard to Religious Education and Observance will be respected fully. Parents have a right to withdraw their child from Religious Observance and should contact the Head Teacher if they wish to do so.

Our school Feast Day is celebrated on November 16th, the Feast of St Margaret of Scotland when the whole school attends Mass. Within our Feast Day celebrations we also have a Talent Show for the children.

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.

PREPARATION FOR SACRAMENTS

Reconciliation (First Confession) is celebrated in P3 with the Sacrament of First Eucharist (Holy Communion) in P4 and Confirmation in P7, meetings for parents of those children who are to receive the Sacraments are held in the Church or school halls.

EXTRA CURRICULAR ACTIVITIES

Extra-curricular activities enrich our children's school experience. The staff in St. Margaret of Scotland Primary are very committed to leading Out Of School Hours Learning (OOSHL). Activities include Music, Board Games, Sum dog, Movie Making, Arts and Crafts, Multi sports, Football, Cooking, Dancing, Gardening and Reading. Our Active Schools partners also run various Sports clubs throughout the year. OOSHL classes are run weekly and are end-on to the school day. Our Achieve More Scotland partners supervise a variety of active games during Breakfast Club and Lunchtimes.

Classes visit a variety of places in connection with interdisciplinary learning e.g. Sumerlee Heritage Museum. We also take part in many local festivals and community events, including the local Football Festivals, Rotary Quiz, Carbrain Gala day, Community Garden Tidy-Up, Community Cafe and Church Coffee Mornings. We have a school choir in which parents come to join us in singing every Thursday afternoon...all welcome!

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FREEDOM OF INFORMATION

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

DATA PROTECTION

General Data Protection Regulations (GDPR) Statement for Education

What is this statement?

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

Who are we?

North Lanarkshire Council is a Local Authority established under the Local Government etc. (Scotland) Act 1994. Education, and Families is located in Civic Centre, Motherwell, ML1 1AB

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

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

Legal basis for using your information

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

Your personal information

Education uses the national IT system, SEEMiS, to store personal information electronically. We ask parents/carers during registration and enrolment to provide us with their child's name, date of birth, gender, address, family contact details (phone/email). We will also ask you to update this information annually. We may also ask you for information about medical conditions, additional support needs, religion, and ethnicity. We may also record information you might wish to provide about your family circumstances.



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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 of attendance, absence, attainment and behaviour of children and young people (including exclusions)
- to support children and young people during transitions when moving on each year from nursery to primary, primary to secondary and when they move or leave school
- to enable schools and establishments to process personal data in support of SQA and Further Education
- to monitor and report on pupil attainment and achievement in relation to the national improvement framework issued by the Scottish Government
- to assure the quality of our education services in line with national expectations from Education Scotland
- When we require to contact you by post, email, telephone or text

Who do we share information with?

To support your child or young person's access to appropriate education and meet our legal obligation, personal information may be shared internally between 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.



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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>

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 record please contact your child or young person's head teacher or head of establishment in the first instance.

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The Council's Data Protection Officer

If you have any questions or are unhappy about the way that we use the personal information of your child, young person or yourself you can contact the Data Protection Officer.

Data Protection Officer (DPO)
Civic Centre,
Windmillhill Street,
Motherwell ML1 1AB
or by email to AITeam@northlan.gov.uk

The Information Commissioner

You also have the right to complain to the Information Commissioner about the way the Council has handled your rights, to enquire about any exercise of these rights or to complain about the way the Council has dealt with your rights (or any other aspect of data protection law).

Information Commissioner's Office,
45 Melville Street,
Edinburgh, EH3 7HL
or by e-mail to
casework@ico.org.uk

TRANSFERRING EDUCATIONAL DATA ABOUT PUPILS

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

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

Why do we need your data?

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

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- ✚ 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. The GDPR gives you the right to know how we will use your data. This message can give only a brief description of how we use data. Fuller details of the uses of pupil data can be found on the ScotXed website (www.scotxed.net).

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

Further details are available on:

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

Any Concerns

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

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

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

Want More Information?

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

CHILD PROTECTION

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

Children Protection Co-ordinator: Miss Marie Love, Head Teacher,
Telephone 01236 632102



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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 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: Miss Marie Love, Head Teacher,
Telephone 01236 632102

SCHOOL DISCIPLINE

In St Margaret of Scotland Primary, we have a **Positive Behaviour Policy** to ensure that we work together that we make the school an effective and thriving establishment. We want all of our children to:

- ✚ Develop an awareness of themselves as individuals and their contributions as responsible members of society.
- ✚ Understand the need for self-control, self-discipline and respect for others in their daily lives.
- ✚ Be given the opportunity to develop to their maximum potential in all aspects of their school life.

Our positive behaviour policy is called 'Good to be Green'. It is designed to enable children to choose behaviour which is sensible, responsible and which will help everyone around them. It is based on the six golden rules which are:

- ✚ **DO BE GENTLE - DO NOT HURT ANYBODY.**
- ✚ **DO BE KIND AND HELPFUL – DO NOT HURT OTHER PEOPLES FEELINGS.**
- ✚ **DO WORK HARD – DO NOT WASTE YOUR OR OTHER PEOPLES TIME.**
- ✚ **DO LOOK AFTER PROPERTY – DO NOT WASTE OR DAMAGE THINGS.**
- ✚ **DO LISTEN TO PEOPLE – DO NOT INTERRUPT.**
- ✚ **DO BE HONEST.**

Rewards

- ✚ One hour golden time on a Friday.
- ✚ Verbal praise from staff.
- ✚ Stickers/stampers/comments on children's work.
- ✚ Certificates sent home to parents.
- ✚ Good work displayed.
- ✚ 'Curriculum for Excellence awards
- ✚ Class of the week – five minutes extra play time.

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Sanctions

Each class has a 'Good to be Green' chart. All children start on a green happy face and opt into a chosen Golden Time activity on a Monday. If the pupil is behaving in an unsuitable manner then the teacher will issue a yellow 'warning card' and five minutes Golden Time will be lost.







The pupil can remedy this behaviour and the warning card can be swapped for 'Good to be Green' card when the behaviour improves. If the negative behaviour persists then the teacher will issue a red 'Consequence' card. The teacher will refer the child to the Head Teacher/Depute Head Teacher who will send a letter to the parent with an exercise linked to the Golden Rule that child has broken. The consequence may also include withdrawal of privileges such as participation in after school clubs, monitoring duties etc.

In the case of serious or repeated misbehaviours parents will be conducted by the Head Teacher or Depute Head Teacher and invited in for a meeting. Suspension is the final sanction but will only be used in extreme situations when all else has failed. Most importantly, every child will begin each new day with a fresh start on a 'Good to be Green' card.

All children have a 'Traffic Light' card which goes home every Friday so that parents/carers are fully informed and involved.

Anti-Bullying Policy

In line with SGEP advice, we have a free standing Anti-Bullying Policy which reflects the ethos of our Positive Behaviour Policy. The aims of our Anti-Bullying Policy are:

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

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




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HOME AND SCHOOL LINKS

We are firmly committed to a genuine partnership with our parent community. We cannot emphasize enough the value of your support and cooperation. The benefits to the children of a positive relationship between school and home are enormous. You are, and will always be, your child's most important teacher throughout his or her life and your views to school and to learning will impact enormously to your child's attitude to school.

A newsletter is issued termly and other letters are sent home to inform parents of events as the need arises so please check the school bags for letters! The school makes use of text messaging to inform parents of all up and coming events so please ensure your contact details are kept up to date. You can also follow us on Twitter at SMOSPRIMARY  and visit our website on www.st-margaret-scotland.n-lanark.sch.uk. Parents are invited to attend school events e.g. open afternoons, concerts and sports day.

In addition:

-  Parents are encouraged to volunteer as helpers to assist us with Purposeful Play, library visits, school trips etc. We are always looking for new helpers and your help would be invaluable.
-  We hold parent workshops throughout the year to keep you up to date with any educational issues and Sacrament preparation
-  We have a very supportive Parent Council who are a wonderful support to the school and hold many fund raising events. They are always seeking new members.

Should you have any concerns regarding your child we would encourage you to contact us as soon as possible so that we might work together to support both you and your child. Please contact a member of the management team to discuss any concerns.

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 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.



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

Please inform the school by letter or telephone if your child is likely to be absent for some time and to give your child a note on his/her return to school confirming the reason for absence.

If your child's absence rate falls below 90% a formal letter may be sent to you.






NURSERY PROCEDURES

Good attendance is essential so that the children can benefit from nursery experience. Absence should be reported by telephoning the school office. The Head Teacher with responsibility for the Nursery will contact the parent if the attendance or late coming of the child is poor.

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 in 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 classified as unauthorised.






EXTENDED LEAVE WITH PARENTAL CONSENT

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

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

EXCEPTIONAL DOMESTIC CIRCUMSTANCES

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

-  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.

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.

It should be emphasised that the school investigates unexplained absence, and that the authority has the power to write, interview or prosecute parents/carers, or to refer pupils to the Reporter of the Children's Panel, if necessary. A statement of the school's policy including procedures for the enforcement of attendance.

It is the policy of our school not to supply "work" for completion at home when a child is sick or on a family holiday, because any such work, without the essential teacher input, can only be of a very routine drill and practice nature.

COMMUNITY LINKS

Schools are very much at the heart of the community and we see our school as an integral part of the local community. We teach our children to think of themselves as citizens with much to contribute towards the community in which they live.

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We welcome visitors into our school and showcase our work and that of the community at termly Community Cafes.

- ✚ **Carbrain Local Action Group** – working together with Carbrain Primary and local families to develop new initiatives – Carbrain Sports Facility.
- ✚ **Community Police** who support our school through personal safety, road safety, good citizenship and crime prevention initiatives.
- ✚ **St. Joseph's and Sacred Heart Parishes** – parishioner support our charity work by attending school events or purchasing products made by the pupils. We deliver Christmas hampers to local pensioners.
- ✚ **The Voice Project** – parent/child community choir that perform/practice throughout the school year.

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 will be keen to support the dress code and written agreement may be sought.

St Margaret of Scotland uniform comprises:

- ✚ School sweatshirt / cardigan with school badge (available from Logoxpres Limited)
- ✚ Primary 7 Cardigan/ V-Neck Knitwear (available from School Office)
- ✚ White shirt
- ✚ School tie (available from School Office)
- ✚ Grey trousers
- ✚ Grey skirt / pinafore
- ✚ Black Shoes / Black indoor or soft shoes
- ✚ Waterproof jacket with school badge from Logoxpres Limited (optional).

PE Kit

We are concerned about our children's safety during PE and would advise that the following items of clothing allow the children maximum comfort and freedom of movement:

- ✚ T-Shirt (not loose fitting)
- ✚ Shorts
- ✚ Black soft shoes

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PLEASE NOTE THAT THE WEARING OF FOOTBALL TOPS IS NOT PERMITTED

- ✚ Could I please ask you to ensure that all PE kit items are named, to ease the tracing of lost items.
- ✚ The taping over of jewellery during PE is not safe practice, and so, for Health & Safety reasons, pupils **MUST** remove all jewellery, including earrings before participating in physical activities.
- ✚ Pupils must be supplied with a parental note if there is a medical reason for them not to participate in PE.
- ✚ A note of the days each class is involved in PE is issued at the beginning of each session and parents should ensure that pupils bring their PE kit with them on the appropriate days.
- ✚ Outdoor waterproof clothing and wellingtons were purchased for all children in September 2020.

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

- ✚ could potentially encourage factions (e.g. football colours)
- ✚ could cause offence (e.g. anti-religious symbolism or political slogans)
- ✚ could cause health and safety difficulties such as loose fitting clothing, dangling earrings, and other potentially dangerous jewellery.
- ✚ are of flammable materials which may be a danger in certain classes (e.g. shell suits)
- ✚ could cause damage to flooring
- ✚ carry advertising in particular for alcohol or tobacco, and
- ✚ could be used to inflict damage on other pupils or to 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 is 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 and can be downloaded from the Council website www.northlan.gov.uk. Parents/carers are entitled to receive a clothing grant if they are in receipt of any of the following benefits: Income Support, Job Seekers Allowance (income based), Employment & Support Allowance (income related), Universal Credit (with an income below £660 per month), housing benefit, council tax reduction. The deadline for school clothing grants is 31 March 2023.

Whilst in general terms it would not normally be the policy of the authority to exclude a pupil from school solely on the basis of his/her dress, persistent refusal to respond to a reasonable dress code 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 pupils' clothing and/or personal belongings. Parents/carers are asked to assist in this area by ensuring that valuable items and unnecessarily items of clothing, jewellery etc. are not brought to school. Parents/carers

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should note that any claim submitted to cover the loss of such items are likely only to be met where the authority can be shown to have been negligent.

SCHOOL MEALS

We operate a 'cashless catering system' in St. Margaret of Scotland Primary. All children are allocated a IPayImpact login for parents to top-up on-line.

All pupils from P1 –P5 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 to purchase in the school during the lunch period. All Nursery pupils are entitled to free milk. Every day the computer will automatically put the current free meal rate on the card. If the meal is not used, the value is automatically taken off at the end of the day. Cards are kept in school by our Classroom Assistants. A wide selection of appealing and nutritious food is provided by our Catering Supervisor, Ms Gibson and her team. Children choose from a menu and there is always a good choice of meals on offer through our 'Hungry for Success' range of food. Children may select from hot meals (e.g. lasagne and garlic bread or curried chicken with rice). In addition there are always cold filled sandwiches available and a picnic option of sandwich, fresh fruit and a piece of home baking and a drink. Your child is most welcome to bring a packed lunch from home and eat in the Dining Hall.

Information and application forms for free school meals can be downloaded from the council website www.northlan.gov.uk and are available in first stop shops.

Primaries 1 – 3 pupils come to the Dining Hall first for lunch. Primaries 4-7 pupils come to the Dining Hall on a weekly rota basis to ensure fairness. Our Dining Hall team are extremely helpful and patient with our children and our younger children are guided through choosing their lunch by our Classroom Assistants and ASNA support staff. Our young diners are very well supervised and staff are always on hand to assist with cutting of food and opening of difficult packaging. We encourage our children to be independent – helping themselves to water, bread, cutlery and napkins – and in clearing up after themselves.

Special diets can be provided for those children who require them on medical grounds. A medically prescribed diet form must be completed by the child's Registered Dietician or General Practitioner. Procedures and forms can be accessed from the school or dietician, or from North Lanarkshire's catering service.

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. 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.

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I hope this information lets you see that our cafeteria is a pleasant and healthy eating place for your children. Parents of new entrants are invited to meet our Catering Supervisor and see the Dining Hall as part of our Pre Entrant Programme; for any other interested parent I would be happy to arrange this for you. Menus are sent out for you to view on a termly basis.

BREAKFAST CLUB

We operate a breakfast club in school. All pupils from P1 –P4 are entitled to a free breakfast. This is available to school pupils from 8.15-8.45am. Breakfast club costs £1.00 which is excellent value for money. The club is supervised by a staff member and a register is taken. Money for breakfast can be made on-line. There are many healthy options available, e.g. milk, cereal, toast. After breakfast pupils have a short time to play games/activities before going out to the yard at 8.45am.

Snack time in the Nursery is a very social and enjoyable time. Each day we try to provide children with a variety of different snacks. At all times we strive to promote healthy eating and as part of this policy some of our snack times are fruit days where we encourage children to eat a range of fresh fruits. Nursery children are entitled to free milk.

All eligible two year olds and children aged from 3 to those not yet attending primary school that attend a North Lanarkshire Council Nursery or a Funded Provider (childminder or voluntary/private nursery), will be entitled to 1140 hours Early Learning and Childcare provision. Those children attending for 4 hours per day, or more, will receive a free meal as part of the Early Learning and Childcare entitlement.

If your child has a particular food allergy or medical condition that requires a special diet please inform the head of establishment in order that provision can be made for your child's needs. REMEMBER WE ARE A NUT FREE ZONE.

Children of parents 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.

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) housing benefit, council tax rebate.

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 a new school session. Every

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

Placing requests to Primary School does not necessarily ensure that your child will have a direct entry into the associated secondary. Advice on this must be sought from the Primary School Head Teacher. Further information on placing requests and procedures is available from the school or council website.

Parent/Carers and young people have a right under the Additional Support for Learning Act 2009 to make a placing request for their child or young person to attend a nursery (including partnership 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/carers 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 catchment 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 can apply on the council website. Applications should be submitted by 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.

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/carers responsibility to ensure that the 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 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.



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The children within the Language, Communication and Support Centre travel to school by the Authority Transport Service. Learning and Leisure Services undertakes all arrangements. The service provides an escort to help support the children. More information is provided during the Induction Programme.

MEDICAL AND HEALTH CARE

Should your child have any particular medical requirements, please inform the school. If your child is required to take any medicine in school, e.g. inhalers, the parents must call at the office, with the medication and complete a form giving details of the condition, the medicine and the dosage required.

Should your child fall ill, or have an accident in school, we will do our best to contact you. When your child enters school, you will be asked to give two emergency contact numbers where we can reach either yourself or your representative during the school day. I would therefore stress the importance of the school having accurate records regarding parents' home/work telephone numbers and those of your nominated emergency contacts. Please ensure that you keep the school fully informed of any changes. In the event of your child being ill at school and requiring to go home, either the parent or representative will be contacted by the school and requested to call at the school to collect the child.

Please try to avoid making dental or doctor's appointments during the school day. However, if your child has to leave school to attend an appointment, the teacher must be informed by letter and your child must be collected from the school by the adult named in the letter.

Within St Margaret of Scotland Primary children at the Primary 1 and Primary 7 stage are given routine dental examinations. In addition, all children are vaccinated against flu. Within the Nursery the children have visits from Child Smile who provide fluoride varnishing and visits from the Ophthalmologist.

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 children to have extended stays in Wishaw General, and therefore North Lanarkshire Council does not require a dedicated hospital education service.

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



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INFORMATION IN EMERGENCIES

We make every effort to maintain a full educational service, but on some occasions circumstances arise which lead to disruption. For example, schools may be affected by severe weather, temporary interruption of transport, power failures or difficulties of fuel supply. In such cases we shall do all we can to let you know about the details of closure or re-opening. We shall keep you informed by using letters, notices in local shops and community centres, announcements in local churches, announcements in the press and on local radio and on the NLC website and Twitter.

THE PARENT FORUM

As a parent of a child at this school you are automatically a member of the Parent Forum. The Parent Forum is composed of all 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/carers 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 1st August 2007. The Parent Council will be determined by the Parent Forum. The Head Teacher will be the professional adviser to the Parent Council

The Head Teacher or her representative has a right and duty to attend all meetings and these are open to the public.

The Parent Council's rights and duties include:-

- ✚ Supporting the work of the school.
- ✚ Representing the view of parents/carers.
- ✚ Consulting with parents/carers and reporting back to the Parent Forum on matters of interest
- ✚ Promoting contact between the school, parents/carers, 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



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- ✚ Receiving an annual budget for administration, training and other expenses
- ✚ Improving home school partnership and facilitating parental involvement.

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

Our active Parent Council meets regularly and takes a supportive and active interest in the work and corporate life of the school. The members of our Parent Council are:

✚ Chairperson	Nicola Carr
✚ Vice Chairperson	Kirsty Jenkins
✚ Secretary	Jenna Woodside
✚ Treasurer	Hazel Paterson
✚ Church Representative	Vacancy

Members:- Alicia Boe, Eileen Donaldson, Ashleigh O'Connor, Andrew Fenwick, Ashley McGovern, Bernadette Ponsenby, Emma Singh, Karen Brady, Laura Bowers, Lesley Semple, Lisa Mills, Natalia McKendrick, Nicola Ogden, Paula Ferns, Kirsty Turrell.

Parent members serve on the board for four years. Every two years two places become available for parent members. The Head Teacher and the local councillors may attend all meetings of the Parent Council and have the right to speak, although, not being members of the Council, no right to vote. 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.

THE PUPIL COUNCIL

Our Pupil Council is made up of pupils from P1-P7 and they play a very important role as they represent the pupil voice. They have suggestion boxes where pupils can raise concerns about issues they would like dealt with. A recent example of this was getting the community involved in painting items in our school playground. The Pupil Council meet with the Head Teacher regularly to discuss issues which may arise.

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.

Our Primary 1 children progress from having a playtime apart from the rest of the school to taking their breaks with their designated Primary 7 "buddies" who look after them until they are able to enjoy playtimes independently.

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Our young children, Middle School and Upper School pupils all have their own dedicated play areas/zones and senior pupils enjoy the use of the football pitch.

In our school, alongside the Janitor, Classroom Assistant and Additional Support Needs Assistants, the Head Teacher and the Depute Heads are on playground duty and ensure the safety of the children at play. Our school playground is very well supervised, with around ten adults present, and you need have no worries about your child's safety and well-being at break times.

Father McKay kindly allows parents to use the church car park when dropping off and collecting children. This enables our pupils to use the safe walkway to enter the school playground and ensures that no-one is parking on the road which can restrict the visibility of children crossing the approach roads to the school. Parents are not permitted to use the staff car park. When arriving at school adults should leave children at the school gate as adults are not permitted in the school playground after 8.45am. Pupils are then supervised by school staff. Parents of Primary 1, 2, and 3 pupils are very welcome to collect their child from the Infant playground at 3.00 p.m. The safety of all our pupils is everyone's responsibility.

If your child is late for school please note the following procedure: the door at the senior playground is manned by Mr Findlay until 9.10 am and all pupils may enter by this route if they arrive at school at this time. If your child arrives at school after 9.10 they must enter by the main school door. A record is kept of children arriving late for school.

You may receive a formal letter informing you of times and dates of your child's late arrival at school and asking for your co-operation in ensuring your child is in school by 9.00 am.

TRANSFER FROM PRIMARY SCHOOL TO SECONDARY SCHOOL

Pupils normally transfer between the ages of eleven and a half to twelve and a half, 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.

Normally pupils from St Margaret of Scotland Primary continue to:

**Our Lady's High School, Downfield Road,
Cumbernauld, G67 1LA
Tel: 01236 632159**



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A well-structured programme of Primary Secondary liaison with Our Lady's High School assists with the transition from P7 to S1 and ensures that our children look forward to the challenges of High School with confidence. This programme includes:

- ✚ members of staff from the Secondary School teaching a four week block of their specialist subject in P7
- ✚ a Parent Information Evening in the Primary School where the Head Teacher and members of his staff discuss aspects of transition and the Secondary curriculum
- ✚ frequent meetings where Head Teachers of the associated Primaries meet with the Head Teacher (HT) and Mrs Anne Cowie (Depute Head Teacher) with responsibility for S1)
- ✚ meetings between P7 teachers and guidance staff to hand over information

CONTACTS

Education & Families
Chief Executive
Derek Brown
North Lanarkshire Council
Civic Centre
Motherwell
ML1 1AB
Tele: 01698 302452
Education & Families
Manager
Margaret Hunter
Michelle O'Halleron
Civic Centre
Motherwell
ML1 1AB
Tele: 01236 812228

Local Councillors

Stuart McDonald MP
Members Services
North Lanarkshire Council
Civic Centre
Motherwell
ML1 1AB
Tele: 01698 302635

Councillor William Goldie
Members Services
North Lanarkshire Council
Civic Centre
Motherwell
ML1 1AB
Tele: 01698 302643

Jamie Hepburn MSP
Suite 1
Lennox House
Lennox Road
Cumbernauld
G67 1LL
Tele: 01236 453969



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Contacts in relation to Support for Learning, help and advice on any matters relating to Support for Learning can be obtained from:

Inclusion Manager/Cluster Integration/Inclusion Lead (CIIL)

Carolan Burnett (BurnetC@northlan.gov.uk)

St Mary's Primary School

Liddell Road

Seafar

Cumbernauld

G67 1JB

01236 632363

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

Rosebery House

9 Haymarket Terrace

Edinburgh, EH12 5EZ

info@enquire.co.uk

www.enquire.org.uk for parents and practitioners

www.enquireorg.uk/yp for children and young people

Children in Scotland – Resolve Mediation

0131 313 8844

Email: resolve@childreninscotland.org.uk

Independent Adjudication

Scottish Government

Directorate for Learning

Support and Wellbeing Unit

Area2C North

Victoria Quay

Edinburgh, EH6 6QQ

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Reference to Additional Support Needs Tribunal (Scotland)

ASNTS
Health & Educational Chambers
First Tier Tribunal for Scotland
Glasgow Tribunal Centres
20 York Street
Glasgow
G2 8GT
0141 302 5860

www.asntscotland.gov.uk

NHS Lanarkshire

Central Health Centre
North Carbrain Road
North Carbrain
Cumbernauld
G67 1BJ
Tele: 01236 737214/731771

Kenilworth Health Centre
Kenilworth Court
Greenfaulds
Cumbernauld
G67 1BP
Tele: 01236 727816

Kildrum Health Centre
Lochlea Road
Kildrum
Cumbernauld
G67 2EU
Tele: 01236 721354

Condorrat Health Centre
Airdrie Road
Condorrat
Cumbernauld
G67 4DN
Tele: 01236 723383

Social Work

Cumbernauld/Chryston
Council Offices
Bron Way
Town Centre
Cumbernauld
G67 1DZ
Tele: 01236 638700

Community Learning & Development

North Area CLD Office
Pivott Community Centre
Glenmanor Ave
Moodiesburn
Glasgow
G69 0DL
Tel: 01236638393
E:- CLD-North@northlan.gov.uk



GLOSSARY

Glossary of terms used in the handbook.

Assessment	The evaluation of pupil's progress.
Continual Assessment	Based on regular evaluation of pupil's work as opposed to a single test.
Curriculum	The whole learning process offered by the school.
Database	The store of information on a computer.
Extract Curricular	Activities which take place outside normal class teaching.
Learning Support	Additional teaching support for children experiencing difficulties.

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

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

Education Authorities are required by law to issue a copy of the school handbook to certain parents/carers in December each year.

It details the current policies and practices of both the council and the school.



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Life, Learning and Work!