

St. Aloysius' Primary School Handbook 2024/2025



Acting Head Teacher
Mrs Jennifer Flanagan



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North Lanarkshire Council Education and Families



North Lanarkshire Council's Motto: WE ASPIRE

WE ASPIRE that North Lanarkshire is the place to
Live, Learn, Work, Invest and Visit

- ❖ Articulate
- ❖ Sensitive
- ❖ Proactive
- ❖ Inspirational
- ❖ Realistic
- ❖ Evaluate

articulate ❖ sensitive ❖ proactive ❖ inspiring ❖ realistic ❖ evaluate

Vision Statement:

Our vision is for excellence, working together with parents and the parish community, so that children will have success for today and be prepared for tomorrow.

Our mission is to:

- Equip children with skills for life, learning and work
- Learn together and achieve together
- Develop a thirst for knowledge and lifelong learning
- Deliver 21st century education
- Provide a nurturing, inclusive and caring learning environment
- Respect every child as an individual
- Celebrate attainment and achievement
- Fulfil our role as a Catholic school, working closely with parents and parish to foster Christian attitudes, a sense of responsibility and respect towards our neighbours and a firm personal commitment to the Catholic faith where Christ remains at the centre of all that we do.

SCOTTISH CATHOLIC EDUCATION SERVICE

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, missions, values and ethos of the school, as illustrated in this Charter.

ST ALOYSIUS' PRIMARY

In St Aloysius' Primary School we aim to give each child opportunities for high achievement. We do this through giving the children a variety of teaching and learning experiences. This is supported by programmes of study that are carefully designed to take into account the age and aptitude of individual pupils. Through all of this our aim for our pupils is that they make steady and consistent progress from Nursery to P7.

We provide an atmosphere that allows all children to benefit from challenge and enjoyment in their learning, experience success, achieve their full potential who will make a full contribution to society.

Distinctive features of our school include a positive and nurturing ethos for learning, staff teamwork across the primary and nursery stages, confident and friendly children who respect and care for each other, staff who are highly committed to the well being of all children, strong leadership by Head Teacher and promoted staff and use of self evaluation to improve children's learning experiences.

Every year the school evaluates its practice and from this we produce a Attainment Improvement Report, which informs the Attainment Improvement Plan for the following session. The Attainment Improvement Plan outlines developments in which all staff will be involved to provide better opportunities and experiences for the children.

The priorities in our school improvement plan each year are arrived at from a variety of sources, which include:

- i) Learning and Leisure's 'Improvement Objective'
- ii) National Developments
- iii) The result of audit exercises carried out in the school.

SCHOOL INFORMATION

Name: St Aloysius' Primary School &
Honeywell Nursery Class

Address: 1 Honeywell Crescent
Chapelhall, Airdrie
ML6 8XW

Telephone 01236 632140

e-Mail enquiries-at-st-alloysius@northlan.org.uk

Twitter @stalloysiusps

Our present roll (Aug 24) is 253. In session 2024/2025 10 classes have been formed in the school. Parents should note that the working capacity of the school may vary dependent upon the number of pupils at each stage and the way in which the classes are organised. The planning capacity of the school is 371 and the working capacity is 345.

CURRENT STRUCTURE

Primary 1	Mrs C Love
Primary 1/2	Miss Bollen
Primary 2/3	Miss McCourt & Mrs Murray
Primary 3/4	Mrs McRoberts & Mrs Murphy
Primary 4	Mrs Reid
Primary 5	Miss Moreland & Mrs S Love
Primary 5/6	Mrs Drummond
Primary 6	Mr Hamill & Mrs McGuigan
Primary 6/7	Mr Daly
Primary 7	Mrs Dawson

COMPOSITE CLASSES

Staffing allocation and uneven distribution of the school roll can make it necessary to form 'composite classes'. There are 5 composite classes in the current session. This does not mean that any pupils are being held back or moved forward a year. All children are taught in groups, which are formed by putting pupils together who are at roughly the same stage of development. In many ways all classes are composite, as children are at different stages of development and have different abilities and teachers must plan learning and teaching to meet the needs of all of their children. *'In addition the school will make every effort to involve pupils of any one year group in activities which bring the whole year group together. In this way, pupils will be able to continue to identify with children of the same age, especially at important times such as transfer to Secondary School. At the same time the school will also try to ensure that the natural identity of each Primary Class is maintained.'* (Extract from NLC Composite Class Leaflet)

DENOMINATIONAL STATUS

St. Aloysius' Primary is a co-educational Roman Catholic Primary School. The Associated Secondary School is St. Margaret's High School, Waverley Drive, Airdrie.
Telephone (01236) 794888

COMMUNITY FACILITIES & LETTING PROCEDURES

It is Council Policy that school accommodation is made available as far as possible out with school hours for use by the community. Such use by groups and clubs will be in accordance and approved letting procedures and enquires should be directed to the Area Community Education Officer at Airdrie Resource Centre, Victoria Community Centre, Queen Victoria Street, Airdrie, Telephone: (01236) 812407

ASSOCIATED SECONDARY

St. Margaret's High School
Waverley Drive,
Airdrie
ML6 6EU
(01236) 794888

Management Staff:

Acting Head Teacher: Mrs Jennifer Flanagan

Acting Deputy Head Teacher: Miss Katie Loughran

Principal Teacher: Mrs Tracey McGuigan .

Teaching Staff

Mrs C Love

Miss Bollen

Miss McCourt

Mrs Murray

Mrs McRoberts

Mrs Murphy

Mrs Reid

Mrs S Love

Miss Moreland

Mrs Drummond

Mr Hamill

Mr Daly

Mrs Dawson

Classroom Assistants

Mrs Anne Hamilton

Additional Support Needs Assistants

Mrs Strain

Office Staff

Office Manager: Mrs McMullen

Clerical Assistant: Mrs Meechan

Clerical Assistant: Mrs Strain

SCHOOL HOURS

School Hours 9.00 am - 3.00 pm

Morning Interval 10.45 – 11.00 am

Lunch 12.45 pm - 1.30 pm

Note: Primary 1 attend full-time from the first day of the session.

NURSERY HOURS

Term Time: 9.00am – 3.00pm

Nursery Staff: See Honeywell Nursery Class Handbook for additional information.

OUT OF SCHOOL CARE

Presently FAST, out of school care, operates within the school premises between 3pm – 6pm and during school holidays. This is independent of the school and further information may be the school app.

School Holidays

August 2024

- Monday 12 August 2024 (Return date for Teachers & In-Service Day)
- Tuesday 13 August 2024 (In-Service Day)
- Wednesday 14 August 2024 (Return date for Pupils)

September 2024

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

October 2024

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

November 2024

- Monday 18 November 2024 (In-Service Day)

December 2024 - January 2025

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

February 2025

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

April 2025

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

May 2025

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

June 2025

- Schools Close at 1pm on Wednesday 25 June 2025

TRANSFER / ENROLMENT

Classes for children who attain the age of 5 years between 1st March, 2024 and 28th February 2025 will be formed in August 2025. Enrolment takes place in January 2025. The dates and times of enrolment will be published in the local press, in local shops and St. Aloysius' Parish Church. Documentation required for enrolment includes your child's birth certificate and proof of address. Parents wishing to enrol their child at St. Aloysius' during the school year should contact the Head Teacher and, provided the child can be accommodated in the school, the necessary documents will be completed and arrangements made. Prior visits to the school can be arranged, by appointment.

Parents of children eligible to begin nursery education should complete the application form, available from the school office, and return it to the school. This should be accompanied by the child's birth certificate and proof of address.

EQUAL OPPORTUNITIES

North Lanarkshire Council is an equal opportunities authority and it is the responsibility of this school to ensure that all persons, teachers and pupils are treated in accordance with Council Policy. Our aim is to promote equal opportunity and social inclusion at all times. Procedures are in place to deal with any form of racial harassment.

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 and actively pursue.

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

CURRICULUM FOR EXCELLENCE

What is Curriculum for Excellence?

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

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

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

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

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

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

Curriculum for Excellence is defined as:

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

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

These contexts are:

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

What are the Curriculum for Excellence levels?

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

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

What is the Broad General Education?

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

Curriculum Areas and subjects

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

The 8 curricular areas are:

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

The Senior Phase

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

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

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

Personal Support/Career Planning

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

when leaving school and entering the world of higher education, training or work. As part of developing skills for learning, life and work, young people will be offered careers information advice and guidance to ensure they leave school and enter a positive post-school destination of higher education, further education, pre-employment training, employment (including modern apprenticeships), activity agreement or volunteering.

ASSESSMENT AND REPORTING

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

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

Teachers are continually assessing children's work to obtain information, which enables them to make professional judgments about pupils' progress, which will inform the planning for learning and teaching in the classroom.

Assessment for Learning (AfL) is an important part of assessment in our school. Learners learn best when they:

- understand clearly what they are trying to learn, and what is expected of them
- are given feedback about the quality of their work and what they can do to make it better
- are given advice about how to go about making improvements
- are fully involved in deciding what needs to be done next, and who can give them help if they need it.

ADDITIONAL SUPPORT NEEDS

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

In St. Aloysius' Primary, systems are in place to identify pupils with additional support needs. Through a process of staged intervention and, where appropriate, in conjunction with other multi-agencies, the school will work to support these pupils within the framework of the new legislation and in line with NLC guidelines. Supported by the Education Authority, the school will be fully involved in the transitional arrangements set out by the Scottish Executive and North Lanarkshire Council.

To ensure early identification of needs, the school implements a staged intervention approach:

Level 1 - where education staff identify that a child or young person needs support or planning which can be met within the school using classroom and whole school resources.

Level 2 – Requesting support from another agency (Joint working with partner agency/agencies including 3rd Sector, services/resources out with school) e.g. Educational Psychologist, Community Learning and Development. When further planning is required to further develop the wellbeing of children and young people the Named Person may request assistance from colleagues in partner agencies.

Level 3 – Integrated and Compulsory working with other agency/agencies. Targeted intervention(s) required to promote the wellbeing of the child would be identified by relevant agencies (child's Network of Support) and included in the Child's Plan. A Lead Professional would be identified. At level 3 there would be an expectation that a statutory Child's Plan with integrated assessment, integrated chronology and Lead Professional is in place.

Children with English as an additional language may be supported by a Bi-Lingual Network Support Teacher.

Looked After Children

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

Parents and 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

Planning

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

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

Parents/carers will receive letters from the Education Authority throughout the CSP process. Parents/carers and young people will be invited to take part in multiagency meetings and their views will be recorded in the plan.

Where more intensive support for a child or young person needs to be planned for, usually when a number of agencies are involved in supporting their wellbeing then a Child's Plan may be developed. The plan will tell you what actions need to be taken and who will help with each action.

It will usually be someone called a ‘Lead Professional’ who will have the job of making sure that the actions outlined in the plan take place and things get better for the child or young person.

Dispute Resolution

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

If the matter cannot be resolved with the Education Authority you have the right to request **mediation**. An independent mediation service is available to parents and young people through Resolve (see contact details at the back of this handbook). Mediation is free and independent of the Education Authority.

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

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

HOMEWORK

A good, well-managed homework programme helps children and young people to develop the skills and attitudes they will need for successful lifelong learning. Homework also supports the development learning skills, consolidates classwork taught and provides parents with an opportunity to take part in their child's education. Homework should be of the same high standard of work expected in class and every child should complete it to the best of their ability within a specified time allocation.

Children normally receive homework 4 nights per week. Usually weekends will be 'homework free' to allow families to relax from schoolwork.

A copy of 'Homework –A Parent's Guide' is available from the school.

SCHOOL ETHOS

We pride ourselves on our positive, warm and caring ethos. We aim to create a secure, stimulating and caring environment for all members of our school community. Pupil welfare and learning is at the forefront of everything we do. We aspire to provide children skills for learning, life and work through the highest quality of education possible.

We celebrate achievements weekly at school assemblies and positive behaviour, good manners and wider achievements are recognised in a number of ways.

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SPIRITUAL, SOCIAL, MORAL & CULTURAL VALUES

We aim to create an environment where our pupils appreciate and live the gospel values. Our school is denominational (Roman Catholic) and weekly assemblies allow us to come together as a faith community to reflect on our faith values. Major religious festivals are also recognised to celebrate the multi-cultural world we live in.

Our Nursery Classes (Honeywell Nursery) is non-denominational.

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

EXTRA CURRICULAR ACTIVITIES

Out of school hours learning varies from year to year. Pupils in Primary 6 and Primary 7 are given the chance to attend North Lanarkshire Council's Sport and Music Colleges after school. Pupils at these stages may also be given the opportunity to attend the Preparatory Band and/or Junior Band both of which meet to practise out with school hours.

Educational outings to enhance teaching and learning are organised throughout the year for all classes and this generally involves parental help. In addition, Primary 7 pupils are given the opportunity to participate in a residential trip to Kilbowie. Kilbowie offers excellent facilities for outdoor pursuits and personal and social development.

ACTIVE SCHOOLS

The Scottish Executive and North Lanarkshire Council are committed to encouraging all schools to be **Active Schools** and all children in them to be **Active Children**.

To do this, each cluster of schools in North Lanarkshire has been appointed an Active School Co-ordinator, who works with us to get us all on the move! Our Co-ordinator is Stephen Hughes.

There are 4 aspects to Active Schools:

Active Travel

This involves parents encouraging their children to walk more. You can help by walking with your child, or if you normally use the car, parking further away from the school to allow your child some activity before coming in. (This would help to make the school entrance safer for everyone).

Active Playgrounds

We want the playground to be a more interesting place for the children. We have given them some new ideas for games and activities that will help them to move around more, get a bit of exercise and get fit!

Active Classrooms

We have introduced some small space activities into the classroom to help children focus and have more energy for their work.

Active Out of School

Our Co-ordinator will be organising a variety of clubs to give your child the opportunity to develop their interests, experience new activities, be more physically active, make new friends and have FUN!

FREEDOM OF INFORMATION

The Freedom of Information (Scotland) Act 2002 came into force in January 2005. The Act allows anyone to ask for information held by the Council and imposes a timescale of 20 working days for the Council to respond.

To deal with Freedom of Information requests, the Council has appointed a Corporate Freedom of Information Officer with the support of an officer in each Service. The Freedom of Information and Records Management Officer can be contacted by telephone on 01698 302484.

DATA PROTECTION

Privacy statement for enrolment of pupils in a North Lanarkshire school

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, Youth and Communities is located in Kildonan Street, Coatbridge ML5 3BT.

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

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

Legal basis for using your information

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

Your personal information

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

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

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

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

How will we use this information?

Your personal information will be used:

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

Who do we share information with?

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

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

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

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

How long do we keep your information for?

We only keep personal information for the minimum period of time necessary. Sometimes this is set out in law, but in most cases it is based on what we need to fulfil our function. We maintain a 'records retention and disposal schedule' which sets out how long we hold different types of information for. You can view this on our website at <http://www.northlanarkshire.gov.uk/index.aspx?articleid=15003> or you can request a hardcopy of this from Education, and Families, Kildonan Street, Coatbridge ML5 3BT.

Your rights under GDPR

You can:

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

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

The Council's Data Protection Officer

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

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

The Information Commissioner

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

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

Transferring Educational Data About Pupils

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

The data collected and transferred covers areas such as date of birth, postcode, registration for free-school meals, whether a pupil is looked after by his/her local authority, additional support needs including disability, attendance, absence and exclusions from school.

Pupil names and addresses are collected by the school and the council but they are not passed to SGEP. The postcode is the only part of the address that is transferred. Data is held securely and no information on individual pupils can be published by SGEP

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

Why do we need your data?

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

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

Your GDPR rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the GDPR. We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. GDPR gives you the right to know how we will use your data. This message can give only a brief description of how we use data. Fuller details of the uses of pupil data can be found on the ScotXed website (www.scotxed.net). SGEP works with a range of partners including Education Scotland and the Scottish Qualifications Authority. On occasion, we will make individual data available to partners and also academic institutions to carry out research and statistical analysis. In addition, we will provide our partners with information they need in order to fulfil their official responsibilities. Any sharing of data will be done under the strict control and prior agreement of the Data Access Panel in SGEP, which will ensure that no subject specific data will be made public as a result of the data sharing and that such data will not be used to take any actions in respect of an individual.

Further details are available on: [Scottish Exchange of Data: privacy Information - gov.scot](http://www.scot.gov.uk/scotxed/privacy)

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.

Further details about ScotXed data exchanges are available on the ScotXed website: [Scottish Exchange of Data \(ScotXed\) - gov.scot](http://www.scot.gov.uk/scotxed/)

CHILD PROTECTION

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

The Head Teacher is responsible for the schools actions in response to Child Protection concerns.

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

Child Protection Co-ordinator is: Miss Katie Loughran
Telephone Number: (01236) 632140

ADULT PROTECTION

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

The Head Teacher is responsible for the schools actions in response to Adult Protection concerns.

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 (See Children and Adult Protection Procedures and Guidance – Section 15)

Adult Protection Co-ordinator is: Mrs Jennifer Flanagan
Telephone Number: (01236) 632140

SCHOOL DISCIPLINE

Good school discipline is necessary to create the right conditions for learning. It is a joint responsibility of home and school.

We are constantly reviewing the rewards and sanctions we apply to ensure the school is a happy, safe and well-ordered place in which pupils can thrive. Parents are welcome to inspect and discuss our policy at any time.

It is school policy to inform parents of any deterioration in behaviour or attitude to work as soon as possible. Parental co-operation at this stage is vital.

Your role as parent, your approval of the necessity for rules and discipline within the school, and the way you express this to your child, are important in forming his/her attitude towards authority in general and in particular within the school. You are asked to talk with your child about the importance of self-discipline and how responsibility for his/her own actions increases as he/she grows.

Personal and Social Development is addressed in the curriculum at all stages and has a great bearing on how a child accepts himself and relates to other people. Parents are asked to bring concerns about behaviour or relationships with others, to the school as a matter of urgency. There is much more chance of resolving difficulties when home and school communicate well with each other.

In school we encourage children to give of their best, show an attitude of caring towards others and be responsible for their own actions. At the senior stages, pupils are given responsibility in terms of monitoring, escorting school visitors, helping at functions and being a friend to younger pupils. At all times, expectations of children are high and praise and encouragement from staff the norm.

ANTI-BULLYING

'North Lanarkshire Council is committed to the belief that every child and young person has the right to grow up free from bullying. We want children and young people to live, learn, socialize and work in an inclusive community where differences between people are valued, people support one another and treat each other with respect, empathy and compassion.'

(NLC Anti-Bullying Strategy, Bullying: It's Never Acceptable 2012)

St. Aloysius' promotes an ethos of positive behaviour and we regularly raise children's awareness of the different kinds of bullying that exist, and what to do if they encounter it, through our health and well-being programme and assemblies. We recognise the need to support young people should instances of bullying occur as well as support and help those involved in actions related to the victimisation of others to an understanding of their behaviour, how it affects others and ultimately to change that negative behaviour.

Children are supervised at play and an adult presence is provided in playgrounds at break times in terms of the Schools (Safety and Supervision of Pupils) (Scotland) Regulations 1990.

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

HOME/ SCHOOL & COMMUNITY LINKS

Parent interviews to discuss pupil progress are in October and March. A summative report is issued in June. We have an open door policy and parents should feel welcome in school at any time. However, in the interests of good security, we ask that all visitors report to the school office before going about their business so that we are always aware of who is in the building. This is necessary for the children's safety and in the event of an emergency.

In order to give you the time you need, it would be preferable if you telephoned to make an appointment when you have any matter to discuss with the Head Teacher or a member of staff.

The school twitter pages are updated regularly to inform parents of school events and how to support their child's learning at home.

Many parents volunteer some of their time to work with the children or carry out some of the many tasks that make a school a better place for children, e.g., helping on excursions. Parents who wish to help within the school may be required to have a Criminal Convictions Disclosure carried out. This is a simple process and further information about this is available from the school.

Every opportunity is taken to involve the school in the local community. The Community Police, Fire Service, Lollipop persons, local library and our senior citizens are invited into school to speak to the children and sometimes to be entertained by the children.

ATTENDANCE AT SCHOOL

Section 30 of the 1980 Education Act lays a duty on every parent of a child of 'school age' to ensure that their child attends school regularly. Attendance must be recorded twice a day, morning and afternoon.

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

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

Parents and carers are asked to inform the school by telephone from the start of the school day if their child is going to be absent. If the school has not been informed of a child's absence, a text message will be sent to the priority phone number. Parents should then telephone the school. Failure to do so will result in school staff accessing all contact numbers provided for the child. In terms of child safety, Police will be contacted if all attempts to locate the child have been exhausted.

Parents should be asked to inform the school by letter or telephone if their child is likely to be absent for some time.

FAMILY HOLIDAYS DURING TERM TIME

Every effort should be made to avoid family holidays during term time as this both disrupts the child's education and reduces learning time. Parents/Guardians should inform the school by letter

of the dates before going on holiday.

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

A family holiday judged to be important to the wellbeing and cohesion of the family, following serious or terminal illness, bereavement or other traumatic events.

A family holiday classified under the 'authorised absence' category will not include such reasons as:

- The availability of cheap holidays
- The availability of desired accommodation
- Poor weather experience during school holidays
- Holidays which overlap the beginning or end of term
- Parental difficulty obtaining leave (except in cases where evidence is provided by the employer that it cannot accommodate leave during school holidays without serious consequences)

Family holidays with the above similar characteristics will be classified as unauthorised absence. Where the head teacher's prior agreement has not been sought the absence will automatically be classed as unauthorised.

Schools play an important part in the local community and the parental responsibility of ensuring their child's regular attendance has a substantial bearing on the ethos of the school and how it is viewed by others.

EXTENDED LEAVE WITH PARENTAL CONSENT

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

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

EXCEPTIONAL DOMESTIC CIRCUMSTANCES

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

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

It should be emphasised that the school attendance officer investigates unexplained absence, and the authority has the power to write to, interview or prosecute parents, or to refer pupils to the reporter of the children's hearings, if necessary.

CLOTHING AND UNIFORM

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

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

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

Parents in receipt of a grant for footwear and clothing from the council will be encouraged to purchase items, which are in accordance with the school dress code. Approval of any requests for such grants in other circumstances are at the discretion of the Executive Director of Learning and Leisure Services. Information and application forms may be obtained from any school or area office. Parents are entitled to receive a clothing grant if they are in receipt of any of the following benefits: income support, job seeker's allowance (income based), employment and support allowance (income related), housing benefit, council tax rebate.

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

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

St Aloysius' Primary uniform consists of:

- ❖ Bottle green sweatshirt with embroidered school logo
- ❖ Gold polo shirt with embroidered school name
- ❖ Grey trousers/skirt, white shirt and school tie
- ❖ School blazer/fleece
- ❖ Black Shoes

Ties and badges are available from the school office. The named supplier for uniform is Scotcrest in Airdrie.

SCHOOL MEAL ARRANGEMENTS

A cafeteria is in operation in the school and a selection of hot and cold snacks and meals are available with cake and fruit. Water, juice and milk drinks are also available. A sample menu will be given to parents bi-annually.

St Aloysius' Primary is a Health Promoting School and all snacks are low fat, low sugar and low salt.

The availability of special diets.

Diets required as a result of a medical condition (a medically prescribed diet e.g. coeliac disease, diabetes, food allergy or intolerance) can be provided in school. A medically prescribed diet form must be completed by the child's Registered Dietician or General Practitioner. Procedures and forms can be accessed from the child's school or dietician, or from North Lanarkshire's catering service. Occasionally, parents/carers may be asked to supply prescription foods or attend a meeting to discuss the child's dietary requirements.

Some children with additional support needs may require food to be adapted to an appropriate texture and consistency. In this instance the child's Registered Dietician or Speech and Language Therapist will liaise with Head Teacher and school catering service to ensure appropriate food provision.

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

The school operates a 'cashless cafeteria'. Lunch cards are issued to all pupils to be used for loading money onto the system prior to lunchtime. Purchases either for lunch or the breakfast club are deducted from the card. There are two ways to pay for school meals:

- You can hand in a cheque to the school, payable to 'North Lanarkshire Council'. The value of the cheque will then be added to the system. Bank card numbers must be entered on the back of the cheque.
- You can send money to school placed in an envelope with the name of your child, class and amount.
- You can pay online (please contact school office for details)

Breakfast Club

A breakfast club operates within the school and is open from 8.15am each morning. Children coming to the Breakfast Club should enter via the main school entrance where they will be met by a member of staff and be taken to the dinner hall. The cost of breakfast is: Primary 1-3 is free, Primary 4-7 £1 per child, per day. Family of 2 £1.50.

N.B. There is no lollipop patrol on duty so parents must ensure their children are delivered safely to school.

Packed Lunches

Packed lunches may be eaten in the school lunch hall or, in good weather children may be given permission to eat packed lunches outside, in designated areas.

We request that parents support our Health Promoting School by only providing healthy lunches for children. Children should not bring sugary or fizzy drinks or sweets for their packed lunch.

At certain times of the school year we will have Healthy Packed Lunchbox competitions to encourage children to develop healthy eating attitudes.

Free Meals

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

Information and application forms for free school meals may be obtained from schools, first stop shops, libraries and Kildonan Street, Coatbridge.

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, housing benefit, council tax rebate.

Only Primary School children in P1 - P3 or who are entitled to a free school meal in P4 – P7 are entitled to free milk. Milk may, however, be available for purchase in the school during the lunch period. Nursery children are entitled to free milk.

From August 2020, all eligible two year olds and all children aged from 3 to those not yet attending primary school, that attend a North Lanarkshire Council Nursery or a Funded Provider (childminder or voluntary/private nursery), will be entitled to 1140 hours Early Learning and Childcare provision. Those children attending for four hours per day, or more, will receive a free meal as part of the Early Learning and Childcare entitlement

PLACING REQUESTS

You have the right to make a placing request for your child to be educated in a school other than the local school. In December each year, the Authority will advertise its arrangements for placing requests. There are sound educational reasons for trying to ensure that the transfer or admission of children to a school takes place at the start of a school session. Other than those who are moving home, to a new area, parents are advised to time any placing requests so that they take effect from the beginning of the new school session. Every effort will be made to try to meet the parental wishes, but you should note that it is not always possible to grant every placing request to a particular school.

Placing requests to primary school does not necessarily ensure that your child will have a direct entry into the associated secondary. Advice on this must be sought from the primary school head teacher. Further information on placing requests and procedures is available from the school or the council's website. The council does not provide transport for those pupils in receipt of a placing request other than in exceptional circumstances.

Parents and young people have a right under the Additional Support for Learning Act 2009 as amended by the Education (Additional Support for Learning) (Scotland) Act 2009 to make a placing request for their child or young person to attend a nursery (including a partnership nursery), special school, special class managed by the home authority. In the event of a successful placing request, the authority are not required to provide transport. The Act also enables parents and young people to make a placing request to attend a school/establishment belonging to another authority.

TRANSPORT

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

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

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

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

PICK-UP POINTS

While free transport is provided it may be necessary for pupils to walk a certain distance to the vehicle pick-up point. Walking distance in total, including the distance from home to the pick-up point and from the drop-off point to the school in any one direction, will not exceed the Authority's limits (see above paragraph). It is the parent's responsibility to ensure that their child arrives at the pick-up point in time. It is also the parent's responsibility to ensure that their child behaves in a safe and acceptable manner while boarding, travelling in and alighting from, the vehicle. Misbehaviour could result in your child losing the right to free transport.

A bus is provided for Salsburgh children. It leaves Salsburgh at 8.35 am and collects the children at 3.00 pm from the school gate.

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 request if the child is offered a place in the catchment area school, transport will be provided in accordance with the Council's policy stated above.

MEDICAL AND HEALTH CARE

At the start of each school year, parents are requested to provide information, i.e., name, address, emergency contact and relevant health information, about their child so that all records can be kept up to date. This is important for children's wellbeing.

If your child becomes ill at school contact will be made as soon as possible with the parent or person nominated by the parent. **In the case of a serious accident, the child will be taken to hospital immediately while contact is made with the parent.** It is important therefore, that parents keep us aware of any changes in their child's medical requirements or emergency contact information.

If a child is unable to attend our school as a result of prolonged ill health, North Lanarkshire Council must make arrangements for the child to receive continued education. There is no dedicated hospital education service in North Lanarkshire Council because it is not common for children and young people to have extended stays in Wishaw General Hospital. However, children and young people resident in North Lanarkshire and in hospital in Glasgow, may access education through the Hospital Education Service (HES). The service is provided by Glasgow City Education Department and Social Work Services. For further information, please contact the school.

INFORMATION IN EMERGENCIES

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

THE PARENT COUNCIL

The Parent Council is a group of parents, which may be selected by the members of the Parent Forum to represent all the parents of children at St Aloysius Primary. In addition we have a co-opted Church Rep and a Community Rep. The Head Teacher or her representative has a right and duty to attend all Parent Council meetings. The Head Teacher is the professional advisor to the Parent Council.

THE PARENT FORUM

As a parent of a child at this school you are automatically a member of the Parent Forum. The Parent Forum is composed of all the parents and carers of children at the school.

As a member of the Parent Forum you can expect to:

- get information about what your child is learning
- get information about events and activities at the school
- get advice/help on how you can support your child's learning
- be told about opportunities to be involved in the school
- have a say in selecting a Parent Council to work on behalf of all parents at the school
- be invited to identify issues for the Parent Council to work on with the school.

The Parent Council meets on a monthly basis, usually on the first Thursday of the month. There is a Sub Group of the Parent Council who fund raise on behalf of the school. All monies raised are used to benefit all children. The sub group also meet monthly, normally on the first Monday of the month.

We are always happy to welcome new members/helpers to either group. The officers' names, addresses and telephone numbers are listed with other useful addresses in this booklet.

NB All meetings of the Parent Council are open to all members of the public.

The Parent Council's rights and duties include:

- supporting the work of the school
- representing the views of parents
- consulting with parents and reporting back to the Parent Forum on matters of interest
- promoting contact between the school, parents, pupils, providers of nursery education and the wider community
- fundraising;
- taking part in the selection of senior promoted staff;
- receiving reports from the head teacher and education authority; and
- 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 particular school exceeds the number of places available.

PARENT COUNCIL MEMBERS

Chairperson

Mr Gerry Brannigan

Vice Chairperson

Mrs Rebecca Drummond

Treasurer

Mrs Katie Toner

Parent Member

Mrs Geraldine Pattison

Mrs Margaret Anne McKeown

Mrs Nicola Rankin
Mrs Laura Campbell
Mrs Gail Gillooly
Mrs Lisa Fishwick
Mrs Lynne Macauley

Church Representative

Fr. Mark O'Donnell

Staff Representative

Mrs Jennifer Flanagan (Acting Head Teacher)

Clerk / Secretary

Mrs Helen Marie Meechan

SUPERVISION OF PLAYGROUNDS

An adult presence is provided in playgrounds at break times in terms of the Schools (Safety and Supervision of Pupils) (Scotland) Regulations 1990. The school operates a 'wet play' policy so that when weather is extreme, children may be supervised indoors.

TRANSFER FROM PRIMARY TO SECONDARY SCHOOL

Pupils normally transfer between the ages of 11 ½ and 12 ½ so that they will have the opportunity to complete at least 4 years of secondary education. Parents will be informed of the arrangements no later than December of the year preceding the date of transfer at the start of the new session.

Pupils from St Aloysius' Primary normally transfer to St Margaret's High School, Waverly Drive, Airdrie, ML6 6EU, (01236) 794888

USEFUL CONTACTS

Education Manager

Miss Jan McCrone
PO Box 14
Civic Centre
Motherwell
ML1
01698 302222

Education Officer

Mr Alan Henry
PO Box 14
Civic Centre
Motherwell
ML1
01698 302222

Help and advice on any matters relating to Support for Learning can be obtained from

Additional Support Manager

Mr Alan Shields
PO Box 14
Civic Centre
Motherwell
ML1

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.

Tel: 0845 123 2303

info@enquire.org.uk

www.enquire.org.uk for parents and practitioners

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

Resolve

0131 222 2456 (Independent Adjudicator)

Scottish Independent Advocacy Alliance

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

Additional Support Needs Tribunal (Scotland)

ASNTS

Europa Building

4th Floor

1 Atlantic Quay

45 Robertson Street

Glasgow

Helpline: 0141 302 5860

NHS Lanarkshire

Airdrie Health Centre – 01236 772200

Social Work

92 Hallcraig Street

Airdrie

ML6 6AW

01236 757000

Community Learning and Development Offices

Airdrie CLD Locality Office

Chapelside Community Centre

Waddell Street

Airdrie

ML6 6DL

01236 638538

OTHER IMPORTANT CONTACTS

Councillors for this Ward:

Chief Executive Area Office

Civic Centre

Motherwell

01698 302222

Airdrie Area/Registrar's Office

Willowbank House

37 Alexander Street

Airdrie ML6

01236 758080

Community Learning and Development Office

Gordon Terris

Victoria Community Centre

Airdrie

North Lanarkshire Council Headquarters

PO Box 14
Civic Centre
Motherwell ML1AB
01698 302222

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