

St. Augustine's Primary School



Handbook
2026



EDUCATION AND FAMILIES

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.

The Aims of St. Augustine's Primary

Through the promotion of our Catholic ethos we aim to reflect our Christian morals and values such as honesty, integrity, compassion and tolerance in all that we do in St. Augustine's Primary School. We aim:

- To provide a safe, secure, stimulating and inclusive learning environment where all members of our school community feel happy, safe and valued..
- To maintain high but realistic standards and expectations for our pupils, encouraging and supporting them to be confident individuals and take responsibility for their own learning. We also provide opportunities for them to celebrate their achievements.
- To foster a love of learning in both pupils and adults through the provision of a wide range of high quality learning experiences which are purposeful, challenging and enjoyable. These experiences will enable all pupils to become successful learners and thus will raise attainment and achievement.
- To work in partnership with parents, parish and the wider community to ensure that our pupils participate in a range of valuable experiences beyond the classroom and have regular opportunities to make a positive contribution to their local community.
- To foster Christian values of justice, respect, fairness, integrity, tolerance and compassion, equipping our pupils to serve as responsible citizens within our school and in the local and global community.
- To provide meaningful opportunities for pupils to develop their knowledge and understanding of the Catholic faith, actively participate in religious observance and respond positively to God's invitation of friendship.
- To further promote the four capacities of the Curriculum for Excellence to equip pupils with the life skills and attributes necessary for making an effective contribution to an ever changing society by encouraging and facilitating enterprise, creativity and ambition.

"Education is the food of youth, the delight of old age, the ornament of prosperity, the refuge and comfort of adversity, and the provocation to grace in the soul. "

(Saint Augustine)

Welcome !

Dear Parent/ Carer

Thank you for considering St. Augustine's Primary School as the school for your child. I hope you find the information contained in this handbook both informative and helpful.

St. Augustine's Pr. is wholeheartedly committed to working in partnership with pupils, parents, carers, school staff, the parish and the wider community to ensure we provide the highest quality of education across all curricular areas, with the needs of the whole child – spiritual, emotional, social, physical and academic – being recognised, nurtured and developed. To this end, we endeavour to build a nurturing, stimulating learning community in which every child and adult feels loved and has the opportunity to reach their full God-given potential.

Our pupils are supported in their learning by a dedicated team of highly qualified and caring staff. There's a diverse array of knowledge and expertise amongst the staff team (as well as amongst our wider school community) and this allows us to offer a wide range of high quality learning experiences for our children, both within and out with the school day. Our desire is for every child to leave St. Augustine's Primary having matured into a happy, responsible and rounded individual with the skills and capacity to make a positive, lifelong contribution to society.

We cannot achieve this without a close, positive partnership between home and school. We aim to keep parents and carers fully informed of the life of the school and their child's progress and to deal promptly with any questions or concerns you may have.

I hope you find the information contained in the handbook and our website helpful and that it will provide a useful introduction to the learning opportunities and academic challenge we offer our pupils. Above all, however, I hope it will begin to convey the love, nurture and distinct Catholic ethos our children benefit from as valued members of the St. Augustine's Primary School.

Mrs. Caroline Docherty

Head Teacher.

St. Augustine's Primary School and Nursery Class,
January 2026

School Information

St. Augustine's Primary School,

Henderson Street,

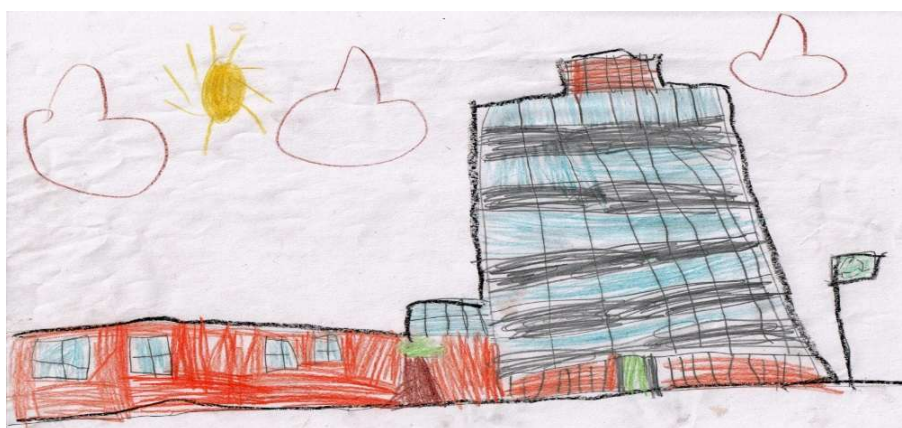
Coatbridge

Tel: Coatbridge 01236 632090 Fax. 01236 632090.

e-mail nldochertyc1@northlan.org.uk

Class Structure:

P1	1 class	When a composite class is to be formed the children are moved in working groups.
P2/1	1 class	
P2	1 class	
P3/2	1 class	
P3	1 class	
P4	1 class	
P5/4	1 class	
P5	1 class	
P6	1 class	
P7/6	1 class	
P7	1 class	



Capacity:

Planning Capacity 484, working capacity 459, current role 288. Parents should note that the working capacity of the school will vary dependent upon the number of pupils at each stage and the way in which the classes are organised.

Stages Covered

P.1 to P.7 (and Nursery provision)

Denominational Status:

Roman Catholic

Co-Educational Community Facilities**Available In The School:**

Assembly/Dining Hall, which doubles as a gymnasium.

It is North Lanarkshire's policy that school accommodation is made available as far as possible out with school hours for use by the community.

Such use by groups, clubs etc. will be in accordance with approved letting procedures and enquiries should be directed to the Area Community Education Office.

Associated Secondary School:

St Ambrose High School,
65 Townhead Road,
Coatbridge,
ML5 2 HT.
Tel. No. 01236 794896.



Teaching Staff:

Head Teacher: Mrs. Caroline Docherty

The Head Teacher manages School Improvement Planning and Curricular Development. She is responsible for reporting to parents and the authority through School Improvement Reports, newsletters and consultation with all stakeholders. She monitors teacher planning, learning and teaching and pupil attainment including assessment. The Head Teacher manages the budget within the system of Devolved School Management in consultation with AFA and school staff. The Head Teacher has responsibility for strategic leadership, promoting parental involvement and implementation of legislation as appropriate. The Head Teacher is the Children Protection Co-ordinator and Named Person.

Depute Head Teacher: Mrs. Margaret -Maria Elliott

- Curriculum Development
- Assembly
- Monitoring
- General Administration
- Pastoral Care
- Learning Support Co-ordinator (Whole School)
- Literacy Coach
- Seasons for Growth Companion
- Lead of LIAM Programme
- Responsibility for Drawing and Talking/Sand Play
- Deputise for the Head Teacher.

Principal Teacher:

Mrs Lisa Drummond

- Responsibility for senior years
- Transition to Secondary School
- Numeracy Champion
- Pope Francis Faith Award
- Digital Leader
- STEM

Classroom Teachers

Mrs L Drummond (0.6) Mr F. O'Dowd (0.4)	P7	Miss G Ross	P3/2
Mrs K Longyear	P7/6	Miss E Jamieson	P2
Mr D Robertson	P6	Miss K Ross	P2/1
Mrs H Ewing	P5	Mrs D Gillooly	P1
Mrs T Elder (0.4) Mrs C Johnston (0.6)	P5/4	Mrs AM McGlone Mrs T Elder (0.6)	Raising Attainment
Miss A Murphy	P4	Miss E Henaughen (0.8)	
Mrs E Thomson	P3	Mrs E O'Donohue (0.6)	HWB/P.E
Mr O'Dowd (0.6)	ICT		

Total Staff 14.9

Office Supervisor - Mrs E McGurk—remit includes overseeing the office staff and classroom assistants, ASNAs.

Office Staff—Mrs E Turner

Support Staff

Mrs F. Cartwright, Miss. P. McShane, K Ward, K. Gribben

Janitor : Mrs K Redmond

School Day

9:00 AM	School Day Starts
11.00AM -11.15 AM	Interval
12:15 PM – 1.00 PM	Lunch
3:00 PM	Home time

All Primary 1 pupils will require to attend full-time from the first day of session.

After School Care information : Please contact the school.

The School's Aspirational Vision and Values

(Developed by, and shared with, children and young people, staff, parents and those with whom the school works in partnership)

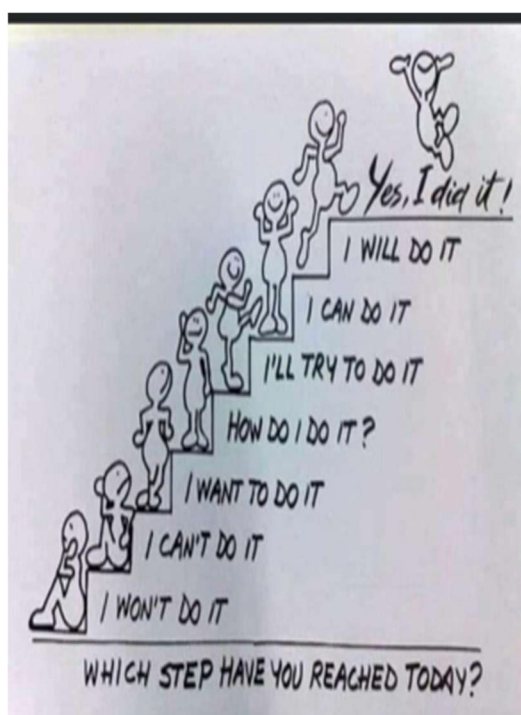
St. Augustine's Primary is a busy, happy school providing a welcoming and inclusive environment for pupils, staff, parents and visitors, where everyone is valued.

The Catholic ethos is set within the context of the wider Catholic faith community, in partnership with home and parish. It is an integral part of the daily life of our school.

St. Augustine's offers a high standard of educational provision to its pupils, focusing on each individual and acknowledging both rights and responsibilities. There is a broad range of experience and expertise amongst the staff who are enthusiastic, conscientious and committed to their profession. All members of staff strive to provide a wide and balanced curriculum to ensure that high standards are achieved and maintained to enable every child reach his/her full potential.

Within each classroom the focus is on challenge, engagement and achievement. Celebrating achievement is part of the ethos of our school. Standards of Discipline within St. Augustine's are high and all staff endeavour to promote positive behaviour at all times to ensure that the climate and culture of the school remains inclusive, welcoming, safe and pleasant for all pupils, staff and visitors.

St. Augustine's provides the highest quality of education across all curricular areas, with the needs of the whole child – spiritual, physical, academic, emotional and social – being recognised, nurtured and developed.



School Holiday Arrangements 2026/27

January 2026

Return to school Monday 5 January

February 2026

Mid-term break: Monday 16 February and Tuesday 17 February

In-service day: Wednesday 18 February

April 2026

Spring break: Schools close Thursday 2 April at 2.30pm. Spring holiday (Easter):

Friday 3 April–Friday 17 April (inclusive).

May 2026

May holiday: Monday 4 May

Thursday 7 May In Service Day (to coincide with Scottish Parliamentary election, but may be subject to change)

May Weekend Holiday: Friday 22 May and Monday 25 May

June 2026

School closes Friday 26 June at 1pm.

August 2026

In-service day: Monday 10 August

In-service day: Tuesday 11 August

Pupils return to school: Wednesday 12 August

September 2026

September weekend holidays: Friday 25 September and Monday 28 September

October 2026

October Week: Monday 12 October to Friday 16 October.

November 2026

In-Service day: Monday 16 Nov

December 2026- January 2027

Christmas and New Year Holidays: School closes Friday 18 December at 2.30pm –Holidays from Monday 21 December to Monday 4 January (inclusive). Schools return on Tuesday 5 January 2027.

Enrolment

In January of each year children who are due to start school should be enrolled at a local primary school which serves their catchment area. However, parents may exercise the right to make a placing request to another school of their choice. Information regarding placing requests is available from the school.

Parents offered or seeking a place and wishing to visit the school will be advised to telephone the Head Teacher.

Enrolment dates are advertised in the local press and announcements will be made in St Augustine's Church on the Sunday prior to enrolment week. Parents should bring birth certificates, baptismal certificates and proof of address.

A programme of induction for new entrants and their parents will be ongoing from the end of May until June, to ensure a familiar start to Primary One for all our children and to inform, advise and involve parents in their child's new school career.

[Primary school registration \(P1\) | North Lanarkshire Council](#)

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 of Human Rights Commission's Technical Guidance for Schools in Scotland outlines the essential requirements of the Equality Act 2010 for schools. This can be accessed at [Technical guidance for schools in Scotland | EHRC](#)

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

Confident Individual

Responsible Citizen

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.*

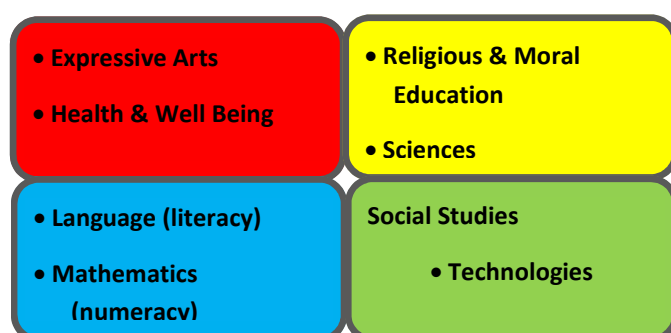
What is the Broad General Education?

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:



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):

<u>Level</u>	<u>Stage</u>	
Early	The pre-school years and P.1 or later for some	S4—S6 and College or other means of study
First	To the end of P.4 but earlier or later for some	
Second	To the end of P.7 but earlier or later for some	
Third & Fourth	S1-S3 but earlier for some	

Staff have opportunities through collegiate working and collaborative planning to:

- Ensure pupils experience a continuous, seamless learning journey through, and between, each Curriculum for Excellence level.
- Establish and maintain an appropriate pace of learning.
- Provide pupils at every stage of the school with appropriate breadth, challenge and opportunities for application of knowledge and skills.
- Organise enjoyable activities for pupils which regularly take account of personalisation and choice.
- Ensure that there is relevance in learning experiences so that pupils establish links with real life situations and can understand not just what they are learning but why.

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.

St Augustine's Primary is an Assessment for Learning (AiFL) school – a place where everyone is learning together. Staff have been trained in the principles of AiFL and will be using improved ways of assessing children's learning by taking account of national and local advice and guidance. Staff are familiar with the Assessment process and have been issued with school guidelines to ensure a consistent approach to assessment across all stages. Children are also taught how to assess their own or their partners work and in all areas of the curriculum you will see evidence of Teacher, Self or Peer Assessment.

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

At St. Augustine's Primary your child's progress will be reported to you in a variety of ways throughout the year; two face to face parent appointments, one in November and one in May, Snapshot Jotters being sent home twice a year, showcasing work across the curriculum and through an Interim Report in October and a Final Report in March.

Additional Support Needs

St. Augustine's 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.

We aim to enable all children to reach their full potential. We understand that most pupils have difficulty in learning some particular subject at some time. Among the reasons can be absence, ill-health, trouble in concentrating, speech difficulty. Each pupil is assessed to enable us to identify their particular needs and to plan programmes accordingly. We continually review and carefully monitor the progress of pupils in accordance with the Education and Families Staged Intervention process, that is:-

- **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 within Education and Families (services/resources outwith school) e.g. Educational Psychologist, Community Learning and Development.

- **Level 3** –requesting support from another agency (Joint working with partner agency/agencies including 3rd sector) 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 4 – 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 4 there would be an expectation that a statutory Child's Plan with integrated assessment, integrated chronology and Lead Professional in place.

Pupils with English as a second language are supported by the Bi-Lingual Support Service.

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. Designated personnel are SMT .Arrangements are strictly confidential and unique to the specific needs of each child.



Getting It Right For Me Plans

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

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

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

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

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

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

Dispute Resolutions

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/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.

School Improvement Plan

2025 -2026 (June) The Improvement Plan has priorities in the following areas:-

Priority 1: To review our approaches to pedagogy in Literacy and Numeracy and improve attainment and outcomes.

Priority 2: To further improve learners' experiences with a refreshed curriculum rationale that promotes creativity, innovation and sustainability with clear links to Rights Respecting School, Laudato Si and parents as partners.

Details of previous achievements can be viewed on the school website at:

<http://www.st-augustines.n-lanark.sch.uk/>



Homework

It is recognised that homework is an important ingredient in the educational experience provided for our pupils. It is widely accepted that continuous learning takes place within and out with the school. St. Augustine's has a policy, which promotes homework, based on the pupil's age, aptitude and ability given on a regular basis. Personalisation and choice is promoted and developed through Interdisciplinary Learning Projects that enable children to take their learning forward. Independently.

1. There are a great variety of homework tasks. Here are a few examples:

Practice/reinforcement – spelling strategies / number bonds

2. Research / personal projects / extension of areas of interest.
3. Novel studies / read to write activities.
4. Interdisciplinary Tasks.
5. Online digital platforms.

Frequency

Homework is usually given from Monday to Thursday and may include any of the above.

Parental cooperation

The support and co-operation of parents is expected and is invaluable.

The parent should sign homework, of whatever type.

It is a well recognised fact that children who do homework regularly perform better in school.

Religious & Moral Education

In common with other Catholic Primary Schools in North Lanarkshire we endorse the 'This Is Our Faith' Religious Education Programme from P1 to P7. Our programmes of study will include other Christian groups and World religions e.g. Islam and Judaism. Relationships, Sexual Health and Parenthood is delivered through the God's Loving Plan programme, which is a Motherwell Diocesan package of sex education lessons. These lessons are an integral part of the RE and PSE programmes of study. The RE programme provides the opportunity for celebration, prayer and reflection in implicit and explicit ways. Preparation for the sacraments of Reconciliation, First Communion and Confirmation will be effectively implemented at the appropriate stages of the child's development. We have very close links with St Augustine's parish. Father Kane and Father Towie are regular visitors to the school.

There are weekly and monthly Assemblies led by Mrs. Docherty and Mrs. Elliott. During the assemblies there are opportunities to reflect on feast days and all festivals.



The school attends services in St. Augustine's Church with a class attending Mass each Friday. It is recognised that the Education Act allows parents to withdraw their child from any instruction in religious subjects and from any religious observance, and that any such pupil will not be placed at any disadvantage with respect to secular instruction.

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

Extra-Curricular Activities/ Out Of School Learning Classes

In the past these have included the following; Art and Craft, Netball, Cross Country, Fundamentals, Fun Fitness, Football, Handball, Coding, Chess, STEM, Dancing and others throughout the year.

These activities normally take place in the school either at lunch time or between 3pm – 4.00pm for various stages.



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 Co-ordinator can be contacted at foirequest@northlan.gov.uk.

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 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.

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 of attendance, absence 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 departments 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 council website.

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:

<https://ww2.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, <https://www.gov.scot/collections/scottish-exchange-of-data-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: Mrs C Docherty (HT) St. Augustine's Primary School

Telephone Number: 01236 632090.

Adult Protection

The Council has responsibility under the Adult Support and Protection (Scotland) Act 2007 for the protection and support of adults at risk of harm within North Lanarkshire. Its employees therefore have the responsibility to ensure the welfare of all adults at risk of harm with whom they come into contact, as well as providing the highest possible standard of care for some of the most vulnerable members of our society. If there are any Adult Protection concerns the Head Teacher or the Adult Protection Co-ordinator will follow North Lanarkshire Adult Protection Procedures and Guidelines

Adult Protection Co-ordinator is: HT (Mrs Caroline Docherty)

Telephone number: 01236 632090

School Discipline

Good discipline is essential in an effective school and the relationship between teacher and pupil has to be positive with mutual respect and consideration being evident in all aspects of school life. In an effort to promote positive behaviour we established St. Augustine's House System several years ago.

St.Augustine's House System

We have four houses: West End, Drumpellier, Summerlee and Monklands

- Each house has a Captain and a Vice Captain.
- Children are assigned a house for the duration of their school years.
- Children earn 'House Points' for their house by collecting tokens from staff members throughout the week.
- There are other rewards on a daily basis with regular awards presented to 'Stars of the Week', 'Artist of the Month', 'Writer of the Month' 'Maths Star of the Month' and Awards of the Four Capacities.
- All staff (Senior Management Team, Teachers, Classroom Assistants, ASNAs, Office Staff, Janitor, Catering Staff) have tokens to distribute on observing e.g. good manners, litter picking, good lines, walking quietly through the school, improvements in behaviour/ work/ homework completion etc.
- Tokens are collected throughout the school each Friday and totalled by House Captains/Vice Captains.
- Each month the 'winning house' has an extra play on the last Friday of the month.
- Children participate in the school sports day and earn House points for their own house to win the Sports House Trophy..

School staff also endeavour to create a happy and secure atmosphere, conducive to good behaviour by providing interesting work in which the child may become actively involved. Experiences are planned which are both enjoyable and challenging for all pupils.

The idea of self-discipline and the need for certain rules, in order that everyone in the

"Right is right even if no one is doing it: wrong is wrong even if everyone is doing it."

We also encourage our pupils to be aware of and sympathetic to the needs of others especially the less fortunate members of our society. Over many years pupils have

contributed very generously to various charities local, national and international. Thanks are also due to parents for their generosity in supporting all fundraising events.

The school enjoys excellent relationships with parents – many frequently assist in activities and volunteers are readily available when additional support is required

We have a Parent Council. Meetings are held monthly and all members of the Parent Council are extremely supportive of the school and take an active interest in school matters.

The school also has a Parent Teacher Association and subsequently benefits from the many social and fund-raising activities which are organised each session.

A successful Business Partnership has been established with who organise information workshops for children enabling them to learn about Conservation, the work of demolition companies and the processes involved in reducing, recycling and reusing various materials.

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. In St. Augustine's PS support staff monitor the playground and football pitch during all breaks. During inclement weather pupils are kept in the building and supervised by support staff and members of the Senior Management Team.

During educational outings pupils will be supervised according to the guidance of the North Lanarkshire Education Department. (1 adult per 10 children) after having sought the permission of parents to participate in the outing.

Home & School Links

Good relationships and communication between home and school is vital. We recognise and very much value parental partnerships as an important contribution to children's learning.

We try to keep parents as fully informed as possible with regard to everything that happens in the school and affects their child.

Parent Workshops, Open Afternoons and Focus Weeks are organised to share information and to allow parents to see their child engaged in their learning.

Parents are kept fully informed of the life of the school through the daily blog on the school website, X, facebook and regular school newsletters.

Merit certificates should also inform parents of their child's progress. Progress reports are issued bi-annually.

Should the school have any concerns regarding a pupil's progress/behaviour a letter would be issued or the parent telephoned.

Parents are invited to meet with the class teacher at our October and May Parents evenings at a mutually convenient time. Additional meetings will be made throughout the year as and when the need arises, to keep you informed and to enlist your co-operation in preparing your child for the reception of the Sacraments.

If you have any specific worries about your child's progress you may contact the Head Teacher/ Depute Head Teacher at any time and arrangements will be made to discuss any concerns.

We have a wonderful dedicated group of parents who, as our PTA, work tirelessly to support the school and provide a great variety of activities and fund raising events for pupils throughout the school year.



Attendance at School

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

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

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

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

If you know that your child is going to be absent for some time please inform the school by letter or telephone and give him or her a note on his or her return to school confirming the reason for the absence.

Family Holidays During Term Time

Every effort should be made to avoid family holidays during term time as this both disrupts the child's education and reduces learning time. Parents / 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 well-being and cohesion of the family, following serious or terminal illness, bereavement or other traumatic events.
- A family holiday classified under the "authorised absence" category will not include such reasons as:

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

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

Extended Leave with Parental Consent

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

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



Exceptional Domestic Circumstances

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

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

The school will investigate any unexplained absences. 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.

Attendance & Absence Data

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

pupils under any particular heading is between 1 and 4 no information is given and is inserted in place of figures Adults attending day school classes are excluded. The data for North Lanarkshire and Scotland includes all education authority and grant-aided primary schools, but excludes all special schools.



Clothing & 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, gender or disability.

Prior to drawing up a 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 would include 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, particularly for alcohol or tobacco, and
- could be used to inflict damage on other pupils or to be used by others to do so.

Parents/carers in receipt of a clothing grant from the Council will be encouraged to purchase items which are in accordance with the school dress code. Approval of any requests for such grants in other circumstances is at the discretion of the Executive Director of Education and Families. Information and application forms may be obtained from the Council website www.northlan.gov.uk. [Free school meals and clothing grants | North Lanarkshire Council](#)

Parents/carers are entitled to receive 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 £850 a month),

Housing Benefit (please note that the housing element of Universal Credit is not housing benefit), Council Tax Reduction (please note that single person's discount/council tax exemption is not council tax reduction). The deadline for clothing grants is 31 March 2026.

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 could justify the use of the school discipline procedure.

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

All children are required to wear a full school uniform every day that includes a white shirt and tie. Children are required to change for P.E. and to wear a full P.E. kit that includes black shorts, white t-shirt or polo shirt and appropriate footwear

BOYS:	Grey Pullover	GIRLS:	Grey Pullover/Cardigan
	Grey Trousers		Grey Skirt or trousers
	White Shirt		White Blouse/Shirt
	Black Blazer		Black Blazer

Primary 7 pupils wear a different tie which is available at the school office.



Meals

We operate an online system for paying for snacks or meals at the school cafeteria. NLC website publishes seasonal menus and these are on a three weekly rotation. The school shares these weekly choices through our Social Media.

A vegetarian option is offered daily. Children bringing packed lunches eat in the hall.

All P1-P5 pupils are entitled to free meal and free milk. Pupils in P6-7 who qualify for a free meal are entitled to free milk. However, milk will be available for purchase in the school during the lunch period. All nursery pupils are entitled to free milk.

Children of parents of the following benefits are also entitled to a meal without charge: Income support, Job Seekers Allowance (Income Based), Employment & Support Allowance (income related), Universal Credit (with an income below £796 a month),

Information and application forms for free school lunches may be obtained from schools and Application forms can also be downloaded from the Council website [Free school meals and clothing grants | North Lanarkshire Council](#)

Diets required as a result of a medical condition (a medically prescribed diet e.g. coeliac disease, diabetes, PKU, food allergy or intolerance) can be provided in school by our catering staff. A medically prescribed diet form 1a must be completed and signed by the child's Registered Dietician or General Practitioner. Procedures and forms can be accessed online through North Lanarkshire Council's website, by the school, the catering service or also in some cases by the child's dietitian or doctor. For some conditions (PKU, coeliac) parents/carers may be asked to supply prescription foods or attend a meeting to discuss the child's dietary requirements.

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

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

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

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

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. Parents and Young People have a right under the Additional Support for Learning Act 2009 to make a placing request for their child or young person to attend a nursery (including partnership nursery), special school, 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

General

The Council has a policy of providing free transport to 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 of transport may be reviewed at any time. Parents/carers who consider they are eligible should apply on the Council website. 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. Applications can be made online at the Council website [Free school transport | North Lanarkshire Council](#)

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



Pick up points

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 their child arrives at the pick-up point in time. It is also the parent's/carers responsibility to ensure the child behaves in a safe and acceptable manner while boarding, travelling in and alighting from the vehicle.

Misbehaviour could result in a loss of the right to free transport.

Placing requests

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

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

Medical & Healthcare

General medical examinations are carried out during the year. Children who require dental treatment will be given a dental card on request and arrangements made for the child to attend the dental clinic.

It is important for parents to inform the head teacher if your child has any particular dental requirements.

All Primary 1 pupils receive a general medical examination (with parents in attendance) normally in the first year of primary schooling. In addition to these routine examinations, class teachers may refer pupils.

In some cases of minor illness or accidents children may be given simple first-aid in school. In the case of more serious illness or accidents the parents will be contacted and the child may be collected from the school, or the child will be taken to hospital by ambulance. If a child has an appointment at the school clinic, or with his/her own doctor / dentist / optician which necessitates him/her leaving the school during school hours he/she must be collected by the parent or some other responsible person. No child will be allowed to leave the school unaccompanied for such appointments.

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 that at an educational establishment.



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

Children and young people resident in North Lanarkshire and in hospital in Glasgow, may access education through the Hospital Education Service (HES). The Service is provided by Glasgow City Education Department and Social Work Services. For further information please contact a 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, on local radio and the North Lanarkshire Council's website and Twitter.



The Parent Forum

As a parent of a child in the 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 the school.

The Parent Council/PTA

St. Augustine's Parent Council/PTA meet at 6.15pm on the last Wednesday of every month in St. Augustine's Church Hall.

You can contact the Parent Council and the PTA on their Facebook page (St Augustine's Parent Council and PTA) or by e-mail staugustinespcandpta@gmail.com

Parent Council Office Bearers:-

Chairperson – Gillian McCaul (PC) and Jo McMahon(PTA)

Vice Chair - Louise Dunion

Secretary – Amanda O'Dowd

Treasurer- Laura Rooney

Staff Members- Margaret Maria Elliott DHT

Church Representative –Elizabeth Moore

Advisor – Caroline Docherty HT

Procedures for election: In compliance with the Parent Council Constitution.

The Parent Council's rights and duties include:

- a. supporting the work of the school.
- b. representing the view of parents.
- c. consulting with parents and reporting back to the Parent Forum on matters of interest.
- d. promoting contact between the school, parents, pupils, providers of nursery education and the wider community.
- e. fundraising.
- f. taking part in the selection of Senior promoted staff.
- g. receiving reports from the head teacher and education authority and
- h. receiving an annual budget for administration, training and other expenses.
- i. Improving home school partnership and facilitating parental involvement.

Parent - Teachers Association (subgroup of the Parent Council)

The school has an active and very successful P.T.A. Various fund raising and social events are organised throughout the school year. Throughout the years Smartboards, iPads, Golden Time toys, outdoor play equipment and various track-suits, football strips etc. have all been purchased as a result of the fundraising events and hard work of the PTA. New members are always made most welcome. The P.T. A. normally meet on the last Wednesday of each month (following the Parent Council meeting) at 7.15 pm in St. Augustine's Church Hall.



Transfer From Primary School To Secondary School

Pupils normally transfer between the ages of 11½ years and 12½ years 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 the transfer at the start of the new session.

Pupils normally transfer from this school to:

St. Ambrose High School,
65 Townhead Road,
Coatbridge.
ML5 2HT
01236 794896

Additional Information

NL Digital School

It is recognised that digital technology is already making a significant contribution to learning and teaching practices. When used appropriately and, with all stakeholders being supported it can enrich learning and teaching, help to raise attainment.

North Lanarkshire Council have developed a range of supports to enhance the use of digital learning within our schools. This includes the development of resources and training materials to support school staff, young people and their families with their digital learning and the provision of a universal offer the NL Virtual Classrooms, providing digital learning materials for all curricular areas at every level, up to and including the BGE.

Parents Portal

Parentsportal.scot is a digital service to help provide direct communication to parents and carers through a selection of online services. This includes

- [Annual data checks](#)
- [Online payments](#)
- [Permission slips](#)
- [Reporting absence](#)
- [Viewing timetables \(secondary schools\)](#)
- [Pupil reporting](#)

Information and guidance relating to North Lanarkshire Council Digital offering including how to access [parentsportal.scot](https://www.northlanarkshire.gov.uk/schools-and-learning/nl-digital-school) can be found on the NL Digital School page available on the Councils website

<https://www.northlanarkshire.gov.uk/schools-and-learning/nl-digital-school>

Glow and M365

All pupils in staff in NLC have access to Glow – Scotland’s national digital learning platform provided by Scottish Government and managed by Education Scotland. It provides learners and educators across North Lanarkshire with an environment that can support learning across the whole curriculum through. This is primarily achieved in NLC using the services found within Microsoft M365.

Pupils will be given a login to Glow when they start school, and these details will follow the young person throughout their school journey. Glow passwords are issued directly to pupils, and it is Education Scotland policy that these passwords should not be shared with anyone else. Guidance on Glow passwords can be found [here](#). All staff in schools have the ability to reset a pupil’s Glow password.

Once logged into Glow, pupils will have the ability to use the full range of apps available via M365. These include MS Teams, OneNote, PowerPoint and MS Word. Users also have the option of downloading O365 to install on up to 5 additional personal devices and this can be accessed from the national section of the Glow Launchpad.

Armed Forces Covenant Duty

North Lanarkshire Council is committed to the Armed Forces Covenant.

The Armed Forces Covenant Duty – Statutory Legislation 2022 is a legal obligation placed on relevant bodies, when exercising relevant functions, such as Education, Health Care and Housing Services, to have due regard to the three principles of the Armed Forces Covenant.

Further details on the Armed Forces Covenant can be found on [Scottish Armed Forces Education Support Group - gov.scot \(www.gov.scot\)](https://www.gov.scot)

Names and Addresses

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

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

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

Mailing Addresses

Education and Families
Civic Centre, Motherwell

ML1 1BA

Executive Director: Des Murray Chief Executive Area Office
P O Box 14
Civic Centre
Motherwell 01698 302730

Councillors for Coatbridge South (c/o Civic Centre, Motherwell) 01698 302638

Tracy Carragher
Andrew Bustard
Geraldine Woods
Fergus MacGregor

Area Community Education Officer:
St. Andrews High School,
9 Old Monkland Road,
ML5 1EA.
01236 638470

Contacts in relation to Support for Learning

Help and advice on any matters relating to Support for Learning can be obtained from the school. You can also get more help and advice from:

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

Tel No: 0345 123 2303

Enquire

Children in Scotland

Rosebery House

9 Haymarket Terrace

Edinburgh

EH12 5EZ

info@enquire.org.uk

www.enquire.org.uk for parents/carers and practitioners

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

Children in Scotland - Resolve Mediation

0131 313 8844 or 07955788967

Email: resolve@childreninscotland.org.uk

Independent Adjudication

Scottish Government

Directorate for Learning

Support and Wellbeing Unit

Area 2C North

Victoria Quay

Edinburgh

EH6 6QQ

NHS LANARKSHIRE

Coatbridge Health Centre

01236 432200

Additional Support Needs Tribunal (Scotland)

ASNTS
Health and Educational Chamber
First Tier Tribunal for Scotland
Glasgow Tribunals Centre
20 York Street
Glasgow
G2 8GT
0141 302 5860
www.asntscotland.gov.uk

Social Work

Coatbridge
Tel No 01236 622100

COMMUNITY LEARNING & DEVELOPMENT LOCALITY OFFICES

Coatbridge CLD Locality Office

Coatbridge Community Centre
9 Old Monkland Road
Coatbridge
ML5 5EA
Tel: 01236 638470
E: CLD-Coatbridge@northlan.gov.uk



