

*St Edward's Primary School
& Nursery Class*



Handbook 2024

“Children First”



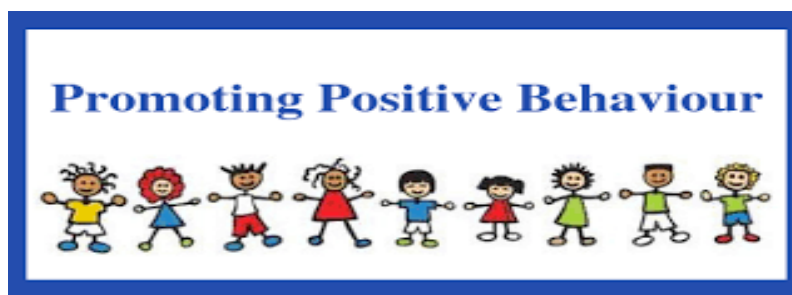
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North Lanarkshire Council

1a. Education and Families department takes as its motto 'Service and People First' and pledges to do this by:

- ◆ improving learning and teaching
- ◆ raising achievement and realising potential
- ◆ encouraging lifelong learning
- ◆ working with communities for a better future
- ◆ listening and learning together
- ◆ celebrating success
- ◆ respecting the dignity and value of all
- ◆ giving pupils and staff a safe, happy and attractive place to work



St. Edward's Primary School



1b. The Motto of the School is 'Children First'

In St Edward's the children are our highest priority and their wellbeing and academic achievement are central to every initiative undertaken within the school. We continuously seek to improve the education provided for them and encourage their participation and involvement in every area of development.

The Aims of Primary Education

The aims of primary education are to provide for all pupils a quality education with a curriculum which is appropriate to their needs in accordance with Curriculum for Excellence and all national and North Lanarkshire guidelines. Equality of opportunity for all must have a high priority to ensure intellectual, social and spiritual development.

"We are a community of faith in St. Edward's Primary and regard our role in the lives of the pupils, their families and the parishes we serve, as one of great importance and privilege. We promote fairness, equality and tolerance and strive to develop our children's skills and abilities to their highest potential in an ethos of happiness and mutual respect. We teach, by example, respect for others regardless of creed, colour, ability or gender. We work towards creating a community of faith and love and we regard this as a tremendous responsibility. We aim to endorse N.L.C.'s motto of 'Aspire'-Live, Learn, Work, Invest, Visit. Our motto is 'Children First'. The parents who have entrusted their children to us can be confident that all efforts are made to develop each child to his/her potential in a caring Catholic environment". Our four values are: Honesty, Kindness, Respect and Self-Belief.



The Aims of the School

In St Edward's Primary School we aim:-

To uphold the Charter for Catholic Schools, to promote successful learners by

- providing a broad curriculum
- employing a wide range of teaching strategies
- setting clear targets
- providing a range of stimulating and relevant materials / resources
- offering personal choice
- creating opportunities for different learning styles
- making learning fun

To foster confident individuals by

- setting achievable targets
- creating a secure environment
- promoting positive behaviour
- ensuring equal opportunity for all pupils
- creating an inclusive community and celebrating diversity
- recognising talents and achievements throughout the school
- providing pupils with an opportunity to perform before an audience

To develop responsible citizens by

- encouraging pupils to take responsibility for their own learning
- raising their awareness to the impact of their actions on the environment and on other people
- fostering self-respect and respect for others
- being involved in the decision making of the school through pupil councils, eco / health committee.
- involvement in the local community
- developing an understanding of other faiths and cultures

To encourage effective contributors by

- developing thinking skills
- using cooperative learning techniques
- involvement in enterprise activities
- developing team work
- valuing pupils' opinion

2. School Information

St. Edward's is a co-educational Roman Catholic primary school containing all stages from P.1 to P.7. Its catchment area lies towards the eastern end of Airdrie as far as Clarkston village.

The full postal address is: -

St Edward's Primary School,

South Biggar Road,

Airdrie

ML6 9LZ

Telephone: 01236 794830

Email Address: enquiries-at-st-edwards@northlan.org.uk

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

[@StEdwardsPS](#)

The school building is a joint campus with Tollbrae Primary School. The planning capacity of St Edwards is 242. At present the school roll is 190.

It has shared Dining and Gym Facilities. The school is on two levels.

Our infant class bases are on the lower ground level and our upper school class bases are on the ground level.

When composite classes are formed within the school it is on the basis of working groups in maths or language in accordance with the NLC Education Dept. guidelines.

Parents should note 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.

Our Nursery Class is 32 FTE provision and is situated on the ground level of the building. The nursery operates 9am-3pm, term time.

Our local High School is

St. Margaret's High School

Waverley Road

Airdrie

ML6 6EU

Head Teacher - Mr K O'Connor Telephone: 01236 794888

3. The Staff - Management

Mrs. S Egan	Head Teacher	D.S.M. responsibility Curriculum Development Personal/Social Development Raising Achievement P 1-7 Pastoral care Nursery ASL Co-ordinator
Mrs M McCracken	Principal Teacher -0.6 Monday- Wednesday	Promoting Positive Behaviour NCCT Cover Modern Languages ICT Co-ordinator Coordinator for Music Organisation of school events Support probationers / student teachers Support in sacramental preparation ASL Link Teacher/Learning Support Health and Wellbeing Policy Jotter monitoring P4-P7 Pastoral Care P4-7 Trained First Aider
Mrs L McDade	Acting Principal Teacher - 0.4- Thursday- Friday	Promoting Positive Behaviour NCCT Cover Modern Languages Organisation of school events Support probationers / student teachers Support in sacramental preparation ASL Link Teacher/Learning Support Health and Wellbeing Policy Attendance Policy Jotter monitoring P4-7 Pastoral Care P4-7 Eco Council
Mrs L Walsh	Principal Teacher	Promoting Positive Behaviour Literacy Coach NCCT Cover Support in sacramental preparation Organisation of school events Support probationers / student teachers Jotter monitoring P1-4 Nursery to P3 Learning Support Nursery to P3 Pastoral Care



Class Teachers - Teaching Staff Full Time Equivalent is 10.67.

Mrs Sheriff	Base 1	P2
Mrs Cara /Mrs McDade	Base 2	P1
Mrs Bollen	Base 3	P2/3
Mr O'Neill	Base 4	P3/4
Mr Gallacher	Base 5	P4/5
Miss Hunt	Base 6	P5/6
Mr Elliot	Base 7	P7
Mrs Harkins	Base 8	P6/7
Mrs Hughes	MP Room	Nurture
Mrs Brocardo (0.4 FTE)		

Nursery Staff Below is the current staff, however there is an Early Years staffing review, and this may change.

Mrs Spence	Lead Practitioner
Mrs Thomson	Early Learning Practitioner
Mrs Sneddon	Early Learning Practitioner
Mrs McDonald	Early Learning Practitioner (3 days)
Miss McMullen	Early Learning Practitioner (2 days)

Office Staff

Mrs K Walters	Senior Clerical Assistant	Office Manager Requisitions/Staff Absence N.L.C Budget Registers/Parents Portal School Fund & Nursery Fund. General Office Duties Delegation of workload and overall running of school office. Telephone/email enquiries
Mrs J Mitchell	Clerical Assistant	General Office Duties Photocopying School/Nursery Clerical Support Nursery Fund Telephone/email enquiries Nursery staff absence

ASNA/CLASSROOM ASSISTANT 'S

Mrs. J. Cullen/Mrs P Hamilton/ Mrs S Moultrie / Mrs K Wotherspoon-ASNA	Resource organisation. Support pupils learning. Preparation of Materials. Supervision of pupils. Support Individual Programmes
Mrs. A. Woods / Mrs. J. Dallas Classroom Assistant	Resource organisation. Support pupils learning. Preparation of Materials. Supervision of pupils. Support Individual Programmes.
Mr B. Sloan - Janitor	Condition of Building Security Monitoring security system



The role of the Head Teacher is to manage the school effectively in accordance with the procedures and requirements of the Education Authority; to manage the budget of the school; to manage the staff of the school; to ensure that there is effective planning, teaching, learning and assessment; to ensure that pupils are treated with equality and that their needs are being met; to ensure the health and safety of pupils and staff during school hours; to establish good relationships with the community, parents and also within the school; to develop the school in line with the guidance from national and North Lanarkshire Education Department.



4. School Hours

At present the school hours of St. Edward's Primary School are: -

9:00	- 10.45am	In class
10:45	- 11:00am	Interval
11:00	- 12:30pm	In class
12:30	- 1:15pm	Lunch Break
1:15	- 3:00pm	In class

All classes from P.1 to P.7 in our school work a maximum contact time of 25 hours per week. Teachers work 22.5 hrs class contact time and a total of 35 hrs per week. Children from P1 will attend full-time from the first day of session.

St Edward's Nursery Class

In August 1986 the Local Authority provided the funding for a nursery class which can accommodate a maximum of 32 children. Places are allocated strictly in accordance with the guidelines of the Council. The class is non-denominational for girls and boys from the age of three to five years. The children are accommodated in a spacious open plan area at the front of the building. Information regarding the nursery can be had by contacting the Head Teacher. The nursery has a separate Handbook. The nursery session is from 8.45am-2.45pm, term time.

Security

To ensure that the school premises and grounds are as secure as possible, a security plan has been put into action and has been disseminated to parents (see over). The main action points have resulted in:-

- All staff must wear security badges.
- All visitors working in the school must sign in and wear a badge.
- All visitors to the school must enter through the C.C.T.V. controlled doors and gain entry by permission of the school staff on duty.
- All gates, are locked to the public during the school day.
- All doors are protected by security entry

After School Care

Parents can arrange for after school care for their child by telephoning the number below. The children are collected from the dining area at 3:00pm and taken to the after school care facility where the children enjoy organised activities - baking, science and nature, games, computers, arts and crafts, chill out zone with pool table and DVD's.

Hours are from 3:00pm - 6:15pm Monday to Thursday and 3:00pm to 6:00pm on Friday.

Mobile Play in Action, One Wellwynd 35 Wellwynd, Airdrie. Details of the service can be found at <http://www.mobileplayinaction.org/>

Tel No: 01236 767767 email: mobileplayinaction@live.co.uk



5. The School Year

December 2023 - January 2024

Schools close: Friday 22 December 2023 at 2.30pm

Christmas and New Year holidays: Monday 25 December 2023 - Friday 5 January 2024 (inclusive)

February 2024

Mid-term break: Monday 12 February and Tuesday 13 February 2024

In-service day: Wednesday 14 February 2024

April 2024

Schools close: Thursday 28 March 2024 at 2.30pm

Spring holiday (Easter): Friday 29 March - Friday 12 April 2024 (Inclusive)

- Good Friday 29 March
- Easter Monday 1 April 2024

May 2024

In-service day: Thursday 2 May 2024 (to coincide with UK Parliamentary elections, but may be subject to change)

May holiday: Monday 6 May 2024

May weekend: Friday 24 May 2024 and Monday 27 May 2024 (inclusive)

June 2024

Schools close: Wednesday 26 June 2024 at 1 pm

School holidays 2024/2025

August 2024

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

September 2024

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

October 2024

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

November 2024

- Monday 18 November 2024 (In-Service Day)

December 2024 - January 2025

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

February 2025

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

April 2025

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

May 2025

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

June 2025

- Schools Close at 1pm on Wednesday 25 June 2025

6. Transfer/Enrolment

In January of each year children who are due to start school should be enrolled at the 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 online via NLC website. Enrolment dates are advertised in the school, local press and in the local churches. A programme of induction for new entrants and their parents is on-going from April until June to ensure a comfortable transfer into primary one and also to inform and advise parents.

7. Equal Opportunities

The school is committed to ensuring its policies and practices do not impact adversely on any other group (s) of people and opportunities to promote equality are actively pursued. In St. Edward's we aim to implement an equal opportunities policy in this establishment which encompasses sex, race, class and disability, promoting an understanding of cultural and physical diversity, challenges stereotypes and is responsive to local needs.

The Equality and Human Rights Commission's Technical Guidance for Schools in Scotland details the essential requirements of the Equality Act 2010 for schools. This can be accessed at:

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

In St. Edward's we aim to:

- To encourage children, parents/carers and staff in the promotion of equal opportunities - respecting the worth and rights of individuals as equal members of the community.
- To treat each individual fairly and with respect in a non-discriminatory environment.
- To encourage each child to develop a knowledge, understanding and respect for the range of languages, cultural heritage and beliefs in our society.
- To foster good relationships.

Teaching and Learning Issues

Children will not be segregated during activities but will be organised in mixed groups. This will include registers and cloakroom arrangements.

Children's play should be extended beyond stereotypes. All pupils regardless of race, gender, disability or ability will have the opportunity to take part and have access to the curriculum. Physical activities should provide opportunities for children to play all games including those which have traditionally been regarded as male or female sports. Drama activities should encourage the adoption of non-stereotypical roles of either sex.

Health and Safety

All data should be accurate, used for the purpose intended and retained no longer than is required. Due regard will be given to information which may be of a sensitive nature to the party concerned.

Implementation

- Each child will be treated as an individual with their potential recognised, valued and nurtured.
- We will listen to and be sensitive to the needs of all individuals.
- Celebrate festivals from a range of cultures.
- Plan activities to meet the individual needs of children.
- Plan a curriculum to ensure the promotion of equal opportunities.
- Provide resources which will be regularly checked to ensure that they reflect a multi-cultural and non-discriminatory balance.
- All children will have the opportunity to use and be actively encouraged to use all resources.
- Stereotyping male/female roles will be avoided and discouraged.
- North Lanarkshire Council policy on admissions will be adhered to.
- Equal opportunities policy is reflected in the appointment of staff.

- All parents will be given the same opportunity to contribute to the life of the school in whatever way they can.
- Staff will be committed to learn about discrimination and how to counter

8. 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.

Assessment and Reporting

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

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

We operate a policy of continuous assessment in St Edward's Primary School. This enables us to build a clear picture of each child's ongoing progress. Assessment is a tool used by teachers to plan and prepare programmes of study which challenge and extend pupils knowledge, understanding and skills. It also enables staff to evaluate the effectiveness of teaching methods and resources. St Edward's Primary School is embedding 'Assessment is for Learning' strategies which involve pupils assessing their own work. All pupils engage in identifying their personal targets for learning. This practice provides parents with the opportunity to be part of their child's learning.

Ultimately, Curriculum for Excellence aims to improve our children's life chances, to nurture successful learners, confident individuals, effective contributors and responsible citizens, building on Scotland's reputation for great education.

Pupils are assessed using the professional judgement of teachers using a variety of approaches and range of evidence that fit the learning. We will assess as part of ongoing learning, periodically and at transition points. Scottish National Standardised Assessments are carried out in P1, P4 & P7.

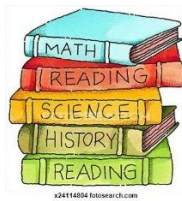
- National 4 and 5 qualifications were introduced in 2013/2014
- Access, Highers and Advanced Highers are being updated to reflect Curriculum for Excellence
- New Highers in most subjects were introduced in almost all North Lanarkshire schools in August 2014

In playrooms and classrooms staff will be using improved ways of assessing children's learning taking account of national and local advice and guidance. Your child's progress will be reported to you so that you know how well your child is doing.

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

We aim to make learning for our children challenging, engaging and motivating. We will encourage high aspirations and ambitions for all. Children will be encouraged to be active in their learning and have opportunity to develop and demonstrate their creativity.

Using both National and Local guidelines we aim to provide a broad range of experiences through a variety of contexts within both the classroom and other aspects of school life.



Languages and Literacy

Literacy is fundamental to all areas of learning, as it unlocks access to the wider curriculum. The main components are Talking, Listening, Reading and Writing.

P1 - P3

All reading books are book banded. Children progress through the levels at a pace which is appropriate to their stage of development and ability.

NLC Active Literacy Programme is used across the school.

Children use learning contexts to apply and develop skills taught in core lessons

P4 - 7

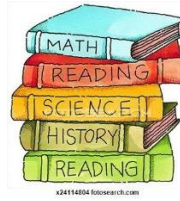
Novel studies are used following the guidance from North Lanarkshire Literacy Base. Grammar, spelling, punctuation and writing are taught in context following guidelines from North Lanarkshire Literacy Base.

Children are encouraged to develop handwriting skills and to present work to a high standard in all written contexts.

ICT - word processing packages and software to develop and reinforce language skills. iPad apps are also used across the school to enhance learning.

Additional resources are available to support the learning of pupils who have additional support needs.

Spanish is taught across the school from Primary 1 to 7. French is taught in Primary 4 to 7.



Mathematics and Numeracy

A variety of resources are used including Heinemann Active to promote learning. Pupils are encouraged to use concrete materials to develop an understanding of the concepts of number, money, measurement, shape position and movement, and information handling as well as problem solving and enquiry. Mental and interactive maths is practised daily in the classroom. Computer programmes and apps are also used to deliver our mathematics and numeracy programme.

Science/Social Studies/Technologies

Through learning in sciences, pupils develop their interest in, and understanding of, the living, material and the physical world. They engage in a wide range of collaborative investigative tasks to develop a curiosity and understanding of their environment. The key concepts are identified within five main organisers:

Planet Earth, Forces, electricity and waves, Biological systems, Materials and Topical Sciences.

Through learning in Social Studies, pupils develop their understanding of other people and their values in different times, places and circumstances. The key concepts are identified within three main organisers:

People, past events and societies, People, place and environment and People in Society, economy and business.

Through learning in technologies, pupils will be involved across the curriculum in developing ICT skills in a learning context which provides progression and challenge.

Expressive Arts

Expressive Arts programmes of study are used to develop pupil skills and knowledge within contexts of Interdisciplinary learning, pupil performance and extracurricular activities. Pupils have opportunity to engage in activities within the areas of:

Art and Design, Dance, Drama and Music. The school has a well-established school choir giving pupils opportunity to perform for audiences.

Musical Tuition

The school has an assortment of both tuned and un-tuned percussion instruments which are used in the music programme which is used to teach music from P1 -P7. Where possible music is linked to other areas of the curriculum. In addition two music tutors visit the school to teach violin and brass. The instruments are supplied by the school for the use of the pupils. Kodaly methods are used by trained staff and writing specialists to develop musical concepts through singing games.

Health and Wellbeing

Learning through health and wellbeing promotes confidence, independent thinking and positive attitudes. Certain aspects of Health and Wellbeing will be delivered through focused programmes such as personal and social education. Promotion of healthy eating will be the focus of our Food and Health Programme.

Physical Education

Regular physical activity is essential for good health, therefore P.E. is part of the core curriculum. Physical education is timetabled and the children should change into their P.E. Kit and gym shoes .Each class will have 2 hours of P.E. per week.

N.B. Children are not allowed to wear jewellery of any kind -including pierced earrings as this contravenes North Lanarkshire Health and Safety Guidelines.

Swimming is part of the P.E. programme for P5 and takes place in the John Smith Pool in Airdrie. All children are expected to participate as this is a vital part of the P.E. programme. There is no charge for swimming tuition.

9. Additional Support Needs

St Edward's Primary & Nursery School complies with the Additional Support for Learning (Scotland) Act 2004 as amended by the 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.

At times a pupil's progress may not be keeping pace of others in the group or difficulties may arise which deter children from learning. In these circumstances it may be necessary to assess the child's ability in reading/ number/ spelling etc. to identify the difficulty. When the problem is identified,

parents are informed materials and a programme of work is prepared for the child. This work is the responsibility of the class teacher but other non-class committed staff may assist him/her for periods of time in the day or week. The services of Educational Psychologist, School Doctor, Speech Therapist or Occupational Therapist may be sought when appropriate. If the class materials are not appropriate for the child then other resources are used (Wave 3, Lexia, Better Reading, Rainbow Reading and adapted course materials). Similarly, more able pupils' needs are met by ensuring that their programmes of work are challenging. Computer software and programmes are used to support both the more able and pupils experiencing learning difficulties.

Process of Identifying Pupils Needs

The Education (Additional Support for Learning) Scotland act 2004 has introduced a new framework for supporting children and young people in their school education, and their families. This framework is based on the idea of additional support needs. This new term will apply to children and young people who, for whatever reason, require additional support, long or short term, in order to help them make the most of their school education.

Through a process of staged intervention and, where appropriate in conjunction with other appropriate agencies, the school will work to support these pupils and their families within the framework of the new legislation and in line with the Code of Practice. In Line with NLC policy those pupils who have been identified as requiring additional support will follow a 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 out with school) e.g. Education 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 is in place.

Children who experience difficulty because English is an additional language are offered support from the Bilingual and Support for Learning Unit.

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

Mrs Egan Head Teacher is responsible for Looked After Children and monitors their progress throughout the year.

Parents and young people can request an assessment to establish whether a child or young person has additional needs or requires a Coordinated Support Plan.

Parents and pupils are an essential part of the assessment, planning and review processes and your views will be actively sought.

Planning

Getting it Right for Me plans (GIRFMe) enable staff to plan effectively for children and young people with Additional Support Needs.

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

Dispute Resolution

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

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

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

The **Additional Support Needs Tribunal** has been set up to hear appeals made by parents/carers or young people on the decisions made by the Education Authority relating to Co-ordinated Support Plans, placing requests and post

school transition. If you disagree with any decision relating to your child's Co-ordinated Support Plan, either the creation of a CSP, or the content of it, you may be entitled to refer to the Tribunal.

10. The Improvement Plan

Please find below a summary of our improvement work focus for this session. Our detailed School Improvement Plan was shared with our Parent Council at the first meeting of this session on 4th September 2023 at 6.30pm in the Conference Room. Copies will be available after this meeting for all parents .If you wish a copy please email NLEganS@northlan.org.uk

Cluster Priority 1 – To improve pupil engagement and confidence in STEM with particular focus on transitions and technology.

Cluster Priority 2 - To improve overall attendance and that of a targeted group of children.

Please note cluster priorities involve working with colleagues from St Margaret's High School and the feeder primary schools and nurseries.

School Priority 1 - Learners will have opportunity to engage in high quality learning experiences ensuring creativity, challenge and equity for all.

Within this Priority some of our work will focus on the following:

- Launch of our Updated Curriculum Rationale
- Development of Play based approaches across the school
- Improvements in attainment through targeted Literacy and Numeracy Interventions
- The Reading School Award
- Further accreditation of The Digital Schools Award
- Further development of Meta Skills
- Mindset Maths Approaches
- Mental Health and Wellbeing
- Rights Respecting School Silver Award
- Nurture Sessions for targeted pupils across the school
- Outdoor Learning
- Further development of our Young Leaders of Learning Programme



11. Homework Policy

At the beginning of each session we invite parents to attend "Meet the Teacher" On this evening teachers provide an overview of plans for homework. Pupils will be given homework mainly concerned with Numeracy and Mathematics and Literacy but will also be given tasks associated with other curricular areas.

Homework should be an activity which reinforces classroom teaching and

- Encourages home school links.
- Establishes routines of self-discipline.
- Establishes routines for working independently.
- encourages families to be active participants in the learning process.

Homework should be "a simple activity to be undertaken within the home to complement the child's learning in school". Homework may also be accessed through GLOW at home. Children across the school are encouraged to access Sumdog daily as part of their Numeracy Homework Programme.

12/13. Religious and Moral Education with Personal & Social Development and Health Education

In accordance with the Scottish Office guidelines, a minimum of 2.5 hours per week is given to the teaching of Religious Education. The religious education curriculum in all Catholic Schools is determined by the Church Authorities. In St. Edward's school we follow the guidance given by Motherwell Diocese and the Diocesan R.E. Advisors. Our R.E. Programme offers a systematic presentation of the Christian event, message and way of life in ways appropriate to the age and stage of development of the child. The R.E. Programme provides the opportunity for celebration, prayer and reflection in implicit and explicit ways. Preparation for the sacraments of Reconciliation, First Communion and Confirmation is effectively implemented at the appropriate stages in the child's development. i.e. P3 - Reconciliation P4 - First Communication P6/7 - Confirmation.

These programmes are designed to allow the school to support the work of the parents at home. The Parish priest Fr. D. Keegan will keep parents informed of the timetable of events for each of the Sacraments. The school does not provide this information and parents are expected to make their request for these Sacraments directly to the Parish Priest.

The R.E. Programme also provides the children with the language experience, whereby they can explore their faith and the faith of others within the terms of their own understanding.

This is Our Faith is the programme currently being delivered within the school. This programme of study includes other Christian groups and World Religions e.g. Islam, Judaism.

Our R.E. programme plays a vital role in our policy of ensuring that all pupils, irrespective of belief, race, culture, class, gender and disability are provided with an education which allows them to develop their full potential.

In our R.E. Programme we promote and foster positive values such as respect, love, tolerance, understanding and fairness. At the same time we strive to identify and combat stereotyping, racism and all forms of discrimination wherever they occur and in line with North Lanarkshire Guidelines procedures are in place to record and deal with any incidents.

In the case of those children who are not Catholic, parents can be reassured that religious education is approached sensitively and in a climate of great respect for those of other faiths and none. Nevertheless parents have the right to withdraw their child from Religious Observance and R.E. classes.

Arrangements could be made after consultation with the Head Teacher. The school encourages all parents to take an active role in the R.E. programme through e.g. parents' evenings for religious education matters, parent's workshops on the curriculum and the parent programmes relating to the preparation for the Sacraments.

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

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

14. Extra-Curricular Activities

Extra-Curricular activities vary from year to year depending on the interests of the staff and pupils. This year we have football, athletics, tennis, multi -sports, netball, cross country, dance and Homework Club for different stages.

As part of the programme for Social Studies children take part in Educational Visits. These include visits to museums, exhibitions, retreats, workshops, local factories, places of interest such as castles, garden centres etc. Parents complete a consent form at the start of each year to allow children to take part in these events. An information letter and permission slip is sent to the parent prior to each visit.

Any parent who wishes to accompany pupils on educational outings as a parent helper will be required to have completed the conditions of Disclosure from North Lanarkshire Council.

Parents have also been involved in a range of activities such as cookery classes, art & craft and reading for pleasure. Many parents have also been involved in improving their own skills e.g. First Aid, Computing etc.

15. 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 time-scale of 20 working days for the Council to respond. To deal with Freedom of Information requests, the Council has appointed a Corporate Freedom of Information Officer with the support of an officer in each Service. The Freedom of Information Co-ordinator can be contacted by telephone on 01698 302484.

16. (A) Data Protection

a) General Data Protection Regulations (GDPR) Statement for Education

What is this statement?

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

Who are we?

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

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

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

Legal basis for using your information

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

Your personal information

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

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

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

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

How will we use this information?

Your personal information will be used:

- to enrol your child or young person in nursery or school
- to provide your child or young person with an appropriate education
- for teaching, assessment and planning purposes and to monitor educational progress of children and young people
- to support pupil learning, improve outcomes and identify where additional support is needed to help children and young people
- to provide appropriate pastoral care to support health and wellbeing of children and young people
- to keep children and young people safe
- to maintain records e.g. of attendance, absence, attainment and behaviour of children and young people (including exclusions)
- to support children and young people during transitions when moving on each year from nursery to primary, primary to secondary and when they move or leave school
- to enable schools and establishments to process personal data in support of SQA and Further Education

- to monitor and report on pupil attainment and achievement in relation to the national improvement framework issued by the Scottish Government
- to assure the quality of our education services in line with national expectations from Education Scotland
- when we require to contact you by post, email, telephone or text.

Who do we share information with?

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

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

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

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

How long do we keep your information for?

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

<http://www.northlanarkshire.gov.uk/index.aspx?articleid=15003>

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

16b) 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://www2.gov.scot/Topics/Statistics/ScotXed/PrivacyInformation>

Any Concerns

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

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

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

Want more information?

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

17(a) 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 school's actions in response to Child Protection concerns.

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

Child Protection Co-ordinator is Siobhan Egan

Telephone number: 01236 794830

17(b) 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: Siobhan Egan Telephone number: 01236 794830

18(a) Discipline and Promoting Positive Behaviour

Good discipline is essential in an effective school and the relationship of pupil and teacher should be similar to that of child and parent with mutual respect and consideration being evident in all aspects of school life. Teachers endeavour to promote good, positive behaviour. The policy is in place and good standards of behaviour are expected at all times. Failure to behave accordingly will result in a punishment of some kind. Continuous bad behaviour will require

the parent to be informed and a pupil may be placed on a weekly discipline report until there is an improvement. We seek the full co-operation of parents when dealing with disciplinary matters. The standard of discipline is excellent and staff, parents and pupils should be commended for this. Effort and achievement are awarded and each week and pupils are nominated for the Head Teacher's Awards for good work, improvement, effort, achievement etc. on a monthly basis. This work is also displayed in the school. Achievement is acknowledged and celebrated in our school. We use a House System across the school, there is a termly outing for the winning house. We also have a Go for Green and identify and reward all our pupils who continue to demonstrate excellent behaviour.

18(b) Bully proofing our School

The school has an effective anti-bullying policy. The following advice may be useful for parents. In St. Edward's we are very aware of the distress caused not only to children involved in bullying incidents, but also to parents who often feel anxious, angry or confused about the situation. We are aware too that the children who bully are often in need of help and support themselves. We make every effort to prevent bullying from taking place in our school.

Through programmes such as Circle Time and P.A.T.H.S we aim to:-

- build confidence and self esteem
- develop tolerance and respect for others
- have regard for their own needs and the needs of others
- develop life skills which will enable them to participate effectively and safely in society
- to express their fears and concerns appropriately
- to take positive action to deal with difficult life situations
- an adult presence is provided in playgrounds at break times in terms of the Schools (Safety and Supervision of Pupils) (Scotland) Regulations 1990

Teaching and Learning

This is Our Faith is taught in every stage in the school. In addition Cool in School and PATHs is used from P1 -P7. These programmes build confidence and self-esteem and encourages children to discuss difficult situations such as bullying in a safe environment without fear of reprisal. The children are encouraged to find solutions to their own problems and to the problems of others. Teachers monitor these discussions carefully and can often be alerted to a bullying incident which may be occurring in their class. Anti-bullying workshops can also be carried out in class when appropriate through a variety of drama activities such as role play.

It is often difficult to trace bullying. If we suspect that a bullying situation is taking place in our school the following procedure is followed

- establish the nature of the bullying incidents
- raise awareness of staff concerned e.g. a member of SMT, class teacher, playground supervisors, in serious cases this would also be the parent of the child /children involved
- monitor the situation with a view to bringing it into the open
- discuss situation with individual children concerned
- anti-bullying lessons used in class
- if the situation recurs sanctions will be put in place. Parents will be informed, in extreme cases the child may be excluded from school for a period of time

Advice for Parents. Give reassurance and acknowledge the problem.

◆ It is important to let your child know you're pleased they've told you, you believe them, it's not their fault and you're sorry it's happened.

They are not the problem.

- ◆ Make sure they don't believe the things said about them.
- ◆ Reassure them that they're not the only one to be bullied
- ◆ Address any concerns about their safety.
- ◆ If your child shows extreme distress, seek medical advice.

Then -

- ◆ Find out the facts but resist persistent questioning; go at the child's pace. Get information elsewhere but try to work through the school.
- ◆ Give your child a chance to suggest ways of dealing with it.
- ◆ If the problem persists go to the school and discuss it with staff.

19. Home School Links

Good relationships and good communication between school and home are vital. A monthly newsletter is issued to every parent giving information about school events etc. Regular workshops and information evenings are held to keep parents well informed of developments in the schools' curriculum. We also have monthly drop in sessions and regularly send messages via email and text messaging. We have a school twitter account and have updated our school website. Views are also regularly sought by consulting through questionnaires. Twice a year, parents are invited to the school to receive a report on pupils' progress. Assessment of the pupil's work is also given at this time.

Parents wishing to enrol their child in the school, will be invited to visit the school. New infants enrolling for the first time will take part in our transition programme.

(ii) Community Links

St. Edward's school plays an important role in the local community. In recent years the children have been working very hard to improve their local environment. While working towards gaining 3 Green Flags as an Eco School the pupils greatly appreciated the support from our neighbours and local shop who helped in their campaign to free the school grounds for litter. The children were also delighted to have the assistance of the pupils from Tollbrae School who helped with litter picks.

The school has signed a partnership link with St Andrew's Hospice and formalised the working relationship which has previously existed between the Hospice and the school. The pupils support the hospice through fundraising activities and curricular links and will continue to support the work and aims of this excellent resource within our local community.

The school serves two parishes St. Edward's Church and St. Margaret's Church. The priests of both parishes are very supportive of the work of the school and are actively involved in the preparation of pupils for the sacraments.

Reporting to Parents

Formal reporting on pupil progress is carried out twice yearly in October and March in the form of Parent Consultation Evenings. In addition, Final Written Reports are issued in June. If at any time a parent has any concerns regarding their child in terms of progress or welfare then it is important that they contact the school to speak to the Head Teacher or one of the Principal Teachers. An appointment can also be made with the Class Teacher if this is deemed necessary. In November and February parents will have the opportunity to discuss learning targets as children bring home their "Latest and Best Personal Learning Journals"

In keeping with modern thought, the class teacher is responsible for all pupils in his/her class. Learning materials are available and are provided for different levels of attainment. Regular assessment is carried out and additional support will be provided if a child is experiencing difficulty. Parents will be informed if we are concerned about the child's progress and we will discuss the range of support available. An individual programme of learning to suit the needs of the child will be drawn up if required.

Parents are encouraged to participate in the life of the school either by joining the Parent Council or becoming a parent helper. We greatly appreciate the work and support of our parents within the school and recognise the benefit to the pupils.

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

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

Attendance at Nursery:

Good attendance is essential so that the children can benefit from nursery experience. Absence should be reported by telephoning the school office. The Head Teacher will contact a parent if the attendance of the child is poor. Continued non-attendance may result in the loss of the nursery place which may be reallocated to another child.

(a) 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.

(b) 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

(c) 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 attendance is monitored on a weekly basis by a member of the office staff and the Head Teacher. The number of absences authorised or unauthorised and the pattern of absence is examined. Where a child's attendance shows cause for concern the parent is notified by letter alerting them to the need for attendance at school.

The school 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.

The attendance figures for last session are included and when compared to other establishments there is room for improvement. Good attendance and punctuality are very important and help to ensure that every child is receiving the maximum benefits from attendance at school. A child's education may be seriously affected by poor attendance in both academic and social terms.

21. Clothing and Uniform

The school uniform of St. Edward's is:-

Blue Blazer /Blue School Jacket

School Tie, (Blue/Gold)

Blue shirt, grey trousers or skirt

Royal blue V neck jumper, tank top or cardigan

Suppliers: Scotcrest, Clarke Street, Airdrie

The wearing of school uniform is strongly advised and it is recognised that a sense of ownership and belonging can be achieved if pupils are encouraged to wear the uniform of the school. There is a tradition of wearing uniform in the school and most parents prefer their children to be dressed thus. The wearing of uniform assists school security as strangers are easily identified. Parents of children receiving family income support, family credit or housing benefit, provided the upper limit of family credit is not exceeded, will normally be entitled to monetary grants for footwear and clothing for their children. Approval for any requests for such grants made by parents in different circumstances are at the discretion of the Director of Education and Families. Information and application forms may be obtained from school and from area and divisional education offices. The wearing of 'Team' colours is strictly forbidden in all North Lanarkshire schools.

All North Lanarkshire schools must have a dress code which encourages pupils to dress in a way which is appropriate to attendance at school. This dress code must not lead to direct or indirect discrimination on the grounds of race, religion gender or disability. Prior to drawing up the dress code the parents, pupils and staff were fully consulted. It is the expectation of 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. This 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
 - Practical classes;
 - Could cause damage to flooring;
 - Carry advertising, particularly for alcohol or tobacco;
 - 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 are at the discretion of the Executive Director of Education and Families. Information and application forms may be obtained from first stop shops and can be downloaded from the Council website www.northlan.gov.uk

Parents/carers are entitled to receive a clothing grant if they are in receipt of any of the following benefits: Income Support, Job Seekers Allowance (income based). Employment & Support Allowance (income related), Universal Credit (with an income below £660 per month), housing benefit, council tax reduction. The Deadline for school clothing grants is 31st March 2023.

Whilst in general terms it would not normally be the policy of the authority to exclude a pupil from school solely on the basis of his/her dress, persistent refusal to respond to a reasonable dress code 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 are asked to assist in this area by ensuring that valuable items and unnecessarily expensive items of clothing, jewellery etc. are not brought to school. Parents should note that any claims submitted to cover the loss of such items are likely to be met only where the authority can be shown to have been negligent.

22. Meals

Freshly cooked food can be purchased each day from the cashless cafeteria, selections can be made from a pre published menu. Menus change daily, thus providing a good balance and choice. Milk may however be available for purchase in the school during the lunch period. From January 2022 all Primary 1-5 children are now entitled to a free school meal.

Provision is also made for pupils bringing their own packed lunch. These are consumed in the assembly/dining hall under the supervision of an adult.

Please note currently, , Parents are advised to top their child's payment card online via I Pay Impact system only.

The Availability of special diets

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

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

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

Other

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

All P1 to P4 pupils are entitled to a free meal and free milk. Pupils in P5-P7 who qualify for a free school meal are entitled to free school milk.. All nursery pupils are entitled to free milk.

Information and application forms for free school meals can be downloaded from the council website www.northlan.gov.uk.

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

23. Transport

(i) General

The Council has a policy of providing free transport to all primary pupils who live more than one mile from their catchments school by the shortest suitable walking route. This policy is more generous than the law requires. This provision may be reviewed at any time. Parents/carers who consider they are eligible should obtain an application form from the school or from Education and Families. These forms should be completed and returned before the end of February for those pupils beginning school in August to enable the appropriate arrangements to be made. Applications may be submitted at any time throughout the year but may be subject to delay whilst arrangements are made. There is discretion in 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.

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

(iii) 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.

Advice should be sought from the school office or Contracts section on eligibility for transport.

24. Medical and Health Care

The welfare and care of pupils is of the highest priority in our school. New pupils are medically inspected in their first year of school. Parents are informed of this and can accompany their child to this appointment in the school. General checks take place at certain stages within the primary school, this includes dental surveys. Once again, this is only carried out with parental

consent. If your child requires medicine during school hours, the appropriate permission form should be completed at school office. The school would record when your child on form two of the medicine policy. In the event of injury at school, staff are allowed to carry out the cleaning of very minor cuts. More serious injury requires medical attention and parents will be contacted if this occurs. Injuries to pupils or personnel are logged in line with N.L.C. policies. In the event of your child being hurt at school the following procedures take place. Your child will be attended to by a first aider who will do their best to ensure the child is comfortable and assess the seriousness of the injury. If it is felt appropriate the wound will be cleaned using a sterile wipe and if appropriate a dressing may be applied. In some cases an ice pack may be used to reduce swelling.

In the event of a head injury or a minor injury the parent will be, where possible, contacted and informed of the incident. Parents will only be contacted by telephone if the injury is considered serious enough to require medical treatment or if there could be delayed symptoms such as concussion.

If a young person is unable to attend a suitable educational establishment as a result of prolonged ill-health, North Lanarkshire Council must make special arrangements for the pupil to receive education elsewhere, other than at an educational establishment. In North Lanarkshire, children and young people are treated in the paediatric in-patient unit within Wishaw General Hospital. It is not common for children and young people to have extended stays in Wishaw General, and therefore North Lanarkshire Council does not require a dedicated hospital education service.

25. 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 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 on North Lanarkshire Council's website and Twitter.

26. 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

The parent council is made up of parents who represent the pupils across all stages of the school. The Head teacher acts as professional advisor to the Parent Council. There will be a minimum of 6 Parent Council meetings throughout the school year. All parents are welcome to attend.

The Parent Council's rights and duties include:

- (a) Supporting the work of the school.
- (b) representing the views 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
- (j) Consulting with parents/carers and reporting back to the Parent Forum on matters of interest.

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.

The constitution for the Parent Council is available from the school and indicates how members will be elected to the council.

Parent Council Chair - Maria Timoney

Vice Chair - Claire McGoldrick

Secretary - Karen Smith

Church Rep - Michelle Byrne

The Head Teacher has a right and duty to attend all meetings of the Parent Council. Meetings of the Parent Council are open to members of the public. New members of the council are elected in September at the Annual General Meeting each year. Nursery parents may also be elected to the Parent Council.

27. Supervision in non-class times

During inclement weather the pupil entrance doors are open and children may enter the building. All pupils should make their way to the assembly hall where they will be supervised by a member of the school staff usually a member of the SMT. Children should remove their coats and wet clothing before making their way to the hall.

During wet plays the children remain in their classrooms and are supervised by the janitor and support staff. P7 pupils who have been appointed as monitors assist in ensuring the health and safety of younger pupils.

During educational outings, pupils are supervised in accordance with the guidance of the North Lanarkshire Education Department (1 adult per 10 pupils) after having sought permission of parents to participate in the outing. Permission is requested annually and information sheets are sent home regarding each outing/activity. Information regarding insurance is also issued annually.

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

28. Placing Requests

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

Placing requests to Primary School does not necessarily ensure that your child will have a direct entry to the associated secondary. Advice on this must be sought from the Primary School Head teacher. Further information on placing requests and procedures is available from the school or the council's website. Parents and Young People have a right under the Additional Support for Learning Act 2009 to make a placing request for their child or young person to

attend a nursery (including partnership nursery), ASN school or ASN class managed by the home authority. In the event of a successful placing request the authority are not required to provide transport. The Act also enables parents and young people to make a placing request to attend a school/establishment belonging to another authority.

29. Transfer from Primary to Secondary School

Pupils normally transfer between the ages of 11½ and 12½ so that they will have the opportunity to complete at least 4 years of secondary education.

Parents/carers 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.

Our local High School is:

St. Margaret's High School
Waverley Road
Airdrie
ML6 6EU
Rector:
Telephone: 01236 794888
Fax: 01236 747429

30. Important Addresses:

Education & Families

Gerard McLaughlin
Head of Service
Windmillhill Street
Motherwell
01698 403140

Jan McCrone
Education & Families Manager
Windmillhill Street
Motherwell
01698 403140

Councillors (Central Airdrie)

C Costello- Labour
J Logue - Labour (leader of the council)
JC Toner- SNP
L Jarvie SNP

Councillors can be contacted via Members Services on 01698 302030.

Qualifying Statement

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

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

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

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

Contacts in relation to Support for Learning

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

David McHutchison -CIIL - Cluster Integration and Improvement Lead
St Margaret's HS-Phone- 01236 794818. Email-McHutchisonDa@northlan.gov.uk

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

[Email: info@enquire.org.uk](mailto:info@enquire.org.uk)

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

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

Children in Scotland - Resolve Mediation

0131 313 8844

Email: resolve@childreninscotland.org.uk

Independent Adjudication

Scottish Government

Directorate for Learning

Support and Wellbeing Unit

Area 2C North

Victoria Quay

Edinburgh

EH6 6QQ

Reference to 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

NHS Lanarkshire

AirdrieHealth Centre

01236 772200

Social Work

01236 757000

Airdrie CLD Locality Office

Chapelside Community Centre

Waddell Street

Airdrie ML6 6DL Tel: 01236 638538

Email: CLD-Airdrie@northlan.gov.uk