



St Joseph's Primary School

A community of Love, Laughter and Learning



Handbook for session 2024-2025
(December 2023 version)



Contents

Page 4	Welcome from the Head Teacher
Page 5	About our school and school values
Page 6	General Information
Page 7	Staff Information
Page 8	Charter for Catholic schools in Scotland
Page 9	St Joseph's Mission Statement
Page 10	School vision, values and aims
Page 11	School vision, values and aims
Page 12	Registration & Enrolment & Placing Requests
Page 13	Equal Opportunities
Page 14	Attendance at school
Page 15	Attendance at school
Page 16	Curriculum and Learning
Page 17	Curriculum and Learning
Page 18	Curriculum and Learning
Page 19	Homework and Additional Support for Learning
Page 20	GIRFME planning
Page 21	Dispute Resolution
Page 22	Religious and Moral Education
Page 23	Positive Behaviour school policy
Page 24	Promoting Positive Behaviour in St Joseph's
Page 25	Promoting Positive Behaviour in St Joseph's
Page 26	School Improvement Plan
Page 27	School Uniform
Page 28	School Meals
Page 29	School Meals
Page 30	Transport
Page 31	Medical Information
Page 32	Transfer from Primary to Secondary School
Page 33	Outdoor Learning and Pupil Council
Page 34	Extra-curricular activities
Page 35	Parents as Partners, The Parent Forum & The Parent Council
Page 36	Parents as Partners, The Parent Forum & The Parent Council
Page 37	PTA
Page 38	School Holidays for 2024-2025
Page 39	Freedom of Information (Scotland) Act 2002
Pages 40-43	General Data Protection Regulations (GDPR)
Page 44	Child Protection & Adult Protection
Page 45	Important Addresses & Telephone Numbers
Page 46	Further Useful Addresses

Welcome from Head Teacher

Dear Parents/Carers,

It is a privilege to be writing this welcome for our school handbook. As Head Teacher of St Joseph's Primary School, I am blessed with being surrounded by children, staff, families and partners who are second to none. Every day spent in St Joseph's is a day well spent and a day filled with Love, Laughter and Learning in line with our mission statement.

As a school community we strive to ensure that local, national and international developments and methodologies are utilised to ensure that excellent learning and teaching is in place for every child throughout our school.

Staff, children, families and partners work together - through our excellent Parent Council, PTA and our School Improvement Plan Focus Group - to share the responsibility of making sure that St Joseph's Primary School is an excellent school where the needs of every child and family are met.

As Head Teacher I am extremely fortunate to be part of a team of staff who willingly give of their time, meeting regularly to discuss and reflect on current and future priorities demonstrating their ongoing commitment to our children, families and local community. Every staff member recognises and responds to our children as individuals and treat them the way that we would want our own children to be looked after.

We work collegiately with our colleagues from a range of local schools to ensure that the learning and teaching taking place is of the highest standard and meeting the needs of every learner.

We are blessed to be part of St Joseph's Parish and we enjoy playing our part in the life of our parish. Our Catholic faith permeates everything we say, do, think and learn here at St Joseph's Primary School.

Whether you are a current parent/carer of a child at our school, a parent who will be joining our school soon or a member of our community, I extend a warm welcome to our school community and I look forward to working alongside you in the near future.



Mr B McCloskey
Head Teacher

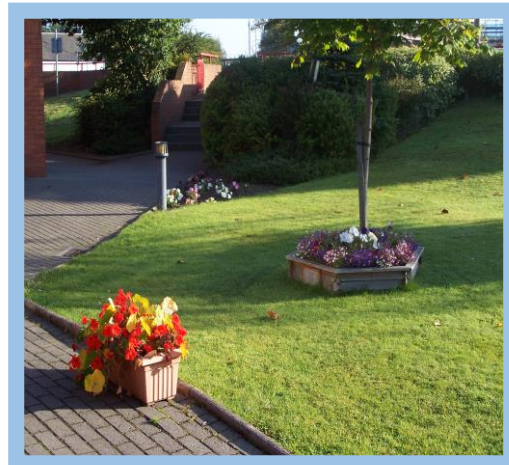
Covid-19 Pandemic

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

About our school

The new St. Joseph's school was officially opened on Tuesday, 21st May 1985. Our current building replaced the old school which had been in use since around 1900. In October 2011 an extension was added providing an additional two classrooms.

The school caters predominantly for Catholic children within Stepps, Cardowan and Millerston. Additionally, we have children who live outside of our designated catchment areas as placing requests. Our current school role is 206, however we have accommodation to provide for 246 children.



School Values

We aspire to be an excellent, active learning community focussed on continuous improvement at all levels. We take great pride in the high-quality teaching and learning experiences we plan for our children and in our shared commitment to the care and welfare of each child. We are committed to meeting the needs of every child in a supportive, challenging and enjoyable environment. We pride ourselves in the Pastoral Care we offer to all children and their families. We treat all children fairly and equally and, as a Catholic school, we respect the dignity accorded to each human being.

We value our staff, partnership with parents and carers, our Parish Priest and all those in the wider community of St Joseph's. We value the opinions of members of our community and involve them meaningfully in respect of continuous school improvement. St Joseph's Primary School is a community of Love, Laughter and Learning.

We have an extremely successful Parent Council and a very pro-active and supportive PTA. All members of our Parent Forum are encouraged to support the life of our school community.

General Information

Name of School:	St Joseph's Primary School
Address:	Cardowan Road, Stepps, Glasgow G33 6AA
Telephone Number:	01236 794816
Email:	enquiries-at-st-josephs@northlan.org.uk
Website:	https://blogs.glowscotland.org.uk/nl/stjo/
Denominational status:	Roman Catholic
Present Roll:	206
Maximum Roll:	246 Parents should note that the working capacity of the school may vary dependent upon the number of pupils at each stage and the way in which the classes are organised.
Stages Covered:	Primary 1 to Primary 7
Associated Secondary School:	Our Lady's High School, Dowanfield Road, Cumbernauld G67 1LA Tel: 01236 632159
Out of Hours Service:	A full list of provision is available on NLC website: www.northlanarkshire.gov.uk
School Hours:	
Start:	9am
Interval:	10:40am to 10:55am An adult presence is provided in the playgrounds at break time and lunch time in terms of schools (Safety and Supervision of pupils – Scotland Regulations 1990) Our Support Staff and SMT are very willingly supported by senior pupils who provide support for younger children through organising games and activities in their roles as buddies, monitors & peer monitors.
Close:	3pm Please note that Primary 1 attend school full-time from the first day of school. More information will be provided during P1 transition programme.

St Joseph's Primary School Staff for current session 2022-2023

Teaching Staff

Mr Brendan McCloskey	Head Teacher
Mrs Eulalia Ayton	Principal Teacher
Mrs Vicky Baxter	Principal Teacher
Ms Julie Boyle	Principal Teacher
Miss Julie McCracken	Class Teacher
Mr David McIntosh	Class Teacher
Miss Melissa Harper	Class Teacher
Mrs Clare McHugh	Class Teacher
Mrs Jackie Doyle	Class Teacher
Mrs Caroline McAlinden	Class Teacher
Mrs Lynn Gribben	Class Teacher
Mr Kieran Walsh	Class Teacher

Non-Teaching Staff

Mrs Alison Harris	Senior Clerical Assistant
Mrs Katrina McFegan	Clerical Assistant
Mrs Jan Anderson	Classroom Assistant
Miss Vicky Copland	Additional Support Needs Assistant
Mrs Anne Doran	Additional Support Needs Assistant
Mrs Dawn Irving	Additional Support Needs Assistant
Mrs Gemma Martin	Facility Support Assistant
Rev Kenneth O'Brien	School Chaplain



A CHARTER FOR CATHOLIC SCHOOLS IN SCOTLAND

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

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

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

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



Mission Statement

In St Joseph's Primary School, our main aim is to prepare children for life, as responsible, caring citizens of a multicultural society, according to Gospel values.

In addition, we pledge to:

- Work in partnership with North Lanarkshire to provide conditions and experiences which will promote the spiritual, moral, physical, social and intellectual development of pupils.
- Build a sense of Christian Community.
- Provide an encouraging atmosphere promoting security and confidence in pupils.
- Provide a balanced curriculum characterised by the highest standards of teaching and learning and by a search for continual improvement.
- Ensure that learning experiences are planned, purposeful and matched to the needs, abilities and readiness of pupils.
- Hold pupils in high regard, respecting their dignity, worth and individuality.
- Strive to ensure that Christian values are evident in the personal example of staff in their interactions with pupils and each other. They should be approachable and sensitive to children's emotional and social circumstances.
- Promote positive behaviour but when discipline is necessary, we will emphasise patience, forgiveness and reconciliation.
- Maintain our excellent partnership with parents and close links with the local community.

In return we hope that parents will support their children and show an interest in the activities of the school.

Our Pupil Council undertook the task of creating a school 'motto'. We were delighted when they created the motto –

St Joseph's Primary School – A Community of LOVE, LAUGHTER and LEARNING.

We remember and use this motto in everything we do, say and think.

St Joseph's Primary School Vision, Values and Aims

"A community of Faith, Love and Learning"

As part of our 2019/2020 Pupil Voice groups; the Pupil Council and Miss Clark have worked together in consultation with pupils, staff, and parents to update our school vision, values and aims document. **

We are proud of our school: at St Joseph's Primary School we work with our children, families, staff, and wider community to provide an inclusive, nurturing and stimulating learning environment for all.

We want to promote *Learning* with *Love* and *Laughter* in our hearts.

Our Vision

School Vision Statement: "Love, Laughter and Learning"

Learning, love and laughter is at the heart of everything we do at St Joseph's Primary.

Our Values

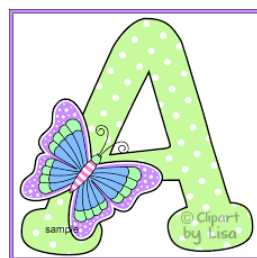
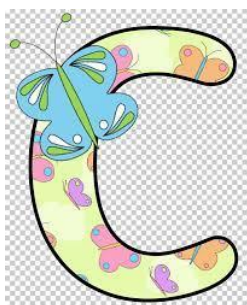
At St Joseph's Primary we are a community of *Faith, Love and Learning*: We have core values and aims which permeate through all that we do. St Joseph's is a caring school and we have defined four key values using the acronym: **C.A.R.E.**

COOPERATION: 'Sharing and learning together'. Cooperation is working together in a team, contributing and sharing in a helpful way.

ACHIEVEMENT: 'Persist and try your best'. Achievement is striving to attain your personal goals, persisting and giving your best effort.

RESPECT: 'Respect each other and our environment'. Respect involves taking responsibility for each other. Respect is speaking to and interacting with others in a courteous manner. It is about being honest, reliable and trustworthy.

EMPATHY: 'Treat others with care and compassion'. Empathy means trying to understand other people's views or feelings and being supportive and caring towards them.



Our Aims

At St Joseph's Primary school, we value each individual child and aim to uphold a high-quality education and provide meaningful learning experiences. We are proud of learning community, and it is our aim to:

- * Ensure that each child feels happy, safe, valued and loved.
- * Provide an exciting, fun and enjoyable educational experience for each child and promote a life-long love of learning.
- * Provide rich learning experiences to develop skills including literacy, numeracy and communication.
- * Inspire our pupils to aim high; have a growth mind-set; be the best they can be and make the most of every opportunity given to them.
- * Work in partnership with parent/guardians, to enable all families and care givers to feel included and part of school community.
- * Provide opportunities for each child to develop self-confidence and resilience they need to manage change.
- * Develop the children's awareness of diversity in the community and respect for each other's values, beliefs and customs.
- * Ensure that each child meets their God given potential and is nurtured academically, spiritually, socially and emotionally.
- * Encourage each member of the school community to live their life in accordance with gospel values and to make a positive contribution to society.
- * Make prayer and worship relevant and meaningful for each individual and to provide a learning environment that will enhance the development of faith of everyone in the school community.
- * Have lots of fun, make magical memories and share smiles every day!

Registration and Enrolment

Registration and enrolment (if desired) take place in January each year for children due to start school in August of that year. At this time the parent is informed of his/her right to choose a school for his/her child. The position regarding placing requests is explained to the parent and, if desired, the child is registered and enrolled.

Parents offered or seeking a place in the school may visit the school - this can be arranged by telephone.

We ask that Birth and Baptismal Certificates along with proof of address (Council Tax Bill) are brought at registration.

Prior to starting school, we organise an induction programme for new entrants. Parents are shown what the children will be involved in when school starts, and in this way, the parent, child and teacher get to know one another.

Parents moving into the area after the start of term should telephone the school for an enrolment appointment.

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 a school session. Every effort will be made to meet 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 do not necessarily ensure that your child will have a direct entry into the associated secondary. Advice on this must be sought from the Primary Head Teacher. Further information on placing requests and procedures is available from the school or the council's website. In the event of a successful placing request the authority is not required to provide transport.

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 or special class managed by the home authority. In the event of a successful placing request the authority is not required to provide transport. The Act also enables parents and young people to make a placing request to attend a school/establishment to another authority.

Equal Opportunities

The school is committed to ensuring its policies and practises do not impact adversely on any particular group(s) of people and opportunities to promote equality are actively pursued. This is in line with the Equality Act 2010, the Service's Promoting Equality and Diversity Circular Gen 155-10 and the Council's Equality and Diversity policy and Equality Strategy 2019-2024.

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

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

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 are 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 should inform the school by letter or telephone, on the first day of absence. Failure to do so will result in school staff accessing all contact numbers provided for the child. In terms of child safety Parents and carers are asked to inform the school if a pupil is unable to attend from the start of the school day on the first day of absence. Failure to do so will result in school staff accessing all contact numbers provided for the school. In the interests of child safety, the police will be contacted if all attempts to locate the child have been exhausted. The child should be given a note on his or her return to school confirming the reason for absence. This will be kept for our records.

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, e.g., 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 the school holidays
- Holidays which overlap the beginning or end of term
- Parental difficulty in obtaining leave (except in cases where evidence is provided by the employer that it cannot accommodate leave during school holidays without serious consequences)

Family holidays with these similar characteristics will be classified as unauthorised absence. Where the Head Teacher's prior agreement has not been sought the absence will automatically be classified as unauthorised.

Extended leave with parental consent

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

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

Exceptional Domestic Circumstances

Parents may request permission for such leave in writing and the school may authorise such requests under the following 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 disruption to the family home, causing temporary relocation.

The school will investigate unexplained absence and the NLC has the power to write to, interview or prosecute parents, or to refer pupils to the reporter of the children's hearings, if necessary.

Absence rates are calculated as a percentage of the total number of possible attendances for all pupils of the school in the stage shown, each morning and afternoon of each school day being a separate possible attendance. The data for North Lanarkshire and Scotland includes all education authority and grant-aided primary schools but excludes all special schools.

Certificates are presented annually, in June, to children who have Perfect Attendance.

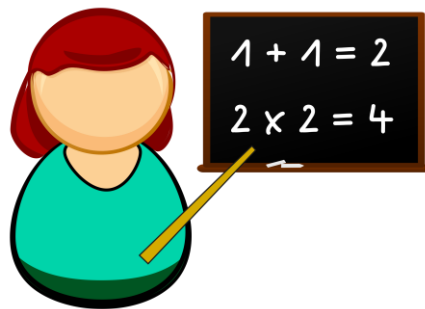


Curriculum

In St Joseph's we offer a wide, well-balanced curriculum as recommended by National Guidelines. All pupils are given the opportunity to participate in Enterprise Education activities are fully engaged in the learning process as a result of our efforts to ensure opportunities for pupil voice and active learning. All of this assists in our pupils becoming Responsible Citizens, Confident Individuals, Successful Learners and Effective Contributors prepared to take their place in the wider world in line with a Curriculum for Excellence. This allows our pupils to be actively involved in the life of our community and to support local, national and international events.

We recently developed new approaches to planning and assessment and are confident that we are providing every child with worthwhile, appropriate and challenging learning experiences as a result.

We hold whole school parental workshops and staged workshops to share our approaches and practices with members of our Parent Forum. Parents are also regularly invited into classrooms to experience the learning and teaching environment. We refer to these sessions as opportunities to LEARN ABOUT LEARNING.



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 of 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
- 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 area and subjects, Interdisciplinary learning and 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).

Level	Stage
Early	the pre-school years and P1 or later for some
First	to the end of P4, but earlier or later for some
Second	to the end of P7, but earlier or later for some
Third and fourth	S1-S3, but earlier for some
Senior Phase	S4 – S6 and college or other means of study

What is the Broad General Education?

The Broad 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 9 curricular areas which, in secondary school cover years S1 to S3, and may be subdivided further into individual subjects.

The are eight curriculum areas:

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



Importantly, literacy and numeracy are given added importance because these skills are so vital in everyday life. All teachers will have responsibility to teach literacy and numeracy.

How will my child's learning be assessed?

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 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.

In St Joseph's, all staff work very closely together to carry out regular formal and informal assessments which guide our planning and priorities.

In St Joseph's the staff have prepared well for the full implementation of Curriculum for Excellence. In planning work in all curricular areas teachers use Experiences and Outcomes of Curriculum for Excellence so that pupil progress is monitored against the appropriate levels. We are fully aware of, and responsive, to the important part that parents/guardians have to play in supporting their child's learning experiences. We provide regular focus and support through parental workshops etc.

Parents' interviews are held in October and March and at these parents may see the quality of the child's work and discuss the child's progress with the Head or Class Teacher. For P4-P7 we have introduced "Progress "Conversations" – the pupils attend the parents' night and are involved in the discussions. Obviously, there will be other occasions throughout the year when a parent may wish to discuss something with the teacher – a telephone call to the Head Teacher is all that is required for such a meeting to be arranged.

An interim report is issued in December. At the end of each Academic Year (June), a fully detailed progress report is issued. Reports have been altered to take account of Curriculum for excellence.

Homework

It is our school policy to offer homework from Primary 1 to Primary 7. Guidelines for parents are issued along with an explanatory leaflet prepared by the Parent Council.

The success of homework is related to the **quality** rather than the **quantity** of set assignments. The most appropriate homework reflects the diversity and extend the value of the best practice found in the classroom.

The amount of homework

It is not possible or desirable to set prescribed limits. Much depends on the progress of the class and the individual. All class teachers use a homework grid with essential homework and optional homework. We ensure a balance of digital learning opportunities, healthy activities and 'traditional' homework tasks.



Additional Support for Learning

St Joseph's Primary 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.

Support for Learning

We are fortunate in having an Additional Support Needs Co-ordinator, Ms Boyle, who fulfils this remit most successfully. After consultation with class teachers, she supports children who are experiencing difficulties in any area of the curriculum. She also works to support children who require more challenging work than their peers to ensure that everyone has the opportunity to develop skills and knowledge appropriately. North Lanarkshire also provide for children who have English as an additional language. Looked After Children are deemed to have additional support needs unless assessment

determines otherwise. In identifying children who would benefit from additional support, the school follows the staged intervention process of Education and Families that is;

- Level 1** Internal support where education staff identify that a child or young person needs support or planning which can be met within the existing classroom or playroom setting.
- Level 2** Internal support where education staff identify that a child or young person needs support or planning which can be met within the existing school or early years establishment.
- Level 3** External support from within Education and Families where it is identified that a child or young person requires support or planning from beyond the school or early years setting but within educational services.
- Level 4** External support provided on a multi-agency basis, where the child or young person's needs are identified as requiring support or planning from multi-agency services and these support needs will last more than a year.

Consequently, the school enjoys good relationships with psychologists, speech and language therapists, occupational therapists, the micro technology team and audiologists. Parents and pupils are an essential part of assessment, planning and review processes and your views will be actively sought. Parents and young people can request from the authority to establish whether a child has additional support needs. They can also request an assessment at any time.

Planning

Getting It Right For Me (Girfme) plans enable staff to plan effectively for children and young people when interventions are required to support their learning to 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 and young people can, if they wish, request a CSP and are very much part of 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 recorded in the plan.

Where more intensive support for a child or a 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 have the job of making sure that the actions outline in the plan take place and things get better for the child or young person.

Dispute Resolution

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

If a 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 information 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 information at the back of this handbook) can be made by parents free of charge. The Independent Adjudicator will make recommendations to the Education Authority about how the dispute should be resolved.

The **Additional Support Needs Tribunal** has been set up to hear appeals made by parents or young people on the decisions made by the Education Authority relating to co-ordinated support places, 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 able to refer to the Tribunal.

Religious and Moral Education



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.

It 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.

In addition, the programme provides the children with the language of religious experience, whereby they can explore their faith and the faith of others within the terms of their own understanding.

Father Kenny is a frequent and welcome visitor to our school. As well as visiting the classrooms he regularly celebrates Mass for the school, helping the children to express, develop and deepen the faith that has been explored in the R.E. Programme. He supports our older children who work through the Pope Francis Faith Award offered by SCES (Scottish Catholic Education Service).

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 individual talents and beliefs. 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.

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. We celebrate significant events in the faiths of all of our children.

Parents from the 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.

Positive behaviour school policy

In St Joseph's School we promote Positive Behaviour and to encourage this we have an Award System which operates throughout the school. Each month certificates are presented to every class, at Assembly, by the Head Teacher and children who are given the Head Teacher's award are invited to 'Tea with The Head Teacher'.

The certificates are:

- * Confident Individual
- * Effective Contributor
- * Responsible Citizen
- * Successful Learner
- * Well Done!
- * Head Teacher's Award



We also have a 'House System', that encourages and promotes a sense of school community with both pupils and staff. Our four houses are named after Saints; St Andrew, St Barbara, St Margaret of Scotland and St. Mungo.

Throughout each term, children collect points for their house from all members of staff. These points will be awarded for positive behaviour, good manners, helping others, showing a responsible attitude, good effort etc. Each house has a Captain (Primary 7 pupil) and Vice-Captain (Primary 6 pupil) who take responsibility for keeping weekly running totals which are displayed and discussed at assembly.



We liaise regularly with parents/guardians to ensure that our high standards are being fulfilled by all children and users of the school. In the very rare occasion when we feel that something is not going too well, we send home a 'Sad News' letter to ensure that parents/guardians are involved in setting targets to support our children.

Promoting positive behaviour in St Joseph's

We aim to make our school a safe, happy and welcoming place for every child.

Our school motto of **LOVE, LAUGHTER** and **LEARNING** helps all children and staff to focus on this aim.

- We promote positive behaviour with encouragement, praise and constant reminders of our high expectations.
- We ensure individual, class and whole school systems to promote and recognise good effort and behaviour.
- Every child participates in Anti-Bullying work during Anti-Bullying Week and we focus on these themes throughout the year during assemblies and staged meetings.
- An adult presence is provided in the playground at break times in terms of the Schools(Safety and Supervision of Pupils)(Scotland) Regulations 1990. They are Mrs Martin, /Mrs Anderson and a member of SMT when available.
- Our P7 children are trained as Peer Mediators and Young Leaders which allows them to encourage and support our younger children. P7 children carry out roles of monitoring which is hugely supportive of our youngest children.
- Playground equipment is organised by P6 children which encourages all children to play co-operative games.
- Children are reminded weekly at assembly to react to anyone doing or saying anything that they do not like by saying ' Stop that. I don't like it'. Children know that if it doesn't stop, they should tell a P7 buddy or an adult right away.
- Children are reminded weekly at assembly to react appropriately if the accidentally hurt someone by stopping and saying, 'I'm sorry. I didn't mean to hurt you'. Children are encouraged to look for ways to help others by what they say and what they do.
- When inappropriate and/or unacceptable behaviour is reported by a member of staff, pupil or parent an investigation takes place immediately. Our school adopts a restorative approach as it is often the case that a child is unaware of the affect they may be having on another child.
- Our Anti-Bullying Policy has a very clear Pathway of Support that we focus on at assemblies throughout the year and which is displayed.
- Verbal warnings and Sad News Letters are issued following first evidence of inappropriate behaviour. Thereafter more severe sanctions follow including withdrawal of privileges, parental meetings. When parents are involved they are asked to guarantee their support and the good behaviour of their child in future.
- We discuss feelings and are solution focussed. Our children are fully involved in discussing best approaches and actions to make things better.

- We use the word Respect in all discussions which allows our children to make appropriate choices leading to very few concerns of this nature.
- We have recently introduced our pledge to CHOOSEKIND and our children respond well to this whole school, pupil lead approach.
- Our School Motto allows our children to reflect and self-regulate their thoughts, words and actions and allows all children to develop resilience and respect.

School Improvement Plan

This session our school is working on the following improvement priorities. Every staff member plays a vital role in these developments with children, all members of our parent forum and partners encouraged and given a range of opportunities to participate and support school improvement. We have Pupil Voice groups closely linked to school improvement and we regularly facilitate a School Improvement Plan Focus Group made up of staff, pupils and parents/carers.

Our current priorities are –

Our Lady's High School Cluster Priority

Numeracy/CLPL/Early Years

To improve learners' experiences and staff professional judgement through:-

- Opportunities for career long professional learning (early years staff)
- Opportunities for assessment and moderation in numeracy (all staff).

By doing so, increase staff capacity to deliver rich learning experiences and make robust ACEL judgements therefore increasing attainment for identified learners

School Priority 1

To improve learners' experiences through consistent learning and teaching experiences and outcomes through development of updated Curriculum Rationale.

School Priority 2

To raise attainment and achievement for all learners through sustained high standards, approaches and expectations –

Enhanced staff understanding of GIRFEC

Universal high standards and expectations throughout school

Children and young people will be empowered in leading their learning.

School uniform at St Joseph's Primary School

We take great pride in everything we do in Saint Joseph's and our children are very proud to wear their school uniforms. Visitors constantly comment on how smart our children look and they are wonderful ambassadors for our school when they are in the community and attending events.

School dress code: North Lanarkshire guidelines

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 includes items which:

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

Parents in receipt of a grant for footwear and clothing from the council will be encouraged to purchase items which are in accordance with the school dress code. Approval of any requests for such grants in other circumstances are at the discretion of the Executive Director of Education and Families. Information and application forms may be obtained from the Council website www.northlan.gov.uk

Parents are entitled to receive a Clothing Grant if they are in receipt of any of the following benefits: Income Support, Universal Credit, Job Seeker's Allowance (income based), Employment & Support Allowance (income related), Housing Benefit, and Council Tax Rebate.

Whilst in general terms it would not normally be the policy of the authority to exclude a pupil from school solely on the basis of his/her dress, persistent refusal to respond to a reasonable dress code might be deemed to be a serious challenge to the Head Teacher's authority and be detrimental to the well-being 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 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.



School Meals

A two-course traditional school meal is available in the dining hall at lunchtime. Food is not cooked on our school premises but is brought from Stepps Primary School. All P1-P5 pupils are entitled to a free school meal and free milk. Pupils in P6 & P7 who qualify for a free school meal are entitled to free school milk.

Payment for lunch card can be made in school online <https://www.ipayimpact.co.uk/IPI/Account/LogOn>

Children of parents receiving Income Support, Universal Credit, Council Tax rebate, Job Seekers Allowance (income based), and Employment & Support Allowance (income related) are entitled to a lunch without charge. Information and application forms for free school meals may be obtained from schools, First Stop Shops, Libraries and Municipal Buildings, Coatbridge. Application forms can also be downloaded from the council website www.northlan.gov.uk

Anyone requiring a special diet as the result of a medical condition (a medically prescribed diet e.g., celiac disease, diabetes, food allergy or intolerance) can be provided for in school. A medically prescribed diet form must be completed by the Registered Dietician or General Practitioner. Special diets required for ethical, religious or cultural

reasons should be requested in writing to the Head Teacher who will liaise with the school catering service. A vegetarian meal is option is offered on a daily basis.

Packed lunches are also catered for and supervised in the Dining Areas within the school. On occasion these are enjoyed in our school grounds and are supervised appropriately.

As a Health Promoting School our staff, parents and children have decided that fizzy drinks and sticky treats will not be brought to school. We are also a nut free school.



From August 2020, all eligible 2-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 attending for four hours per day, or more, will receive a free meal as part of the Early Learning and Childcare entitlement.

Transport

The council has a policy of providing free transport to all primary pupils who live more than one mile from their local school by the shortest suitable safe walking route. This policy is more generous than the law requires. This means that the provision of transport could be reviewed at any time. Parents who consider they are eligible should obtain an application form from the school or from Education and Families. These forms should be completed and returned before the end of February for those pupils beginning school in August to enable the appropriate arrangements to be made. Applications may be submitted at any time throughout the year but may be subject to delay whilst arrangements are made. There is discretion in certain circumstances to grant privilege transport for pupils to travel in transport provided by the authority, where spare places are available, and no additional costs are incurred.



Pick Up Points

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

Placing Requests and school transport

The council does not provide transport for those pupils in receipt of a placing request other than in exceptional circumstances. As a parent, you can apply for a privileged place on the school bus; full terms and conditions can be found at www.northlan.org.uk, where you can also download an application form.

Privilege seats will be allocated when all applications for pupils entitled to free school transport have been processed. This is normally in September. Seats can also be withdrawn at any time during the school session should it be required for pupils entitled to free school transport.

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 policy stated above.

Medical information

Health: the school Nurse carries out appraisals for Primary 1 pupils and only if there are problems will a child be referred to the school Doctor. All entrant pupils will continue to have a screening test for vision and hearing. Pre-school booster immunisation services are now provided by your GP. Boosters are **not** offered at Primary Schools. The local clinic looks after the children's teeth and annual screening is carried out for P1 and P7 pupils by an appointed Dentist who advises parents of any recommended treatment. We also support the Childsmile Teeth Varnishing Programme in our P1 and P2 classes.

When requested, the school Nurse will visit the school to give talks on Healthy Eating, Hygiene, etc. and Primary 7 will be given a talk on "Growth".



When a child is taken ill or has an accident at school, an adult will assess the situation and, in most cases, we will contact the parent/guardian of the child to advise of the situation and whether it merits the parent to attend and assess their child. Therefore, it is imperative that up-to-date contact numbers are given to our clerical staff. The parent must inform the Head Teacher of any child requiring particular medical attention.

In the interests of safety all medicine must be handed into the school Office and a permission slip completed and signed authorising staff to administer these. Please note that the administration of medication is at the discretion of the staff member and there is no obligation to do so.

If your child requires to use an inhaler, these can be kept in their school bag for ease of access for them to use as required.

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 text messages, emails or through our Twitter page, **StJosephsPrimar2** North Lanarkshire Council will also communicate through their website and Twitter page.

Transfer from Primary School to Secondary School

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



Pupils from this school normally transfer to Our Lady's High School, Cumbernauld. Telephone number: 01236 632159

St Joseph's pupils currently benefit from the excellent Primary /Secondary Liaison programme which allows sharing of information to facilitate a smooth transition at the end of P7. Liaison begins in P6 with a day visit to Our Lady's to participate in Science, Art, PE and English. During their final year in Primary the pupils work with a variety of Secondary staff members and take part in visits to Our Lady's High School in June each year. The Head Teacher of Our lady's High School meets with parents and pupils in November and a Mass of Welcome is held in the High School before the children leave Primary.



Outdoor Learning



Includes representatives from children and staff. This year we were awarded our second green flag. The pupils are fully involved in recycling (paper, food, plastic, batteries and ink cartridges) and managing to limit the impact of litter around the school. They are also responsible for monitoring the savings made from our newly installed solar panels. The outdoor classroom has been planted with winter flowering plants; vegetables & the bulbs are in place for spring. This session we hope to enlarge the crops and foster an interest in gardening to encourage outdoor exercise and healthy eating. They recently enjoyed building a 'Bug Hotel' which is situated next to our outdoor classroom. In the near future, they will work closely with the Parent Council to develop a sensory garden and a mini nature reserve.



Pupil Council

This is well established and consists of 14 pupils from P1 – P7 and a member of our teaching staff. Meetings are held once a month or more regularly depending on their initiatives. The views of our pupils on the life of the school are discussed and acted upon. They support the work of our Parent Council and enjoy the support of this group of parents whenever required.

Extra-curricular Activities

Throughout the year, we have several different afterschool clubs that our children can participate in. These include football, choir, dance and netball. Mr McCloskey works very closely with our Active Schools Co-ordinator, Ross Sweeney, to co-ordinate the afterschool activities. Along with the afterschool clubs, our children enjoy visits throughout the school year and have been fortunate enough to attend workshops at Strathclyde University, meet pupils from across the region at the Maths Challenges, and compete in local sporting tournaments. Various visits happen all through our school year, and we are always keen for parents to help out at these events.



We also make an extra special effort throughout the year to raise funds for various different charities/organisations. We regularly send donations to Mission Matters Scotland (Missio), Mary's Meals, SCIAF and St Andrew's Hospice. We also have a partnership with Mikalati Junior School in Malawi, so we are always keen to raise funds for our new friends. Each Christmas, all the children donate items to the local food bank.

Parents as partners

Parents are made very welcome in St. Joseph's Primary School.

Each session we invite parents to become involved as helpers in the classroom and to take part in School Outings, taking full account of Disclosure Scotland Procedures/PVG. Those who have done so have enjoyed the experience. To inform parents about the curriculum and other initiatives, regular Parent Workshops are organised. Normally these take place in the evenings to accommodate working parents.

The Parent Forum

As a parent/guardian of a child at the school you are automatically a member of the Parent Forum. The Parent Forum is composed of all the parents and guardians 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 electing 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

Parent Councils came into force on 1 August 2007. After consultation with the Parent Forum a Parent Council has been formed for our school. In accordance with the constitution there are representatives from parents, PTA, teaching staff, non-teaching staff and the Church. The Head Teacher attends as the professional adviser to the Parent Council. Parent council can be contacted by email.

stjosephs.parentcouncil17@gmail.com

“The membership will be a minimum of four parents of children attending the school. The maximum number is ten parents. Two of these will be members of the PTA. The Head Teacher has a right and a duty to attend all meetings.”

(St Joseph's Primary, Stepps, Parent Council Constitution.)

The Parent Council's rights and duties include:

- (a) supporting the work of the school.
- (b) representing the views of the 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.

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 following currently form the Parent Council of St Joseph's Primary:

Mrs S Armstrong	Vice Chairperson - Parent
Fr K O'Brien	Church Rep
Mr B McCloskey	Head Teacher & Adviser

Meetings of the Parent Council are open to the public unless otherwise notified.

"Members of the Parent Council will serve for a period of three years. After serving a period on the Parent Council members may put themselves forward for re-selection if they wish. Any parent of a child at the school can volunteer to be a member of the Parent Council. In the event that the number of volunteers exceeds the number of places set out in the constitution, members will be selected²⁰ by ballot."

(St Joseph's Primary, Stepps, Parent Council Constitution.)

Parent/Teacher Association

There is an extremely active P.T.A. in St. Joseph's School, and the Committee holds monthly meetings. This Association has close links with the school and has been of great value over the years.

This year the P.T.A. have donated a substantial amount of money from their Fund-Raising Activities, which included a Bags 2 School, Ladies Night, Christmas and a host of children's events. This helped us to buy equipment and finance buses and Theatre visits to school.

Not only do the P.T.A. organise events specifically to raise funds, but they also organise and support a host of activities aimed at our children and their enjoyment. These include staged discos, cinema events and supplying snacks and juice for parties and celebrations.

They also encourage and support our children in their charitable efforts – recently supporting a local Food Bank.

A note of the names of the Committee Members is available from the school Office.

Any further information regarding the Association is available from:

P.T.A. Secretary: Mrs Celino Telephone Number: 01236 794816

Meetings are held on the second Wednesday of each month unless otherwise notified.

School Holidays and term dates 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

Freedom of Information (Scotland) Act 2002

Freedom of Information Act (Scotland) 2002 came into force in 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 backing of an officer in each Service. The Freedom of Information and Records Management Officer can be contacted by telephone on 01698 302484.

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, 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 and Families 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, enrolment and assessment 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.

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 having 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

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 on 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. The Data Protection Act 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 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.

Concerns

If you have any concerns about the ScotXed data collections, you can e-mail

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, www.scotxed.net.

Child Protection

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

The Head Teacher is responsible for the school's actions in response to Child Protection concerns. If there are any Child Protection concerns the Head Teacher or Child Protection Co-ordinator will follow North Lanarkshire Child Protection Procedures and Guidelines.

Child Protection Co-ordinator is Mr B McCloskey
Telephone number: 01236 794816

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 Brendan McCloskey
Telephone number: 01236 794816

Important addresses and telephone numbers

Education and Families Manager

Mr Michael Dolan

Contacts in relation to Support for Learning

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

Cluster Improvement & Integration Lead

Lesley Ann Wilson

WilsonLes@northlan.gov.uk

Other useful contact details:

North Lanarkshire Council

Education & Families

Civic Centre

Motherwell

ML1 1AB

Tel. No.: 01698 403140

Cumbernauld Area Office

Registration Office,

Bron Way,

Cumbernauld

G67 1DZ

Tel. No.: 01236 758080

Letting Department

01698 403140

Our Lady's High School

Dowanfield Road,

Seafar,

Cumbernauld G67 1LA

01236 632159

Councillor Josh Cairns

Tel No: 07581 032616

Councillor J McLaren

Tel No: 01698 302678

Councillor Claire Williams

Tel No: 07581 032621

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

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

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

Further Useful Addresses

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
0345 123 2303

info@enquire.org.uk

www.enquire.org.uk for parents and practitioners

www.enquire.org.uk/yp for children & young people

Resolve

0131 222 2456

(Independent Adjudicator)

Scottish Independent Advocacy Alliance

Mansfield Traquair Centre

15 Mansfield Place

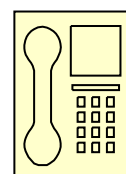
Edinburgh

EH3 6BB

0131 556 6443

enquiry@siaa.org.uk

www.siaa.org.uk



Additional Support Needs Tribunal (Scotland)

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

Social Work Dept

Bron Way
Cumbernauld
G67 1DZ
Tel 01236 638700

Condorrat Health Centre

01236 723383



St Joseph's Primary School
Cardowan Road
Stepps
G33 6AA
01236 794816