



# St. Lucy's Primary, LCSC and Nursery Handbook



*Education and Families*

*December 2020*

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WORK  
INVEST  
VISIT**



# St. Lucy's Primary, LCSC and Nursery

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1a)

Dear Parent/Carer

Thank you for your interest in St Lucy's Primary School, LCSC and Nursery Class. Some of you may be new parents others may be returning, on behalf of the entire school staff may I extend to you a warm welcome. I look forward to working in partnership with you over the coming years.

Our handbook has been compiled in order that we might:-

- **Give you some general information about the school**
- **Offer a brief outline of our aims for your child**
- **Give statements on our curriculum content.**

In St Lucy's Primary we acknowledge the important role we play in the lives of our pupils, their families and the local parish - we strive for a successful home, school, and parish partnership of mutual respect and support. We promote a positive ethos where confidence, self-esteem and high expectations are encouraged in an atmosphere of fairness, equality, tolerance and mutual respect, thus promoting the values of the Gospels in everything that we do.

We strive to develop the whole child so as to be Confident Individuals, Successful Learners, Responsible Citizens and Effective Contributors. We do this by creating an ethos of achievement by supporting all in reaching their potential, we recognise and reward success and set high standards and expectations for all.

I hope to meet with you soon and welcome you to our school community, where we will work in partnership to provide best outcomes for your child(ren), our pupil(s).

If I can be of any further assistance please do not hesitate to contact me on 01236 794852.

Yours sincerely,

Mrs E. Johnston



## 2. School Information

**Name:** St. Lucy's Primary, LCSC & Nursery

**Address:** Oak Road

Abronshill

Cumbernauld

G67 3LQ



**Telephone No.:** Cumbernauld (01236) 794852

**Fax No.:** Cumbernauld (01236) 457266

**LCSC No.:** Cumbernauld (01236) 794852

**E-mail address** [enquiries@st-lucys.n-lanark.sch.uk](mailto:enquiries@st-lucys.n-lanark.sch.uk)

**Twitter:** @stlucysabronhil

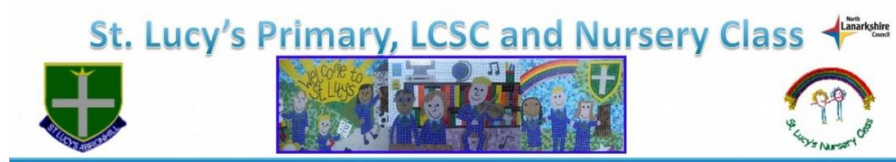
**Website:** [blogs.glowscotland.org.uk](http://blogs.glowscotland.org.uk)

St. Lucy's Primary is a Roman Catholic co-educational school and caters for children from P1 to P7 inclusive. It has a non-denominational nursery class accommodating 48 pupils full time during term time.

Part of the educational provision in the school is a non-denominational support centre for children with additional support needs, i.e. language & communication disorders.

The Language and Communication Support Centre (LCSC) was established to allow children to be included in the mainstream school according to individual need.

Parents should note that the working capacity of the school will vary dependent upon the number of pupils at each stage and the way in which the classes are organised.



Planning Capacity	242 (FOR MAINSTREAM ONLY)
Present Working Capacity	208 Mainstream 65 LCSC 48 Nursery

P1	20	P4	34
P1/2	25	P5	28
P2/3	20	P6	25
P3	23	P7	33
LC SC (P1 - P7)	65		
Nursery	48		
Present Roll	273 excluding Nursery		

At times it is necessary to form composite classes (2 stages in one class). These are formed by selecting children of similar ability to form stage groups in the class.

There is a large gym hall, which can be extended into the dining room, a football pitch and a conference room. Throughout the week the school is used for after school clubs.

Application for school lets should be sent to:

Tel. 01236 812407 e-mail school facility [bookings@northlan.gov.uk](mailto:bookings@northlan.gov.uk)

To contact St. Lucy's Parent Council, e-mail [enquiries@st-lucys.n-lanark.sch.uk](mailto:enquiries@st-lucys.n-lanark.sch.uk) and the school office will pass on your enquiry.

Further Parent Council information will be detailed later on in the handbook.

The associated Secondary School is:

Our Lady's High School, Dowanfield Road,  
Ravenswood, Cumbernauld  
Tel. 01236 757688

Pupils from our LCSC transfer to various secondary schools relevant to their needs.



### 3. Teaching staff as of session 2020-21

Mrs E. Johnston	HT
Mrs C. Straub	DHT
Mrs L. McBrearty	DHT- Language & Communication
	Support Centre (LCSC)- Maternity Leave Nov 2020
Miss C. McCarthy	Acting DHT - Language & Communication Support
Mrs L. Watson	Centre (LCSC) (Substantive Principal Teacher 0.6)
	Principal Teacher 0.4
Miss J. Carson	P1
Mrs G. McStay	P1/2
Mrs L. Fraser/ Mrs J. Adamson	P2/3
Miss C. Cook	P3
Miss M. Colgan/Miss D. McGurk	P4
Mrs L. Clark/Mrs K. Reynolds	P5
Miss N. Smith	P6
Mrs M. Caggiano/ Mrs M MacDougall	P7
Mrs M. McGarvey	NCC
Mrs J. O'Donnelly	Probationer mentor/Additional Support Needs
Mrs A. Kelly	Class 1 LCSC
Mrs M. Bryson	Class 2 LCSC
Mrs K. Ward	Class 3 LCSC
Mrs C. Hutchinson /Ms L. Mackie	Class 4 LCSC
Mrs L. Maguire	Class 5 LCSC
Miss L. Byres	Class 6 LCSC
Mrs L. Gilroy	Class 7 LCSC
Mrs F. Hashmi	Class 8 LCSC
Mrs L. Murray	Class 9 LCSC
Mrs A. Saeed	Class 10 LCSC
Mrs E McIlwraith	Class 11 LCSC



## Total Staff Complement - 26.57

### Nursery Staff

Mrs L. Campbell (0.6, W, Th, F)	Lead Early Learning Practitioner
Miss J. Steel (0.6)	Early Learning Practitioner
Mrs A. Moffat	Early Learning Practitioner
Mrs A. Paul (0.5)	Early Learning Practitioner
Mrs S. Millen (0.5)	Early Learning Practitioner
Miss P. Steel	Early Learning Practitioner
Mrs K. Clark (0.6, M.T,W)	Lead Early Learning Practitioner
Miss N. Kennedy	Support Worker
Miss D. Kerr	Support Worker
Miss L. Best	Support Worker
Mrs M. Campbell	Support Worker

### Support Staff

Mrs J. Smith	Senior Clerical Assistant
Mrs C. McGarvey	Clerical Assistant
Mrs H. Muir	Classroom Assistant
Mrs L. Kiernan	ASN Assistant Mainstream
Miss M. McCallum	ASN Assistant Mainstream
Ms J. Martin	ASN Assistant Mainstream
Mr S. Cochrane	ASN Assistant Mainstream
Mrs S. McNamee	ASN Assistant LCSC
Mrs M. Gray	ASN Assistant LCSC
Mrs P. McMahon	ASN Assistant LCSC
Mrs S. Lesko	ASN Assistant LCSC

Mrs B. Wardle	ASN Assistant LCSC
Mrs J. Beaton	ASN Assistant LCSC
Mrs J. Ashcroft	ASN Assistant LCSC
Mrs A. Johnston	ASN Assistant LCSC
Mrs C. Hepburn	ASN Assistant LCSC
Mrs J. Shakil	ASN Assistant LCSC
Mrs L. Robertson	ASN Assistant LCSC
Mrs P. Quinn	ASN Assistant LCSC
Mr. J. Bell	Facility Officer
Mrs. E. Walker	Cleaning Supervisor

### Visiting Specialists

Mrs E. Singleton/Mrs S Downie	Educational Psychologists
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4. a) **School Hours**      9.00am - 12.15pm      1.00pm - 3.00pm
- Interval**      10.30am - 10.45am

P1 children attend school full-time from first day of school session in August.

b) **Out of School Care**

The Peace of Mind Project (POMP) operated by Cumbernauld YMCA collects children after school and takes them to Abrohill Community Education Centre where parents collect them. The telephone number is 01236 721382.

Tiny Tots is an after school care facility based at Kenilworth Court in North Carbrain. They also collect children after school. The telephone number is 01236 454100.

- c) Current Nursery  
Session Times      **9.15am - 3.15pm**



Regular assemblies are held throughout the year, many of which have input from visiting professionals. Each year notification is sent home outlining days on which your child has P.E.

Each class receives two hours of P.E. per week. One session is indoor and one session outdoor.

Within our Nursery Class, children access our Outdoor Area daily and visit the Gym for P.E. twice a week.



## 5. **School Holiday Arrangements 2021/22**

### **August 2021**

In-service day: Thursday 12 August 2021

In-service day: Friday 13 August 2021

Pupils return to school: Monday 16 August 2021

### **September 2021**

September weekend holidays: Friday 24 September 2021 and Monday 27 September 2021

### **October 2021**

October break: Monday 11 to Friday 15 October 2021 (inclusive)

### **November 2021**

In-service day: Monday 15 November 2021

### **December 2021 - January 2022**

Christmas and New Year holidays: Thursday 23 December 2021 to Friday 7 January (Inclusive)

Schools close at 2.30 pm on Wednesday 22 December 2021

### **February 2022**

Mid-term break: Monday 14 February 2022 and Tuesday 15 February 2022

In-service day: Wednesday 16 February 2022

### **April 2022**

Monday 4 April 2022 to Monday 18 April 2022 (inclusive)

Schools close at 2.30 pm on Friday 1 April 2022

Good Friday 15 April 2022 and Easter Monday 18 April 2022

### **May 2022**

May day holiday: Monday 2 May 2022

In-service day: Thursday 5 May 2022 (to coincide with Scottish Local Government Elections)

May weekend holiday: Friday 27 May 2022 and Monday 30 May

**Schools Close: Wednesday 29 June 2022 at 1.00pm**

## **6. Transfer/Enrolment**

Registration of those children due to begin school for the first time takes place in January of each year. Dates and times are advertised in national and local press. An announcement will also appear in the Church Bulletin, library, local shops and nurseries.

A programme of visits and activities is offered for all enrolled pupils prior to them starting school.

Parents' right of choice of school is explained when children are registered and an explanatory leaflet is given to parents at that time.

Parents wishing to enrol children during term time should telephone the school to make an arrangement if they wish to visit us, or should merely call at the school with their child.

### **LCSC**

Applications are normally supported by Psychological Services and agreed at an allocation panel.

### **Nursery**

Enrolment forms for the implementation of 1140hours will be available from the school office and on North Lanarkshire Council website. The submission date for applications will be advertised on NLC website.

## **7. Equal Opportunities**

Every child has a right to pursue his/her particular interest or enthusiasm and the school aims to encourage all to do this. We try to ensure that all children feel free to take part in any activity available in the school, and are given equal opportunity in all areas, in accordance with North Lanarkshire Council's policy.

North Lanarkshire Council lays great emphasis on providing/promoting equal opportunities and aims to promote equal opportunity and social justice.

In promoting equality, we are concerned about any discrimination, which might lead to harassment based on creed, race or belief. Where racial or any harassment occurs, every measure will be taken to promote the rights of every individual and the person causing the offence will have the principles of equal opportunity explained.

If an incident occurs after the explanation, the person carrying out the harassment will be subject to the usual disciplinary procedures and the incident will be logged.

The school is committed to ensuring its policies and practices do not impact adversely on any particular group(s) of people and opportunities to promote equality are actively pursued.

The Equality and Human 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:

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

## 8. a) Curriculum for Excellence

### *What is Curriculum for Excellence?*

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

The purpose of Curriculum for Excellence is encapsulated in the four capacities- to enable each 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 3-18 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 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 eight curriculum areas are:**

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

**PLEASE NOTE DUE TO HEALTH AND SAFETY CHILDREN ARE REQUIRED TO REMOVE ALL JEWELLERY INCLUDING EARRINGS BEFORE PARTICIPATING IN P.E.(Health and Wellbeing) AND SPORTING FESTIVALS.**

**THEREFORE WHEN CHOOSING TO HAVE A CHILD'S EARS PIERCED THIS SHOULD BE DONE AT THE START OF THE SUMMER HOLIDAY PERIOD SO THAT EARRINGS ARE THEN ABLE TO BE REMOVED ON THE RETURN TO SCHOOL.**



### **Personal Support/Career Planning**

From 3-18 years, learners are supported to achieve their full potential and, as they progress through the broad general education into senior phase, to plan and prepare for further learning, training or employment. All schools and nurseries in North Lanarkshire are working hard to raise standards so that children and young people will develop all of the skills necessary to continue to be successful when leaving school and entering the world of higher education, training or work. As part of developing skills for learning, life and work, young people will be offered careers information advice and guidance to ensure they leave school and enter a positive post-school destination of higher education, further education, pre-employment training, employment (including modern apprenticeships, activity agreement or volunteering).

### **Assessment and Reporting**

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

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

### ***How will my child's learning be assessed?***

In St. Lucy's, staff implement a number of ways of tracking and assessing pupils' progress, for example, daily and termly planning, through the use of Outcome Planners and tracking folders. The senior leadership team engage in professional dialogue with teaching staff during termly tracking meetings to monitor pupil progress.

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 the 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.

**St. Lucy's is carrying forward and implementing ACfE in the following ways.**

- By identifying and carrying out the school's priorities for improvement.
- By implementing and embedding North Lanarkshire Council's Education and Families Literacy Strategy.
- By devising and providing active approaches to learning in all curricular areas incorporating Co-operative Learning and Active Learning.
- By providing interdisciplinary themes throughout the school.
- By creating opportunities for pupils to be involved in planning the content of their learning through responsive planning.
- By involving pupils in self and peer evaluation, in identifying strengths and areas for improvement in their learning and in articulating their next steps in learning.
- By creating many opportunities for active and responsible citizenship through membership and/or support of various committees including, Pupil Council, Charity, Health, Eco and Fairtrade.
- By creating opportunity for pupils to develop skills for learning and life including Literacy and Numeracy and Health and Well-being, in and out of the classroom.

In carrying out these priorities, we create the platform for meaningful learning relative to pupils' lives, equip them with the skills to access their learning both now and in the future and fulfil the four capacities of ACfE:-

- **Effective Contributors**
- **Successful Learners**
- **Responsible Citizens**
- **Confident Individuals**

The school communicates regularly with parents, providing relevant information regarding their child (ren)'s education. These communications incorporate Parent Workshops, Parents' Evenings, Newsletters, Relationship and Moral Education, Sacramental and Additional Support Plan progress meetings. The views of parents are sought throughout the year using questionnaires to help inform our next stages of development.

In the LCSC, additional assessments are carried out through observations by a multi-disciplinary team comprising the DHT, class teacher, parents, speech and language therapist and link psychologist. A profile of the child is drawn up from these observations and is reviewed annually.

To find out more information regarding ACfE you can access [www.educationscotland.com](http://www.educationscotland.com) for national guidance.

## **8. Additional Support Needs**

**St. Lucy's Primary, LCSC and Nursery complies with the Education (Additional Support for Learning) (Scotland) Act 2004 as amended by the Education Additional Support for Learning Scotland and the Additional Support for Learning Statutory Guidance 2017 (Additional Support for Learning) (Scotland) Act 2009.**

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.

The school has a policy in relation to identifying, assessing and supporting pupils who have additional support needs. It outlines the assistance given to these pupils and reflects Education and Families Services' Staged Intervention process of Universal, Additional and Intensive.

### **Language and Communication Support Centre**

There is a Language and Communication Support Centre (LCSC) within the school which caters for children who require smaller class groups, higher staff ratios and a more tightly structured approach to learning and teaching.

One of the major long-term aims for LCSC pupils is the opportunity to be included in mainstream activities. This will develop in accordance with the needs of individual pupils. Every effort will be made to maximise the social and academic potential of all pupils who attend the LCSC within the mainstream classes and the wider school community. Most support centre pupils will spend the greater part of their time within the support centre itself, but those pupils will have the opportunity to access the mainstream classes where this is appropriate for them.

When children are ready for inclusion in mainstream classes, they will be supported by a staff member. Monthly meetings ensure inclusion opportunities are appropriate and beneficial for all pupils involved.

**Getting It Right For Me (GIRFME) Plans and CSPs are created according to individual need.** Parents and pupils are an essential part of the assessment, planning and review processes and your views will be actively sought.

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. The designated ASN Co-ordinator is the Depute Head Teacher, Mrs C. Straub, who liaises with other agencies and carers to ensure provision for the children's needs.

Parents/carers and young people can request an assessment at any time to establish whether a child or young person has additional needs and/or requires a Co-ordinated Support Plan.

### **Getting It Right For Me plans**

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 and improve outcomes. Parents/carers and pupils are an essential part of the assessment, planning and review processes and their views will be actively sought.

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

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

### **Dispute Resolution**

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

If the matter can't 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/carers free of charge. The Independent Adjudicator will make recommendations to the Education Authority about how the dispute should be resolved.

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

## 10. Improvement Plan

To devise the school priorities for improvement for session 2020-21, we took account of North Lanarkshire's Education and Families' Plan, our audit of last year's School Improvement Plan and engagement with staff, parents/carers and learners. We also took account of current national expectations in respect of Curriculum for Excellence, as outlined by Education Scotland.

The following priorities for improvement have been identified within St. Lucy's for session 2020-2021:

<b>Establishment Priority 1:</b>	To further improve and support the mental, social, emotional, physical and spiritual health of all children, families and staff by embedding and extending the range of nurture based approaches across the school. (This links with the Cluster Improvement Priority)
<b>Establishment Priority 2:</b>	To ensure continued equity of access and opportunity for maximising learning in the broad general education in the context of the Recovery Curriculum.
<b>Establishment Priority 3:</b>	To establish a digital pedagogy which engages learners and delivers a high quality learning experience for all children.
<b>Establishment Priority 4:</b>	To implement 1140 hours Early Learning and Childcare Education

We will carry forward the priorities for improvement through appropriate staff training, working groups, liaison with associated specialists and adequate investment to ensure the success of each area of development.



## 11. Homework

A detailed homework policy, which has been written by the Parent Council & Staff, is available to parents on request.

The average time which should be spent on homework is as follows.

P1 - P3 15 minutes per night

P4 and P5 20 minutes per night

P6 and P7 30 minutes per night

Homework will reflect the curricular work undertaken in class and individual research. It will be appropriate to the age and stage of development of each pupil, ensuring the curriculum is accessible to all. In order for pupils to successfully complete homework tasks, the school will provide the necessary materials i.e. jotter, worksheet, reading material, workbook etc. learners are also encouraged to access homework activities digitally e.g. through Microsoft TEAMS, Sumdog.



## 12. School Ethos

Stakeholders work together to provide a learning environment that is welcoming, caring, positive and motivating, where pupils are supported, encouraged and inspired to achieve their full potential. We work to foster confidence and independence, where pupils recognise their successes and achievements, take ownership and responsibility and are active participants in their own learning. Staff and pupils work together to create an ethos of inclusion, mutual trust and respect and strive to live the Gospel values.

### St. Lucy's -

- Offers high quality learning and teaching
- Involves pupils in all aspects of their learning
- Provides a raft of opportunities to develop Responsible Citizens
- Promotes a high standard of achievement and attainment

We have very strong links with the Parish Priest of St. Lucy's Church (our school chaplain) Fr. Campbell and Deacon Kenny McGeachie. Fr. Campbell is also the Parish Priest of Sacred Heart Church. The school contributes to the local environment by carrying out clean ups and are regularly involved with Abnrohill Regeneration Forum initiatives and events.

### **Promoting Positive Behaviour and Relationships**

All staff and pupils fully embrace our Promoting Positive Behaviour and Relationships Policy. We motivate and encourage positive relationships with others throughout our school community using our "St. Lucy's Rising Star, Pride of St. Lucy and HT award (Golden Ticket) and Our Bee - Attitude Awards.

All staff and children promote the 3 Rs -

**Respect for Yourself**

**Respect for Others**

**Responsibility for Your Actions**



### **13. Spiritual Social Moral and Cultural Values**

We pursue a Christian way of life in our relationship with each other and in the way we teach. Children in the mainstream school have formal religious instruction following the programme of study devised by the Archdiocese of Glasgow for use in schools, 'This is Our Faith'. Evening meetings are held for parents of children preparing for the Sacraments of Reconciliation, Eucharist and Confirmation. There is a close relationship with the School and Church. Parents have the right to withdraw their children from the teaching of RERC and/or reception of the Sacraments. This should be done in consultation with the Head Teacher. Close proximity to the Church allows children to be present in Church when necessary for Mass and special services. Our school Feast Day is celebrated on 13<sup>th</sup> December, the Feast of St. Lucy, when the school attends Mass. We also attend Mass on each First Friday of the month. Within our Feast Day celebrations we also have organised fun activities for all the children in our school community to enjoy.

The school includes a Nursery and Language and Communication Support Centre which are both non-denominational. Throughout our school we emphasise respect for all faiths and denominations and the recognition of everyone's right to worship in their own faith.

We try to encourage children to be aware of people in need and the school makes an annual donation to several charities. At all stages of school, children study other world religions.

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**

The school offers a variety of after school clubs including cross country, football, FUNdamentals, ICT, cookery, Book Bug, choir, Spanish, recorder and netball. Children regularly take part in community activities, e.g. visits to library for various events, Abrohill Regeneration Group Christmas & Summer Fayres, various community competitions, sporting and social activities. The Christmas Concert, Sports Day and Fun Day are perhaps three of the most popular events.

The school has a large hall and football pitch which can be let out to various groups in the community.

Lunchtime clubs are also held from time to time for various stages in the school.

We encourage parents to volunteer to support the work of the school where required.

#### **15. Freedom of Information**

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

### **Privacy statement for enrolment of pupils in a North Lanarkshire school**

#### **What is this statement?**

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

#### **Who are we?**

North Lanarkshire Council is a Local Authority established under the Local Government etc. (Scotland) Act 1994. Education 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 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 out with the nursery or school, key staff from these services may also store information securely about your child or young person.

### **How will we use this information?**

Your personal information will be used:

- to enrol your child or young person in nursery or school
- to provide your child or young person with an appropriate education
- for teaching, 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.
- when required to contact you by post, email, telephone or text

### **Who do we share information with?**

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



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

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

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

### How long do we keep your information for?

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

### Your rights under data protection laws

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](mailto: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](mailto:casework@ico.org.uk)

### **(b) 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 Data Protection Act 1998. 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](http://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](mailto: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 schools actions in response to Child Protection concerns.

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

<b>Child Protection Co-ordinator is</b>	<b>Mrs. E. Johnston (Head Teacher)</b>
<b>Telephone Number</b>	<b>01236 794852</b>

#### **18 - a) 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 school's 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)

**Child Protection Co-ordinator is - Mrs. E. (Head Teacher)**

**Telephone Number - 01236 794852**

## **19. School Discipline**

The relationship between pupil and teacher is similar to that between child and parent/carer, requiring mutual respect and consideration on both sides. It is necessary to maintain a high standard of behaviour in school at all times. Teachers and children draw up class rules together to maintain good standards of behaviour. If a child does not conform to the agreed rules, privileges may be withdrawn and/or sanctions taken.

Should a pattern of misbehaviour develop, the Head Teacher will ask the parent to come to the school so that teaching staff and parents can try to come to an agreement as to how we can support the child. It is hoped that these steps will improve the situation. In all cases of discipline problems, parental co-operation is asked for and greatly appreciated. It is a fact that teachers and parents working together often give a child experiencing behaviour difficulties a greater sense of security, which leads to a general improvement.

Sometimes it may be necessary to involve psychological or behavioural support for children who are experiencing serious difficulties.

### **b) Anti-bullying**

The school at present has a Promoting Positive Behaviour and Anti Bullying policy in place, which was reviewed in consultation with Parent Council, parents and staff. This policy outlines the support and guidance offered and the partnership approach school practices with parents. Anyone, who wishes a copy of this policy, may collect it from the school.

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

## **20. Home and School Links**

The school functions more effectively when there is full parental co-operation and partnership between school and home.

Parents are most welcome in the school to discuss any problems or to discuss their child's progress. They may call at the school or telephone to make an appointment to see the Head Teacher. If parents wish to see and speak to the class teacher, they should first contact school office staff or the head teacher to arrange an appointment.

The school delivers workshops when parents are invited to the school to learn how we teach various aspects of the curriculum, e.g. Reading, Mathematics, Science, etc.

All information about these and other school activities is conveyed to parents/carers through our digital communication channels or in the monthly newsletter. If a note is of some special significance, it may be included in the Church Bulletin.

We encourage parental involvement in children's learning and the life of the school by providing a raft of opportunities including:

- Induction Afternoon
- 'Meet the Teacher' session (held at the beginning of the academic year)
- Open Day
- Parental Workshops
- Parent Helpers
- GIRF Me Plan/CSP consultations
- Parents' evenings (Mainstream/LCSC- Oct/March) (Nursery-March)
- Written reports (Mainstream- Dec/June) (Nursery & LCSC- June)
- Profile Meetings - LCSC
- Personal Learning Plan review meetings (Nursery) - Termly
- The work of Parent Council
- Supporting school endeavours in Eco, Health etc.
- Consultation Exercises
- Nursery 'Stay and Play' sessions (termly)
- Nursery Shopping Trips (monthly)
- Nursery Library Visits

During the school year, there are several presentations to parents on the subject of preparation for First Communion and Confirmation. These talks are followed up by special services in which parents and school are equally involved.

Each year, the co-operation and support of home and school means that we are able to donate substantial sums of money to charities, provide visiting theatre groups and fund educational outings for pupils.

We have an active Parent Council within St. Lucy's. The Chairperson is **Nicola McKenna Mowat**. If you would like further information about our Parent Council please contact the school office on **01236-794852** on how to contact Mrs McKenna Mowat.

## **21. 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 and, where possible, a number that will accept a text message. 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 and may result in the school sending a text message. In terms of child safety, police will be contacted if all attempts to locate the child have been exhausted.

Parents are asked to inform the school by telephone if their child is likely to be absent for some time and to confirm the reason for absence.

### **Nursery Management of Absence**

Good attendance at nursery is essential so that the children can benefit from nursery experience. Absence should be reported by telephoning the school office. Parents will be contacted by telephone if we have not been informed of the reason by the second day of the absence.

#### **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/Carers should inform the school by letter, of the dates, before going on holiday.

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

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



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

- The availability of cheap holidays
- The availability of desired accommodation
- Poor weather experience during school holidays
- Holidays which overlap the beginning or end of term
- Parental difficulty 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 school encourages good attendance and pupils with perfect (100%) or very good (99%) attendance are given a merit certificate in June of every year.

## (i) Community Links

Just as we have reaped the benefit of our local community's investment of time and interest in our school, so it is important that our children play their part in the community. Our children play an active part in many community projects whether they be sports activities, fund raising for local charities or campaigns specific to local areas. They are encouraged to support the local projects run by the police, libraries, church, etc. and actively contribute to Abronhill Regeneration Forum activities. Some of our children take part every April in tidying up our local community as part of our ongoing Eco Work.



## 22. Clothing and Uniform

All North Lanarkshire schools must have a dress code, which encourages pupils to dress in a way, which is appropriate to attendance at school. This dress code must not lead to direct or indirect discrimination on the grounds of race, religion, gender or disability. Prior to drawing up the dress code, the parents, pupils and staff were fully consulted. It is the expectation of 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 injury to other pupils or to be used by others to do so.

Under no circumstances will pupils be deprived of any educational opportunity as a result of not wearing uniform.

The suggested uniform for parents who wish to purchase it is:



**Navy skirt/trousers**

**Blue blouse/shirt**

**Navy cardigan/pullover/School tie**



Uniform items may be ordered online at [www.logoxpres-schoolwear.co.uk](http://www.logoxpres-schoolwear.co.uk) or from Border Embroideries. Orders can be delivered free to school for collection.

Ties and badges may be purchased in the school.

Nursery uniform is a green sweatshirt and a blue or white polo shirt and can be ordered from the school.

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 & Families. Information and application forms may be obtained from any school or First Stop shop. [www.northlan.gov.uk](http://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 Seeker's Allowance (income based), Employment & Support Allowance (income related), Universal Credit (with an income below £610 per month), housing benefit, council tax reduction.

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

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 all items of clothing have the child's name displayed on them and 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.

## **23. Meals**

Children may purchase a hot meal or snack in the dining room. They are issued with 'Cash Cards' for our Cashless Catering System. Money can be added to these cards in school or by parents on-line. Cash Cards for children who are in receipt of a free meal are populated each day by NLC. The servery is manned by catering staff. The menu is displayed in the school dining hall and menus are also available to parents on request. The menu is also tweeted each week for parents and is available to view on NLC website.

Provision is made for children bringing packed lunches. In the interests of safety they are asked not to bring glass bottles or containers. All children are supervised by the HT, DHTs, and ASN Assistants during their time in the dining hall.

We encourage healthy choices and promote a healthy packed lunch. As we have some children with nut allergies, **we ask that children do not bring any food items to school which knowingly contain nuts.** If a child requires a dietary provision, parents should inform the head teacher and the necessary arrangements will be made whenever possible.

(ii) Special Diet Procedures

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

For information; a vegetarian meal option is offered on a daily basis.

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

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

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

Any change in the child's dietary requirements must be advised through a Registered Dietitian or Medical Practitioner to the Facilities Support Services (FSS) Nutritionist. When children move to a High School or change schools FSS will need to be informed as soon as possible.

(iii) Other

If dining supervision arrangements alter at different stages this should be outlined.

Children of parents/carers receiving Income Support, Job Seekers Allowance (income based), and Employment & Support Allowance (income related), Universal Credit (with an income below £610 per month), are entitled to a meal without charge.

All P1 to P3 pupils are entitled to a free meal and free milk. Pupils in P4-P7 who qualify for a free school meal are entitled to free school milk. However, milk will be available for purchase in the school during the lunch period. 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](http://www.northlan.gov.uk) and are available in first stop shops.

Arrangements for those bringing packed lunches should also be included.

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 (income below £610 per month), housing benefit and council tax rebate.

Information and application forms for clothing grants may be downloaded from the council website [www.northlan.gov.uk](http://www.northlan.gov.uk) and are available in first stop shops.

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

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

Only nursery children and those children who receive a free school meal are entitled to free milk. Milk may however be available for purchase in the school during the lunch period. Children in the nursery receive free fruit daily.

## **24. 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 advise 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 request to primary school does not necessarily ensure that your child will have direct entry to the associated secondary. Advice must be sought from the primary school head teacher.

Further information on placing request and procedures is available from the school or the council website.

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

## 25. Transport

(i) **General** - 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 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.

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/carer's responsibility to ensure that their child arrives at the pick-up point in time. It is also the parent's responsibility to ensure 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.

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.

Transport for pupils in the LCSC is arranged by **Education and Families**

## **26. Medical and Health Care**

Information should be given about medical and dental inspections and dental treatment. There should be an indication of the procedures followed if a child takes ill at school. Parents/carers should be made aware of the necessity to inform the school of any particular medical requirements and of the arrangements to be made if a child has to be taken home.

If a young person is unable to attend a suitable educational establishment as a result of prolonged ill-health, North Lanarkshire Council must make special arrangements for the pupil to receive education elsewhere, other than that at an educational establishment.

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

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

## **27. Information in Emergencies**

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

## **28. The Parent Forum**

As a parent/carer 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. To contact the Parent Council, e-mail [enquiries@st-lucys.n-lanark.sch.uk](mailto:enquiries@st-lucys.n-lanark.sch.uk) and this will be passed on.

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**

A Parent Council is established in St. Lucy's. Details of meetings can be obtained from the school and via school newsletters/twitter. The composition of the Parent Council is determined by the Parent Forum.

**The Parent Council committee is as follows:-**

Mrs N McKenna Mowat (Chairperson)

Ms P Dawson (Vice Chairperson)

Mrs J McNamee (Secretary)

Mrs R Foster (Treasurer)

Mrs N Hutchison (Church Representative)

Mrs C McCarthy (Teacher Representative)

**The Head Teacher also acts as the professional advisor to the Parent Council and attends every meeting.**

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;**
- h) **Receiving an annual budget for administration, training and other expenses;**
- i) **Improving home school partnership and facilitating parental involvement.**



### **Procedures for Election of parent representatives to Parent Council**

In accordance with the Parent Council constitution, office bearers will be reselected by the Parent Council on an annual basis at the annual meeting of the Parent Forum. Co-opted members will serve for a period of two years. The nursery class is part of the school and nursery parents have full entitlement to put themselves forward to volunteer to serve on the Parent Council.

### **29. Supervision in Non-Class Times**

In accordance with NLC Policy, parents/carers should not enter school playgrounds. Members of school personnel will supervise children in their relevant yards from 8.50am.

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

For children in the LCSC, appropriate levels of support are given both in the Quadrangle and in the main yard according to the needs of the children.

### **30. Transfer from Primary School 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 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 begin visiting the secondary school in P6 with a one day visit. In P7 pupils are provided with the opportunity to attend a two day visit to the school.

**There is an ongoing Transition Programme which is reviewed annually.**

Parents are kept fully informed and are encouraged to support their children throughout the transition.

The transitions for pupils within the LCSC are supported with a multi-agency approach and in consultation with the Educational Psychologist. A number of visits between the establishments are organised and this can vary according to the needs of each individual pupil.

Pupils from St. Lucy's Primary (Mainstream) normally transfer to

**Our Lady's High School,**

**Seafar, Cumbernauld.**

**Telephone 01236 757688.**

**Head Teacher: - Mrs Nicola Cunningham**

### **31. Names and Addresses of Key Contacts**

Education and Families	Chief Executive Area Office
North Lanarkshire Council	Registration Office
Civic Centre	Bron Way
Windmillhill Street	CUMBERNAULD
MOTHERWELL	G67 1DZ
ML1 1AB	01236 616390
01698 302633	

#### **Local Councillors:**

##### **T. Johnston**

Civic Centre  
Windmillhill Street  
MOTHERWELL  
ML1 1AB  
01698 302633

##### **C. Barclay**

Civic Centre  
Windmillhill Street  
MOTHERWELL  
ML1 1AB  
01698 302545

##### **G. Fannan**

Civic Centre  
Windmillhill Street  
MOTHERWELL  
ML1 1AB  
01698 302633

##### **P. Hogg**

Civic Centre  
Windmillhill Street  
MOTHERWELL  
ML1 1AB  
01698 302545

#### **North Community Learning and Development Office**

Baird Memorial Primary School

Avonhead Road

Condorrat  
CUMBERNAULD

G67 4RA

01236 638384

Email- CLD-North@northlan.gov.uk

**Education Manager- Michelle O'Halleron**

Education and Families

Civic Centre

Windmillhill Street

Motherwell

ML1 1AB

01698 302633

**Cluster Improvement and Integration Lead - Carolan Burnet**

St Mary's Primary School

Liddell Road

Cumbernauld

G67

01236 632363

**32. Specialist Terms**

ACfE	A Curriculum for Excellence
ASN	Additional Support Needs
CSP	Co-ordinated Support Plan
EAL	English as an additional language
GIRFME	Getting it Right for Me
HES	Hospital Education Service
ICT	Information & Communication Technology
IDL	Interdisciplinary Learning
LCSC	Language and Communication Support Centre
NLC	North Lanarkshire Council
FTE	Full Time Equivalent
AiFL	Assessment is for Learning
HT	Head Teacher

DHT	Depute Head Teacher
PT	Principal Teacher
SLT	Senior Leadership Team

### 33. Qualifying Statement

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

(a) before the commencement or during the course of the school year in question.

(b) in relation to subsequent school years.

Education authorities by law are required to issue a copy of the school handbook to parents 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 Carolan Burnet or Lyndsay Maley may be contacted directly or through the school.

**(Contact details above)**

**See below for information on where to 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.

0345 123 2303

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

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

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

**Scottish Independent Advocacy Alliance**

Mansfield Independent Advocacy Alliance

Mansfield Traquair Centre

15 Mansfield Place

Edinburgh

EH3 6BB

[enquiry@siaa.org.uk](mailto:enquiry@siaa.org.uk)[www.siaa.org.uk](http://www.siaa.org.uk)**Resolve**

0131 313 8844

(Independent Adjudicator)

**Reference to Additional Support Needs****Resolve**

0131 313 8844

(Independent Adjudicator)

**Reference to Additional Support Needs****Tribunal (Scotland)**

ASNTS

Europa Building

450 Argyle Street

Glasgow

e-mail: [ASNTSInquiries@scotland.gsi.gov.uk](mailto:ASNTSInquiries@scotland.gsi.gov.uk)**Tribunal (Scotland)**

ASNTS

Europa Building

450 Argyle Street

Glasgow

e-mail: [ASNTSInquiries@scotland.gsi.gov.uk](mailto:ASNTSInquiries@scotland.gsi.gov.uk)**Social Work**

Cumbernauld/Chryston

Bron Way

Town Centre

Cumbernauld

G67 1DZ

01236 638700

**NHS Lanarkshire**

Kildrum Health Centre

**01236 721354**

Condorrat Health Centre

**01236 72338**





