

ST MARY'S PRIMARY CLELAND



SCHOOL HANDBOOK



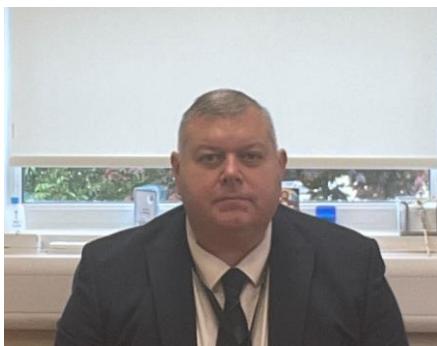
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2025 Edition

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Section 1 - Introduction by Head Teacher

'Learning together'



Welcome to St Mary's Primary School.

This handbook will help you understand more about St Mary's Roman Catholic Primary School. It provides essential information and I hope you will find it interesting and helpful.

To families who are joining us for the first time I understand that this is an important and exciting time as your child makes the move from nursery to primary and our aim is to make the transition as smooth as possible. We hope to do this by developing a strong partnership between your home and the school which will continue throughout your child's school career.

Parental involvement is a powerful influence in the lives of children. Throughout the school year various activities and meetings will be arranged in order to involve parents and the community in the life of the school.

We are committed to Getting It Right for Every Child. We want to work in partnership with you to assist your child in reaching his/her potential. Through working with you and external agencies, when required, we aim to meet the needs of all pupils in a safe, supportive and inclusive environment.

Should you wish to discuss your child's progress or have any concerns, please contact the school.

F. McIntyre
Head Teacher



Charter for Catholic Schools in Scotland



SCOTTISH CATHOLIC EDUCATION SERVICE

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

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

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

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

Section 2 - School Information

Name: St Mary's Primary School
Address: Chapel Street
Cleland
ML1 5QX

Telephone: 01698 274955
e-mail: enquiries-at-st-marys-cleland@northlan.org.uk
Website: <https://blogs.glowscotland.org.uk/nl/stmaryscleland/>
Twitter: @stmaryspsmo

Denomination: Our school is a co-educational Roman Catholic Primary School. Our nursery classes are non-denominational.

Capacity:

Planning capacity	236
Working capacity	219
Nursery	52

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: Nursery: Age 3-5
Primary: Primary 1 – Primary 7
Present Role: Primary 123 Nursery 56 (11 AM/11 PM 33 8.45 to 2.45)

Our school does not provides teaching by means of the Gaelic language

Associated High School

Pupils would normally transfer to Taylor High Secondary, Carfin Street, New Stevenston. The telephone number is 01698 274976

Parent council

We currently have a very active Parent Council who support the school in a variety of ways. They have a Facebook account to keep parents updated. Search for 'St Mary's Primary Cleland Parent Council'. The parent Council email address is PCStMarysCleland@outlook.com

Class structure

This session there are six primary classes. There are regularly composite classes which are formed after full discussion with teachers and children are accommodated in a class with their 'working group'. Terms such as 'held back' and 'moved on' are unhelpful and inaccurate. Parents are informed of classes for the new session as soon as all available information regarding staffing is clear to the Head Teacher.

Community Education

It is the Council Policy that school accommodation is made available as far as possible outwith school hours for use by the community. Such use by groups, clubs etc. will be in accordance with approved letting procedures and enquiries should be directed to Culture NL, Community Facilities Section, 9 Old Monkland Road, Coatbridge.

Section 3 - Staff

Head Teacher Mr F. McIntyre
Principal Teacher Mrs M McCrory

Teaching Staff

Primary 1	Mrs Henry
Primary 2/3	Mrs Farrelly
Primary 3/4	Miss Steel
Primary 4/5	Mrs Campbell
Primary 5/6	Mrs Allen / Mrs Hudson
Primary 7	Miss Conlin
Reduction in class contact time	Miss Murphy and Mrs Coley

Full Time Equivalent (FTE) 8.2

School Chaplain Rev. Liam O'Connor

ELC Staff

Position	Staff Member
Early Learning & Childcare Principal Lead	Adele Sloan
Early Learning & Childcare Principal Lead	Wendy Kerrigan
Early Learning & Childcare Lead Practitioner	Lisa Murray
Early Learning & Childcare Key Worker	Lynn McAuley
Early Learning & Childcare Key Worker	Chloe McCabe
Early Learning & Childcare Key Worker	Anne Wharrie
Early Learning & Childcare Support Worker	Lorraine Allan
Early Learning & Childcare Support Worker	Deborah Duffin
Early Learning & Childcare Support Worker	Jane Grant

ASN Assistant

Mrs L Robertson
Mrs S Lawrie

Senior Clerical Assistant

Mrs A Beattie

Clerical Assistant

Mrs A McCulloch

Facilities Officer

Section 4 - School Hours

School Hours	9am to 3pm
Interval	10.30am – 10.45am
Lunch	12.15pm – 1pm

All P1 pupils will be required to attend full time from first day of school session in August.

Nursery Hours

The nursery operates a mixed model of delivering 1140 hours to the children. The current operating model is:

AM (8am to 12:45 pm)

PM (1.15pm to 6pm)

Full day session (8:45 am to 2:45 pm).

Am and PM children attend 48 weeks per year and day session children attend Term time as per school year.

Section 5 The School Year 2025-26

August 2025	Tuesday 12 August 2025 (Return date for teachers & in-service day) Wednesday 13 August 2025 (In-service day) Thursday 14 August 2025 (Return date for pupils)
September 2025	Friday 26 September and Monday 29 September 2025 (September weekend holiday)
October 2025	Monday 13 to Friday 17 October 2025 (October week)
November 2025	Monday 17 November 2025 (In-service day)
December 2025	Schools close at 2:30pm on Thursday 18 December 2025 Monday 22 December 2025 - Friday 2 January 2026 (Christmas holidays)
January 2026	Schools return on Monday 5 January 2026
February 2026	Monday 16 February 2026 Tuesday 17 February 2026 Wednesday 18 February 2026 (In-service day)
April 2026	Schools close at 2:30pm on Thursday 2 April 2026 Monday 6 April - Friday 17 April 2026 (Easter Holiday) Schools return on Monday 20 April 2026
May 2026	Monday 4 May 2026 (May holiday) Thursday 7 May 2026 (In-service day to coincide with Scottish Parliamentary election, but may be subject to change) Friday 22 May 2026 and Monday 25 May 2026 (May weekend)
June 2026	Schools close at 1pm on Friday 26 June 2026

Section 6 -Transfer / Enrolment

Classes for children who attain the age of 5 years between 1st March and 28th February will be formed in August. Enrolment takes place in January at a time prescribed by the Council. Notification will be given by:

- Public announcement in the local press
- Announcement in St Mary's Primary, Nursery and Church

If published dates are unsuitable an alternative arrangement may be made by telephoning or calling at the school. Pre-entry days are organised for the parents of the new intake during May and June. Parents who move into the school catchment area during term time should contact the Head Teacher.

Section 7 Equal Opportunities

Provide a position statement setting out the school's At St Mary's PS we fully endorse the NLC Equality Policy and we are committed to eliminate unlawful discrimination and promote equality of opportunity for and between different groups of people in line with the Equality Act 2010, the Service's Equality and Diversity Policy 2018 and the Council's Equality and Diversity Policy and Equality Strategy 2019 -2024.

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 details the essential requirements of the Equality Act 2010 for schools. This can be accessed at

[Technical guidance for schools in Scotland | EHRC](#)

Section 8 Curriculum For Excellence

What is Curriculum for Excellence?

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

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

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

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

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

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

Curriculum for Excellence is defined as:

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

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

These contexts are:

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

What are the Curriculum for Excellence levels?

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

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

What is the Broad General Education?

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

Curriculum Areas and subjects

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

The 8 curricular areas are:

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

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.

The opportunities for pupils to develop skills for learning, life and work, including literacy, numeracy and health and well-being in and out of the classroom.

The arrangements for how pupils will be given choices in what they learn, how they will be involved in planning what they learn; how the parents will be consulted. Children are given opportunities to participate in planning their own learning. In particular when planning contexts for Interdisciplinary Learning, children are involved from an early stage.

Assessment and Reporting

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

Reporting to Parents

Over the course of the session there will be 2 formal Parents Evenings (October and June) and 1 pupil progress report in March. There are many opportunities throughout the session for parents to engage with class teachers through 'Meet the Teacher', Curriculum Evening/Afternoons, Sacramental Preparation and sharing our learning assemblies. If required, review meetings are organised to support children and their families on a regular basis.

Parents will be kept informed regarding any sensitive aspects of learning that will affect their child/children. e.g. "God's Loving Plan" and "Drug Awareness".

Section 9 Additional Support Needs

St Mary'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.

St Mary's Primary Schools follows a staged approach to assessment and planning) Children and young people with additional support needs including identification, assessment, planning, provision and continual review.

Sometimes children experience barriers to their learning. This can take many forms and may be temporary or need more intervention over a sustained period of time. Sometimes children need stretched and challenged in their learning and this need must also be addressed. Children are identified by

staff as having a particular need. Then we follow North Lanarkshire's staged intervention process to ensure we are providing the correct levels of support and accessing resources appropriately. There are three levels of staged intervention as detailed below.

Universal – 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. This may lead to a GIRFME plan being put in place. This may be a Part 1 with learning strategies only or a Part 2 with learning strategies and specific targets in specific areas such as Literacy, Numeracy and Health and Wellbeing.

Additional – The Girfme plan would continue but some external support or planning from beyond the school or early years establishment but within education is accessed. An example of this would be a Request for Assistance to our Educational Psychologist for advice and assistance.

Intensive – External support provided on a multiagency basis, where the child or young person's needs are identified as requiring support or planning from other agencies out with education such as health, social work and/or voluntary services.

Children are assessed regularly and plans made to target the next steps in their learning. This is reviewed regularly and the progress made is evaluated and shared with child and the parents.

The Head Teacher is the named person for the children within the school.
Additional Support Needs.

Currently all Care experienced children have a GIRFMe plan and their Care is monitored by the Head Teacher.

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

(GIRFMe) enable staff to plan effectively for children and young people when interventions are required to support their learning and improve outcomes. Parents/carers and pupils are an essential part of the assessment; planning and review processes and their views will be actively sought. Some children and young people may require significant support from education and at least one other agency, such as health, social work and/or voluntary agency to help them meet their learning targets. Where this support requires a high level or co-ordination the opening of a Co-ordinated Support Plan (CSP) may be considered. A CSP may be initiated by the school or another agency.

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

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

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

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

Dispute Resolution

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

If the matter cannot be resolved with the Education Authority you have the right to request mediation. An independent mediation service is available to parents/carers 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/carers or young people on the decisions made by the Education Authority relating to Co-ordinated Support Plans, ASN placing requests and post school transition. If you disagree with any decision relating to your child's Co-ordinated Support Plan, either the creation of a CSP, or the content of it, you may be entitled to refer to the Tribunal

Section 10 Improvement Plan

The proposed priorities for 2024-2025 are:

Self Evaluation

All staff are actively engaged in effective self evaluation to develop QI 1.3
Consistent with Clear expectation/Quality Assurance (Calendar/Lesson/Jotter
Monitoring/Planning[long/medium/daily]Observations/Proformas used)

Curriculum

Develop Inter Disciplinary Learning

Sustainability (Whole School IDL including sharing the learning)

Outdoor Learning

Engagement

Parents to be more involved in the life of St Mary's (Decision Making/Learning Logs/Stay and Learn)

Pupil Motivation (House System/Simpson Scale)

Learning Teaching Assessment

Embed writing pedagogy across the whole school

Staff to engage in Practitioner Enquiry linked to Assessment Is For Learning

Production of an updated Learning Teaching Assessment Policy

The main achievements of the school over the last 12 months or signpost to a website where this information is posted.

St Mary's Primary School undertakes rigorous self-evaluation with parents, carers and children. This self-evaluation informs the improvement priorities for the next academic session. These are issued to parents at the start of each new session.

There have been a number of significant achievements over the last three years including achieving the Digital School Award and Achieving the Bronze Rights Respecting School Award.

Section 11 Home Learning

Homework is given to pupils on a Monday via their class TEAM page and should be completed by the following Monday. We recognise the commitments family have out with the school and therefore do not ask for Home Learning to be submitted. Some teachers set homework for the week and children take it home on a Monday and bring it back on a Friday. It is important to remember that children have been part of a learning environment for five hours during the day. The purpose of Home Learning is to reinforce learning which has taken place during the day or research/gather information for learning which has still to take place.

Section 12 School Ethos

The school motto is 'Learning together'. An ethos of collaborative working is promoted within the school for both adults and children. Recognition of achievement is an integral part of our school's culture. Each week, teachers identify pupils who have shown commitment to an aspect of their learning and found success linked to the school Values. At a weekly assembly we acknowledge this success and all children listen to the variety of reasons why children are receiving a certificate.

We work with our neighbouring school, Cleland Primary, at times of transition and host a Purposeful Play sessions where the P1 pupils in each school join with the nursery pupils for planned play opportunities.

Section 13 Religious and Moral Education

The RE curriculum in Catholic Schools is determined by the Bishop and the Diocesan Advisers. Our Religious Programme is 'This is Our Faith'. The Moral Education Programme 'God's Loving Plan' is being implemented in St Mary's Primary.

Children are prepared for the Sacraments of Reconciliation at P3, First Communion at P4 and Confirmation at P6 and P7 every two years.

In the case of those children who are not Catholic, parents can be reassured that religious education is approached sensitively and with respect for those of other faiths.

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.

Section 14 Extra Curricular Activities

Over the course of the year we strive to provide Extra Curricular areas for all stages. This session, after school clubs have included Digital School, Lego, Bracelet Making and Glee Club. Some pupils have the opportunity to attend football and dance events.

Section 15 Freedom of Information

Freedom of Information (Scotland) Act 2002 came into force in 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 Coordinator can be contacted at :

[foirequest@northlan.gov.uk.](mailto:foirequest@northlan.gov.uk)

Section 16 General Data Protection Regulations (GDPR)

Statement for Education

What is this statement?

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

Who are we?

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

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

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

Legal basis for using your information

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

Your personal information

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

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

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

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

How will we use this information?

Your personal information will be used:

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

Who do we share information with?

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

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

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

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

How long do we keep your information for?

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

Your rights under GDPR

You can:

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

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

The Council's Data Protection Officer
If you have any questions or are unhappy about the way that we use the personal information of your child, young person or yourself you can contact the Data Protection Officer.
Data Protection Officer (DPO)
Civic Centre,
Windmillhill Street,
Motherwell ML1 1AB
or by email to AITeam@northlan.gov.uk

The Information Commissioner
You also have the right to complain to the Information Commissioner about the way the Council has handled your rights, to enquire about any exercise of these rights or to complain about the way the Council has dealt with your rights (or any other aspect of data protection law).
Information Commissioner's Office,
45 Melville Street,
Edinburgh, EH3 7HL
or by e-mail to
casework@ico.org.uk

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 GDPR. We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. GDPR gives you the right to know how we will use your data. This message can give only a brief description of how we use data. Fuller details of the uses of pupil data can be found on the ScotXed website (www.scotxed.net).

SGEP works with a range of partners including Education Scotland and the Scottish Qualifications Authority. On occasion, we will make individual data available to partners and also academic institutions to carry out research and statistical analysis. In addition, we will provide our partners with information they need in order to fulfil their official responsibilities. Any sharing of data will be done under the strict control and prior agreement of the Data Access Panel in SGEP, which will ensure that no subject specific data will be made public as a result of the data sharing and that such data will not be used to take any actions in respect of an individual.

Further details are available on:

<https://www2.gov.scot/Topics/Statistics/ScotXed/PrivacyInformation>

Any Concerns

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

The ScotXed Support Office

SEGP

Area 1B

Victoria Quay

Leith

EH6 6QQ.

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

Want more information?

Further details about ScotXed data exchanges are available on the ScotXed website:

<https://www.gov.scot/collections/scottish-exchange-of-data-scotxed/>

Section 17 Child Protection

Every adult in Scotland has a role in ensuring all our children and young people are safe and protected from harm at all times and in all situations. The Head Teacher is responsible for the schools actions in response to Child Protection concerns

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

Child Protection Co-ordinator is: Francis McIntyre
Telephone number: 01698274955

Section 18 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: Francis McIntyre

Section 19 Discipline

All pupils are expected to show good behaviour with their peers and members of the school community. Class Teachers deal with minor misdemeanours within the classroom. Yard supervisors may pass on details of misbehaviour to the class teacher or the management team. Behaviour which is more serious will be referred to the Principal Teacher or Head Teacher. Actions in response to unacceptable behaviour could include an oral warning, communication with parents or in more serious cases exclusion from school. The School Code of Conduct is revised with the pupils at the beginning of each session in the context of being a Rights Respecting School and reinforcing our school Values throughout the year. The school seeks the support of parents in reinforcing standards of acceptable behaviour with their children.

I) Anti-Bullying

We are very aware of the upset which can surround bullying incidents within the school. This upset is also felt by the families involved. We make every effort through our religious, moral and personal and social development programme to be proactive in our approach to this issue and in the context of promoting positive behaviour ethos.

However, if we suspect that a bullying situation is taking place, we would implement the following procedure:

- investigate and establish the nature of the incident
- communicate with staff concerned

- discuss through restorative conversation a way forward with pupils involved / offer support
- monitor the situation
- use materials/resources with the class
- if the situation recurs, sanctions will be actioned such as removal from the yard, punishment exercise, parents notified and in serious cases the child may be excluded from school for a period of time.
- Reports of bullying are recorded on SEEMIS

Further details are contained in This should be contained within NLC's Promoting Positive Relationships: Respect for All: Anti Bullying Policy (May 2019)

iii) Supervision in Non-Class Times

Arrangements for supervision during non-class time are the janitor and ASNA's are present in the school yard.

During 'wet play' the classes are monitored by P7 pupils with the Janitor, ASNA's and clerical monitoring the corridors.

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

Section 20 Home and School Links

Parents are welcome to contact the school at any time. If a parent wishes a meeting with a class teacher, an appointment should be made through the Head Teacher.

Parent interviews are held twice yearly to discuss the child's progress. Learning targets are set with pupil and parent in October and updated in February.

A Newsletter, which is emailed as a SWAY presentation, informs families of important events and dates. It also contains information on the work of the school.

Open afternoons for new entrants and their parents are held in May / June.

We are developing our use of Learning Logs to enable focussed between the parent and pupil in relation to progress and achievement.

In St Mary's we foster a culture of parental involvement. All parents are part of the Parent Forum and there is an active Parent Council email address is:

Ways in which the school encourages the development of links with parents/carers, including arrangements for parents/carers to contact the school

If a parent wishes to make a complaint they should visit
<https://www.northlanarkshire.gov.uk/your-council/complaints-and-feedback/make-complaint>

A copy of NLC *How To Make A Complaint* policy is available on request from the school

Section 21 Attendance at School

Section 30 of the 1980 Education Act places a duty on every parent/carer 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/carers will be asked to provide contact details including at least one emergency contact number.

Parents/carers are required to inform the school if these contact details change during the course of the school year. This can be done through Parents Portal.

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.

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

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 but will always be recorded. 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.

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/carers may request permission for such leave in writing and the school may authorise such requests under the following

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

It should be emphasised that the school investigates unexplained absence, and that the authority has the power to write to, interview or prosecute parents/carers, or to refer pupils to the Reporter of the Children's Panel, if necessary. A statement of the school's policy including procedures for the enforcement of attendance.

The Authority has the power to write to, interview or prosecute parents, or to refer pupils to the Reporter of the Children's Hearings, if necessary.

Attendance is monitored and parents are lettered, termly, if the child's attendance falls below 95%.

Section 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/carers, pupils and staff were fully consulted. It is the expectation of Education and Families that parents/carers 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.

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

Parents/carers are entitled to receive a clothing grant if they are in receipt of any of the following benefits: Income Support, Job Seekers Allowance (income based). Employment & Support Allowance (income related), Universal Credit (with an income below £796 per month), housing benefit (please note that the housing element of Universal Credit is not housing benefit), council tax reduction (please note that single person's discount/council tax exemption is not council tax reduction). The deadline for school clothing grants is 31 March 2025.

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 the school discipline procedure.

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

Section 23 Meals

(i) A 'cashless' system is in operation within the lunch hall. Parents can top-up the catering cards through an online system which is also accessible via Parents Portal. All pupils in P1 – P5 are entitled to a free meal. Those children who bring packed lunches are supervised in the main dining hall.

(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 1a must be completed and signed by the child's Registered Dietician or General Practitioner. Procedures and forms can be accessed online through North Lanarkshire Council's website, by the school, the catering service or also in some cases by the child's dietitian or doctor. For some conditions (PKU, coeliac) parents/carers may be asked to supply prescription foods or attend a meeting to discuss the child's dietary requirements.

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. Special Diets such as Vegan and ethnic diets can also be accommodated. In this case a form b should be completed and can be signed by the parent. All completed forms should be returned to the email specialdiet@northlan.gov.uk

(iii) **Other**

Children of parents/carers receiving Income Support, Job Seekers Allowance (income based), and Employment & Support Allowance (income related), Universal Credit (with an income below £796 per month), are entitled to a meal without charge.

All P1 to P5 pupils are entitled to a free meal and free milk. Pupils in P6-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 and a fruit or vegetable snack.

Information and application forms for free school meals can be downloaded from the council website [Free school meals and clothing grants | North Lanarkshire Council](#)

Arrangements for those bringing packed lunches should also be included. 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), are 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

A snack is offered at nursery. Nursery children are entitled to free milk

Section 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 advertise its arrangements for placing requests.

There are sound educational reasons for trying to ensure that the transfer or admission of children to a school takes place at the start of a school session. Other than those who are moving home to a new area, parents/carers are advised to time any placing requests so that they take effect from the beginning of the new school session.

Every effort will be made to try to meet the parental wishes, but you should note that it is not always possible to grant every placing request to a particular school.

Placing requests to Primary School does not necessarily ensure that your child will have a direct entry to the associated secondary. Advice on this must be sought from the Primary School Head Teacher.

Further information on placing requests and procedures is available from the school or the council's website.

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

Section 25 Transport

i) General

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

Parents/carers who consider they are eligible can apply on the Council website. Applications should be submitted by 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.

Applications can be made online at the Council website [Free school transport | North Lanarkshire Council](#)

ii) Pick-up points

Where free transport is provided it may be necessary for pupils to walk a certain distance to the vehicle pick-up point.

Walking distance in total, including the distance from home to the pick-up point and from the drop-off point to the school in any one direction, will not exceed the authority's limits (see above paragraph).

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

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

St Mary's currently has 2 school buses, provided by Golden Eagle and B-Line. These contracts are reviewed during the summer.

Section 26 Medical and Health Care

All P1 pupils receive a general medical examination normally in the first year of primary school.

In addition to these routine examinations, class teachers may refer pupils whom they feel may be suffering from some medical condition. Parents will be consulted prior to any referral to the Community Paediatrician.

In some cases of minor illness or accidents, children may be given simple first aid in school. In the case of more serious illness or accidents the parents will be contacted and the child may be collected from the school. It is important that each pupil has an emergency contact and the number is kept up-to-date. Only parents or the authorised emergency contact may collect a child during the day.

If a child has an appointment which necessitates him/her leaving during school hours, he/she must be collected by the parent or some other named responsible person. Please call at the office when coming to collect a child.

It is important that parents inform the school of any particular medical requirements for their child. If a parent requests that their child requires medicine to be administered during the school day, the appropriate form must be completed. The same procedure applies for those children who use an inhaler.

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 Council Education Department and Social Work Services. For further information please contact the 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, on the NLC website and twitter.

Section 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.

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/carers at the school
- be invited to identify issues for the Parent Council to work on with the school.

The Parent Council

The Parent Council's rights and duties include:

- supporting the work of the school;
- representing the views of parents/carers;
- consulting with parents/carers and reporting back to the Parent Forum on matters of interest;
- promoting contact between the school, parents/carers, pupils, and the wider community;
- fundraising;
- taking part in the selection of senior promoted staff;
- receiving reports from the head teacher and education authority; and
- receiving an annual budget for administration, training and other expenses.
- Improving home school partnership and facilitating parental involvement

The current members of the Parent Council are:

Name	Position
Geraldine Murphy	Chair
Lisa Kane	treasurer
Joanne Holms	secretary
Leanne Green	Member
Siobhan Slavin	Member
Siobhan Mooty	Member
Rosena Roberston	Member
Janie Kennedy	Member
Greg Benson	Member
Nicola Hutchieson	Member
Sadia Jabeen	Member

The head teacher has a right and duty to attend all meetings of the Parent Council.

The Pupil Council

The Pupil Council is made up of two representatives from each class. The group meets on a regular basis and reports back to the class cohort on any initiatives which the Council is working on.

Section 29 Names and Addresses

Education and Families Manager – Pauline O'Neill

CIIL – Lois Mullaney

Councillor(s) for the school

Robert John McKendrick

Party: Independent
Ward:20 - Murdostoun
Address: c/o Civic Centre
Motherwell
ML1 1AB
Email:mckendrickro@northlan.gov.uk
Mobile Telephone No:07939280003

Cameron McManus

Party: Progressive Change North Lanarkshire
Ward:20 - Murdostoun
Address: c/o Civic Centre
Motherwell
ML1 1AB
Email:mcmanusc@northlan.gov.uk
Work Telephone No:01698302652

Louise Roarty

Party: Scottish Labour Party
Ward:20 - Murdostoun
Address: c/o Civic Centre
Motherwell
ML1 1AB
Email:roartyl@northlan.gov.uk
Mobile Telephone No:07939280019

Nicky Shevlin

Party: Scottish Labour Party
Ward:20 - Murdostoun
Address: c/o Civic Centre

Motherwell
ML1 1AB
Email:shevlinn@northlan.gov.uk
Work Telephone No:01698302570

Information on NLC Councillors can be found here : [CMIS > Councillors](#)

Social Work

Scott House
73/77 Merry Street
Motherwell
ML11 1JE
01698 332100

Kings House
King Street
Wishaw
ML2 8BS
01698 348200

Section 30 Qualifying Statements

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

- a) before the commencement or during the 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.

Additional Information

NL Digital School

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

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

Parents Portal

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

- Annual data checks

- Online payments
- Permission slips
- Reporting absence
- Viewing timetables (secondary schools)
- Pupil reporting

Information and guidance relating to North Lanarkshire Council Digital offering including how to access parentsportal.scot can be found on the NL Digital School page available on the Councils website

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

Glow and M365

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

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

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

Armed Forces Covenant Duty

North Lanarkshire Council is committed to the Armed Forces Covenant. The Armed Forces Covenant Duty – Statutory Legislation 2022 is a legal obligation placed on relevant bodies, when exercising relevant functions, such as Education, Health Care and Housing Services, to have due regard to the three principles of the Armed Forces Covenant. Further details on the Armed Forces Covenant can be found on [Scottish Armed Forces Education Support Group - gov.scot \(www.gov.scot\)](https://www.gov.scot)