

# St. Michael's Primary School and Nursery Class



Handbook 2023/2024



## VISION AND VALUES

St. Michael's Primary is a Catholic school in which all the pupils are made aware of their Christian responsibilities to each other and to the larger community. Our aim is to establish and foster a community of faith and learning in an environment characterised by mutual respect and gospel values with a focus on the five core values of Resilience, Respect, Faith, Success and Kindness, agreed by pupils, parents and staff.

## AIMS

In St. Michael's Primary we will strive:

To develop in our children the attributes, knowledge and skills that they will need to flourish in life, learning and work, now and in the future.

For each child to have a strong sense of pride in themselves, their school and to be active contributors in the wider community.

To engage children in high quality learning and teaching which is fun, interactive, motivating and offers real life experiences.

To prepare staff for their role in achieving these aims, by committing to their welfare, Christian beliefs and to providing high quality professional development.

To create a safe, happy and inclusive environment where everyone is valued, respected, fairly treated and successes are celebrated.

To nurture and develop positive relationships by encouraging active involvement and effective communication with parents and the community.





## Introduction

Dear Parent/Carer,

Welcome to St. Michael's School Handbook. It is our hope that you will find it informative and useful and that it will offer you an insight into our school life.

The school is a single story, traditional, prefabricated building built in the late 1960s. It has 11 classrooms, a nursery, a large gym and dining hall, a project hall/ICT suite and nurture/community room. It is set within expansive grounds which have been utilised to include a football park, basketball court, assault course, eco garden, outdoor classroom, orchard and separate playgrounds for infants, juniors and seniors. Included in the grassy area is a forest which is utilised as a Forest Kindergarten and School. The school embraces outdoor learning and each class has a door leading directly to outdoor facilities.

We endeavour to promote our Catholic school in a multicultural community and welcome and respect children from all faiths. The school holds high standing in the community and has sought to build long term, productive links. This can be evidenced through the support given to families by involvement with professionals from other agencies, the local committee and other voluntary groups. There are strong links with the neighbouring non-denominational primary, participating in many shared events and strong business links with the local Cooperative Store and The Coffee House.

In addition to this the school is constantly seeking for new ways to build the pupils experiences of Global Citizenship. We have a partner school, Malo Primary in Malawi. This provides the pupils with an understanding of those less fortunate and to see the benefits of practical help through fundraising and staff visits.

We pride ourselves in our commitment to the wider life of the school, with pupils benefitting from involvement in Eco Schools, Fairtrade, After School Clubs and a variety of educational and sporting excursions.

With regards to how we are managing the restrictions placed on us by the Covid-19 Pandemic, NLC will continue to align supports, from across the service, in response to the pandemic, to support children and families and maintain educational provision. Further information is available directly from the school or from North Lanarkshire Council's website [www.northlan.gov.uk](http://www.northlan.gov.uk)

I look forward to meeting you and hope that you enjoy being part of our school. If there are any further questions you would like to ask, please do not hesitate to contact the school.

Mrs Karen Greechan  
Head Teacher





## **SCHOOL INFORMATION**

**St Michael's Primary School**  
**Burnbrae Avenue**  
**Moodiesburn**  
**Glasgow**  
**G69 OER**

**Tel: 01236 794822**  
**e-mail: [nlgreechank@northlan.org.uk](mailto:nlgreechank@northlan.org.uk)**  
**website: <https://blogs.glowscotland.org.uk/nl/stmichaelsweb/>**

St Michael's is a Catholic co-educational Primary School covering stages Primary one to seven. The present roll is 268, with an additional nursery. The maximum roll being 429. The planning capacity of the school is 342 and the working capacity is 344.

## **CLASS STRUCTURE**

Each session we form straight classes and also some composite classes:-  
i.e. those where children of more than one year stage are grouped together to form a class  
e.g. Primary 4/3.

These are organised by the Head Teacher and staff making the best use of available staff resources and space. The composite classes are formed on a basis of language and/or mathematics working groups. This means that pupils working at broadly the same pace and level in language and/or mathematics are grouped together, thus allowing the teacher more direct teaching time with each group and ensures effective teaching and learning.

The associated Secondary School is St Maurice's High School, Westfield, Cumbernauld.  
Telephone Number - 01236 794845

## **PARENT COUNCIL**

Further information regarding St. Michael's Parent Council can be found on Page 28.



## Remits of Promoted Staff

### **Head Teacher Mrs. Greechan whose remit includes:**

Overall responsibility for the management and organisation of all aspects of the school and nursery classes, ensuring that effective learning and teaching is evident. This is including the curriculum, staff development, resources administration and liaison with parents and outside agencies promoting the highest standards of achievement for all.

#### **Specific**

- Overall School Improvement
- Child Protection & GIRFEC
- Community Involvement
- Overall Responsibility for Positive Behaviour
- RE
- Data

### **Depute Head Teacher Mrs Di Mascio whose remit includes:**

Assisting Head Teacher with the management and organisational aspects of the school, including PRD, formulation of school policy and curricular development and monitoring effective Teaching and Learning.

#### **Specific**

- Pastoral Care & Positive Behaviour P1-3
- Nursery
- Transition into Primary 1
- PRD
- Support for Learning P1-3
- Data

### **Acting Principal Teacher Mrs Belam whose remit includes:**

Assisting Head Teacher with the management and organisational aspects of the school, including PRD, formulation of school policy and curricular development and monitoring effective Teaching and Learning.

#### **Specific**

- Literacy
- Pastoral Care & Positive Behaviour P4-7
- Support for Learning P4-7
- Data
- Mentor



## Teaching Staff and Stages Taught - 2022-2023

Primary 1A	Mrs. Stevenson
Primary 1B	Mrs. Cheape/Mrs. Devlin
Primary 2	Mrs. Hughes
Primary 3/2	Mrs Carrick
Primary 4/3	Mrs. Pacitti
Primary 4	Mrs. Lang
Primary 5	Mrs. McMullen/Mrs. MacKinnon
Primary 6/5	Mr. Docherty
Primary 6	Miss Prior
Primary 7A	Mrs. Belam/Mrs. Piraino
Primary 7B	Mrs McNaughton

### Nursery

Miss Dalgleish/Mrs McCormack/Mrs Donaldson /Mrs Lorentzen/Mrs McDowall/Mrs Macartney/  
Miss De Moura/Miss Goodwin/Mrs MacAlister-Mallon/Miss McCart

McCrone Teacher	Mrs McLennan
Digital Pathfinder	Mrs Da Maia

### Non-Teaching Staff

Clerical	Miss Clinton
	Mrs McMillan
	Mrs Rand

Teaching Assistants	Mrs Christie
	Mrs Hamill
	Mrs McGoldrick
	Mrs McLaughlin
	Mrs McLelland
	Mrs McMillan
	Mrs Rand

Educational Psychologist	Sophie Wardrope
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Janitor	Mrs Rough
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**School Hours**

Morning Session 9.00 a.m. to 12.15 p.m.

Morning Interval 10.30 a.m. to 10.45 a.m.

Afternoon Session 1.00 p.m. to 3.00 p.m.

Normally advance warning of early dismissal will be given, but in an emergency, e.g. snow, fog, heating failure etc it may be necessary to dismiss the children early from school. Under these circumstances it is essential that your child knows to whom he/she should go if you are not home.

**After School Care**

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

**P.O.M.P**

Centre, Moodiesburn,  
Tel No: 01236 721382

Kidz Out of School Care Located at Cadder  
Lodge, 23 Lindsaybeg Road Chryston

Tel No: 07588210366

**Nursery Class Hours**

Morning Session 8.00 a.m. to 12.45 p.m.

Afternoon Session 1.15 p.m. to 6.00 p.m.

Term Time Session 9 a.m. to 3 p.m.

Lunch will be provided to all nursery children.

**School Holidays 2023-2024 - correct at date of publication**

Term	Break	Term Dates	
First	September Weekend	Teachers return (In-service day)	Monday 14 <sup>th</sup> August 2023
		(In-service day)	Tuesday 15 <sup>th</sup> August 2023
		Pupils return	Wednesday 16 <sup>th</sup> August 2023
		School closed	Friday 22 <sup>nd</sup> September 2023
	School closed	Monday 25 <sup>th</sup> September 2023	
	Re-opens	Tuesday 26 <sup>th</sup> September 2023	
	October Break	School Closed	Monday 16 <sup>th</sup> October 2023
		Re-opens	Monday 23 <sup>th</sup> October 2023
		In Service	Monday 13 <sup>th</sup> November 2023
	Christmas	School Closes	Friday 22 <sup>nd</sup> December 2023 at 2.30 p.m.
		School Closed	Monday 25 <sup>th</sup> December 2023
Second	Mid Term	Re-opens	Monday 8 <sup>th</sup> January 2024
		School Closed	Monday 12 <sup>th</sup> February 2024
	School Closed	Tuesday 13 <sup>th</sup> February 2024	
	In-Service	Wednesday 14 <sup>th</sup> February 2024	
Spring Break	School Closes	Thursday 28 <sup>th</sup> March at 2.30 p.m.	
	School Closed	Friday 29 <sup>th</sup> March 2024	
	Re-opens	Monday 15 <sup>th</sup> April 2024	
	Good Friday	Friday 29 <sup>th</sup> March 2024	
	Easter Monday	Monday 1 <sup>st</sup> April 2024	
Third	May Holiday	In-service	Thursday 2 <sup>nd</sup> May 2024
		School Closed	Monday 6 <sup>th</sup> May 2024
	May Holiday	School closed	Friday 24 <sup>th</sup> May 2024
	Re-opens	Tuesday 28 <sup>th</sup> May 2024	
	Summer Break	Schools closes	Wednesday 26 <sup>th</sup> June 2024 at 1 p.m.



## **Registration of Infant Beginners 2023**

Details of our Enrolment procedures are on our school website and have been advertised on our Twitter page.

Details of enrolment procedures are also sent to local Nurseries.

Parents/carers should bring copies of their child's Birth Certificate, Baptism certificate if appropriate and a recent Council Tax Bill when attending to enroll their child at school. Parents moving into the area after the start of term may telephone the school at any time & full details of enrolment procedures will be given.



Children who attain the age of 5 years between 1 March 2023 and 29 February 2024 should register for starting Primary 1 in August 2023.

## **Equal Opportunities and Social Justice**

All facilities for education are provided without discrimination between boys and girls and all teaching materials and techniques used do nothing to inhibit free choice. Equal Opportunities and Social Justice are monitored closely by the Co-ordinator, who is at present Mrs. Greechan, Head Teacher, from whom information and advice may be obtained on request.

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.

Implementation of the Education and Families Equality Policy including 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 can be accessed at <https://www.equalityhumanrights.com/en/publication-download/technical-guidance-schools-scotland>



## **Health & Safety**

St. Michael's Primary School is a non-smoking school. In keeping with North Lanarkshire Policy, smoking is not permitted anywhere in the school building or on the grounds. This includes e-cigarettes.

There are also no dogs allowed anywhere within the school grounds and we operate a nut-free policy.





## **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.

Learning is divided into two phases.

The Broad Education (BGE) is from nursery to the end of Secondary School Year 3. Learning is divided into levels. These levels will replace the 5-14 levels that you are familiar with. The new levels are as follows:-

### LEVEL

Early

First

Second

Third and fourth

The SECOND PHASE is from Secondary School Year 4 and beyond

Senior Phase

### STAGE

the pre-school years and P1 or later for some

to the end of P.4 but earlier or later for some

to the end of P7, but earlier or later for some

S1-S3, but earlier for some

S4 - S6 and college or other means of study



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

There will be new ways of assessing each child's progress to make sure that potential is achieved.

New qualifications have been developed:-

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

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

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



## **PROGRAMMES IN USE**

In St. Michael's, we aim to offer a broad and balanced curriculum to all of our pupils.

### **Active Literacy**

All pupils develop literacy skills in listening and talking, reading and writing. Children follow a curriculum that ensures they are active in their own learning. Parents/carers are asked to have involvement in their children's progress through helping with homework tasks.

### **Modern Languages**

Pupils will receive Italian Language instruction through P.1 - P.7. Initially in the lower school the focus will be on listening and talking the language, progressing to written work and reading in the upper school. In addition the pupils will also receive instruction in an additional language from P.4 in either Spanish or French.

### **Active Numeracy**

We aim to link mathematics in everyday life. We want children to develop essential numeracy skills which will allow them to participate fully in society e.g. going shopping, buying petrol, using timetables etc.



Within maths the children have many aims, such as being able to tackle problems by learning to work with one another, and acquiring knowledge and understanding of many of the mathematical processes.

### **Interdisciplinary Learning**

Children work on 4 themed topics which encompass many aspects of the curriculum including not only continuation of mathematics and language skills, but also social studies, expressive arts, science and technology. There are further opportunities throughout the session to develop the pupils' skills particular to science and technology. Our children **ACTIVELY** learn by going out into the environment to find out for themselves.

The children develop an understanding of various concepts. They find out how things change; how things happen as a consequence of others; how the understanding of time is important. They find out about the location of places and people throughout the world. The children use their reference skills and their ability to **READ** to find out information. They use their **WRITING** skills to write about their experiences. They use their **TALKING** skills to discuss what they should do and they have to **LISTEN** carefully to their teacher and to each other before carrying out each activity.

### **Expressive Arts**

This area of the curriculum includes Art & Design, Drama, Dance and Music. These aspects are sometimes also included in Social Subjects. We encourage our children to take part in many school productions throughout the year. Art is taught in all classes with much of the work coming from Interdisciplinary Learning. The children's art work and written work are displayed around the school and may be seen by any visitor.

We have an established school choir which involves children from Primary 4 to Primary 7. They participate in School Concerts, Local Events and Regional Festivals.



## **Health- inclusive of P.E/Personal & Social Development**

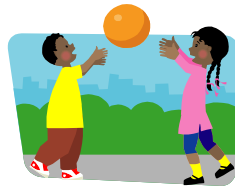
We have been awarded Gold Health Promotion status.

We are affiliated to St. Maurice's, which is a Sports Comprehensive. This status offers St. Michael's many opportunities to join a variety of tournaments & outdoor activities. We are also fortunate that many volunteers are able to help us organise Healthy After School activities. We will continue to strive in order to offer all of our pupils a 2 hour slot of P.E. every week. We would actively encourage you to persuade your children to wear our P.E. Kit as a measure of good healthy hygienic routine.

One of St. Michael's aims is to raise pupils self esteem and self confidence. In so doing we have Successful Pupil Awards for a variety of Curricular Areas throughout the year and also weekly awards for Star Writer. Every week our pupils play an active role participating in the chosen theme through co-operative learning. Further recognition for good work & citizenship awards are distributed.

Circle Time gives the pupils an opportunity to air any concerns or worries they may have & hopefully the staff will be able to address these difficult situations.

Skills Time reinforces positive behaviour and further develops the pupils self respect and tolerance of others.



## **Homework**

Class Teachers will plan and set a programme of homework that is appropriate to the needs of the child. Homework is uploaded onto every 'Class Team' on a Monday and children are provided with a homework jotter in which they complete any written tasks. Jotters should be sent back to school on a Thursday for correction and feedback. Parents/carers are asked to support the children in completion of homework, to ensure it is completed to a high standard and handed in on time, and to provide the child with time and appropriate resources in which to do so. (Parents/carers are encouraged to chat to the class teacher if they need resources). Parents/carers are encouraged to use the child's Class Team as a means of communication and are asked to sign and date completed homework.

## **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/Carers

In St. Michael's we have an 'open door' policy and should you at any time have any concerns regarding your child's progress you are encouraged to contact the school and make arrangements to speak with either the class teacher or a member of the Management Team.

On a more formal basis parents and guardians are invited to the school twice per year, this would normally be before the October and Easter breaks. This offers parents/carers and the class teacher the opportunity to discuss the pupils' progress and any aspect of school work and social development.

At this time pupils are encouraged to participate in the evenings by showing their parents/carers the evidence of their hard work displayed in the classroom, around the school, and also by talking to their parents about what they have learned throughout the year.

Reports are issued in June each year. In line with the development and implementation of Curriculum for Excellence the formal written reports will reflect the pupils' ability as they work through their stages of learning.



## Additional Support Needs

St. Michael'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.

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.

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.

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

Some children and young people may require significant support from education and at least one other agency, such as health, social work and/or voluntary agency to help them meet their learning targets.



Where this support requires a high level of co-ordination the opening of a Co-ordinated Support Plan (CSP) may be considered. A CSP may be initiated by the school or another agency.

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

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

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

Where more intensive support for a child or young person needs to be planned for, usually when a number of agencies are involved in supporting their wellbeing then a Child's Plan may be developed.

The plan will tell you what actions need to be taken and who will help with each action. It will usually be someone called a 'Lead Professional' who will have the job of making sure that the actions outlined in the plan take place and things get better for the child or young person.

### **Dispute 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 C.S.P., or the content of it, you may be entitled to refer to the Tribunal.

### **Improvement Planning**

North Lanarkshire Council promotes lifelong learning. It is dedicated to raising the achievement of all the children in our schools. Each school produces an improvement plan identifying priorities.

Proposed Priorities for 2023 - 2024 include:

- Progressive Pathways in Social Subjects and Expressive Arts
- Effective Learning & Teaching Strategies
- Continuing to raising attainment in Literacy & Numeracy
- To continue to work towards Rights Respecting School Status
- To continue to develop the Early Years in line with current legislation and guidance



## St. Michael's School Improvement Plan for 2022-2023

Cluster Priority 1:	
Cluster Priority 2:	
Establishment Priority 3:	
Establishment Priority 4:	
Nursery Priority:	

### RELIGIOUS OBSERVANCE IN THE CATHOLIC SCHOOL

The Education (Scotland) Act 1980 imposes a statutory duty on local authorities to provide "Religious Observance" in Scottish schools. This is defined in a national R.O. Review Group report published in 2004 as comprising: *"community acts which aim to promote the spiritual development of all members of the school's community and express and celebrate the shared values of the school community"*.

In a letter of guidance issued by the Scottish Government in February 2011, it is acknowledged that Catholic schools take a distinctive approach to the provision of Religious Observance:

*Scottish Government Ministers welcome the tradition that, in Roman Catholic denominational schools, Catholic Liturgy will largely shape the nature and frequency of religious observance activities in the classroom and in the wider school community. So, at times, children and young people will be invited to participate in, and sometimes to lead, prayer and reflection in classrooms and at assemblies. At other times, to honour particular occasions or feasts, chaplains will lead school communities in the celebration of Mass and other forms of liturgical celebration.*

Catholic schools follow the customs and practices of the Church in order to nourish the spirituality and faith of pupils and staff. Our Catholic tradition is enriched by ancient rites, prayers and devotions which help young people to become aware of, and show reverence to, the sacred presence of the living God, Father, Son and Holy Spirit. Guided by this tradition, we celebrate various seasons and special feast days to honour God, Mary his Mother and the Saints.

Pupils are invited to pray with their teachers at times in classrooms and assemblies, as well as in liturgical services. Usually a classroom will display a Crucifix on the wall; in some classrooms and other areas of the school, a sacred space will feature a copy of the Bible and will be decorated with signs and symbols that reflect the changing seasons of the Church Calendar Year i.e., Advent, Christmas, Lent, Easter and Pentecost.

This regular practice of Prayer is complemented by religious services conducted, sometimes as part of an Assembly, to mark special occasions - e.g., the distribution of Ashes on Ash Wednesday, the seasons of Advent or Lent. To mark special Feast Days and Holy Days of Obligation, Holy Mass will be celebrated by the school chaplain, with the school community, in school buildings or in local



parishes. Some pupils, at certain stages, may be able to participate in retreats and pilgrimages to places of special significance within the Catholic tradition.

While Religious Education is governed by separate Church guidance, it is complemented by Religious Observance practices and, together, these experiences help pupils to develop their understanding of the Catholic faith, to experience opportunities for spiritual growth and to commit to beliefs, values and actions in a positive response to God's invitation to faith.

In terms of pupil participation in R.O. Scottish Government guidance makes it clear that it makes an important contribution to pupils' development and that it promotes the ethos of a school by bringing pupils together and creating a sense of community. However, it also makes clear that parents have the right to withdraw children from participation in religious observance and that this right should always be made known to parents and their wishes respected. The Scottish Government also recognises that:

*Where a parent chooses a denominational school for their child's education, they choose to opt into the school's ethos and practice which is imbued with religious faith and religious observance. In denominational schools, it is therefore more difficult to extricate a pupil from all experiences which are influenced by the school's faith character.*

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.

The school encourages all parents to take an active role in the R.E. Programme through parents' evenings especially for religious education.

## Extra-Curricular Activities



The children will visit places such as Motherwell Heritage Centre, Summerlee Heritage Centre, Pastoral Centre, Glasgow Art Gallery and Museum and many other places of interest. The Primary 7 pupils are usually taken for a week to York or London and Primary 6 children have the opportunity to attend an Outdoor Centre.

The local library invites pupils to meet famous authors and enjoy a story telling session.

We are grateful to all parents who assist us with our activities and welcome volunteers.

After School Activities include a varying range of clubs which may consist of Dance, Fundamentals, Zumba, Italian, Spanish, Homework, Music and Basketball. These change on a yearly basis depending on availability of staff, coaches and volunteers.

## Freedom of Information

The Freedom of Information (Scotland) Act 2002 came into force in January 2005. The Act allows anyone to ask for information held by the Council and imposes a timescale of 20 working days for the Council to respond. To deal with Freedom of Information requests, the Council has appointed a Corporate Freedom of Information Officer with the support of an officer in each Service. The Freedom of Information Co-ordinator can be contacted by telephone on 01698 302484.





## **General Data Protection Regulations (GDPR) Statement for Education**

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

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

### **Who are we?**

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

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

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

### **Legal basis for using your information**

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

### **Your personal information**

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

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

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

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

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

Your personal information will be used:

- to enrol your child or young person in nursery or school
- to provide your child or young person with an appropriate education
- for teaching, assessment and planning purposes and to monitor educational progress of children and young people



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

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

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

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

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

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

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

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

<b>The Council's Data Protection Officer</b>
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 <a href="mailto:AITeam@northlan.gov.uk">AITeam@northlan.gov.uk</a>

<b>The Information Commissioner</b>
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
<a href="mailto:casework@ico.org.uk">casework@ico.org.uk</a>



## **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](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>.

### **Child Protection**

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

The Head Teacher is responsible for the school's actions in response to Child Protection concerns.

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

**Child Protection Co-ordinator is Mrs Karen Greechan**

**Telephone number is 01236 794822**

### **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 Mrs Karen Greechan**

**Telephone number is 01236 794822**

### **Promoting Positive Behaviour in St. Michael's Primary**

All staff in St. Michael's, in partnership with pupils and parents/carers, work together to create an ethos of trust and mutual respect. The basis of this is our Christian teaching, which advocates consideration for the needs, and physical and spiritual well-being of others.

Positive behaviour is an essential element of the school's ethos which aims to cultivate in pupils an acceptance and recognition of responsibility for their own decisions, their actions and their consequences. Positive behaviour creates the conditions for effective learning and helps to develop in children responsible attitudes, respect for others and values for life.



It is the view of St. Michael's Primary School that effective learning can only take place in an atmosphere where positive behaviour exists. In turn, instances of poor behaviour is conduct which prevents this, either when an individual hinders his/her own development by behaving badly or when unacceptable conduct disrupts the development process for other members of the school community. It therefore follows that good behaviour is that which:

- conforms to the reasonable expectations and requirements of the school.
- is based upon mutual respect for the needs and aspirations of all in the school and upon care for its environment.

**Whole School Approach** There is a whole school approach to promoting positive behaviour. Our school operates a range of strategies/initiatives, which allow the school to promote positive behaviour both at classroom and whole school level. All members of teaching and support staff have responsibility for promoting and maintaining positive behaviour within the school in line with the school values.

Positive relationships are vital to facilitate positive behaviour. The Positive Behaviour Policy has at its centre a concern for the safety and well-being of all pupils. It should not be seen as punitive but as being concerned with the training of children to behave in a socially acceptable manner while in the care of school staff. It may well be that 'punishment' - in the form of some sanction - is part of this training, but generally discipline should aim to be positive.

The school values are core to promoting the key elements of positive behaviour in St Michael's. Our values which were chosen by the children, parents, staff and wider community are:

RESPECT      RESILIENCE      SUCCESS      FAITH      KINDNESS

### **Parents/Carers and Positive Behaviour**

Standards of behaviour are well established in children before they come to school. The accepted standards of behaviour will vary from home to home and family to family, but conflict arises when the expectations of school are different from those of home. Often in a smaller context such as the home, individual needs can largely be accommodated without undue disturbance, but a school is a much larger community where the interests of each individual have to be addressed in relation to the children as a whole.

It is quite clear that a pupil's acceptance of any system of expectations for behaviour is determined by the attitudes of home and local society. Therefore, parental acceptance of the school's expectations and active co-operation with the staff is absolutely essential if an acceptable standard of discipline is to be achieved. Although Parents/carers are not in school with the children, their influence is still greater than that of a class teacher.

Parents/carers have a duty to ensure that their children do not cause injury or upset to others, or damage to any property. They, therefore, have an obligation to promote the general policy and rules of positive behaviour expected by the school.



The co-operation of parents/carers is sought in relation to maintaining high standards of pupil attendance, punctuality, personal appearance, the wearing of school uniform, caring for learning materials and the supervision of homework.

It is also important for parents/carers to be aware that their child may behave differently among their peers at school than they do at home. Therefore Parents/Guardians need to be willing to accept that their child may have behaved in school in a way which may seem out of character when compared to the same child's behaviour at home.

## **COMMUNICATION**

St. Michael's is very proud of the fantastic reputation it has locally and in North Lanarkshire. We regularly share information on Twitter and through our school website and we are always delighted with positive comments.

Should you have any concerns, I respectfully ask that you address any concerns to the school directly. This ensures that the privacy of your child is protected and good communication is maintained with parents and carers.

Where necessary we will contact our legal services team where our staff or school are misrepresented on social media.

## **ONLINE SAFETY**

Keeping our children safe is our priority. The websites below have great advice for parent/carers to ensure we can protect our children from potential abuse online.

<https://www.nspcc.org.uk> & <https://www.thinkuknow.co.uk/>

## **Anti-Bullying Policy**

### **Procedures**

In St Michael's Primary School we take a pro-active approach to anti-bullying through a whole school approach.

This approach takes the form of:

- Weekly assemblies
- UNCRC
- Circle Time
- Health & Wellbeing initiatives (including Respect Me)
- P7 & P1 Buddy Programme
- Peer Mediation
- Worry boxes in all classes

### **Dealing with Bullying Incidents**

In St Michael's Primary School, caring for others is a way of life and therefore bullying of any form will not be tolerated. We accept that this is a complex problem and those individuals who feel threatened must always be treated seriously and sympathetically.



Primarily, class teachers should deal with minor peer relationship difficulties within the class. More serious instances of and cumulative bullying issues should be referred to the Principal Teacher, Depute Head or the Head Teacher, if appropriate.

If a bullying incident is reported the following procedures must take place:

- Time should be taken to listen to and discuss the issue with both the victim and the child displaying bullying behaviour
- Through discussion, the child/children should be encouraged to acknowledge the upset and extent their bullying behaviour has caused
- A formal report of serious incidents should be recorded and a copy kept with the Head Teacher
- Parents/carers should be involved where necessary and/or appropriate, and their support and co-operation should be enlisted in resolving the situation
- In extreme cases, the Local Authority and/or outside agencies should be involved

### **No Hitting Policy**

At St. Michael's Primary, we discourage any form of 'hitting back' as this can make matters worse. It also makes it difficult to ascertain who was really at fault in the first place. We understand that this is often at odds with what the child has been told to do.

We prefer the children to adopt the following strategies if they have been hit deliberately:

Stay calm and pretend that you do not care.

Walk away.

Tell someone, i.e. teacher, classroom assistant, janitor, friend or parent.

Do not worry.

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

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

The school management, janitor and Additional Support Needs Assistants patrol the playgrounds during intervals.

### **Home and School Links**

Parents/carers are welcome to contact the Head Teacher at any time. They must however make an appointment to speak with a class teacher. Parents/carers interviews are held twice each session to provide an opportunity for parents to discuss their child's progress and behaviour with the class teacher. An extensive induction programme takes place from May to June for pre-entrants. Parental workshops on aspects of the curriculum are held throughout the school year.

Newsletters detailing achievements and forthcoming events are issued monthly. The Parent Council holds regular social events such as Dances, Coffee mornings, Christmas and Halloween parties for the pupils, and family nights.







## Parent Council & Parental Involvement

We offer our parents the opportunity to discuss new programmes and resources at parent workshops. We have an active Parent Council. This offers the parents/carers another avenue of communication between school and home. A strong element of the school culture is the parental involvement. Parents/carers contribute to school life in many different ways. Through the hardworking Parent Council, participation on regular events such as coffee mornings, concerts, workshops and opportunities to be parent helpers.

We welcome parental involvement and should you wish to volunteer in any capacity please contact the Head Teacher.

### 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.

Absence should be accounted for contacting the school office and following it up with an email or note from the parent to the class teacher/office staff.

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.

If any child is required to leave school during normal hours e.g. for medical or dental appointments, the school must be notified in advance via either a note, email or telephone call. Arrangements should be made to have these children collected from school by a responsible adult.

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 classified as unauthorised.

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 education 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.

We would strongly urge you not to take your children out of school for family holidays as this causes a disruption in the children's education and often means pupils may need to spend extra time working on their own in order to catch up.

Parents/carers 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.

With no explanation from the parent/carers, the absence is unauthorised.

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.

### **Community Links**

The school has worked incredibly hard to hold high standing in the community and has sought to build long term, productive links. This can be evidenced through the support given to



vulnerable families by Barnardo's, the involvement with professionals from other agencies, the regeneration committee and other voluntary groups. There are strong links with the neighbouring non-denominational primary, participating in many shared and strong business links with the local Coffee House and Cooperative Store.

### **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 & 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**

**This would include items which:**

- Could potentially encourage factions (e.g. football colours)
- Could cause offence (e.g. anti-religious symbolism or political slogans)
- Could cause health and safety difficulties such as loose fitting clothing, dangling earrings and other potentially dangerous jewellery
- Are of flammable materials which may be a danger in certain classes (e.g. shell suits)
- Could cause damage to flooring
- Carry advertising in particular for alcohol or tobacco, and
- 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 for footwear and clothing from the council will be encouraged to purchase items, which are in accordance with the school dress code. Approval of any requests for such grants in other circumstances are at the discretion of the Executive Director of Education & Families. Information and application forms may be obtained from any school or First Stop Shop and can be downloaded from the Council website [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 Seekers Allowance (income based), Employment & Support Allowance (income related), Universal Credit (with an income below £660 per month), housing benefit, council tax reduction. The deadline for school clothing grants is 31<sup>st</sup> March 2023.

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



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.

### **Taking account of the parents/carers wishes the school uniform is as follows:**

Brown trousers/skirt, white shirt and school tie. For girls brown socks or tights. Brown jumper/cardigan and green summer dresses with green cardigans for the girls in warm weather. Please note that red jumpers and cardigans are not part of our school uniform. A green P.E. Kit is also recommended. In the interest of Health and Safety **NO** jewellery should be worn during gym lessons and indoor shoes should be worn in the school building which are also appropriate for safe P.E. Lessons.

In promoting an Anti-Sectarianism ethos we do not allow any football colours to be worn in school or any bags, pencil cases etc. promoting football teams.

### **MEALS**

There is a choice of two nutritionally balanced main meals i.e. Soup and a Main Course or Main Course and Dessert, which at present costs £3.10 including a drink.



As part of this process a cashless catering system was introduced at St. Michael's Primary in October 2016. Each child has been issued with an account to pay for food purchased in the dining hall, at the Breakfast Club and at morning tuck shop. Funds must be added to the account online by parents/carers. Details about setting up personal accounts are provided to parents at the beginning of Primary 1.

Free meal entitlement is automatically put onto the card before lunchtime each day. If unused the balance will be removed at the end of each day. Free School Meals are currently paid for by the Scottish Government for pupils in P1-5 and are expected to be extended up to P7 at some point.

The current cost of a school meal is £3.10 including the cost of a drink. Parents/carers should ensure that there are enough funds in each child's account for payment. Any shortage of funds will be recorded by the system and will have to be paid.

We would appreciate, if parents/carers could add funds online on a weekly basis.

### **HOW DO I PAY ONLINE?**

You can pay by using the new safe and secure payment system, called iPay Impact. This system can be accessed via any internet enabled device for example - PC, tablet or smartphone. If you do not have access to the internet, free internet access is available at all North Lanarkshire libraries. This system links directly with the catering management system in schools, money added to your child's catering account online will immediately be available for them to spend in school.

### **REGISTER YOUR ACCOUNT**

For you to use the online payment service, you need to register with MyAccount, the simple and secure sign-in service for accessing online public services in Scotland. It provides people living in Scotland with the ability to set up an online account and use it - using a single user name and password to access a growing range of online public services.



Go to [www.northlanarkshire.gov.uk/schoolpayments](http://www.northlanarkshire.gov.uk/schoolpayments) or <https://blogs.glowscotland.org.uk/nl/stmichaelsweb> and select **make a payment**. If you already have a myaccount click on the **Sign-In** logo and log in with your MyAccount details. If you don't already have a MyAccount, setting up an online account involves a simple registration process, to do this click on the **Register** logo. Once you've registered by providing a minimal amount of information, including about you and where you live, you'll be sent two emails; one with a username and another with a one-time use password.

To activate your account, you need to click on the link provided in this email. You will then be able to login using the user name and one time use password provided. Once you sign in, you'll be prompted to create a new password.

Once logged into iPayImpact, you will be asked to enter:

- **Child Account Ref** - enter the reference provided below for one of your children.
- Once you have added the first reference number, you can then **add accounts for your other children** (if you have more than one child at the school)
  - Go to Child Accounts on the menu - your first child will be displayed.
  - Click on the 'Link a New child Account' button
  - Enter the Child Account Reference number for your other child/children as detailed below

#### MAKE A PAYMENT/PURCHASE

- Go to the home page and add items you wish to pay for into the basket
- Proceed to Checkout

You will be directed to the Capita secure payment gateway where you can enter your debit or credit card details. You will receive an email receipt of your payment once it has been authorised.

Should you have any questions on the above, please contact:

The School	Office	Telephone 01236 794822
Catering Office	Pamela Ross	Telephone 01236 856477

All P.1 - P.4 pupils are currently entitled to a free school meal.

#### 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. Special Diets such as Vegan and ethic diets can also be accommodated. In this case a form should be completed and can be signed by the parent.

All completed forms should be returned to [specialdiet@northlan.gov.uk](mailto:specialdiet@northlan.gov.uk).

Children of parents/carers receiving Income Support, Job Seekers Allowance (income based), and Employment & Support Allowance (income related), Universal Credit (with an All P1 to P4 pupils are entitled to a free meal and free milk. From January 2022, P5 pupils will also qualify for a free meal. 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.

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.

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 £660 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.

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.

We operate a wrist band system where the children pre order their lunch in the morning and receive a coloured wrist band to match their choice to ensure the children are given the chosen meal.

We also have a Breakfast club which runs from 8.15 a.m. every morning. The cost is currently £1.00 per child.



## 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.

## Transport

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 should obtain an application form from the school or from Education and Families. These forms should be completed and returned before the end of February for those pupils beginning school in August to enable the appropriate arrangements to be made.

Applications may be submitted at any time throughout the year but may be subject to delay whilst arrangements are made.

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

### Pick-up points

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.

### 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.

### Medical and Health Care

Medical examinations by the school nurse are carried out at certain periods in a child's school life. Prior to these examinations parents are notified and invited to be present. Parents/carers should inform the school of any particular medical requirement of their child on the administration form. Dental inspections are carried out on a routine basis and parents are offered any necessary treatment for their child although they may choose to go instead to their family dentist.



In the event of an accident or sudden illness of a child, the school must be able to contact parents or a relative or friend. The school must therefore have an address and phone number other than the home address and phone number, which can be contacted in such emergencies.

### Information in Emergency

We make every effort to maintain a full educational service, but on some occasion's 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.







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

## Parent Council

The Parent Council's rights and duties include:

- (a) supporting the work of the school;
- (b) representing the views of parents/carers;
- (c) consulting with parents and reporting back to the Parent Forum on matters of interest;
- (d) promoting contact between the school, parents/carers, pupils 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 and
- (i) improving home school partnership and facilitating parental involvement.

Members of Parent Councils, on a voluntary basis, may also have an advisory role in decisions on placing requests by parents in respect of those situations where the number of placing requests for a particular school or for a particular stage in a particular school exceeds the number of places available.

<b>Parent Council Members are:</b>	Chairperson	Caroline Taylor
	Vice Chairperson	Angela Fitzpatrick
	Treasurer	Siobhan Smith
	Secretary	Marisa Buchanan
	Vacancy	Church Representative

The Head Teacher and Local Councillor may attend all meetings of the Parent Council and have the right to speak. This new term we are planning to incorporate two other groups

- Fund Raising
- Curriculum for Excellence
- Dates of next meetings

## Transfer from Primary School to Secondary School

Pupils are normally transferred between the ages of 11  $\frac{1}{2}$  and 12  $\frac{1}{2}$ , 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. St. Michael's pupils normally transfer to:



**St. Maurice's High School**  
**Westfield**  
**Cumbernauld**  
**Tel: 01236 794845**

**Useful Addresses**

**Executive Director of Education and Families**

Derek Brown  
Civic Centre  
Motherwell  
ML1 1TW

**Head of Service**

Gerard McLaughlin  
Civic Centre  
Motherwell  
ML1 1TW

01698 403140

**Senior Education Manager**

Alan Henry  
Civic Centre  
Motherwell  
ML1 1TW

**Education Manager**

Michelle O'Halloran  
Civic Centre  
Motherwell  
ML1 1TW

**Support for Learning Contact (CIIL)**

Gavin Ross  
[RossGav@northlan.gov.uk](mailto:RossGav@northlan.gov.uk)

**Community Learning and  
Development Offices**

Pivot Centre  
Glenmanor Avenue  
Moodiesburn  
Glasgow  
G69 0DL  
01236 874941

**Local Councillor**

????????????  
Civic Centre  
Motherwell  
ML1 1TW

**Local Councillor**

Michael McPake  
Civic Centre  
Motherwell  
ML1 1TW



### **Local Councillor**

Mr. Greg Lennon  
Civic Centre  
Motherwell  
ML1 1TS

You can also get more help and advice from:

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

**0345 123 2303**

Enquire  
Children in Scotland  
Rosebery House  
9 Haymarket Terrace  
Edinburgh  
EH12 5EZ

[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

### **Children in Scotland - Resolve Mediation**

**0131 313 8844**

Email: [resolve@childreninscotland.org.uk](mailto:resolve@childreninscotland.org.uk)

### **Independent Adjudication**

Scottish Government  
Directorate for Learning  
Support and Wellbeing Unit  
Area 2C North  
Victoria Quay  
Edinburgh  
EH6 6QQ

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

ASNTS  
Health and Educational Chamber  
First Tier Tribunal for Scotland  
Glasgow Tribunals Centre



20 York Street  
Glasgow  
G2 8GT  
0141 302 5860  
[www.asntscotland.gov.uk](http://www.asntscotland.gov.uk)

Social Work 01236 638700  
Cumbernauld/Chryston  
Bron Way  
Town Centre  
Cumbernauld  
G67 1DZ

NHS Lanarkshire 01236 723383  
Condorrat Health Centre 01236 733221

### Photographs

From time to time photographers from Local or National Newspapers will take photographs of the children to publicise an event or project.

This would also include concerts and festival events.

If you **do not** wish your child's photograph to be taken and published, please let the Head Teacher know in writing.



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.