



# St. Patrick's Primary & Nursery, Coatbridge

A Community of Faith, where we Live, Love and Learn Together



## Contents

Educational Aims of St. Patrick's	Page 2
School Prayer	Page 3
School Information	Page 4
Staff	Page 5
School/Nursery Hours, Enrolment, Out of School Care	Page 6
Equal Opportunities	Page 6
School Year Holidays	Page 7
Curriculum for Excellence	Page 8/9
Languages & Literacy	Page 9/10
Mathematics & Numeracy	Page 10
Health & Wellbeing	Page 10/11
Religious & Moral Education, Science	Page 11
Expressive Arts	Page 11/12
Social Studies, Technologies, Homework	Page 12
Assessment & Reporting, Additional Support Needs	Page 13
Planning, Dispute Resolution	Page 14
School Improvement Plan	Page 14/15/16
Extra-Curricular Activities	Page 16
Home & School Links	Page 16/17
School Community Links, School Discipline	Page 17
Anti-Bullying Policy	Page 17/18
Child Protection	Page 18
Attendance at School	Page 18/19
Nursery Attendance	Page 19
Medical Health Care, Emergency Contacts,	Page 20
Information in Emergencies, Supervision in non-class times	Page 20
Clothing & Uniform	Page 21
Recommended Uniform	Page 22
School Meals	Page 22/23
Packed Lunches, Nursery Snacks	Page 23
Transport	Page 23/24
Placing Requests, Transfer from Primary to Secondary	Page 24
Freedom of Information	Page 25
Data protection	Page 25/26/27/28
Transferring Educational Data about Pupils	Page 28/29
The Parent Forum	Page 29/30
The Parent Council	Page 30/31
Parent Council/Parent Teacher Association Members	Page 31
Names & Addresses	Page 32/33/34
Qualifying Statement	Page 34

**A community of Faith, where we live, love and learn together**  
**Safe Healthy Achieving Nurtured Active Respected Responsible Included**



**Dear Parents/Carers**

**SCHOOL AIMS**

Our aim in St. Patrick's Primary School is to provide a bright, supportive and stimulating environment where each child will be helped and encouraged to develop to their full potential.

Working in partnership with parents, parish and the wider community our aims are:

- To ensure we are getting it right for our children by embedding the principles of GIRFEC (Getting it right for every child).
- In developing skills for learning, life and work our pupils will be equipped to meet the changes in their lives ahead and foster a concern for the quality of their immediate environment.
- To enable all children to have high aspirations to develop their capabilities as confident individuals, successful learners, effective contributors and responsible individuals to society.
- To develop an inclusive environment built on positive, caring relationships based on trust and respect, ensuring Health and Wellbeing is central to all.
- To build on and extend positive, effective partnerships, through the promotion of the Gospel values, with parish, school and wider community.

**Covid-19 Pandemic**

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

**Our values are based on Compassion, Equality, Fairness, Kindness,  
Honesty, Patience, Respect, Trust and Understanding,**

Yours sincerely,

*Jacqueline Hagerty*

Jacqueline Hagerty  
Head Teacher

# School Prayer



## Prayer to St. Patrick

*Dear St. Patrick, patron of our school,  
Guide us through our lives.  
Protect us on our faith journey.  
Help us in school and at home.  
Help us to be honest.  
Help us have the strength to make  
the right choices in life.*

**Amen**

## SCHOOL INFORMATION

<b>Name:</b>	St. Patrick's Primary School
<b>Address:</b>	Kildonan Street, Coatbridge ML5 3LG
<b>Telephone No.:</b>	01236 794862
<b>E-mail Address:</b>	<a href="mailto:enquiries-at-st-patricks-coatbridge@northlan.org.uk">enquiries-at-st-patricks-coatbridge@northlan.org.uk</a>
<b>School Website:</b>	<a href="https://blogs.glowscotland.org.uk/nl/stpatricksp/s/">https://blogs.glowscotland.org.uk/nl/stpatricksp/s/</a>
<b>Twitter:</b>	@StPatricksPS
<b>Present Roll:</b>	302
<b>Nursery:</b>	48
<b>Capacity:</b>	310
<b>Current Planning:</b>	302

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.

<b>Stages covered:</b>	P1 – P7 and Nursery Class
<b>Denomination:</b>	R.C.
<b>Nursery Class:</b>	Non-denominational
<b>Co-educational:</b>	Yes
<b>Community Education Facilities:</b>	Gym/assembly hall and open areas

It is the council policy that school accommodation be 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 the Area Community Education Office.

## CLASS STRUCTURE

We have a term time nursery class and twelve primary classes. Our class sizes are set in accordance with Education Guidelines;

Primary 1	maximum of 25
Primary 2 – 3	maximum of 30
Primary 4 – 7	maximum of 33

Our composite classes have a maximum of 25 pupils and are formed from working groups who are best suited to work and learn together.

## STAFF

### Senior Leadership Team

<b>Head Teacher:</b>	Mrs Jacqueline Hagerty
<b>Depute Head Teacher:</b>	Mrs Gemma McBride
<b>Principal Teacher:</b>	Miss Denise McManus

### Teaching Staff

Mrs Nichola Anderson	P1
Mrs Linsey Owens	P1/2
Mrs Gemma Smith	P2
Mrs Pauline Schammas	P3
Miss Anne O'Brien & Mr Liam Cantwell(0.2)	P3/4
Mrs Anne Louise Welsh	P4
Miss Elizabeth Ellis	P4/5
Miss Claire O'Neill	P5
Miss Hilary Lynas	P6
Mrs Rebecca Totten	P6
Mrs Marie Shaw	P7
Mrs Mariessa Reilly/Ms Cheryl Bennett	P7

### Learning Support:

Miss Monica Herd

### Foreign Language/STEM/ NCCT Cover

Mrs C Brown (0.6) & Mr Liam Cantwell (0.4)

### Total

14.49 FTE (Full Time Equivalent)

## NURSERY STAFF

### Senior Early Years Worker:

Mrs Louise McNicol

### Early Years Worker:

Mrs Christine Sweeney

Miss Lauren Sweeney

Mrs Kirsty Scott

Mrs Edel Currie (0.6) & Mrs Sharon Bowie (0.4)

### Support Worker:

Mrs Ann Ormond

Mrs Lisa Marie McFarlane

Mrs Jacqueline Reilly

## NON TEACHING STAFF

### Janitor:

Mr Steven Thomson

### Senior Clerical Assistant:

Mrs Katie McAnulty

### Clerical Assistants:

Mrs Denise McLaughlan

### Classroom Assistants:

Mrs Nicola Wedlock

### Additional Support Needs

### Assistants:

Mrs Irene McKenna

Mrs Elizabeth Starrs

Mrs Amina Akram

### Dining Supervisor:

Miss Michelle Quinn

## **SCHOOL HOURS**

<b>Breakfast Club</b>	8.15am – 8.45am
<b>School Starts:</b>	8.55am
<b>Morning interval:</b>	10.35am - 10.50am
<b>Lunch time:</b>	12.30pm - 1.20pm
<b>School closes:</b>	3.00pm

Primary 1 pupils are required to attend full time from the first day of session.

## **NURSERY HOURS**

<b>Day session</b>	8.45am – 2.45pm
--------------------	-----------------

With the introduction of 1140 funded nursery hours, our nursery will remain as a term time nursery.

## **ENROLMENT**

Parents seeking to enrol their child in the school are welcome to make an appointment to speak to the senior leadership team. Please bring a current council tax bill as proof of address, your child's birth certificate and baptismal certificate if available.

## **OUT OF SCHOOL CARE**

The following provide after school care and collect children from school each day at 3.00 pm.

➤ LCS After School Care	07897532078
➤ FAST After School Care	07933219804
➤ Clydesdale After School Care	07980686705

## **EQUAL OPPORTUNITIES**

In drawing up our curriculum and developing school policies we make every effort to ensure that we offer equal opportunities to all children and eliminate all forms of discrimination against disability, race, gender and religion in line with North Lanarkshire Council's Equality Policy.

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 details the essential requirements of the Equality Act 2010 for schools. This can be accessed at <https://www.equalityhumanrights.com/en/publication-download/technical-guidance-schools-scotland>

## THE SCHOOL YEAR

### School Holiday Arrangements 2023-2024

<b>August 2023</b>	
In-service Day	Monday 14 <sup>th</sup> August 2023
In-service Day	Tuesday 15 <sup>th</sup> August 2023
Pupils return to school	Wednesday 16 <sup>th</sup> August 2023
<b>September 2023</b>	
September weekend	Friday 22 <sup>nd</sup> and Monday 25 <sup>th</sup> September 2023
<b>October week 2023</b>	
October break	Monday 16 <sup>th</sup> to Friday 20 <sup>th</sup> 2023 (Inclusive) School re-opens Monday 23 <sup>rd</sup> October 2023
<b>November 2023</b>	
In-service day	Monday 13 <sup>th</sup> November 2023
<b>Christmas 2023</b>	
Christmas & New Year	Monday 25 <sup>th</sup> December 2023 to Friday 5 <sup>th</sup> January 2024 (Inclusive) School closes 2.30pm on Friday 22 <sup>nd</sup> December School re-opens Monday 8 <sup>th</sup> January 2024
<b>Mid Term February 2024</b>	
February Break	Monday 12 <sup>th</sup> , Tuesday 13 <sup>th</sup> & Wednesday 14 <sup>th</sup> February 2024 School re-opens Thursday 15 <sup>th</sup> February 2024
<b>Easter 2024</b>	Friday 29 <sup>th</sup> March 2024 to Friday 12 <sup>th</sup> April 2024 (inclusive) Good Friday 29 <sup>th</sup> March, Easter Monday 1 <sup>st</sup> April School closes Thursday 28 <sup>th</sup> March 2024 at 2.30pm School re-opens Monday 15 <sup>th</sup> April
<b>May Day 2024</b>	Monday 6 <sup>th</sup> May 2024
In-service day	Thursday 2 <sup>nd</sup> May 2024 (may be subject to change)
May weekend	Friday 24 <sup>th</sup> May 2024 and Monday 27 <sup>th</sup> May 2024
<b>Summer 2024</b>	
School closes	Wednesday 26 <sup>th</sup> June 2024 at 1pm



## **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.

### **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 are being developed:-

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

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

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

We aim to make learning for our children challenging, engaging and motivating and to encourage high aspirations and ambitions for all. At all stages, learners of all aptitudes and abilities should be able to experience an appropriate level of challenge, to enable each individual to achieve his or her potential. Children should be active in their learning and have opportunities to develop and demonstrate their creativity. Support will be provided to enable children to sustain their effort.

Using both national and North Lanarkshire Council guidelines we aim to provide a broad range of experiences for our children through a curriculum which is organised

so that they will learn and develop through a variety of contexts within both the classroom and other aspects of school life. The curriculum aims to:

- enable children to progress at a rate which meets their needs and aptitudes
- enable children to develop fully their capacity for different kinds of thinking and learning
- respond to individual needs and support particular aptitudes and talents

## **LANGUAGES and LITERACY**

Language and literacy are of great importance for all our children. Their ability to use language lies at the centre of the development and expression of their emotions, thinking, learning and sense of personal identity. Language is itself a key aspect of our culture. Through language, children gain access to the literary heritage of humanity and develop their appreciation of the richness and breadth of Scotland's literary heritage. Children and young people encounter, enjoy and learn from the diversity of language used in their homes, their communities, by the media and by their peers.

Literacy is fundamental to all areas of learning, as it unlocks access to the wider curriculum. Being literate increases opportunities for the individual in all aspects of life, lays the foundations for lifelong learning and work, and contributes strongly to the development of all four capacities of *Curriculum for Excellence*.

Children are taught literacy using the NLC Active Literacy Programme. A range of quality fiction and non-fiction books are used throughout the school to support and encourage children to enjoy reading. Literacy is also used across the curriculum.

French will be delivered to all classes throughout the school supporting the Scottish Government's policy, Language Learning in Scotland: A 1+2 Approach, is aimed at ensuring that every child has the opportunity to learn a modern language from Primary 1 onwards. Additionally each child should have the right to learn a second modern language from Primary 5 onwards. This language will be Spanish.

## **MATHEMATICS and NUMERACY**

Mathematics is important in our everyday life, allowing us to make sense of the world around us and to manage our lives. Using mathematics enables us to model real-life situations and make connections and informed predictions. It equips us with the skills we need to interpret and analyse information, simplify and solve problems, assess risk and make informed decisions.

Learning mathematics also gives children and young people access to the wider curriculum and the opportunity to pursue further studies and interests.

The maths curriculum is supported in its delivery by the use of several resources such as Heinemann, TJ Maths etc. Interactive maths and games as well as computer programmes are also used. Numeracy activities are also planned as part of our

interdisciplinary learning (IDL) to allow children to use maths learned in lessons in a variety of interesting contexts.

## **HEALTH AND WELLBEING**

Learning in health and wellbeing is incorporated in all that we do in St. Patrick's and our young people are aware of the Health & Wellbeing indicators. This ensures that children and young people develop the knowledge and understanding, skills, capabilities and attributes which they need for mental, emotional, social and physical wellbeing now and in the future. Learning through health and wellbeing enables children and young people to:

- make informed decisions in order to improve their mental, emotional, social and physical wellbeing
- experience challenge and enjoyment
- experience positive aspects of healthy living and activity for themselves
- apply their mental, emotional, social and physical skills to pursue a healthy lifestyle
- make a successful move to the next stage of education or work
- establish a pattern of health and wellbeing which will be sustained into adult life, and which will help to promote the health and wellbeing of the next generation of Scottish children.

## **RELIGIOUS AND MORAL EDUCATION**

In accordance with Scottish Executive guidelines, a minimum of 2.5 hours per week is given to Religious Education. The Church authorities determine the Religious Education curriculum in all Catholic schools. In St. Patrick's Primary School we follow the guidance given by Bishop Toal and the Diocesan R.E. advisors. Advice for teachers is provided in the resources and training provided for '*This is our Faith*' and '*God's Loving Plan*', the core resources which have been developed for Catholic schools. God's Loving Plan programme provides opportunities for celebration, prayer and reflection. Preparation for the sacraments of Reconciliation, First Communion and Confirmation is effectively implemented at the appropriate stages in the child's development. Fr. McGoldrick and Deacon Tom are welcome visitors to our school and take an active involvement in the preparation for the sacraments.

In the case of children who are not Catholic, parents can be reassured that religious education is approached in a sensitive manner and in a climate of great respect for those of other faiths and none.

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.

## **SCIENCE**

Through learning in the sciences, children and young people develop their interest in, and understanding of, the living, material and physical world. They engage in a wide range of collaborative investigative tasks, which allows them to develop important skills to become creative, inventive and enterprising adults in a world where the skills and knowledge of the sciences are needed across all sectors of the economy.

Science is taught within topics or as a separate subject as appropriate. Science is currently being delivered through STEM by our NCCT teacher.

## **EXPRESSIVE ARTS**

### **Dance, Music, Art and Drama**

The inspiration and power of the arts play a vital role in enabling our children and young people to enhance their creative talent and develop their artistic skills.

By engaging in experiences within the expressive arts, children and young people will recognise and represent feelings and emotions, both their own and those of others. The expressive arts play a central role in shaping our sense of our personal, social and cultural identity. Learning in the expressive arts also plays an important role in supporting children and young people to recognise and value the variety and vitality of culture locally, nationally and globally.

## **SOCIAL STUDIES**

Through social studies, children and young people develop their understanding of the world by learning about other people and their values, in different times, places and circumstances; they also develop their understanding of their environment and of how it has been shaped. As they mature, children and young people's experiences will be broadened using Scottish, British, European and wider contexts for learning, while maintaining a focus on the historical, social, geographic, economic and political changes that have shaped Scotland. Children and young people learn about human achievements and about how to make sense of changes in society, of conflicts and of environmental issues. With greater understanding comes the opportunity and ability to influence events by exercising informed and responsible citizenship.

Social Studies is most often taught through Interdisciplinary Learning (IDL) which enable children to engage actively in their own learning.

## **TECHNOLOGIES**

Children have the opportunity to use different technologies to interact and share experiences, ideas and information with others. They will learn to select and make use of a range of technologies to communicate and collaborate in a safe and responsible manner. The use of GLOW and Teams allows many opportunities to keep abreast with changes in teaching.

## **HOMEWORK**

All children in the school will receive homework on a regular basis. We ask parents to support us by looking over and signing written work and discussing homework with their child. If a child is unable to do his/her homework parents should give a reason. Children requiring additional support will be provided with differentiated work. Advice is provided for parents to support their child at home throughout the year and in the event of school closures. If a child regularly fails to complete homework we will contact parents to ask for support.

Homework is planned to consolidate and revise work carried out in the class.

Homework will be set each week by the class teacher and will vary in amount and time spent as the child progresses through the school.

## **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.

Teachers are continually assessing children's work to obtain information which enables them to make professional judgements about pupils' progress which will inform the planning for learning and teaching in the classroom.

'Assessment is for Learning', a Scottish Executive initiative, is also an important part of assessment in our school. Learners learn best when they:

- understand clearly what they are trying to learn, and what is expected of them
- are given feedback about the quality of their work and what they can do to make it better
- are given advice about how to go about making improvements
- are fully involved in deciding what needs to be done next, and who can give them help if they need it.

## **ADDITIONAL SUPPORT NEEDS**

St. Patrick'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.

Looked After Children i.e. children who are cared for directly or whose care is supervised by the local authority are deemed to have Additional Support Needs unless assessment determines otherwise. The Head Teacher and Depute Head Teacher will make arrangements to put plans in place.

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

Children with additional support needs are identified as soon as possible by the class teacher and where possible support is provided within the class setting. If additional support is required this will be provided. In these cases the cooperation and support of the parents will be requested. If specialist support is required we can seek further assistance from the educational psychologist and/or the learning support manager.

The services of North Lanarkshire Bilingual Support staff are made available where necessary for pupils whose first language is not English.

### **Getting it Right for Me plans**

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

Some children and young people may require significant support from education and at least one other agency, such as health, social work and/or voluntary agency to help them meet their learning targets. Where this support requires a high level or co-ordination the opening of a Co-ordinated Support Plan 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 multi-agency meetings and their views will be recorded in the plan. Where more intensive support for a child or young person needs to be planned for, usually when a number of agencies are involved in supporting their wellbeing then a Child's Plan may be developed. The plan will tell you what actions need to be taken and who will

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

### **Dispute Resolution**

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

## **THE SCHOOL IMPROVEMENT PLAN AND REPORT**

The school improvement planning priorities, in line with the National Improvement Framework, for 2022/2023 are as follows:

**Cluster Priority** – To improve attendance across the cluster with a specific focus on a targeted group of pupils with attendance below 85% by building pupil and parent/carer resilience through wellbeing programmes and increased parental engagement including family learning.

- Attendance will improve across the Cluster
- Targeted group of pupils across the cluster with attendance below 85% will have increased attendance which will positively impact all Education and Families priorities

**Improvement Priority 1 – Attainment in literacy, with a particular focus on writing, will increase our overall percentage as evidenced in P1, P4, P7 Achievement of a level (ACEL) data.**

- Writing attainment will improve across the school stages.
- Focus on P3, P4, P6 to increase writing attainment in line with NLC average.
- P3 – 50% to 71%, P6 – 40% to 71%, P4 – 60% to 71%



**Improvement Priority 2 – Health and Wellbeing – To begin the journey towards becoming a United Nations Convention on the Rights of the Child (UNCRC) accredited school and Nursery. Aiming towards Bronze.**

- UNICEF – RRSA Rights Respecting Schools Award
- Working towards achieving Bronze – Rights committed

Information regarding a school's performance at local and national level can be found on Education Scotland website at [www.educationscotland.gov.uk](http://www.educationscotland.gov.uk)

**Over the coming year(s) we will take forward each of these aspects in the following ways:**

**Curriculum for Excellence**

The learners will continue to experience literacy, numeracy and health & wellbeing as an integral part of all areas of the curriculum taking account of the guidance provided in the Curriculum for Excellence documentation to ensure the four contexts in which learning takes place, the six entitlements for learners, the seven principles in curriculum design, the significant aspects for learning and the eight curriculum areas in which learning is organised, are at the heart of decision making when planning our improvement priorities.

**Health Promotion**

All learners will continue to promote healthy lifestyles and choices through our Health Promoting Committee and through our annual calendar of events within the school and nursery as well as through our Health and Wellbeing programme. We will continue to use the Getting It Right For Every Child (GIRFEC) model to promote inclusion and Health & Wellbeing within our school and nursery.

**Promotion of Equality**

Staff and learners will demonstrate a commitment to promoting equality within our school and in 2021/2022 we will work towards ensuring that we are a nurturing school. We will also promote restorative practices at all levels within the school and nursery. We will continue to ensure that equality and fairness in all areas of the school life are an integral part of planning for any activity, policy, resourcing etc., within the school.

**Parental Involvement**

We will continue to work with our very active Parent Council and Parent Teacher Association to build on our progress in the past session to ensure that parents are kept abreast of developments in Curriculum for Excellence within our school and nursery. We will continue to offer workshops for our parents and we will strive to involve as many parents as possible in the school's self-evaluation process.

**Pupil Involvement**

Pupil Learning Committees, as well as many other pupil voice groups, will continue to ensure that children's views are taken into account in the daily running of the school. We will also continue to consult with children regularly in a variety of ways to gain

their views about learning experiences. We will also ensure that pupils are meaningfully involved in the school's self-evaluation process.

### **Staff Involvement**

Staff will be involved in developing self-evaluation across the school. Staff will also be involved in various working parties formed to take forward the priorities of our School Improvement Plan. Staff will also be offered opportunities to develop leadership skills as part of the school's commitment to distributive leadership.

## **EXTRA-CURRICULAR ACTIVITIES**

An Outdoor Activity Week at Strathclyde Park is offered to our Primary 7 pupils each year. We have an excellent gym hall within the school and within reasonable distance are the local swimming baths, sports centres and Dunbeth Park – all resources of which the school makes good use.

With the relaxation of Covid-19 restrictions we have been able to resume our after school activities. We have offered multi-sports, football, Gaelic football, cross country, athletics, Big Chef, Little Chef and enterprise and sustainability. We welcome any support or talents which parents feel they are able to offer to support our extra-curricular activities.

## **HOME AND SCHOOL LINKS**

There are regular and various times throughout the year for parents to visit and be involved in our school.

- **Curriculum workshops** – parents are invited to share and take part in new developments in the curriculum.
- **Parental Meetings** – are held in March and October, Christmas Shows, Coffee mornings, Class assemblies.

If a child has to attend a medical or dental appointment during school time, the appointment card or a letter from the parents requesting permission should be handed in. The child must be collected and returned to the school by a parent or responsible adult.

All parents are invited to join the Parent Teacher Association and/or Parent Council. Parents are informed by letter of the various meetings and activities of these groups.

Meetings are held with parents prior to their children making the Sacraments. A robust Induction programme is held for new entrants and their parents. Regular communication by letter, e-mail and Twitter keeps parents informed of school life.

## **SCHOOL COMMUNITY LINKS**

The school plays an important link in the community and every effort is made to be involved in community activities such as football and netball festivals, library

activities, police and fire brigade events, inter-school quizzes, entertainment for senior citizens, the local parishes etc. We have formed strong links with New College Lanarkshire Coatbridge Campus. Our Active Schools Co-ordinator has organised dance clubs for various age groups within school and we have also taken part in an organised Dance Festival. Through our enterprise activities we have also gained a very valuable business partner in St. Andrew's Hospice.

## **SCHOOL DISCIPLINE**

In St. Patrick's Primary School we believe that everyone should be treated with respect and that everyone should be respectful towards others. Our school rules are made for the safety and well-being of all and to enable pupils to benefit fully from the learning and teaching within the school.

Children should be punctual, come to school prepared, make their best effort in class and allow others to work without distraction. Children should keep the school and grounds tidy and in good order. Persistent failure to comply with the school rules will result in a child's parents being contacted to find a way to help improve behaviour. Minor misdemeanours are normally dealt with by the class teacher. Serious cases of indiscipline such as bullying, vandalism, fighting or any behaviour likely to endanger anyone are reported to the Depute Head Teacher or the Head Teacher.

Should a child's behaviour continue to give cause for serious concern a written warning will be given to parents about the possibility of suspension from school.

### **Anti-Bullying Policy**

We have an anti-bullying policy which is made available to all parents and pupils. This is planned to create an ethos which will make it clear that every child has a right to be happy and safe in school and that bullying is unacceptable.

**North Lanarkshire Council does not tolerate incidents of violence or abuse towards employees. Anyone abusing an employee of this council either verbally or physically may be subject to criminal prosecution and/or withdrawal of Council services. Our employees will be fully supported in circumstances where abusive or violent behaviour has been displayed.**

## **SUPERVISION IN NON-CLASS TIMES**

Supervision is provided during all non-class times such as at playtime, at interval and lunch time, in the dining hall and packed lunch area and during 'wet playtimes' when children are unable to go outside due to inclement weather.

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

## **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-ordinators are: Mrs Jacqueline Hagerty, Head Teacher and Mrs Gemma McBride, Depute Head Teacher, Telephone Number: 01236 794862

## **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 are: Mrs Jacqueline Hagerty, Head Teacher and Mrs Gemma McBride, Depute Head Teacher, Telephone Number: 01236 794862

## **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 with at least one emergency contact number. Parents are required to inform the school if these details change during the course of the year.

Please inform the school if your child is unable to attend school on the first day of the absence. Failure to do so will result in a text message being sent to the contact number provided. In the interests of child safety the police will be contacted if all attempts to locate the child have been exhausted.

Children should also bring a note to school on their return to confirm the reason for their absence.

**Every effort should be made to avoid family holidays during term time as this both disrupts the child's education and reduces learning time. Parents/carers should inform the school by letter of the dates before going on holiday.**

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

A family holiday judged to be important to the wellbeing and cohesion of the family, following serious or terminal illness, bereavement or other traumatic events.  
A family holiday classified under the 'authorised absence' category will not include such reasons as:

- The availability of cheap holidays
- The availability of desired accommodation
- Poor weather experience during school holidays
- Holidays which overlap the beginning or end of term
- Parental difficulty obtaining leave (except in cases where evidence is provided by the employer that it cannot accommodate leave during school holidays without serious consequences)

Family holidays with the above similar characteristics will be classified as unauthorised absence. Where the head teacher's prior agreement has not been sought the absence will automatically be classed as unauthorised.

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.

## **NURSERY ATTENDANCE**

Please inform the nursery, on the first day of absence, if your child is unable to attend and indicate if possible, the expected length of absence. If no contact is made the following procedure will be implemented.

Nursery will telephone parent/carer on the 3<sup>rd</sup> day of absence.  
If contact is not made an absence letter will be sent to parent/carer on 5<sup>th</sup> day of absence followed by an absence recorded delivery letter on 10<sup>th</sup> day.  
If all attempts to contact you fail, your child's nursery place could be withdrawn.  
Your Health Visitor and/or Social Worker will be advised the nursery place has been withdrawn. This is in line with North Lanarkshire Council's Child Protection Policy.

## **MEDICAL & HEALTH CARE**

Every child has a routine medical and dental examination in Primary 1 and Primary 7. NHS consent forms are sent home for completion by parents.  
Please inform the school of any medical condition or requirement your child may have.

The audiologist also visits the school to check hearing and the school nurse provides health checks. Arrangements can be made for children to attend the school dental service if required.

If a child takes ill or has an accident, parents or the emergency contact will be informed immediately. In extreme cases, the Head Teacher may make arrangements for the child to be taken to hospital while the parents are being contacted.

## **EMERGENCY CONTACTS**

In the event of an accident or the sudden illness of a child, the school should be able to get in touch with a parent or relative. Parents are, therefore, requested to give a contact address and telephone number other than their own, which the school can contact in the event of an emergency or in the unlikely event of the school being closed at short notice. If your details change it is imperative to inform the school of your new number or address.

## **INFORMATION IN EMERGENCIES**

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

## **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 [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 (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<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 may be deemed to be a serious challenge to the head teacher's authority and be detrimental to the wellbeing of the whole school community. In such circumstances a head teacher 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.

## RECOMMENDED UNIFORM

Please ensure all clothes have the child's name clearly marked.

### Boys

White shirt  
Grey trousers  
Green V neck jumper/sweatshirt  
  
School tie  
Green blazer or school jacket  
Black school shoes

### Girls

White shirt/blouse  
Grey pinafore/skirt/trousers  
Green V neck jumper/cardigan or  
sweatshirt  
School tie  
Green blazer or school jacket  
Black school shoes

All items can be obtained from Scotcrest or any of the local retailers. Ties are available from Scotcrest, 62 Clark Street, Airdrie ML6 6AP.

For P.E. children should wear a yellow t-shirt, shorts and soft shoes. Jewellery should not be worn for P. E.

## SCHOOL MEALS

The current cost of a school lunch is £3.10 per day. To pay for meals every child is issued with a unique reference number to enable parents and carers to set up an online account through the iPayimpact system to deposit money to pay for their child's breakfast and/or lunch. Children in receipt of free meals have their card credited with the amount of a meal on a daily basis. A range of healthy meals and snacks are available in the cafeteria. The weekly menu can be viewed on the school's Twitter feed, @StPatricksPS every Sunday. We also have a tuck shop which uses the same payment method. A daily pre-order system is in place. Coloured bands denote the meal chosen by pupils, this choice is made every morning. A vegetarian meal option is offered on a daily basis.

### 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 their child's dietary requirements.

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.

All Primary 1 – Primary 5 pupils are entitled to a free school breakfast, lunch and milk. Pupils in Primary 6 and Primary 7 who qualify for a free meal also receive free breakfast and milk. **Free meal entitlement does not cover tuck items.** Milk is available for purchase in the school during the lunch period and morning interval.



## **Packed Lunches**

Tables are set out in the school hall for those pupils taking packed lunches.

### **Nursery Lunch**

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. All nursery children are entitled to free milk.

Nursery children are provided with a healthy snack every day.

If you think you may qualify for a free school meal or clothing grant information on both and online application forms are available at:

<https://www.northlanarkshire.gov.uk/schools-and-learning/school-meals/free-school-meals-and-clothing-grants>

## **TRANSPORT**

The council has a policy of providing free transport to all 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.

While free transport is provided it may be necessary for pupils to walk a certain distance to the vehicle pick-up point. Walking distance in total, including the distance from home to the pick-up point and from the drop-off point to the school in any one direction, will not exceed the authority's limits (see above paragraph). It is the parent's/carers responsibility to ensure their child arrives at the pick-up point in time. It is also the parent's/carers responsibility to ensure their child behaves in a safe and acceptable manner while boarding, travelling in and alighting from the vehicle. Misbehaviour could result in a loss of the right to free transport.

The council does not provide transport for those pupils in receipt of a placing request other than in exceptional circumstances.

In the case of early entry requests if the child is offered a place in the catchment area school, transport will be provided in accordance with the Council's policy stated above.

## **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.

## **TRANSFER FROM PRIMARY TO SECONDARY**

Pupils normally transfer between the ages of 11½ and 12½, so that they will have the opportunity to complete at least 4 years of secondary education. Parents/carers will be informed of the arrangements no later than December of the year preceding the date of transfer at the start of the new session.

Pupils will normally transfer to:

St. Andrew's High School  
9 Old Monkland Road  
Coatbridge  
ML5 5EA  
Telephone: 01236 757657

## **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 by telephone on 01698 302484.

## **DATA PROTECTION**

### **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 obligation, personal information may be shared internally between Services of the Council. From time to time, education staff may also need to share information about you, your child or young person with another person from another agency or service, e.g. Social Work, Health.

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

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

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

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

We only keep personal information for the minimum period of time necessary. Sometimes this is set out in law, but in most cases it is based on what we need to

fulfil our function. We maintain a 'records retention and disposal schedule' which sets out how long we hold different types of information for. You can view this on our website.

### **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](mailto:AITeam@northlan.gov.uk)

### **The Information Commissioner**

You also have the right to complain to the Information Commissioner about the way the Council has handled your rights, to enquire about any exercise of these rights or to complain about the way the Council has dealt with your rights (or any other aspect of data protection law).

Information Commissioner's Office,  
45 Melville Street,  
Edinburgh, EH3 7HL  
or by e-mail to  
[casework@ico.org.uk](mailto:casework@ico.org.uk)

## **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>

## **THE PARENT FORUM**

As a parent/carer of a child at St. Patrick's 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 items for the Parent Council to work on with the school.

## **THE PARENT COUNCIL**

Parent Councils came into effect on 1 August 2007.

- 1) St. Patrick's Primary School Parent Council has 13 parent members, two co-opted members and a staff member. The Head Teacher is present at meetings as the professional adviser to the 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/carers 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; and
  - h) receiving an annual budget for administration, training and other expenses.
  - i) Improving home school partnership and facilitating parental involvement.
- 2) The Head Teacher has a right and duty to attend all meetings of the Parent Council. Meetings of the Parent Council are open to members of the public.
  - 3) As vacancies arise on the Parent Council, the Council will seek to fill them by asking for nominations from the Parent Forum. In the event of there being more nominations than vacancies names will be drawn from a ballot.



- 4) PTA duties include organising and running fundraising events for the whole school. This includes school discos, Christmas Fayres and quiz nights. All proceeds go towards supporting the pupils of St. Patrick's Primary.

### **PARENT COUNCIL/PARENT TEACHER ASSOCIATION MEMBERS**

Katy Longyear	Parent Member	Chairperson
Fiona Carpenter	Parent Member	Treasurer
Kathleen Fagan	Parent Member	Secretary
Lynda Bell	Parent Member	
Victoria Smith	Parent Member	
Jill Carruthers	Parent Member	
Alyson Ferguson	Parent Member	
Nicola Coulter	Parent Member	
Lynsey Sharpe	Parent Member	
Katrina Davidson	Parent Member	
Eileen Fitzpatrick	Parent Member	
Gemma McBride	Co-opted Member	
Yvonne Cawley	Co-opted Member	Church Representative
Jacqueline Hagerty	Head Teacher	Adviser to Parent Council

## **NAMES and ADDRESSES**

### **Education and Families,**

Civic Centre,  
Windmillhill Street,  
Motherwell  
ML1 1AB  
Telephone: 01698 403200

### **Chief Executive Area Office**

PO Box 14,  
Civic Centre,  
Motherwell.  
ML1 1TW  
Telephone: 01698 403200

### **Community Learning & Development Office**

Coatbridge Community Centre,  
9 Old Monkland Road,  
Coatbridge.  
ML5 5EA  
Telephone: 01236 638470  
Email:CLD-Coatbridge@northlan.gov.uk

### **Carrie McCormack,**

Cluster Integration & Improvement Lead,  
Education and Families,  
Coatbridge Community Centre,  
Old Monkland Road  
Coatbridge.  
ML5 5EA  
McCormackC@northlan.gov.uk

### **Lorraine McBride,**

Education Manager,  
Education and Families,  
Civic Centre,  
Windmillhill Street,  
Motherwell  
ML1 1AB  
Telephone: 01698 403200

## **COUNCILLORS CONNECTED TO ST. PATRICK'S PRIMARY SCHOOL & NURSERY**

### **School within ward**

Kirsten Larson  
Alex McVey  
William Shields  
Allan Stubbs

**Catchment area within ward**

James Logue  
David Stocks  
Trevor Douglas  
Nancy Pettigrew

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

**Carrie McCormack,**

Cluster Integration & Improvement Lead,  
Education and Families,  
Coatbridge Community Centre,  
Old Monkland Road  
Coatbridge.  
ML5 5EA  
McCormackC@northlan.gov.uk

**You can also get more help and advice from:**

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

Telephone: 0345 123 2303

Enquire

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

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

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

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

**Children in Scotland – Resolve Mediation – 0131 313 8844**

Email: [resolve@childreninscotland.org.uk](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  
Telephone: 0141 302 5860  
[www.asntscotland.gov.uk](http://www.asntscotland.gov.uk)

**NHS Lanarkshire**

Coatbridge Health Centre  
Telephone: 01236 432200

**Social Work - Coatbridge**

Telephone: 01236 622100

**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.**