



St. Stephen's Primary School & Language and Communication Support Centre



School Handbook 2026/2027



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

- *Before commencement or during the course of the school year in question*
- *In relation to subsequent school years.*
-

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

NORTH LANARKSHIRE

Education & Families





Dear Parent/Carer,

As Head Teacher, I warmly welcome you to St. Stephen's Primary School & Language and Communication Support Centre, Coatbridge.

Our handbook has been created to provide you with

- General information about our school
- A brief outline of our educational and pastoral aims for our children
- To give statements on our curricular content.

In partnership with parents we aim to provide high quality education for all children that will enable them to develop intellectually, socially and spiritually within a safe, secure and stimulating environment. We aim to provide challenging and enjoyable learning experiences that will motivate children to become life long learners.

In St. Stephen's Primary we prepare children for the 21st Century through active, cooperative and experiential learning that develops skills for learning, skills for work and skills for life. Planned workshops and open days will allow you to see some of these developments in action, where our children demonstrate confidence, success and a sense of responsibility for their own learning.

As a parent / carer you are a valued member of our community. **The Parental Involvement Act** has enabled greater opportunities for parents to participate in school life and I would encourage all parents to get involved in whatever way you can. We welcome and value your contributions.

Finally, we are very proud of the warm, caring and professional ethos in St. Stephen's Primary and look forward to working in partnership with you and your family.

Yours sincerely

J. Martine Watt

Head Teacher

SCHOOL AIMS

In Stephen's Primary we aim to provide a broad general education within a stimulating and caring environment, promoting positive attitudes within the local and wider community to:

- enable all children in our care to reach their maximum potential educationally, socially and emotionally in a safe, happy, secure and trusting environment.
- ensure that children are given the opportunities to become successful learners through effective learning and teaching based upon clear aims, policies and through a structured learning programme which offers both challenge and support.
- encourage all children to develop an appreciation of self worth, respect for themselves and others, in an environment where success is celebrated and promoted, thus encouraging all children to become confident individuals.
- strive to create and maintain a positive partnership between parents and the whole school community where each plays a vital role in the development of our children's moral and social values in order that they become responsible citizens.
- foster independence and the development of positive attitudes and self discipline within an agreed code of conduct, to ensure that all children feel accepted and valued, encouraging them to be effective contributors within their environment and the wider community.

SCHOOL INFORMATION

NAME: ST. STEPHEN'S PRIMARY SCHOOL & LCSC
ADDRESS: SIKESIDE STREET, COATBRIDGE. ML5 4QH
TELEPHONE NO: 01236 794850 **FAX:** 01236 425744
E-MAIL enquiries-at-st-stephens@northlan.org.uk

DENOMINATIONAL STATUS: ROMAN CATHOLIC (LCSC: NON- DENOMINATIONAL)
CO-EDUCATIONAL STATUS
PRESENT ROLL: 290
PLANNING CAPACITY: 242

WORKING CAPACITY

429 APPROX – JUNE 1990. Parents should note that the working capacity of the school will vary dependent upon the number of pupils at each stage and the way in which the classes are organised.

STAGES COVERED

PRIMARY 1 – PRIMARY 7

At the time of printing the recommendation is that maximum number of children in a composite class is 25. In a non-composite class the recommended maximum number is 33. According to personnel resources available within the school, each child is placed in what is perceived to be the best class/ learning environment in which he/she can realise his/her full potential.

COMMUNITY FACILITIES

The school building is available for let. Applications should be made to:
Coatbridge Community Centre, 9 Old Monkland Road, Coatbridge, ML5 5EA, 01236 638473

TOTAL NUMBER OF TEACHING STAFF

14.00 (Full time equivalent) Mainstream
10.00 (Full time equivalent) LCSC

TRANSFER FROM PRIMARY SCHOOL

Pupils normally transfer between the ages of 11.5 and 12.5, 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.

ASSOCIATED SECONDARY

St Andrew's High School, 9 Old Monkland Road, Coatbridge, ML5 5EA
Tel: 01236 632163
Head Teacher: Peter Holmes

SCHOOL STAFF

CURRENT TEACHING STAFF

Mrs M. Watt—Head Teacher

Overall responsibility for the leading and managing of learning and teaching, resources and staff.

Mrs P. Thornbury —Depute Head Teacher (LCSC)

Responsible for leading and managing learning and teaching, pastoral care of pupils and staff in the LCSC.

Miss S. McGhee—Acting Depute Head

Responsible for leading and managing learning and teaching and pastoral care of pupils and staff in the mainstream.

Mrs P Cody—Acting Principal Teacher — Numeracy Co-ordinator

Mrs. C. Gibson—Acting Principal Teacher—Literacy Coach & Digital Champion

Mrs . A. Fulton—Acting Principal Teacher(LCSC)— Assessment & Inclusion Support

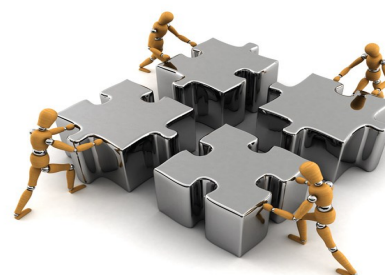
| Mainstream | | LCSC | |
|---------------------------|------|----------------|-----------|
| Miss Mooney | P7 | Mrs Davis | SCC 6/7 |
| Miss Hynes | P6/7 | Miss Cardle | SCC 5 |
| Miss Kirkland | P6 | Mr McCabe | SCC 4/5 |
| Mrs Donnelly | P5 | Miss Nimmo | SCC 3/4 |
| Mrs Cross | P4 | Mrs Gordon | SCC 2b |
| Mrs Sneddon | P3/4 | Mrs Hughes | SCC 2a |
| Miss Gallacher/Miss Blyth | P2/3 | Miss Reid | SCC 1/2 |
| Miss Paterson | P1/2 | Miss McGroarty | SCC 1 |
| Miss McGuire | P1 | Mrs. Ali | NCCT LCSC |
| Mrs Stangoe/Mrs Elliot | NCCT | | |

SUPPORT STAFF

| | |
|--------------------------|---|
| Mrs. A. Lafferty | Senior Clerical Assistant |
| Mrs L. Dillon | Additional Support Needs Assistant (LCSC) |
| Mrs T. Lowrie | Additional Support Needs Assistant (LCSC) |
| Miss Buchanan | Additional Support Needs Assistant (mainstream) |
| Mr M Wardhaugh | Additional Support Needs Assistant (LCSC) |
| Miss Reilly/ Mrs. Slevin | Additional Support Needs Assistant (LCSC) |
| Miss Boyle (0.8) | Additional Support Needs Assistant (LCSC) |
| Miss Mansfield | Additional Support Needs Assistant (LCSC) |
| Miss Hagerty (0.6) | Additional Support Needs Assistant (LCSC) |
| Mrs McCluskey | Additional Support Needs Assistant (LCSC) |
| Mrs Ball | Additional Support Needs Assistant (LCSC) |
| Mrs McGuinness | Additional Support Needs Assistant (LCSC) |
| Mrs Morrell | Additional Support Needs Assistant (LCSC) |
| Mr D. Hyslop | Janitor |
| Mrs J. Houston | Catering Supervisor |

VISITING STAFF

| | |
|-------------------|-----------------------------|
| Mr S Conroy | Active Schools Co-ordinator |
| Mr Naylor | Brass Tutor |
| Mrs S Wilkinson | Kodaly Music Teacher |
| Mrs D. Kinniburgh | Educational Psychologist |



LANGUAGE AND COMMUNICATION SUPPORT CENTRE (LCSC)

The LCSC opened in August 2013 and now comprises six classrooms, located throughout our school. Classrooms are resourced to a high standard with significant investment in sensory equipment and resources to support effective learning.



The LCSC has become an integral part of our school community where children are included in all aspects of school life.

The LCSC is staffed by 8 Class Teachers and Additional Support Needs Assistants. The Depute Head Teacher has responsibility for the daily running of the LCSC.

Staff collaborate successfully with other agencies particularly a team of Speech and Language Therapists who work in the school on a weekly basis.

The school has successfully established good communication links between home and school and we provide a number of opportunities for parents to visit throughout the year.

Most children travel to and from school by taxi and are accompanied by an escort.





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 will do all we can to let you know about the details of closure or re-opening. We will keep you in touch by using letters, our website, X , notices in local shops and community centres, announcements in local churches and announcements in the press, on local radio and the North Lanarkshire Council's website and X.

SCHOOL HOURS

| | |
|---------------|-----------------|
| School Opens | 8.50 am |
| Interval | 10.40 – 10.55am |
| Lunch | 12.35 – 1.20pm |
| School Closes | 3.00pm |



Staggered Start & Finish Times

Rooms 1 and 2 - 8.50 a.m.—2:50pm , Rooms 5—10 - 8.55 a.m. —2:55pm, Rooms 12—14 - 9.00 a.m.—3:00pm

LCSC Classes—9.00 a.m.—3:00pm

NOTE: NEWLY ENROLLED CHILDREN (i.e. P1) will attend full-time from first day of session AUGUST 2026

OUT OF SCHOOL CARE

After school care is available and runs from Riverside Primary School and Earlston After School Care. The school office can give you contact numbers for these services.

Out of school care is also provided by the “Parent Action Out of School Care” in Coatbridge Community Centre at Saint Andrew’s High School.

Some out of school care runs on in-service days, bank holidays and Summer, Easter and Christmas holidays.

SCHOOL STATEMENT ON BULLYING

Bullying, either in class or in the playground, is unacceptable. It is more easily dealt with if it is reported early before it becomes a habit. Pupils are encouraged to report any type of bullying behaviour, either mental or physical, to their class teacher, Mrs Watt, Mrs Thorbury or Miss McGhee.

If you discover any kind of bullying taking place, please do not hesitate to report it, either by letter or by telephone. We operate restorative practice where children are encouraged to recognise and discuss how they have caused injury to another party. We encourage all children to take responsibility for behaviour and to deal with the consequences of their actions. At all stages we will keep parents informed. The school has an anti bullying policy and teachers at every stage in the school discuss the subject of bullying with their pupils. The recording of bullying or alleged bullying incidents are recorded electronically as part of the schools monitoring system. 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 supports the anti-bullying alliance and children participate in anti-bullying workshops to highlight potential issues and how to access support.



School Holidays 2026/2027

August 2026

- Monday 10 August 2026 (Return date for teachers & -Service Day)
- Tuesday 11 August 2026 (In-Service Day)

Wednesday 12 August 2026 (Return date for pupils)

September 2026

Friday 25 September and Monday 28 September 2026 (September weekend)

October 2026

Monday 12 to Friday 16 October 2026 (October Week)

November 2026

Monday 16 November 2026 (In-Service Day)

December 2026 - January 2027

- Schools close at 2.30pm on Friday 18 December 2026

Monday 21 December 2026 – Monday 4 January 2027 (inclusive) (Christmas holidays) Schools return on Tuesday 5 January 2027

February 2027

- Monday 15 February and Tuesday 16 February 2027 (Mid-term break)
- Wednesday 17 February 2027 (In-service day)

March 2027

- Friday 26 March (Good Friday)

Monday 29 March (Easter Monday)

April 2027

- Friday 2 April (Schools close at 2.30pm)
- Monday 5 April - Friday 16 April 2027 (Spring break)

Schools return on Monday 19 April 2027

May 2027

- Monday 3 May 2027 (May Public Holiday)
- Thursday 6 May 2027 (In-service day – Scottish Government Elections)

Friday 28 May 2027 and Monday 31 May 2027 (May Weekend)

June 2027

Schools close at 1pm on Friday 25 June 2027



REGISTRATION AND ENROLMENT

Registration of new entrants takes place in January each year. Pupils resident within the school catchment area, whose fifth birthday falls between 1st March of the current school year and the last day of February of the following school year, will automatically be admitted into school. Details of registration will appear in the national and local press.

Parents of older children seeking a place should contact the school where advice will be given. Information about placing requests may also be given on request.

Parents of new pupils may call to arrange a visit to the school. A member of the management team will show new parents/carers around.

INDUCTION

After the initial enrolment takes place, steps are taken to ensure that the change from pre-schooler to new entrant is as smooth and happy as possible.

During the summer term parents are invited to bring the new entrants to school on a number of occasions, so that they and their children can meet their prospective teachers. The children get to spend some time practising being school children. Staff will arrange to talk with the parents about life in Primary 1. This is an ideal opportunity for new parents to get to know each other.



EQUAL OPPORTUNITIES / ACCESSING THE CURRICULUM

In St. Stephen's Primary we feel it is vitally important to the well being of our pupils that they are all treated fairly and that all should feel valued. We expect that the pupils in turn should value and respect each other and other members of our school community.

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.

All pupils are encouraged to develop a "can do" attitude and to always try their best. Teachers provide active, challenging and enjoyable experiences matched to the needs of the children.

We believe that all pupils should be able to take part in all areas of the curriculum. Many extra-curricular activities are available to all children. Our school is a one-storey building and is accessible to all.

In accordance with North Lanarkshire policies, we can give help and advice should parents require financial assistance with school meals, clothing, outings or other extra curricular activities.

Our pupils are actively encouraged to respect each other's needs and to reject ideas of racial or religious intolerance. We aim to ensure that the school community is aware of the need to guard against discrimination of any kind. 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, Youth and Communities 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>



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:-

In playrooms and classrooms, staff are 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, on a regular basis.

Each year our 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.

ASSESSMENT IS FOR LEARNING AND A CURRICULUM FOR EXCELLENCE

In St Stephen's Primary we embrace the policy and practice of the AiFL strategies to actively engage all children in the learning process. This provides a sound foundation for taking forward assessment in relation to A Curriculum for Excellence. Children have access to cooperative, challenging and enjoyable experiences that encourages them to develop as successful learners, confident individuals, responsible citizens and effective contributors.



For full details on the four purposes of education, please visit:

www.acurriculumforexcellencescotland.gov.uk

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.

St.Stephen's pupils benefit from a whole school commitment to Formative Assessment through which they are able to discuss and explore learning experiences and reflect upon feedback given by a wider variety of individuals. Pupil's progress in curriculum areas, achievements and next steps are shared regularly with parents/carers, using a range of reporting methods such as:

- Meet the Teacher in September.
- Parent/Teacher Meetings held twice per year – October and March .
- Pupil Interim Tracking Reports issued in December.
- Pupil Progress Reports issued in June via Parents Portal .
- Parents as Partners Events (November and February).
- Curriculum Workshops.
- Classes report on events and progress via newsletters and Twitter.

RAISING ACHIEVEMENT FOR ALL

This forms the overarching strategy for the service. Subtitled 'Experiences to Last a Lifetime', this strategy aims to harness the combined forces of the National Improvement Priorities and local priorities as detailed in North Lanarkshire Council's strategic plan. This aims to provide a rich set of learning opportunities and experiences for young people and adults which begin in the classroom, nursery or learning centre and extend out into the community and the wider world beyond. In seeking to offer 'Experiences to Last a Lifetime', we will also look to draw upon 'a lifetime of experiences' already there in the communities which make up North Lanarkshire.



HOMEWORK

Pupils are normally given homework at every stage of the school. Work at home is encouraged for two reasons: it increases children's independent learning and it allows parents to work with their child; it also allows parents to see what work is being done in the school.

Pupils are given homework which reinforces the skills already taught. Homework should not take longer than 15-30 minutes to complete and children should be stopped from working if they appear to be experiencing difficulty with it. A note to this effect in the school diary would alert teachers to any problems. Work given includes reading, spelling / phonics, and maths, written language work or some research work for a topic. At all stages children are aware of the high standards expected of them. This is also true of homework and we would encourage you to check all work before it is submitted. Homework is now posted on Glow and accessed through your child's class Microsoft Teams page.

ADDITIONAL SUPPORT NEEDS

St. Stephen's Primary 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'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 guidelines.

Every child may have a difficulty with their learning at some point in their time in school. Every child is treated as an individual whose needs will be assessed, planned for, provision will be put in place and progress continually reviewed. The following support is given as and when deemed necessary by education staff: **Universal Support, Additional Support and Intensive Support**

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. Mrs Watt is the designated person in school with responsibility for looked after children.

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

Parents and pupils are an essential part of the assessment, planning and review processes and your views will be actively sought. Parents and young people can request of the authority to establish whether a child has additional support needs. They can also request an assessment at any time.

BILINGUAL SUPPORT

For some of our children English is their second language, these children have special help.

PLANNING

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 and young people through Resolve (see contact details at back of handbook) Mediation is free and independent of Education Authority.

In the event that a disagreement can not be resolved through mediation, then an application for **Independent Adjudication** (see contact details at the back of this handbook) can be made by parents free of charge. The Independent Adjudicator will make recommendations to the Education Authority about how the dispute should be resolved.

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

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

Emma Smith
Cluster Improvement and Integration Lead
St. Monica's Primary
Craigend Drive
Coatbridge
ML5 5JT
01236 632080

WHAT IS OUR CAPACITY FOR IMPROVEMENT?

- We use a wide variety of approaches to evaluate our work. This includes our analysis of a range of data on attainment, a focussed programme of classroom visits and a focussed programme of monitoring forward plans, jotters, attendance and audits.
- We plan and track individual children's progress.
- We gather views of parents and pupils to inform next steps.
- Staff have demonstrated a clear commitment to planning and implementing strategies for improvement in recent years.
- We believe this reflects the trend of improvement and added value in school.
- Our recent success has given us the confidence to continue to improve and we are confident that the evidence and evaluations to date indicate that we have demonstrated the capacity to continue improving.

OUR IMPROVEMENT PRIORITIES FOR SESSION 2025/2026

Cluster Priority: To increase attainment via improved attendance.

Improvement Priority 1:

To raise attainment in writing across all stages by June 2026, through the continued implementation of Talk for Writing strategies, to support skills for writing.

Improvement Priority 2:

To raise attainment across the curriculum, through the application of skills during planned, purposeful and spontaneous play across all stages to ensure a consistent approach to the development of play pedagogy by June 2026.

Improvement Priority 3:

To continue to support the Social and Emotional Wellbeing of learners through embedding nurture principles throughout the school and promoting restorative practices across all stages, through participating in NLC/EP collaborative enquiry.



ETHOS

St. Stephen's Primary promotes a positive ethos, where all pupils, parents and staff are valued and treated with respect. We promote positive behaviour guided by our positive relationships policy. All staff are trained in restorative practice where we encourage pupils to recognise the affect of their actions on others. Primary 7 pupils conduct peer mediation sessions to resolve minor conflict. Staff regularly recognise and celebrate pupil strengths, progress and achievement in class and at whole school level, during weekly assembly.

SPIRITUAL, SOCIAL, MORAL AND CULTURAL VALUES

Religious Education in Roman Catholic schools takes place within the context of the Catholic faith community. It is designed to nurture faith and assist children and young people to be able to make an informed response to God in faith. Children and young people in our school will be at different places in the spectrum of faith development. While most of our young people are of the Catholic tradition, some are of other denominations and faiths. In St. Stephen's we support all children and young people, irrespective of religious affiliation, in their personal search for truth and meaning in life. Children who attend the LCSC are entitled to R.C. Religious Education should parents require this.

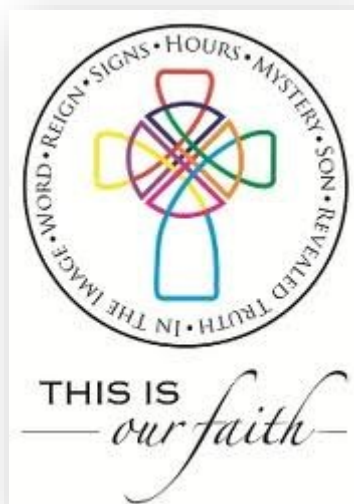
The This is Our Faith programme provides detailed guidance and a structured approach to planning and delivering learning experiences for our children.

These experiences provide children with the opportunity to encounter God in their daily lives, learn about his life, understand his teachings and develop virtues and values to help them make informed decisions in future. Ultimately the programme aims to encourage children to lead lives of goodness, built upon Christian values, personal integrity and moral courage.

Liturgical services are celebrated together at special times.

Masses are celebrated at various times in the year by Father Doyle, our parish priest, in the school or St. Stephen's Church. Classes take turns at preparing for and leading these liturgical celebrations.

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.



EXTRA CURRICULAR ACTIVITIES

Each term a number of extra-curricular activities take place, these include Netball, Football, Digital Coding, Dance and Basketball. All children have a chance to participate. Any parent who has a particular talent or skill and could share an hour with the children should speak to a member of staff.

THE SCHOOL IN THE COMMUNITY

The development of links between the School and the Community is highly important and the children are encouraged to "think about others" - especially those who are less fortunate than themselves. Assistance and entertainment are provided for the Senior Citizens, Nurseries etc.

The School plays an active part in ventures organised by the local Community Council, the Church and other voluntary organisations. Members of the Community Involvement Branch of the Police visit the School.

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 foirequest@northlan.gov.uk

GENERAL DATA PROTECTION REGULATIONS (GDPR) STATEMENT FOR EDUCATION

What is this statement?

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

Who are we?

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

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

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

Legal basis for using your information

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

YOUR PERSONAL INFORMATION

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

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

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

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

HOW WILL WE USE THIS INFORMATION

Your personal information will be used:

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

Who do we share information with?

To support your child or young person's access to appropriate education and meet our legal obligations, personal information may be shared internally between Services of the Council. From time to time, education staff may also need to share information about you, your child or young person with another person from another agency or service, e.g. Social Work, Health. We also share information with Scottish Government and bodies such as Education Scotland, Scottish Qualifications Authority, Skills Development Scotland and other organisations that support children and young people's learning.

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

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

How long do we keep your information for?

We only keep personal information for the minimum period of time necessary. Sometimes this is set out in law, but in most cases it is based on what we need to fulfil our function. We maintain a 'records retention and disposal schedule' which sets out how long we hold different types of information for. You can view this on our website at <http://www.northlanarkshire.gov.uk/index.aspx?articleid=15003> or you can request a hardcopy of this from Education, and Families, Civic Centre, Motherwell, ML1 1AB

Your rights under GDPR

You can:

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

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

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

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

Transferring Educational Data about Pupils

Education authorities and the Scottish Government

Education Portfolio (SGEP) exchange data about pupils either on paper or electronically through the ScotXed programme.

The data collected and transferred covers areas such as date of birth, postcode, registration for free-school meals, whether a pupil is looked after by his/her local authority, additional support needs including disability, attendance, absence and exclusions from school. Pupil names and addresses are collected by the school and the council but they are not passed to SGEP. The postcode is the only part of the address that is transferred. Data is held securely and no information on individual pupils can be published by SGEP

Providing national identity and ethnic background data is entirely voluntary. You can choose the 'not disclosed' option if you do not want to provide this data. However, we hope that the explanations contained in this message and on our website will help you understand the importance of providing the data.

Why do we need your data?

In order to make the best decisions about how to improve our education service, SGEP and education authorities need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better educational outcomes. Accurate and up-to-date data allows SGEP, education authorities and schools to:

- plan and deliver better policies for the benefit of all pupils,
- plan and deliver better policies for the benefit of specific groups of pupils,
- better understand some of the factors that influence pupil attainment and achievement, target resources better.

YOUR GDPR RIGHTS

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act 1998. We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how we will use your data. This message can give only a brief description of how we use data. Fuller details of the uses of pupil data can be found on the ScotXed website (www.scotxed.net).

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>

CONCERNS

If you have any concerns about the Scotxed data collections you can e-mail school.stats@scotland.gsi.gov.uk or write to

Scotxed Support Office

SEGP
Area 1B
Victoria Quay
Leith
EH66QQ.



Alternative versions of this page are available from the Scotxed support office in other languages, audiotape Braille and large print.

WANT MORE INFORMATION?

Further details about Scotxed data exchanges are available on the Scotxed website <https://www.gov.scot/collections/scottish-exchange-of-data-scotxed/>

Child and Adult 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 will follow North Lanarkshire Child Protection Procedures and Guidelines.

Child Protection Coordinator is Martine Watt—Head Teacher (01236 794850)

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 Coordinator will follow North Lanarkshire Adult Procedures and Guidelines.

Adult Protection Coordinator is: Martine Watt (01236 794850)

PLACING REQUESTS

You have the right to make a placing request for your child to be educated in a school other than the local school. In December each year, the authority will advertise its arrangements for placing requests. There are sound educational reasons for trying to ensure that the transfer or admission of children to a school takes place at the start of a school session. Other than those who are moving home, to a new area, parents are advised to time any placing requests so that they take effect from the beginning of 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 into 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 and Young People have a right under the Additional Support for Learning Act 2009 as amended by the Education (Additional Support for Learning) (Scotland) 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 and young people to make a placing request to attend a school/establishment belonging to another authority.

PARENTAL INVOLVEMENT

The staff of the school are very aware of the value of sharing the responsibility for the education of our children with their parents. Strong home/school links are invaluable in maintaining the good relationships already established between parents and staff. We greatly appreciate the time and commitment, which so many of our parents give.

As part of our developing partnership programme we hold a series of workshops for the parents of primary one children dealing with aspects of the Early Stages curriculum. Some take place during school hours while the children attend school and other in the evening to accommodate work arrangements. Parents are invited to bring their children along for a number of pre-school visits. While parents examine details of our maths and literacy provision the children will take part in various fun activities with the classroom assistants and teaching staff. Workshops are planned to inform and reassure parents who are new to the school. Although this is an optional activity, we value the time spent with parents highly.

Parents are invited to be involved in our purposeful play sessions. They help with various activities including painting, computers, story time etc. Each adult brings personal skills, individual experience, talents and knowledge, which contribute, to the children's school experience.

Other parents help us by organising extra curricular activities, escorting pupils on educational outings and to swimming lessons etc.

Please note that all parents involved in activities with the children MUST hold a disclosure for St Stephen's School.

We are very aware of the need to have good communications between parents and school. Newsletters are usually sent home bi-monthly to keep parents informed of school activities and we would recommend the reading of the Parent Council Minutes.

Communication is a two way process and it is important parents inform the class teacher or promoted staff of any concerns, complaints or changes in family circumstances, as soon as possible so that we can work together to resolve any difficulties.

ATTENDANCE AT SCHOOL

Section 30 of the 1980 Education Act lays a duty on every parent of a child of 'school age' to ensure that their child attends school regularly. Attendance must be recorded twice a day, morning and afternoon.

Regulation 7 of the Education (School and Placing Information) (Scotland) Amendment, etc. Regulations 1993 requires each child's absence from school to be recorded in the school register as authorised or unauthorised. As defined by the Scottish Government.

At the start of each school session, parents will be asked to provide contact details including at least one emergency contact number, including where possible a number that will accept a text message. Parents are required to inform the school if these contact details change during the course of the year.

Parents and carers are asked to inform the school if the pupil is unable to attend from the start of the school day on the first day of absence. Failure to do so will result in school staff accessing all contact numbers provided for the child and will result in the school sending a text message.

In the interest of child safety police will be contacted if all attempts to locate the child have been exhausted.

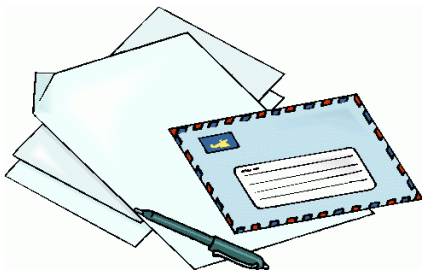
Parents should inform the school by letter, telephone or via the Parent Portal if their child is likely to be absent for some time, and give the child a note on his or her return to school confirming the reason for absence.

FAMILY HOLIDAYS

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

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

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



ATTENDANCE (CONTINUED)

A family holiday classified under the "authorised absence" category will not include reasons such 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 similar characteristics as those above will be classified as unauthorised absence. Where the head teacher's prior agreement has not been sought the absence will automatically be classed as unauthorised.

EXTENDED LEAVE WITH PARENTAL CONSENT

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

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

EXCEPTIONAL DOMESTIC CIRCUMSTANCES

Parents may request permission for such leave in writing and the school may authorise such request 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.

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 .

ATTENDANCE AND ABSENCE DATA

Absence rates are calculated as a percentage of the total number of possible attendances for all the pupils of the school in the stage shown, each morning and afternoon of each school day being a separate possible attendance.

TRANSPORT

The Council has a policy of providing free transport to all primary pupils who live more than a mile from their local school by the shortest safe walking route. This policy is more generous than the law requires. This means that the provision of transport could be reviewed at any time. Parents who consider they are eligible should obtain an application form from the school or Education, Youth & Communities. 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. Not necessarily for the start of term.

PICK UP POINTS

While free transport is provided it may be necessary for pupils to walk a certain distance to the vehicle pick-up point. Walking distance in total, including the distance from home to 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 responsibility to ensure that their child arrives at the pick-up point in time. It is also the parent's 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 – 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 policy stated above.

ST. STEPHEN'S PRIMARY SCHOOL BUS

There is a bus available to take children to Carnbroe. Children gather in the hall and are escorted to the bus by a member of staff.



CLOTHING AND UNIFORM

All North Lanarkshire schools must have a dress code, which encourages pupils to dress in a way that is appropriate to attendance at school. This dress code must not lead to direct or indirect discrimination on the grounds of race, religion, gender or disability. Prior to drawing up the dress code the parents, pupils and staff were fully consulted. It is the expectation of the Education Authority that parents will be keen to support the dress code and written agreement may be sought.

Clothing which is unacceptable in school under any circumstances includes items which:

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

Parents in receipt of a grant for footwear and clothing from the council will be encouraged to purchase items, which are in accordance with the school dress code. Approval of any requests for such grants in other circumstances are at the discretion of the director of education. Information and application forms may be obtained from any school or area office. Parents 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), housing benefit, and council tax rebate. The deadline for school clothing grants is March 2025 Forms may be obtained from the Council website www.northlan.gov.uk

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

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

LABELLING CLOTHING

All items of clothing and school bags should be **clearly marked with the child's name**. Much time is lost trying to locate missing or mixed up items which have no means of identification on them

ST. STEPHEN'S SCHOOL UNIFORM

We are very proud of our school and our uniform which the children and parents chose. Children are encouraged to wear their uniform with pride.

It consists of:

- White shirt with school tie
- **Grey** v – neck sweater/cardigan
- **Grey** skirt or Tartan pinafore/skirt, grey tailored trousers (NOT BLACK)
- **Black** school shoes (not trainers)
- White/grey socks or tights
- Green blazer with school badge
- Green/white check summer dress (optional)
- All pupils require a pair of black shorts and a white t-shirt for PE Lessons.
- Black plimsolls are required for use inside the school building. Children change from outdoor to indoor shoes for their own comfort.

We appreciate your help in maintaining our high standards in having all children in full uniform at all times.



MEALS

The school has excellent dining facilities with a large dining room and kitchen where meals are prepared on the premises. A cashless cafeteria system operates, offering a choice of at least two healthy home cooked meals, with a choice of salads, selection of breads and a drink of juice milk or water for approximately £2.00. Parents of Primary One children are invited to accompany them to have a school lunch early in the session. This helps children to get to know the system and gives them confidence.

Special diets are available on request for those who require them. A medically prescribed diet form must be completed by the child's Registered Dietician or General Practitioner. Procedures /forms are available from school, child's dietician or NL catering.

All completed forms should be returned to the email specialdiet@northlan.gov.uk

Special diets required for ethical, religious or cultural reasons should be requested in writing to the Head Teacher, who will liaise with the school catering service.

Pupils in Primary 1-5 are entitled to a free school meal.

| WEEK 1 | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|--|--|--|--|---|--|
| Option 1 RED BAND | Beef burger and vegetable sticks with coleslaw (v) option on request | Macaroni cheese(v) | Chicken curry and rice | American style hot dog | Fish bites, and chips |
| Option 2 GREEN BAND | Tomato pasta with garlic bread (v) | Home-made pizza and potato wedges (v) | Soup and half cheese toastie with home-made coleslaw (v) | Baked potato with tuna mayo cheese and coleslaw fillings (v) also available | Cowboy beans and potato waffles (v) * |
| BLUE BANDS Snack 2 go Sandwich, drink plus item from white box below | Choice of chicken, tuna, cheese | Choice of egg mayonnaise, tuna, cheese | Choice of chicken, tuna, cheese | Choice of chicken, tuna, cheese | Choice of egg mayonnaise, tuna, cheese |
| Soup, sweet treat, fruit or yoghurt | Tomato soup (v) home-made sponge cake | Lentil soup (v) fruity Tuesday | Seasonal vegetable soup (v) homebaking | Potato and leek (v) soup, fruity cookie | Lentil soup (v) jelly and fruit Friday |

Children of parents receiving income support, Job Seekers Allowance (income based) or Employment & Support Allowance (income based) are entitled to a lunch without charge.

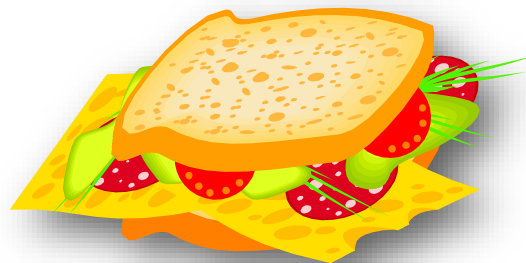
Information and application forms for free school lunches may be obtained from schools, First Stop shops, Coatbridge.

Parents 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), housing benefit, council tax rebate.

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

PACKED LUNCHES

Children who bring packed lunches are accommodated in the lunchroom; they are supervised by school staff. They are discouraged from bringing glass bottles for safety reasons. Healthy packed lunches are encouraged. Children should not have fizzy drinks in their lunches. Sweet treats should be kept to a minimum. In warm weather the older children are allowed to eat their lunch at the picnic tables one day each week.



MEDICAL AND HEALTH CARE

The medical examination of children is undertaken during each child's school life, normally in the first year of primary schooling and then at the ages of 10/11 years and 13/14 years, by staff of Lanarkshire Health Board. Parents may refer their child at other times to the clinical medical officer for examination or advice.

DENTAL INSPECTIONS

These are carried out on a routine basis in primary schools. St Stephen's participate in the tooth brushing programme from P1 to P7.

ACCIDENTS / ILLNESS WHILE AT SCHOOL

If children become ill or have an accident during school hours they are looked after by a member of staff until parents or an emergency contact person who has been contacted by phone can collect them.

It is always necessary to have an emergency contact number on file in school. Parents should ensure that their emergency contact number is up to date. Please call the school office should any change to phone numbers, places of employment etc, require to be made. It is preferable if your emergency contact person lives locally. Depending on the severity of any accident, which may occur in school, arrangements can be made to take the child to their local surgery or the emergency unit at Monklands Hospital.

Parents should inform the school of any health problem concerning their child e.g. asthma, diabetes etc. Parents must inform the school in writing of any medicine required to be taken by their child during the school day. Forms for this purpose are available from the school office. No medicine can be administered without completing the forms.

If a pupil is unable to attend a suitable educational establishment as a result of prolonged ill health, North Lanarkshire Council must make special arrangements for the pupil to receive education elsewhere, other than at an educational; establishment. In NLC, children and young people are treated in the paediatric in-patient unit with Wishaw general Hospital. It is not common for children and young people to have extended stays in Wishaw General, and therefore NLC does not require a dedicated hospital education service. Children and young people resident in North Lanarkshire and in hospital in Glasgow, may access education through the Hospital Education Service (HES). The service is provided by Glasgow City Education Department and Social Work Services. For further information please contact your child's school.

Information in Emergencies

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, announcements in the press on local radio, on the NLC website and X (formerly Twitter).

THE PARENT FORUM

As a parent of a child at this school you are automatically a member of the parent forum. The parent forum is composed of all 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

Parent councils came into force on 1st August 2007. St. Stephen's Primary has a parent council.

Parent Council members are:

| | |
|-----------------|-------------------------|
| Mrs M Robertson | (Chairperson) |
| Mrs L. Renicks | (Vice Chairperson) |
| Mrs A. Curran | (Treasurer) |
| Mrs E McBride | (Secretary) |
| Mrs L Fraser | (Parent Member) |
| Miss S. McGhee | (School Representative) |

The Head Teacher acts as professional advisor to the parent council.

The Parent Council's rights and duties include:

- Supporting the work of the school
- Representing the views of parents
- Consulting with parents and reporting back to the parent forum on matters of interest
- Promoting contact between the school, Parents, pupils providers of nursery education and the wider community
- Fund raising
- Taking part in selection of senior promoted staff
- Receiving reports from the head teacher and education authority and
- Receiving an annual budget for administration, training and other expenses.
- Improving home school partnership and facilitating parental involvement.

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. Meetings are open to all parents and usually take place on the 2nd Monday of every month.

Parents Portal

Parentsportal.scot is a digital service to help provide direct communication to parents and carers through a selection of online services. This includes: Annual Data Checks, Online Payments, Reporting Absence, Pupil Reporting and Permission Slips.

PLAYGROUND SUPERVISION

An adult presence is provided in playgrounds at break times in terms of the Schools (safety and supervision of pupils) (Scotland) Regulations 1990.

Our support staff and janitor patrol the playground areas. Even with an adult on duty accidents can happen and our office staff attend to cut knees, bleeding noses etc.

In wet weather children stay in school, however it can be safer to leave them in a shower if it is near the end of a break. Children should therefore always have a suitably shower-proof jacket.

Pupils are not allowed to walk in the school car park for their own safety.

PARENTS SHOULD NOT PARK IN THE SCHOOL CAR PARK UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE.

During inclement weather they are asked to keep off the grassed areas.

Children are not allowed to leave the school during interval; children who eat their lunch in school are not allowed to leave the playground areas.

THINGS TO NOTE

Children may not leave the school premises within school hours without being authorised by a parent in one of the following ways:

A parent's note, telephone call or an appointment card for doctor/dentist/hospital/speech therapist
At such times parents must sign their child out from the office since there is no crossing patrol warden on duty except at the specified time.

Children will not be allowed to leave the school unless an adult collects them.

NL Digital School

It is recognised that digital technology is already making a significant contribution to learning and teaching practices. When used appropriately and, with all stakeholders being supported it can enrich learning and teaching, help to raise attainment. North Lanarkshire Council have developed a range of supports to enhance the use of digital learning within our schools. This includes the development of resources and training materials to support school staff, young people and their families with their digital learning and the provision of a universal offer the NL Virtual Classrooms, providing digital learning materials for all curricular areas at every level, up to and including the BGE.

Glow and M365

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

Pupils will be given a login to Glow when they start school and these details will follow the young person throughout their school journey. Glow passwords are issued directly to pupils, and it is Education Scotland policy that these passwords should not be shared with anyone else.

Once logged into Glow, pupils will have the ability to use the full range of apps available via M365. This includes MS Teams, OneNote, PowerPoint and MS Word.

Armed Forces Covenant Duty

North Lanarkshire Council is committed to the Armed Forces Covenant. The Armed Forces Covenant Duty—Statutory Legislation 2022 is a legal obligation placed on relevant bodies, when exercising relevant functions, such as Education, Health Care and Housing Services, to have due regard to the three principles of the Armed Forces Covenant

Further details on the Armed Forces Covenant can be found on
[Scottish Armed Forces Education Support Group—gov.scot \(www.gov.scot\)](http://www.gov.scot)

IMPORTANT NAMES AND ADDRESSES

Councillor Tracy Carragher

Civic Centre
Motherwell
ML1 1TW
01698 302230

Councillor Fergus MacGregor

Civic Centre
Motherwell
ML1 1TW
01698 302230

Councillor Andrew Bustard

Civic Centre
Motherwell
ML1 1TW
01698 302230

Councillor Geraldine Woods

Civic Centre
Motherwell
ML1 1TW
01698 302230

Community Learning & Development

9 Old Monkland Road
Coatbridge
01236 638470
Email: CLD-Coatbridge@northlan.gov.uk

Education & Families

North Lanarkshire Council,
Civic Centre,
Motherwell. ML1 1AB.

Cluster Integration and Improvement Lead

Emma Smith

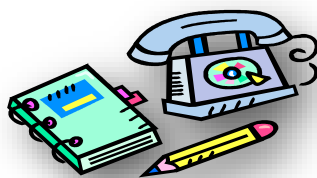
Education and Family Manager

Lorraine McBride

Heads of Service

James McParland (South)

Barry Smedley (North)



IMPORTANT NAMES AND ADDRESSES (continued)

Support for Learning

Help and advice on any matters relating to Support for Learning can be obtained from the school.
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 provides a range of factsheets.*

TEL: 0845 123 2303

info@enquire.irg.uk

www.enquire.org.uk for parents and practioners

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

RESOLVE

Independent Adjudicator

Scottish Independent Advocacy Alliance

Mansfield Traquair Centre

15 Mansfield Place

EDINBURGH

EH3 6BB

0131 222 2456

enquiry@siaa.org.uk

Www.siaa.org.uk

Independent Adjudicator

REFERENCE TO ADDITIONAL SUPPORT NEEDS

TRIBUNAL (Scotland)

ASNTS

Health & Education Chambers

First Tier Tribunal for Scotland

Glasgow Tribunal Centre

20 York Street

GLASGOW

G2 8GT

Tel: 0141 302 5860

Www.asntscotland.gov.uk

NHS LANARKSHIRE

COATBRIDGE

Coatbridge Health Centre

Tel: 01236 432200

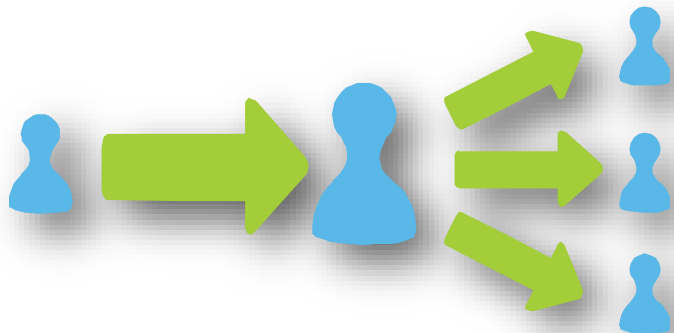
SOCIAL WORK COATBRIDGE

Municipal Buildings

Kildonan Street

Coatbridge ML5 3BT

Tel: 01236 622100



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

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

