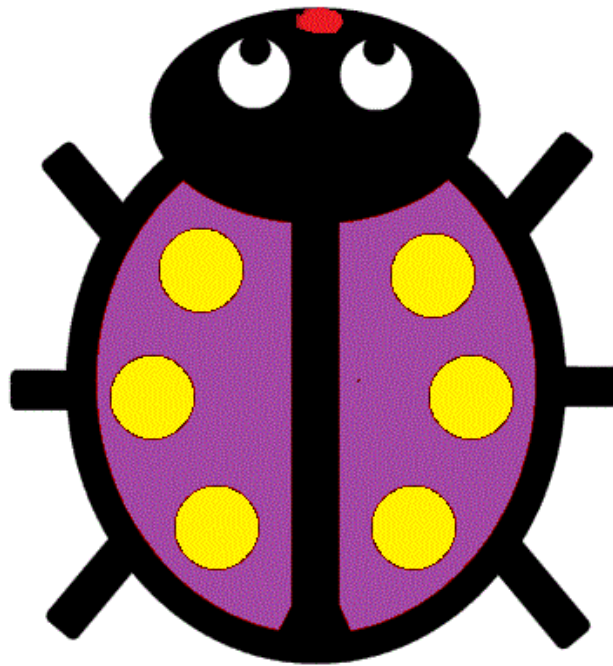




Tollbrae Primary School
and
Nursery Class/Sgoil Àraich Tollbrae

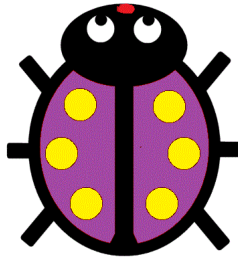
Tollbrae Nursery Class



Sgoil Àraich Tollbrae

Nursery Handbook

Tollbrae Nursery Class



Sgoil Àraich Tollbrae

Headteacher's Welcome

Welcome to Tollbrae Nursery Class and Sgoil Àraich Tollbrae.

At Tollbrae, we believe that learning should be relevant, purposeful and enjoyable. We work together to equip each child with the skills that they need for learning, life and work in an ever changing world. We aim to develop confident individuals, who have high expectations and are proud of their achievements.

We value the importance of learning through play both indoors and outdoors, providing intentional and responsive experiences for all of our children. Within our Gaelic medium setting, we also aim to immerse our children in Gaelic language, culture and heritage to provide them with a secure foundation for their future learning.

We are committed to Getting It Right for Every Child. Through working with our parents and partners, we aim to meet the needs of all pupils in a safe, supportive and inclusive environment. We promote a caring and supportive attitude among staff to build capability in order to achieve the highest quality of early learning and childcare.

Within our school and nursery settings, we value **RESPECT, ACHIEVEMENT AND ENJOYMENT** and these three things underpin all that we do. Every child deserves respect, to have success and to be happy at Tollbrae. Building trusting and positive relationships with the children in our care helps us all to meet new challenges with confidence and enthusiasm.

Thank you for taking time to read our Nursery/ Sgoil Àraich handbook. If you have any comments or questions, please don't hesitate to contact the school.

Best wishes,

Mrs Clare Welsh
Head Teacher

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Section One

1.1 Non-Denominational Policy

The nursery is non-denominational. We respect and welcome children and parents of all religions, faiths and beliefs.

1.3 Equal Opportunities Policy

All Early Years' services should reflect the council's equal opportunities policies and be anti-racist, anti-sexist, multi-cultural and recognise the rights of both men and women to work with or care for children. Provisions should take account of the needs of children with disabilities or chronic illnesses. These principles are reflected in the criteria used to admit children to nursery and in the curriculum of all establishments. Tollbrae Nursery Class is committed to assessing all practices and policies to ensure there are no negative impacts on any group of people.



Section Two: General Information

School Name	Tollbrae Nursery Class/Sgoil Àraich Tollbrae
Denominational Status	Non-Denominational
Address	South Biggar Road, Airdrie
Telephone Number	01236 794886
Head Teacher Email	enquiries-at-tollbrae.northlan.org.uk
Website Address	https://blogs.glowscotland.org.uk/nl/tollbraeps/

2.1 Nursery Staff Team

Head Teacher Mrs Clare Welsh
Depute Head Teacher Mrs Elspeth Mosher

Principal Teacher Mr Steven Lamb

Nursery Class Staff Mrs Donna Hughes, Lead Early Learning Practitioner
Mrs Lorna Craig, Early Learning Practitioner
Mrs June Orr ,Early Learning Practitioner
Miss Abbie McSeveney, Early Learning Practitioner
Mrs Eilidh Clelland, Early Years Support Worker
Mrs Sarah Travers, Early Years Support Worker

Sgoil Àraich Staff Mrs Debbie Aitchison, Lead Early Learning Practitioner
Miss Emma Campbell, Early Learning Practitioner
Miss Katie Hammond, Early Years Support Worker



2.2 Daily sessions

Age range of children in the establishment: 3 to 5 years

Our current capacity is:

English Medium Nursery Class – 32 term time

Gaelic Medium Sgoil Àraich – 16 term time places

2.3 Admissions Policy

Nursery places are allocated in line with North Lanarkshire Council's admissions policy and the Head Teacher/Depute Headteacher will be happy to advise you how the policy operates when you make your initial inquiry and apply for a place for your child. An admission panel will meet once a year to decide how nursery places will be allocated.

2.4 Registration of Applicants

A register of applicants will be kept by the head of establishment and the information contained in the applications will be considered by the admission panel to assist in the allocation of places. Please note that the length of time a child's name has been on the register will not affect the child's priority for admission. Parents can ask to see their application form at any time. If circumstances change which affect the application you should speak to the head of establishment.

2.5 Enrolment Procedures



Parents are invited to bring their child to the nursery for enrolment. A member of staff will enrol your child and answer any questions you may have. Children will be enrolled in June when you will be able to fill out relevant medical forms if necessary at this time and visit the nursery playroom to meet staff.

2.6 Settling In

Starting nursery is a very exciting time for a child. Some children settle in very quickly, while others take a little bit longer. So that we can help everyone concerned to make the best possible start, the nursery operates a staggered admission. We also limit the duration of the first session and if possible, ask the adult responsible for the child to stay in the nursery until the child is happy in the new situation. It is expected that a child will attend nursery for the sessions allocated and that all absence will be reported by telephoning the school office. When an absence extends to two weeks without an explanation of circumstances, a letter may be sent requesting information.

2.7 Arrival and Collection of Children



It is expected that a responsible adult will bring the child to and from the nursery. In the interests of your child's safety you should make a point of telling the relevant staff member if he or she is to be collected by someone not

known to members of staff. This avoids difficult situations when a child cannot be allowed to leave with an adult who is a stranger to the staff. Your child will be allocated a peg in the cloakroom area and a box where belongings such as plimsolls and a change of clothing may be kept in case of accidents. These can be left in the nursery. Encourage your child to recognise his/her own peg as you remove outer garments for the day ahead. Staff will take a register on entry.

When your child begins nursery, we will ask you for a password. If someone other than yourself is collecting your child, please give them the password to use.

2.8 Suitable Clothing



We always try to make sure the children wear aprons etc. but accidents happen so please dress your child in suitable clothing. All the materials we use should wash out but this cannot always be guaranteed.

Nursery uniform consists of a yellow sweatshirt and purple polo shirt and is available from Scotcrest, Clark Street, Airdrie. We would advise that all items of clothing are labelled. Please also provide indoor shoes (plimsolls) for your child to wear in the nursery. These can be kept in your child's allocated box in the cloakroom.

Shoes with laces can be very difficult for children to manage. Footwear with Velcro fastening or slip-on are easier for everyone. A spare set of clothes can be left on your child's peg in case of messy activities or accidents.

2.9 Toileting

Children have access to the nursery toilets at all times. Children are encouraged to access toilets independently but support will be provided if required. In the event of an accident, a member of staff will change your child and make him/her comfortable. Soiled cloths will be sent home to you. Garments lent by the nursery should be washed and returned.

2.10 Snacks

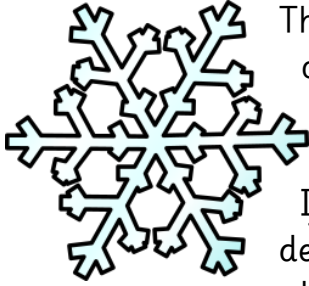


Tollbrae Nursery/Sgoil Àraich Tollbrae is proud to be a Health Promoting Nursery. The children are provided with healthy snacks and drinks throughout the session. Snack can often reflect the cultural or seasonal event celebrated during the year. If your child has a particular food allergy or medical condition which requires a special diet, please inform the head teacher so that provision can be made for your child's needs.

2.11 Insurance

Sometimes children like to bring personal possessions to nursery which they consider to be special in order to share them with staff or other children. Parents should ensure that valuable items are not left at nursery, as the authority has no insurance to cover these. Claims submitted are likely to be met only when the authority can be shown to have been negligent.

2.12 Emergency Closure Arrangements



The nursery will be opened on the times already outlined, but on some occasions circumstances arise which mean the nursery has to close. Establishments may be affected by, for example, severe weather, transport problems, power failures or difficulties with fuel supplies. If this happens, we will do all we can to let you know about the details of closure and re - opening. We may keep in touch by telephone, website, school twitter account, text messaging, local radio.

2.13 Excursions & Consent Forms

When outings or excursions for children are planned, the Head Teacher/Depute Head Teacher or a member of staff will advise you in advance. Where appropriate, will be asked to complete consent forms which give your child permission for participation. Please note that children cannot take part in outings unless completed consent forms have been submitted by their parent/guardian. Parents/guardians are invited to attend nursery outings with the staff and children.

2.14 No smoking policy



Smoking is not permitted in the school grounds or nursery premises.

2.15 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 nursery and school's actions in response to Child Protection concerns. If there are any Child Protection concerns, the Head Teacher or the Child Protection Co-ordinator will follow North Lanarkshire Child Protection Procedures and Guidelines.

Child Protection Co-ordinator is Mrs Clare Welsh
Telephone Number 01236 794886

The health, safety and well-being of all our children is of paramount importance to all the adults who work in our nursery. Our children have the right to protection, regardless of age, gender, race, culture or disability. They have a right to be safe in our nursery. In our nursery we respect our children. The atmosphere within our nursery is one that encourages all children to do their best. We provide opportunities that enable our children to make decisions for themselves.

All North Lanarkshire education establishments have procedures and guidelines in relation to the identification and protection of children at risk. All staff are required to fulfil their professional and contractual obligation to report grounds for concern. Our child protection policy ensures that all staff in our nursery are clear about the actions necessary with regard to a child protection issue.

In situations where there is a possibility that a child could be at risk of abuse or neglect the nursery is required to refer the child to social work, the police or the Reporter and under these circumstances, the parents would not normally be consulted first.

2.16 Security

The nursery has a number of measures in place to ensure the health and safety of children, families and staff. A copy of our security policy is available from the Headteacher.

2.17 Community Facilities and Letting Procedures

It is Council Policy that school accommodation is made available as far as possible outwith school hours for use by the community. Such use by groups and clubs will be in accordance with approved letting procedures, and enquiries should be directed to the Area Community Education Officer (See useful addresses).

Section Three: Medical Information

3.1 Medical and Health Care



If your child is in need of medication during his/her time at the nursery, you should discuss his/her requirements with the head teacher. Prescribed drugs will be given at the discretion of the head teacher and you will need to fill in a form which authorises staff to administer the medicine to your child. Parents will be asked to give detailed information on dosage and times. **Parents must administer the first dose.** A record will be kept of all medication administered.

3.2 Illness at Nursery

If your child becomes ill at the nursery, every attempt will be made to contact parents and keep your child comfortable until parents arrive. If we are unable to contact you, then the child's emergency contact will be utilised. Please ensure these telephone numbers are kept up to date. If it is felt that the child requires medical attention urgently, then he/she will be taken to the nearest hospital casualty department, accompanied by a member of staff, and parents will be contacted and advised to join the child at hospital.

3.3 Accidents and Incidents

Minor accidents and upsets are dealt with by staff as they occur. All accidents are recorded in the Accident folder and parents will be informed when children are collected. The parent/carer will be asked to sign an accident/incident report form and will be given a letter informing them of the incident and treatment (if any) given.

3.4 Visits by Health Professionals



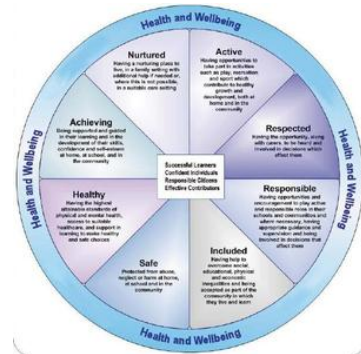
The Oral Health educator visits the nursery to introduce children to the toothbrushing programme. He/she discusses good eating habits as well as issuing toothbrushes and toothpaste for use in the nursery. The children brush their teeth every session. The nursery is also visited by NHS Child Smile staff. Further information can be found in your welcome pack. In addition, the Orthoptist also visits the nursery to provide pre-school orthoptic vision screening.

3.5 Prevention of infection

If your child is unwell and cannot attend nursery, please telephone the school office. In line with NHS guidelines, any child with diarrhea and/or vomiting should be excluded until they have had no symptoms for 48 hours and after an episode of diarrhea and/or vomiting.

Section Four: The Curriculum

4.1 Curriculum for Excellence



At Tollbrae Nursery Class, we follow a Curriculum for Excellence. Curriculum for Excellence aims to achieve a transformation in education in Scotland by providing an improved, more flexible and enriched curriculum for all children and young people from 3 – 18. The curriculum includes all of the experiences which are planned for children and young people through their education, wherever they are being educated. All schools and nurseries

in North Lanarkshire are working hard to raise standards so that children and young people will develop all of the skills necessary to continue to be successful when leaving school and entering the world of higher education, training or work.

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

There are eight curriculum areas:

Expressive Arts

Health and Wellbeing

Languages and Literacy

Mathematics and Numeracy

Religious and Moral Education

Sciences

Social Studies

Technologies

Importantly, literacy, numeracy and health and wellbeing are given added importance because these skills are so vital in everyday life.

Level Stages:

Early

The pre-school years and P1 or later for some

First

To the end of P4 but earlier or later for some

Second

To the end of P7 but earlier or later for some

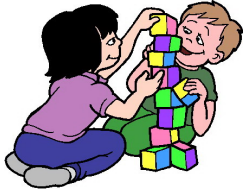
Third and Fourth

S1 – S3 but earlier for some

Senior Phase

S4 – S6 and college or other means of study

4.2 Nursery Curriculum



The experiences and outcomes of Curriculum for Excellence are carefully planned and selected to be delivered through playful learning opportunities. We also use Realising The Ambition document to support learning and development. Areas of the playroom are often transformed to reflect the children's context for learning. The nursery informs parents of what children's current context for learning is through their termly newsletter and online journals.

4.3 Assessment

At nursery, 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. Children are observed at play and next steps in learning identified. These are used in planning the curriculum and are shared in discussions with parents. Each child has a '*Follow Me folder*' or '*Mo Phasgan; lean mi*' which contains information on their learning throughout their time in nursery. The nursery communicates regularly with parents, providing relevant information regarding their child's education. These communications include; Parent Workshops, Parents' Interviews, Letters, Newsletters, Website and Additional Support progress meetings.

4.4 Additional Support Needs

Tollbrae Primary School and Nursery Class/Sgoil Àraich Tollbrae, complies with the Education (Additional Support for Learning) (Scotland) Act 2004 as amended by the Education (Additional Support for Learning) (Scotland) Act 2009. The school has a policy in relation to pupils who have additional support needs. It outlines the assistance given to these pupils and reflects Education and Families' staged intervention process detailed below.

Universal - Internal support, where education staff identify that a child or young person needs support or planning which can be met within the existing classroom or playroom setting.

Additional - Educational Support where education staff identify that the child or young person requires support or planning from beyond the classroom/playroom but within education.

Intensive - External support provided on a multiagency basis, where the child or young person's needs are identified as requiring support or planning from other agencies outwith education such as health, social work and/or voluntary services and these support needs are likely to last for more than one year.

Any child that is looked after and accommodated is deemed to have additional support needs and the HT/DHT will liaise with appropriate agencies and carers to ensure appropriate planning is 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. Parents and pupils are an essential part of the assessment, planning and review processes and your views will be actively sought.

4.5 Planning

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

4.6 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 the back of this handbook). Mediation is free 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 free of charge. The Independent Adjudicator will make recommendations to the Education Authority about how the dispute should be resolved.

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

4.7 Promoting Positive Behaviour

We use our school charter to reinforce and model appropriate behaviours at nursery. Positive, caring and polite behaviour is encouraged and praised at all times.

Section Five: Parental Partnership

5.1 Working in Partnership



We value the role that parents have to play in their child's early education. We share information and learning experiences with parents and are always looking for opportunities to further develop our partnership. There are two parent meetings organised in the school year to allow parents an opportunity to discuss their child's learning at nursery with their child's keyworker. Parents can also view and comment on their child's

Follow Me Folder! Mo Phasgan; lean mi'. School and Nursery newsletters are issued on a monthly basis and provide details of any upcoming events or dates.

We also have an active X account **@tollbraeps**

and website <https://blogs.glowscotland.org.uk/nl/TollbraePS/>

5.2 Information on Adult Learning

Information regarding this may be found on the nursery notice board along with a variety of other useful information.

5.3 Fund Raising

Parents are invited to donate a suggested donation of £2 each week to cover the cost of snacks. Any surplus money is added to nursery funds. Occasional fundraising events will be arranged to help provide money for the nursery 'wishlist'. Details will be given out prior to these events.

5.4 Parent Group



Parents are encouraged to be part of Tollbrae Primary School Parent Group which meets on the last Wednesday of every month. If you are interested and would like more information please speak to the Headteacher or Chairperson Mr Matt Higgins.

Section Six: The Wider Community

6.1 The Nursery and the Community

Tollbrae Nursery/Sgoil Àraich Tollbrae is situated in the community of Gartlea. At nursery, we make good use of the local environment to widen the children's experiences by visiting local businesses and amenities, taking part in competitions, visiting the local library etc.

6.2 Transition to Tollbrae Primary School



We have a structured transition programme for all children moving to Tollbrae Primary School in Primary One. From the very beginning of their time in Nursery, our children visit Primary Classrooms on a regular basis to play and learn with staff and pupils. We also have Nursery/P6 Buddies and joint events throughout the year. In Feb, March, April, May and June we hold transition visits for all new starts. They have the opportunity to visit the P1 classrooms and to explore the playground and the rest of the school building. In June, the Head Teacher invites all parents into school to hear more about our school routines, curriculum, and learning approaches.

6.3 Transition to Bunsgoil Chondobhrait

Nursery to Primary One.



New intake pupils have a structured transition programme from Sgoil Àraich into Bunsgoil Chondobhrait. They visit the primary one classroom several times completing their 'Pupil Passport' and meeting their classmates, Primary Seven Buddies and teacher.

Staff will also visit and/or speak with Sgoil Àraich staff to ensure that the transition from nursery to Primary One is as smooth as possible for our learners.

An information afternoon is also held for parents to ensure that they have all the information that they need to support them as their child starts school.

If a child has additional support needs, meetings will take place with parents and any other agencies involved to ensure the correct support is in place from the outset.

Primary to Secondary.

Bunsgoil Chondobhrait pupils transfer to Greenfaulds High School for their secondary education. Transition events are planned throughout Primary Seven, when pupils visit the school and work is usually based around a specific theme. Staff from the Science, Maths, Gaelic and English departments of the school visit Bunsgoil Chondobhrait pupils to carry out work with them. Pupils also visit Greenfaulds for two consecutive days in the final term of primary, during which they experience a timetable of subjects across the school, meet their teachers, buddies and guidance team.

6.3 Cròileagan

In Airdrie, there is an active Gaelic playgroup. It is held in Beechbank Community Centre, Wester Mavisbank Ave, Airdrie ML6 0HE

Phone: 01236 764317

All parents interested in learning more about Gaelic language and culture are very welcome to go along.

6.4 The benefits of bi-lingualism

Research has found that there are a range of benefits to children from learning Gaelic through the total immersion approach. They have a deeper understanding of language from an early age and their ability to learn other languages is enhanced. They are also more confident in tackling new languages at a later stage.

Children educated in Gaelic medium classes develop a wider knowledge of Scottish culture including that of the Gaelic areas. The Gaelic experience will promote a wider and outward looking approach to the opportunities in multi-lingual Europe in which Gaelic sits happily beside other European minority languages.

North Lanarkshire Council recognises that Gaelic is an integral part of Scotland's heritage and national identity. Gaelic medium education provision in our schools is excellent and our commitment to Gaelic has been maintained and extended. All children within North Lanarkshire have the opportunity to experience Gaelic Medium Education. The provision is offered to parents during both Nursery and Primary One enrolment.

You can find more information on Gaelic Medium Education and the benefits of bi-lingualism at the following websites

<http://www.gaelic4parents.com>

<http://www.gaidhlig.org.uk/bord/en>

<https://education.gov.scot/parentzone/my-school/choosing-a-school/gaelic-medium-education/Gaelic>



Section Seven: Other Information

7.1 Care Inspectorate

The National Care Standards regulate services for children and young people up to the age of 16 years which are required to be regulated under the Regulation of Care (Scotland) Act 2001. Therefore, from time to time, the nursery will undergo an inspection from Care Inspectorate. Further information relating to national care standards is available from a member of staff. We recently underwent a very successful Care Inspectorate inspection (Feb 2023). The report can be found on the Care Inspectorate's website.

7.2 Suggestions and Complaints

At Tollbrae Nursery Class/Sgoil Àraich Tollbrae, we are continually striving to improve our service through self-evaluation, parental questionnaires, parent representative group. Please inform your child's keyworker or Headteacher of any suggestions you may have for improvement. Similarly, if you have a complaint about any aspect of our service, please contact your child's keyworker or the Head Teacher. Complaints procedures are displayed in the nursery welcome area.

If you feel your complaint has not been resolved by the Head Teacher, please contact Education and Families (See useful addresses).

Complaints may also be addressed to the Care Inspectorate (See useful addresses).

7.3 Data Protection Act

The processing of your personal information by North Lanarkshire Council is carried out in accordance with the Data Protection Act 2018 (UK's implementation of GDPR). The information you give is held securely, treated confidentially and only used for statutory educational purposes or to improve the quality of the service. Under the Data Protection Act 2018 you are entitled to access the information held. In terms of section 7 of the Act such requests should be sent to:- **Freedom of Information, Legal and Democratic Solutions, Civic Centre, Windmillhill Street, Motherwell ML11AB**

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 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 Data Protection Rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act 2018. 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).

Concerns:

If you have any concerns about the ScotXed data collections you can email school.stats@scotland.gsi.uk or write to the ScotXed Support Office, SGEP, 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. www.scotxed.net.

7.4 Freedom of Information

The Freedom of Information (Scotland) Act 2002 came into force in January 2005. The Act allows anyone to ask for information held by the Council and imposes a very tight time-scale of 20 working days for the Council to respond. To deal with Freedom of Information requests, this Council has appointed a Corporate Freedom of Information Officer with the support of an officer in each service.

The Freedom of Information and Records Management Officer can be contacted by telephone on 01698 524712.

7.5 Useful Addresses

North Lanarkshire Council Motherwell Civic Centre Windmillhill Street Motherwell ☎ 01698 302222	Janet Hutchison Care Inspectorate Officer Princes Gate 60 Castle Street Hamilton ML6 3BU ☎ 07833057103	Bernadette Hunter Senior Education and Families Manager Motherwell Civic Centre Windmillhill Street Motherwell ☎ 01698 403 200
Sandra Campbell Cluster Improvement and Integration Lead CampbellSand@northlan.gov.uk	NHS Lanarkshire Airdrie Health Centre 117 Graham Street Airdrie ☎ 01236 812222	Airdrie Social Work Department Coats House Gartlea Road Airdrie ML6 9JA ☎ 01236 757000
Councillor Costello, Councillor Jarvie, Councillor Logue, Councillor Toner Motherwell Civic Centre Windmillhill Street Motherwell ☎ 01698 302222		

7.6 Contact in relation to Additional Support for Learning

Help and advice on any matters relating to additional support for learning can be obtained from:

Sandra Campbell
Cluster Improvement and Integration Lead
CampbellSand@northlan.org.uk

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.

0845 123 2303

info@enquire.org.uk

www.enquire.org.uk for parents and practitioners

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

Resolve - 0131 222 2456
(Independent Adjudicator)

Scottish Independent Advocacy Alliance
Melrose House
69A George Street
Edinburgh
EH2 2JG

Tel: 0131 260 5380

enquiry@siaa.org.uk
www.siaa.org.uk

Reference to Additional Support Needs Tribunal (Scotland)
ASNTS
Europa Building
450 Argyle Street
Glasgow
G2 8LH

Tel: 0845 120 2906

ASNTSInquiries@scotland.gsi.gov.uk

7.7 Qualifying Statement

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

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

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