



Tannochside Primary School

Handbook

2020-2021

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In Tannochside Primary School and Nursery Class we will continue the process of consulting all stakeholders within our school community in taking the school forward. This is part of the improvement plan process where we consult with staff, pupils and the Parent Council.

To work in partnership to continuously improve the quality of teaching and learning, care and welfare and support that we provide to enable our students to take learning to a new level of excellence.  
Our current aims are:

* To provide a flexible, caring, welcoming and stimulating environment which supports and values each individual and promotes active learning.
* To help and inspire all members of our school community to develop their skills and talents, and to achieve as successful learners, confident individuals, responsible citizens and effective contributors in a safe environment.
* In Tannochside Primary we aim to create a stimulating and educationally sound environment where children are encouraged to feel confident in developing a healthy approach to learning. They are encouraged to work co-operatively with others to develop a caring, responsible attitude within their community.
* At Tannochside, the children follow a balanced curriculum that includes Languages (literacy), Mathematics (numeracy), Expressive Arts, Social Studies, Health and Well Being, Sciences, Technologies and Religious and Moral Education where they discover the world in which they live; find out about the other peoples of the world and their differing beliefs; use new technology and experience the wonders of Art, Music and Drama.
* By following such a wide and varied curriculum, inside and outside the school, our children will become caring adults with a knowledge and understanding, not only of their community, but also of the wider world around them.

Educational Aims

Department of Learning and Leisure

School Handbook

Session 2020-2021

The Education Department takes as its motto:-

**“Service and People First”**

and pledges to do this by:-

* Improving teaching and learning
* Raising achievement and realising potential
* Encouraging lifelong learning
* Working with communities for a better future
* Listening and learning together
* Celebrating success
* Respecting the dignity and value of all
* Giving pupils and staff a safe, happy and attractive place to work

Introduction by Head Teacher

Dear Parents/Carers,

I have been part of Tannochside Primary and Nursery for many years and I am very fortunate to be Head Teacher (Acting) of a wonderful school where we have established excellent links with parents/ carers and stakeholders within the community.

I am very passionate about my position within the school and I want to make sure that every child that attends Tannochside is nurtured, feels safe and happy whilst being here. We have a superb team of teaching and non-teaching staff who want your child to succeed and be the best they can be, to learn and develop his/her skills for life.

We wish to develop the spirit of partnership between teachers, pupils, parents/carers and all stakeholders of the school. We strongly believe that education should be a partnership between home and school and recognise the key role everyone has to play. With your support we can work together to make sure your child reaches their potential.

There is an open door policy in Tannochside, myself and the staff team are happy to meet with you should any queries arise. You are free to contact the school office to make an appointment, by email or simply having chat at the end of the day whilst we ensure all children are collected safely.

Our children are proud to attend Tannochside and I am proud to be their Head Teacher.

I look forward to welcoming you and your child to Tannochside Primary School.

Yours sincerely

Clare Ferrie

Head Teacher (Acting)



School Information

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| School Name | Tannochside Primary School and Nursery Class |
| Address | 111 Douglas Street  Tannochside  G71 5RJ |
| Telephone Number | 01698 522726 |
| E-mail Address | [ht@tannochside.n-lanark.sch.uk](mailto:ht@tannochside.n-lanark.sch.uk)  [cferrie@tannochside.n-lanark.sch.uk](mailto:cferrie@tannochside.n-lanark.sch.uk) |
| Website | <https://blogs.glowscotland.org.uk/nl/tannochsideps/> |
| Twitter | @TannochsidePS  @TPSMrsFerrie |
| Denominational Status | Non-Denominational |
| Present Roll | 359 |
| Capacity | 526 |
| Stages Covered | Nursery, P1-P7 |
| Associated Secondary School | Uddingston Grammar |
| Parent Council | Yes |

Parents/carers should note that the working capacity may vary dependent upon the number of pupils at each stage and the way in which classes are organised.

Pupils may be placed in two-stage composite classes based on working groups mainly in language and in mathematics.

Tannochside Primary does not provide teaching by means of the Gaelic language.

The new Tannochside building opened to pupils on 23rd August 2006 (the pupils of Burnhead Primary School and Tannochside Primary School joined together as one school), staff and pupils work as a team to learn and grow together. Tannochside is an open plan school.

Staff

Senior Management Team

Head Teacher (Acting) Mrs Clare Ferrie

Depute Head Teacher (Acting) Mrs L. Gallagher (0.5)

Mrs Claire Calder (0.5)

Principal Teachers Mrs L. Gallagher (0.5) Primary 1-3

Mrs Claire Calder (0.5) Primary 4-7

Our current staffing is 22.6 FTE

Class Teachers

Primary 1a Mrs V. Kearney Primary 1b Miss L. Kerr

Primary 2a Miss H. Clarkson Primary 2b Mrs P. Smith

Primary 3a Miss S. Sinclair / Mrs L. McCarthy

Primary 3b Mrs A. Brown / Miss N. Bowie

Primary 4a Miss K. Harris Primary 4b Mrs C. Martin

Primary 5a Mrs. V. McCulloch Primary 5b Mrs A. Bell

Primary 5c Mrs V. Harkins

Primary 6a Mrs S. Ali Primary 6b Mrs C McDonald/Miss L. Ford

Primary 7a Miss G. Linsday Primary 7b Mr A. Crane

Learning Support Mrs L. Halbert

Nurture Mrs L. McGregor / Miss L. Ford

NCCT Cover

Mrs C. McDonald

Miss N. Bowie

Clerical Staff

Mrs K. Prentice

Mrs C. Kane

Support Staff

Mrs E McArdle Classroom Assistant

Mrs L. Coia ASNA Mrs A. Hunter ASNA

Mrs E. Johnstone ASNA Mrs M. Scott ASNA

Mrs J. Young ASNA Mrs S. Mills ASNA

Mrs. L. Palmer Lunch Supervisor

Nursery Staff

Mrs M. Orr Mrs D. Kelso Mrs M. Thomson Miss D. McCall

Miss A. Riach Mrs L. Mutch Mrs M. McCready

Visiting Specialists

Educational Psychologist Mrs L. McDonald

Kodaly Music Mrs L. McGregor

Ministers Mr M. Lyall & Mr L. Brunger

Janitorial Staff

Mr Zeek Holland Mrs Bernadette Campbell

School Hours

School starts: 8.55am – gate closes at 9am sharp

Morning Interval: 10.40am – 10.55am

Lunch: 12.30pm – 1.20pm

School finishes: 3.00pm

Nursery Hours

Morning Session: 8.30am – 11.30am

Lunch: 11.30am – 1.00pm

Morning Interval: 1.00pm – 4.00pm

The nursery class session times may be extended by arrangement, a charge is made for additional time taken.

New Enrolments

Primary 1 children attend school all day from Thursday 13th August 2020.

In an emergency

In the event of the school being closed in an emergency, every precaution will be taken to ensure the safety of children.

It is vital that children are aware of whom the person designated as their emergency contact is. Please keep the school informed of any changes in telephone numbers or emergency contacts.

Out of School Care

Although not part of Tannochside Primary’s provision, the following groups can be contacted for this provision:-

Viewpark After School Care

Viewpark Family Centre

Viewpark Community Centre

Old Edinburgh Road

Viewpark

Uddingston

G71 6PG

01698 801774

School Year - Term and Holiday Dates - 2020-2021

**August 2020**

In-service day: Tuesday 11th August 2020  
In-service day: Wednesday 12th August 2020  
Pupils return to school: Thursday 13th August 2020

**September 2020**

September weekend holidays:  Friday 25th September 2020 to Monday 28th September 2020

**October 2020**

October break: Monday 12th October 2020 to Friday 16th October 2020 (inclusive)

**November 2020**

In Service day: Monday 16th November 2020

**December 2020 - January 2021**

Christmas and New Year Holidays: Friday 23rd December 2020 - Tuesday 5th January 2020 (inclusive)  
(School closes 2.30 on Friday 23rd December 2020)  
(School returns on Wednesday 6th January 2021)

**February 2021**

Mid-term break: Monday 8th February 2021 and Tuesday 9th February 2021  
In Service day: Wednesday 10th February 2021

**March/April 2021**

Spring break: Thursday 1st April 2021 to Friday 16th April 2021 (inclusive)  
Good Friday 2nd April 2021 and Easter Monday 5th April 2021

**May 2021**

May Day holiday: Monday 3rd May 2021  
In-Service day: Thursday 6th May 2021  
May weekend holiday: Friday 28th May 2021 and Monday 31st May 2020

**June 2021**

School closes: Thursday 24th June 2020

Transfer / Enrolment

**Arrangements for Enrolment**

**Registration of Infant Beginners**

This takes place in January of each year for those children who are due to start formal primary education the following August.

Official dates are normally notified to parents/carers in the local press and parents/carers already associated with the school will be notified of dates through regular school newsletters.

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| **Placing Requests**  You have the right to make a placing request for your child to be educated in a school other than the local school. In December each year, the authority will advertise its arrangements for placing requests.  There are sound educational reasons for trying to ensure that the transfer or admission of children to a school takes place at the start of a school session. Other than those who are moving home to a new area, parents/carers are advised to time any placing requests so that they take effect from the beginning of the new school session.  Every effort will be made to try to meet the parental wishes, but you should note that it is not always possible to grant every placing request to a particular school |
| Placing requests to Primary School does not necessarily ensure that your child will have a direct entry to the associated secondary. Advice on this must be sought from the Primary School Head Teacher. |
| Further information on placing requests and procedures is available from the school or the council’s website. |
| Parents/Carers and Young People have a right under the Additional Support for Learning Act 2009 to make a placing request for their child or young person to attend a nursery (including partnership nursery), special school or special class managed by the home authority. In the event of a successful placing request the authority are not required to provide transport. The Act also enables parents/carers and young people to make a placing request to attend a school/establishment belonging to another authority. |

**Induction Programme for Primary 1 Pupils**

A comprehensive induction programme has been devised and established. Parents/Carers are introduced to teaching materials in use and prepared activities are issued to all children.

To give them a first ‘taste’ of the types of activities they will meet on starting school the children will spend three sessions with the infant teaching team in April-June.

Equal Opportunities

The school is committed to ensuring its policies and practices do not impact adversely on any particular group(s) of people and opportunities to promote equality are actively pursued.

Implementation of the Education and Families Equality Policy including The Equality and Human Rights Commission’s Technical Guidance for Schools in Scotland is the essential guide for the school community to promote equality. This can be accessed at <https://equalityhumanrights.com/en/publication-download/technical-guidance-schools-scotland>

Curriculum for Excellence

***What is Curriculum for Excellence?***

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| 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 * 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 Capacities for Learning, which ensure that the education your child receives is informative, interesting 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 Wellbeing * Mathematics and Numeracy * Religious and Moral Education * Sciences * Social Studies * Technologies |

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**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.

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

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

Our curriculum follows National and North Lanarkshire Council Guidelines and reflects current good education practice.

Children have the opportunity to study the following areas of learning –

**Literacy**

At Tannochside we structure our literacy planning around North Lanarkshire Council’s Active Literacy Programme. We use a range of literacy resources to support reading, writing, oral expression, comprehension, observational skills and listening.

**Mathematics**

Numeracy and Maths is planned using the NL Pathways and based on an active approach. Some of the resources we tap into for math are Heinemann, Tee Jay, SEAL, MALT, Number Talks and various resources sourced from the internet and information technology activities. Mental Maths and problem solving activities are a regular part of children’s experiences in class. Extension materials are used where appropriate to support and challenge pupils.

**Health and Wellbeing**

Tannochside has a whole school approach to Health and Wellbeing. This is enhanced through The Hub where pupils develop their emotional and social skills. We have staff trained in Emotion Works and Seasons for Growth. Aspects of Health and Wellbeing will be further enhanced through a whole school approach during Assemblies, Circle Time, House Meetings, RRSA and the implementation of the six Nurturing Principles. Sensitive issues such as Relationships, Sexual Health and Parenthood are also covered in stage specific groups.

**Interdisciplinary Studies** – known as IDL:

These will include History, Geography, Science, Health Education and Technology but will also have a Maths, Language and/or Health and Wellbeing aspect and will also include Outdoor Learning. We can plan outings and visits to enhance topic work and we try to links these to local and national events.

**Expressive Arts** Music, Art, Craft, Dance, Drama

Children receive instruction in these skills and are given the opportunity to put them into practice. Theatre group visits to the school, and our class assemblies/showcases, further enhance this area. Kodaly is offered to Primary 5 and Mr Millar offers woodwind tuition in Primary 5, 6 and 7.

**Computer Skills**

Computer skills are taught and software programmes are linked with the curriculum throughout the school. The school has a range of computer hardware and all classes can access the internet. Interactive Smart boards are in use in all classrooms across the school. The school Twitter page helps us to share the pupils learning as well as improving communication with parents/carers and other stakeholders. We have a full class set of i-Pads and laptops for use within each department.

**Religious & Moral Education**

Different religions are studied in school: Christianity, Islam, Hinduism, Buddhism, Sikhism and Judaism. We also cover Personal & Social Development through class discussion to encourage positive attitudes. Children are encouraged to develop self-esteem, confidence, resilience and an awareness of other’s needs. Values are examined in the life and work of the school and through assemblies.

**Modern Languages**

We teach French in all classes across the school from P1 – P7.

In Tannochside Primary School we provide opportunities for pupils to develop skills for learning, life and work helping young people develop into successful learners, confident individuals, responsible citizens and effective contributors.

Responsibility for all

All staff have a responsibility to develop, reinforce and extend learning in the following areas.

Literacy across learning, numeracy across learning and health and wellbeing across learning.

Additional Support Needs

Tannochside Primary School complies with Learning (Scotland) Act 2004 as amended by the Education (Additional Support for Learning (Scotland) Act 2009 and the Additional Support for Learning: Statutory Guidance 2017.

North Lanarkshire Council’s policy is contained within “Support for Learning Policy into Practice 2”, a copy of which is available in the School. The school has a Support for Learning Policy, available from the school on request which is consistent with North Lanarkshire Council guidelines.

Many children at some time during their education experience the need for additional support. However, as each child is being taught to develop at his/her own rate, any additional needs should be quickly recognised and the necessary support given following the N.L.C guidelines:

Level 1 – Internal support, where education staff identify that a child or young person needs support or planning which can be met within the classroom or playroom setting.

Level 2 – Internal support, where education staff identify that a child or young person needs support or planning from within the school or early years establishment.

Level 3 – External support from within Education and Families, where it is identified that the child or young person requires support or planning from beyond the school or early years setting but within educational services

Level 4 – External support provided on a multiagency basis, where the child or

young person’s needs are identified as requiring support or planning

from multiagency services and these support needs are likely to last

for more than one year.

Pupils with English as their second language will be offered support by the Bilingual Support Service as required.

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. Ferrie is the named person responsible for Looked After and Accommodated pupils at Tannochside Primary.

Parents/Carers can request an assessment at any time to establish whether a child or young person has additional needs and/or requires a GIRFMe plan or a Co-ordinated Support Plan. Contact the head teacher for further details.

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

**Getting It Right For Me Plans**

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 to improve outcomes. Parents/carers and pupils are an essential part of the assessment planning and review processes and their views will be actively sought.

Some children and young people may require significant support from education and at least one other agency, such as health, social work and/or voluntary agency to help them meet their learning targets. When more intensive support for a child or young person needs to be planned for, usually when a number of agencies are involved in supporting their wellbeing then a Child’s Plan may be developed. The plan will tell you what actions need to be taken and who will help with each action. It will usually be someone called a ‘Lead Professional’ who will have the job of making sure that the actions outlined in the plan take place and things get better for the child or young person.

**Dispute Resolution**

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

If the matter cannot be resolved with the Education Authority you have the right to request mediation. An independent mediation service is available to parents/carers and young people through Resolve (see contact details at the back of this handbook). Mediation is free through Resolve and independent of the Education Authority.

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

The **Additional Support Needs Tribunal** has been set up to hear appeals made by parents/carers or young people on the decisions made by the Education Authority relating to Co-ordinated Support Plans, 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.

**Improvement Plan**

**Priority 1 -** Improvement in children’s health and wellbeing

* Improve attendance
* Reduce late comings
* Reduce behaviours that inhibit learner participation and engagement
* Increase understanding of the link between emotions, behaviour and consequences

**Priority 2 -** Improve attainment in literacy

* Improve the attainment and experience of children in writing
* Narrow the attainment gap at early, first and second level writing

**Priority 3 -** Improvement in attainment in numeracy

* Improve the engagement and attainment of children in numeracy
* Narrow the attainment gap at early, first and second levels
* Improve attitude, participation and engagement in numeracy by encouraging a Growth Mindset in Numeracy

**Priority 4 –** Developing the Young Workforce

* Improvement in home/school communication to ensure parents/carers have access to information about their child’s learning, behaviour and the wider life of the school
* Improve outcomes for children by removing barriers to parental engagement
* Improving attainment through home learning

**Homework**

Children are given home learning assignments to complete. Although voluntary, these tasks are geared to your child’s needs and further development. Consequently parental co-operation, support and encouragement are of great importance, it would be beneficial if you can ensure they complete these tasks.

**School Ethos**

We are a Rights Respecting School and our ethos is to create a nurturing environment where all children feel safe, valued and respected by every member of staff. In Tannochside Primary, we are focused on building strong, nurturing relationships with parents and all stakeholders. We use the 6 principles of nurture to inform our practice.

**Spiritual, Social, Moral and Cultural Values**

The policy in Tannochside is to hold a weekly assembly in which the children take an active part. Our assemblies promote positive behaviour where achievements in both curricular and personal development are recognised. End of term services, Christmas, Easter and Summer also take place in the school hall during the session to which parents/carers and friends are invited.

Our aims are:

* To allow children to explore and gain some understanding of the Christian religion and other religions
* To encourage children to have respect and consideration for other people and for people of cultures different from their own

Our school is linked to Viewpark Church and Burnhead Church and their ministers, Mr Lyall and Mr Brunger respectively are keen to develop and strengthen existing links.

Parents/carers have the right to withdraw their children from Religious Observance by notifying the Head Teacher in writing. Alternative arrangements will be made where possible.

Parents/Carers from ethnic minority religious communities my 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**

Throughout the year a number of extra-curricular activities are organised at lunchtime or at the end of the school day. Parents/carers are asked to give their permission by completing a consent form.

Activities such as Arts & Craft, Netball, Football, Eco, Multi-Sports, Dance, Choir, Play with Words and Hockey have been organised by teachers, parents/carers, our CL&D Worker and our Active Schools Co-ordinator.

Classes studying the local environment will go out on short visits accompanied by teachers and parents/carers. Other classes may go further afield to study e.g. to the seashore or places of historical interest.

Our Primary Seven children visit Kilbowie Outdoor Educational Centre in Oban for an annual week long visit.

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 Co-ordinator can be contacted by telephone on 01698 302484.

General Data Protection Regulations (GDPR) Statement for Education

**What is this statement?**

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

**Who are we?**

North Lanarkshire Council is a Local Authority established under the Local Government etc (Scotland) Act 1994. Education and Families is located in Kildonan Street, Coatbridge ML5 3BT.

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

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

**Legal basis for using your information**

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

**Your personal information**

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

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

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

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

**How will we use this information?**

Your personal information will be used:

* To enrol your child or young person in nursery or school
* To provide your child or young person with an appropriate education
* For teaching, assessment ad 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. 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 proves personal data in support of SQA and Further Education
* To monitor and report on pupil attainment and achievement in relation to the national improvement framework issued by the Scottish Government
* To assure the quality of our education services in line with national expectations from Education Scotland
* When we require to contact you by post, email, telephone or text.

**Who do we share information with?**

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

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

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

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

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

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

You can view this on our website at <http://www.northlanarkshire.gov.uk/index.aspx?articleid=15003> or you can request a hardcopy of this from Education and Families, Kildonan Street, Coatbridge, ML5 3BT.

**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 obligation

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

**The Council’s Data Protection Officer**

If you have any questions or are unhappy about the way that we use the personal information of your child, young person or yourself you can contact the Data Protection Officer.

Data Protection Officer (DPO)

Civic Centre

Windmillhill Street

Motherwell

ML1 1AB

Or by email to [AITeam@northlan,gov.uk](mailto:AITeam@northlan,gov.uk)

**The Information Commissioner**

You also have the right to complain to the Information Commissioner about the way the Council has handled your rights, to enquire about any exercise of these right 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 email [casework@ico.org.uk](mailto:casework@ico.org.uk)

**Transferring Educational Data About Pupils**

**Education authorities and the Scottish Government**

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

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

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

**Why do we need your data?**

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

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

**Your GDPR rights**

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

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

Further details are available on:

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

**Any Concerns**

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

The ScotXed Support Office, SEGP, Area 1B, Victoria Quay, Leith, EH6 6QQ.

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

**Want more information?**

Further details about ScotXed data exchanges are available on the ScotXed website, <http://www.scotxed.net>

**Child Protection**

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

The Head Teacher is responsible for the schools actions in response to Child Protection concerns.

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

At Tannochside the Child Protection Co-ordinator is:

Mrs Clare Ferrie, Head Teacher (Acting)

01698 522726

**Adult Protection**

The Council has responsibility under the Adult Support and Protection (Scotland) Act 2007 for the protection and support of adults at risk of harm within North Lanarkshire. Its employees therefore have the responsibility to ensure the welfare of all adults at risk of harm with whom they come into contact, as well as providing the highest possible standard of care for some of the most vulnerable members of our society. If there are any Adult Protection concerns, the Head Teacher or the Adult Protection Co-ordinator will follow North Lanarkshire Adult Protection Procedures and Guidelines.

At Tannochside the Adult Protection Co-ordinator is:

Mrs Clare Ferrie, Head Teacher (Acting)

01698 522726

**School Discipline**

**Promoting Positive Behaviour**

We are currently reviewing our school procedures. You will be updated accordingly.

**Supervision in Non-Class Times**

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

Adults outside: 8.45 – 8.55am

10.40 – 10.55am

12.30 – 1.20pm

3.00 – 3.15pm

A lunchtime assistant and a member of Senior Leadership Team are present in dining hall for lunch.

Pitch and playground – support staff supervise.

Wet interval/lunch – children remain in class with Primary 7 monitors and support staff are present in the bays.

**Home and School Links**

In Tannochside Primary School we believe firmly that creating effective parental links is vital to support our young people as effectively as possible. If you wish to draw our attention to a matter regarding your child please either write a letter addressed to the Class Teacher or Head Teacher or telephone the school office (01698 522726) to make an appointment to speak to a member of staff. Alternatively you may wish to email the Head Teacher at [ht@tannochside.n-lanark.sch.uk](mailto:ht@tannochside.n-lanark.sch.uk). A very positive link with families in this school is when parents/carers or grandparents volunteer to help us either on a regular basis or when they can. Do you have a talent you could share? Volunteers are required to supervise educational visits, classroom activities, Home School activities, and on Sports Day. A new disclosure form called “Protecting Vulnerable Groups” must be completed by North Lanarkshire Personnel Department for all volunteers who are willing to help us.

Newsletters, Twitter, text messages and our website, <https://blogs.glowscotland.org.uk/nl/tannochsideps/>, provide information to parents/carers about the on going activities in the school. Letters seeking parental consent are sent out prior to any trips requiring consent. The dates of Parent Appointment are given at the beginning of the session and again prior to the interview date.

We have a very strong Parent Council who very much support the schools activities. They hold regular monthly meetings, which are announced on our school newsletters. In addition, they have sections within the school website where minutes of meetings and information on their activities can be found.

**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 authorized or unauthorized: As defined by the Scottish Government.

At the start of each school session, parents/carers will be asked to provide contact details including at least one emergency contact number. Parents/carers are required to inform the school if these contact details change during the course of the year.

Parents/carers are asked to inform the school on the first day of the absence and keep in regular contact with the school by letter or telephone if their child is absent for some time and to give the child a note on his/her return to school confirming the reason for absence. If the child is not returning to school in the afternoon we ask that parents/carers inform the school by telephone. Failure to do so will result in school staff accessing all contact numbers provided for the child. In the interests of child safety police will be contacted if all attempts to locate the child have been exhausted.

A request for permission to leave school during the day for dental or doctor's appointment must also be accompanied by a note/ appointment card and the child must be collected by an adult who will be asked to sign out the child. We cannot let any child leave school on his/her own during a school day.

Please note that children who take school meals or have packed lunches are required after eating these to stay within the confines of the school playground.

**Nursery Attendance**

Parents/carers of children who attend the nursery for the morning or afternoon session are asked in the event of any absence to telephone the school office regarding the absence and its likely duration. School staff will contact you or the emergency contact to verify an absence or its reason if there has been no communication from home, this is part of our Child Protection procedures and also assists school and nursery staff to be alert with regard to certain illnesses etc and ensure necessary precautions are taken.

**Family Holidays During Term Time**

Every effort should be made to avoid family holidays during term time as this both disrupts the child's education and reduces learning time. Parents/carers should inform the school by letter of the dates before going on holiday. Absences will be classified as authorised only in exceptional circumstances. Such circumstances may include:

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

A family holiday classified under the ‘authorised absence’ will not include such reasons as:

*   The availability of cheap holidays
*   The availability of desired accommodation.
*   Poor weather experience during school holidays.
*   Holidays which overlap the beginning or end of term

  Parental difficulty obtaining leave (except in cases where evidence is provided by the employer that it cannot accommodate leave during school holidays without serious consequences)

* Family holidays with the above similar characteristics will be classified as unauthorised absence. Where the head teacher’s prior agreement has not been sought the absence will automatically be classed as unauthorised.
* **Extended Leave with Parental Consent**
* Where most family holidays will be recorded as unauthorised absence (see above) extended leave with parental consent will not be considered the same as a family holiday. Leave in such circumstances will be authorised under circumstances such as:
  +   Extended overseas educational trips not organised by the school
  +   Short-term parental placement abroad.

  Family returning to its country of origin (to care for a relative, or for cultural reasons.)

* +   Leave in relation to the children of travelling families.

**Exceptional Domestic Circumstances**

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

* +   The period immediately after an accident or illness
  +   A period of serious or critical illness of a close relative.
  +   A domestic crisis which causes serious disruption to the family home, causing temporary relocation .
* It should be emphasized 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.
* Attendance and Absence Data
* Absence rates are calculated as a percentage of the total number of possible attendances for all pupils of the school in the stage shown, each morning and afternoon of each school day being a separate possible attendance.
* **Clothing and Uniform**

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

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

* could potentially, encourage factions (e.g. football colours)
* could cause offence (e.g. anti-religious symbolism or political slogans);
* could cause health and safety difficulties, such as loose fitting clothing, dangling earrings and other potentially dangerous jewellery.
* are of flammable materials which may be a danger in certain classes (e.g. shell suits)
* could cause damage to flooring
* carry advertising, in particular for alcohol or tobacco,
* could be used to inflict injury to other pupils or to be used by others to do so.
* Parents/carers in receipt of a clothing grant from the Council will be encouraged to purchase items which are in accordance with the school dress code. Approval of any requests for such grants in other circumstances are at the discretion of the Executive Director of Education and Families. Information and applications forms may be obtained from any school or First Stop Shops. Parents/carers are entitled to receive a clothing grant if they are in receipt of any of the following benefits:- Income Support, Job Seeker’s Allowance (income based), Employment & Support Allowance (income related), Universal Credit (with an income below £610 per month), housing benefit, council tax reduction.

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

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

Our school uniform is:

* White shirt, white/navy polo shirt School tie

 Navy blue trousers/skirt/pinafore Black/dark coloured school shoes

* Children are asked to remove their outdoor shoes on entering the school building, they should bring indoor shoes to wear – black or white plimsolls/gym shoes would be most appropriate rather than going to the expense of parents/carers buying costly trainers. (Normal school shoes are allowed on the all- weather pitch but no high heels are permitted)

Indoor Gym Kit:-

White/navy polo shirt/t shirt

Navy shorts/leggings/joggers

Black/white gym shoes/trainers

Outdoor Gym Kit:-

White/navy polo shirt/t shirt

Navy blue joggers/leggings

Navy jumper/sweatshirt/jacket

NB All jewellery (including all piercings) should be able to be removed because of Health and Safety Regulations. Parents/carers are asked to refrain from getting pupils ears pierced during the school year since this may impact on their ability to remove all jewellery. Plasters to cover earrings is not permitted. Very small studs are permitted, however the school accepts no responsibility for any injury caused.

The management team will monitor the dress code policy and will update the Parent Council and parents/carers regularly. Concerns regarding pupil dress will be raised with parents/carers by the senior management team.

Items can be purchased at:

Logo Express

MXO Apparel

Tesco/Asda for non branded school items

School ties can be purchased at Beatens in Market Square.

Arrangements will soon be confirmed to organise an order for the coming session 2020-2021, details will be sent out to parents/carers.

Meals

Each day snacks and midday meals are served in our dining hall. We have a cashless cafeteria which means that each child is issued with a card which they swipe at the reval machine and put their money into this which loads the amount on their card. Pupils in receipt of free school meals have the daily amount loaded onto their cards electronically, thus all children are treated the same. This can be done on a weekly or daily basis and means that children are less likely to lose money. When they wish to buy anything at breakfast club, tuck shop or at lunchtime the child hands their card to the member of staff who will swipe it taking the amount required. The staff are good at reminding pupils to top up their cards or pupils can check the amount left by swiping their cards at the reval machine. The school cafeteria opens at 12.30p.m. every school day - the choice of a hot meal or Snack to Go is available. Two members of staff are normally on lunch duty.

**Special Diet Procedures**

Diets required as a result of a medical condition (a medically prescribed diet eg. Coeliac disease, diabetes, PKU, food allergy or intolerance) can be provided in school by our catering staff. A medically prescribed diet form must be completed by the child’s Registered Dietician or General Practitioner. Procedures and forms can be accessed online through North Lanarkshire Council’s website, by the school, the catering service or also in some cases by the child’s dietician or doctor. For some conditions (PKU, coeliac) parents/carers may be asked to supply prescription foods or attend a meeting to discuss the child’s dietary requirements.

A vegetarian meal is offered on a daily basis.

Some children with additional support needs may require food to be adapted to an appropriate texture and consistency. In this instance the child’s Registered Dietician or Speech and Language therapist will liaise with the Head Teacher and school catering service to ensure appropriate food provision.

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.

Classes are placed on a rota system for when they are called in to have their lunch. Arrangements are made to store packed lunch boxes on trolleys, which are taken to the lunch hall. No glass bottles or cans of juice are allowed into school for health and safety reasons.

Children are not encouraged to buy lunch in local shops or snack bars as they are then out with staff care and beyond First Aid help and can be at risk

School Meals—Eligibility

All P1-P3 pupils are entitled to a free school meal.

Children of parents/carers receiving Income Support or Job Seeker’s Allowance (income based) , and Employment & Support Allowance (income related) are entitled to a meal without charge.

Information and application forms for free school meals may be obtained from schools, First Stop Shops and Municipal Buildings, Coatbridge. Parents/carers are entitled to receive a clothing grant if they are in receipt of any of the following benefits: Income Support, Job Seekers Allowance (income based), Employment & Support Allowance (income related), housing benefit, council tax rebate.

Only Primary school children in P1-P3 or who are entitled to a free school meal in P4-P7 are entitled to free milk. Milk may, however, be available for purchase in the school during the lunch period.

**Breakfast Club**

A breakfast club is open from 8.15 to 8.50 am serving a breakfast of fruit juice, toast, and cereal to pupils at a subsidised cost.

First child £1

Second child £1.50

Third child £2

From August 2020, all eligible two year olds and 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.

Within the nursery, children are encouraged to be independent and access their own snack from the ‘snack area’. Items provided include water, milk, fresh fruit and veg, cheese, crackers, cold meat yoghurt etc.

Placing Requests

You have the right to make a placing request for your child to be educated in a school other than the local school. In December each year, the authority will advertise its arrangements for placing requests.

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

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

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

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

Parents/carers and Young People have a right under the Additional Support for Learning Act 2009 to make a placing request for their child or young person to attend a nursery (including partnership nursery), special school or special class managed by the home authority. In the event of a successful placing request the authority are not required to provide transport. The Act also enables parents/carers and young people to make a placing request to attend a school/establishment belonging to another authority.

**Induction Programme for Primary 1 Pupils**

A comprehensive induction programme has been devised and established. Parents/carers are introduced to teaching materials in use and prepared activities are issued to all children.

To give them a first ‘taste’ of the types of activities they will meet on starting school the children will spend four sessions with the infant teaching team in April-June.

April – Literacy

May – Maths / Fashion show of uniform

June – Health and Wellbeing and lunch

June – Mock morning (Parents do not need to stay for this)

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Transport

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

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

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

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

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

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

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

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

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

Medical and Health Care

Routine medical examinations take place during the first year at school.

Dental inspections of every child are carried out and parents/carers are offered any necessary treatment for them although they may choose instead to go to the family dentist.

If a child takes ill or has an accident during school hours, the Parents/Carers or emergency contact will be notified immediately to take him/her home or to the family doctor. If there is an emergency situation the child will be taken to the Emergency Unit at Monklands Hospital under the Head Teachers personal supervision.

First aid is administered by the school's first aider - a member of staff who has had the appropriate training: Mrs Ferrie HT, Mrs Coia ASNA and Mrs McArdle CA.

It is vital that Parents/Carers should inform the Head Teacher of any particular medical requirements relating to their child and then any special arrangements can be made for his/her own well being. We have strict procedures for the taking of medication during school hours and Parents/Carers must call at the office to sign the appropriate form and arrange for the handover of any medicines.

Parents/Carers should check their child/children's hair on a regular basis - any problems should be dealt with by them immediately. Advice can be sought from their family doctor who will also suggest correct medication or from the community nurse – Leanne Hoskins tel: 01698 810171

If a young person is unable to attend a suitable educational establishment as a result of prolonged ill-health, North Lanarkshire Council must make special arrangements for the pupil to receive education elsewhere, other than at an educational establishment.

In North Lanarkshire, children and young people are treated in the paediatric in-patient unit within Wishaw General Hospital. It is not common for children and young people to have extended stays in Wishaw General, and therefore North Lanarkshire Council does not require a dedicated hospital education service.

Children and young people resident in North Lanarkshire and in hospital in Glasgow, may access education through the Hospital Education Service (HES). The service is provided by Glasgow City Education Department and Social Work Services. For further information, please contact the school.

**Information in Emergencies**

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

The Parent Forum

As a parent/carer of a child at Tannochside Primary you are automatically a member of the Parent Forum. The Parent Forum will be composed of all the parents and carers of children at the school.

As a member of the Parent Forum you can expect to:

* get information about what your child is learning
* get information about events and activities at the school
* get advice/help on how you can support your child's learning
* be told about opportunities to be involved in the school
* have a say in selecting a Parent Council to work on behalf of all parents/carers at the school
* be invited to identify issues for the Parent Council to work on with the school.

**The Parent Council**

The Parent Council’s rights and duties include:

1. supporting the work of the school
2. representing the views of parents/carers
3. consulting with parents/carers and reporting back to the Parent Forum on matters of interest
4. promoting contact between the school, parents/carers, pupils and the wider community
5. fundraising
6. taking part in the selection of senior promoted staff
7. receiving reports from the head teacher and education authority; and
8. receiving an annual budget for administration, training and other expenses.
9. 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/carers 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.

A Parent Council has been established at Tannochside Primary. The head teacher is professional advisor to the Parent Council.

The Tannochside Parent Council for 2020/2021:

Joan Topping – Chairperson Michelle Brown – Vice Chairperson

Claire Izat – Treasurer Maryanne Stewart – Vice Treasurer

Joann Brownlie Kerry Butler

Karen Hemple Caroline Fraser

Mary McDougall Fanny Chouc

Suzanne McGraw

As advisor, Mrs Ferrie has a right and duty to attend all meetings of the Parent Council.

The Parent Council notice board is to be found at the school office – information is on display. Meetings of the Parent Council are open to the public.

Transfer from Primary School to Secondary School

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

The associated high schools for Tannochside Primary are:

Uddingston Grammar

Old Glasgow Road

Uddingston

South Lanarkshire

G71 7BT

01698 805050

[office@uddingston.s-lanark.sch.uk](mailto:office@uddingston.s-lanark.sch.uk)

Bellshill Academy

321 Main Street

Bellshill

ML4 1AR

01698 274940

[school@bellshill.n-lanark.sch.uk](mailto:school@bellshill.n-lanark.sch.uk)

Names and Addresses

Quality Education Officer: Alan Hendry

Quality Improvement Officer: Elaine Johnstone

Education and Families

Kildonan Street

Coatbridge

ML5 3BT

01236 812222

Des Murray

Chief Executive

North Lanarkshire Council

Members Services

Civic Centre

Motherwell

ML1 1TW

01698 302222

Councillors for Tannochside

Councillor Robert Burrows Councillor Norah Mooney Councillor Steven Bonnar

Member Services Member Services Member Services

Civic Centre Civic Centre Civic Centre

Windmillhill Street Windmillhill Street Windmillhill Street

Motherwell Motherwell Motherwell

ML1 1AB ML1 1AB ML1 1AB

01698 302697 01698 302697 01698 302697

Contacts in relation to Support for Learning

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

Central Locality

**Carol McShane / Karen Clarkson**

Additional Support Manager

IT Technical Service

Caldervale High School

Towers Road

Airdrie ML6 8PG

01698 632844

You can also get more help and advice from:

**Enquire**

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

0345 123 2303

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

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

**Resolve** 0131 313 8844

(Independent Adjudicator)

**Scottish Independent Advocacy Alliance**

London House

20-22 East London Street

Edinburgh

EH7 4BQ

0131 524 1975

[enquiry@siaa.org.uk](mailto:enquiry@siaa.org.uk)

www.siaa.org.uk

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

ASNTS

Health and Education Chambers

First Tier Tribunal for Scotland

Glasgow Tribunals Centre

20 York Street

Glasgow

G2 8GT

Helpline: 0141 302 5860

www.asntscotland.gov.uk

**Social Work Bellshill**

303 Main Street

Bellshill

01698 346666

**NHS Lanarkshire**

Viewpark Health Centre Bellshill Health Centre

01698 810171 01698 575700

**Community Learning and Development Locality Offices**

Bellshill CLD Locality Office

Orbiston Business Centre

Babylon Drive

Orbiston

Bellshill

ML4 2DN

01698 274685

[CLD-Bellshill@northlan.gov.uk](mailto:CLD-Bellshill@northlan.gov.uk)

CLD Worker in Tannochside: Anne Millmaker

Specialist Terms

Circle Time A weekly time in class for staff and pupils to talk interrupted about matters brought up by the children or by the teacher; a time/forum used for the development of personal and social skills.

Composite Class A class with pupils at more than one stage.

Curriculum The range of subjects taught in every class and school, eg. Numeracy, Literacy, Social Studies etc.

Co-operative Teaching More than one teacher teaching in a class.

DHT Depute Head Teacher

DSM Devolved School Management (Budget).

Education Committee Group of Elected Members who control all areas of education.

Emergency Contact The person(s) named by a child’s parent/guardian to be the first to be contacted if a parent/guardian is not available.

Ethos This term related to the specific characteristics of the school; the spirit or principles of the school.

Group Teaching Children are normally taught and work in groups with other children—for Literacy and Numeracy, these groups are normally ability groups where children of a similar ability progress at a similar rate; for most other curricular areas children are taught in mixed ability and social groups.

HT Head Teacher

Progress Reports reports on child’s progress at school which are issued twice yearly

Psychologist member of authority’s team of specialist Staff who assist schools in assessing children’s progress and in devising programmes of work for individual pupils

CSP Co-ordinated Support Plan – supports an individual child’s needs

SLT Senior Leadership Team of school

Out of School Hours Subjects which are not taught in the formal curriculum eg. After Learning school clubs

PT Principal Teacher

Transition This term usually relates to the movement of children from nursery to primary school, or primary to secondary.

Qualifying Statements

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

1. before the commencement or during the course of the school year in question

in relation to subsequent school years

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

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