



Tannochside Primary School

Handbook

2022-2023



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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 Wellbeing, 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 2022-2023

The Education and Families 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.

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, direct message on Twitter or simply having chat at the end of the day after 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)

Covid-19 Pandemic

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

Tannochside Primary School Vision and Values

Vision: Taking pride in Tannochside

Values

Creating an inclusive, nurturing and rights respecting community where we;

Thrive together

Promote Positivity

Strive for Success

Aims

At Tannochside Primary and Nursery our aims are:

- 🏰 To build a nurturing school ethos where we thrive together by being inclusive, fair and respectful to ourselves and others.
- 🏰 To foster a positive and productive school environment where children are motivated to think independently and participate to the best of their ability in order to be resilient lifelong learners.
- 🏰 To provide a variety of stimulating, challenging and meaningful opportunities for every child to enjoy their learning, empowering them to face the challenges of the future and strive for success.



School Information

School Name	Tannochside Primary School and Nursery Class
Address	111 Douglas Street Tannochside G71 5RJ
Telephone Number	01698 522726
E-mail Address	Mrs Ferrie: nlferriec@northlan.org.uk TPS Enquiries: enquiries-at-tannochside@northlan.org.uk
Website	https://blogs.glowscotland.org.uk/nl/tannochsideps/
Twitter	@TannochsidePS @TPSNurseryClass @TPSMrsFerrie
Denominational Status	Non-Denominational
Present Roll	353
Capacity	526
Stages Covered	Nursery, P1-P7
Associated Secondary School	Uddingston Grammar, Old Glasgow Road, Uddingston, G71 7BT 01698 805050
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 Lisa Gallagher (0.5) Mrs Claire Calder (0.5)

Principal Teachers	Mrs Lisa Gallagher (0.5)	Primary 1-3
	Mrs Claire Calder (0.5)	Primary 4-7

Our current staffing entitlement is 19.02 FTE. We have used our Pupil Equity Fund to increase staffing this term.

Class Teachers

Primary 1a	Mrs V. Kearney	Primary 1b	Miss L. Kerr
Primary 1/2	Miss L. Ford	Primary 2a	Miss S. Simpson / Mrs P. Smith
Primary 2b	Mrs A. Brown	Primary 3a	Mrs S. Ali
Primary 3/4	Mrs L. McCarthy	Primary 4	Miss L. McCash
Primary 4/5	Ms M. Taylor	Primary 5	Mr A. Crane
Primary 6	Mrs A. Bell/Miss C. Anderson	Primary 6/7	Miss V. McCulloch
Primary 7a	Miss G. Lindsay	Primary 7b	Miss N. Gillen
Nurture	Mrs L. McGregor		

NCCT Cover

Mrs C. McDonald	Mrs V. Harkins	Mrs J. Gunn	Mrs P. Smith	Mrs C. Martin
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Clerical Staff

Mrs K. Prentice	Mrs C. Kane	Mrs L. Palmer	Mrs S. Russell
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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 J. McCloy	Lunch Supervisor		

Nursery Staff

Mrs M. Thomson	Mrs D. Henderson	Mrs N. Love
Mrs A. Meddicks	Mrs M. McCready	Mrs A. McMath
Mrs S. Murray	Mrs S. Malik	Mrs C. Fergus

Visiting Specialists

Educational Psychologist	Mrs L. McDonald
Ministers	Mr M. Lyall & Mr L. Brunger

Janitorial Staff

Mr Zeek Holland	Mrs Bernadette Campbell
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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

Current Nursery hours are as follows:

8.45am - 2.45pm

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 Wednesday 17th August 2022.

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 - 2022 - 2023

August 2022 (proposed dates - session 2022/23)

Teachers return and in-service day: Monday 15 August 2022

In-service day: Tuesday 16 August 2022

Pupils return: Wednesday 17 August 2022

September 2022

September weekend: Friday 23 September to Monday 26 September 2022 (inclusive)

October 2022

October week: Monday 17 to Friday 21 October 2022 (inclusive)

November 2022

In-service day: Monday 14 November 2022

December 2022 - January 2023

Schools close: Thursday 22 December 2022 at 2.30pm

Christmas and New Year holidays: Friday 23 December 2022 to Friday 6 January 2023 (inclusive)

Schools return: Monday 9 January 2023

February 2023

Mid-term break: Monday 13 February 2023 and Tuesday 14 February 2023

In-service day: Wednesday 15 February 2023

April 2023

Schools close: Friday 31 March 2023 at 2.30pm

Spring holiday (Easter): Monday 3 April to Friday 14 April (inclusive)

Good Friday: 7 April 2023

Easter Monday: 10 April 2023

Schools return: Monday 17 April 2023

May 2023

May holiday: Monday 1 May 2023

In-service day: Tuesday 2 May 2023

May weekend: Friday 26 May 2023 to Monday 29 May 2023 (inclusive)

June 2023

Schools close: Wednesday 28 June 2023 at 1pm

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.

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 (* this is subject to change)

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 / Uniform

June - Health and Wellbeing and lunch

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

We post regular updates during this time on our dedicated P1 Transition Twitter page:

@TPSP1Transition

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 details the essential requirements of the Equality Act 2010 for schools. This can be accessed at

<https://equalityhumanrights.com/en/publication-download/technical-guidance-schools-scotland>

Curriculum for Excellence

What is Curriculum for Excellence?

Curriculum for Excellence is Scotland's national curriculum. It provides a coherent and inclusive curriculum from 3-18 years, wherever learning is taking place, including early learning childhood centres, schools, colleges and community learning. It places children and young people at the heart of Scottish Education.

The purpose of Curriculum for Excellence is encapsulated in the four capacities - to enable each child or young person to be

- a successful learner
- a confident individual
- a responsible citizen
- 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

The Senior Phase

The senior phase curriculum, from S4 to S6, follows a young person's broad general education, building firmly on the experiences and outcomes they will have experienced and achieved by the end of S3. It enables them to extend and deepen their learning and continue to develop skills for learning, life and work, through qualifications and also through a range of opportunities for personal development such as awards and wider achievements. It is designed to support young people in moving on to positive sustained destinations, whether that is college, university, training and employment. In the Senior Phase, schools and their partners (such as colleges, employers or community learning and development providers) now have flexibility to offer a range of pathways that meet the needs and raise the attainment levels of all learners - including pupils who might previously have become disengaged from education.

Schools are taking a range of approaches to the senior phase and are able to offer greater personalisation and choice for young people in a variety of ways, for example by:

- designing the senior phase as a three-year experience rather than planning each year separately
- delivering qualifications over different timescales in response to young people's needs and prior achievements
- developing pathways for able learners, which bypass qualifications at lower levels to allow more time to be spent on more challenging learning at higher levels.
- Providing specific and appropriate programmes that maximise achievement and attainment for young people planning to leave after S4.

Personal Support/Career Planning

From 3-18 years, learners are supported to achieve their full potential and, as they progress through broad general education into senior phase, to plan and prepare for further learning, training or employment. 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. As part of developing skills for learning, life and work, young people will be offered careers information advice and guidance to ensure they leave school and enter a positive post-school destination of higher education, further education, pre-employment training, employment (including modern apprenticeships), activity agreement or volunteering.

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.

During this session (2021-2022)

Interim Report - November 2021

Telephone Calls - November 2021

Telephone Calls - March 2022

Final Report - June 2022

Parents/Carers can request a meeting / call at any time with the class teacher. Staff can be contacted by calling the office or by Direct Message on Twitter.

Our Senior Leadership Team can be contacted by telephone call or at the following email addresses:

Mrs Ferrie: nlferriec@northlan.org.uk

Mrs Gallagher: nlgallagher1@northlan.org.uk

Mrs Calder: nlcalderc@northlan.org.uk

Each year we 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 maths are Heinemann, Tee Jay, SEAL, MALT, Number Talks and various resources sourced from the internet and information technology activities. Mental Maths, Number Talks 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 link 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.

Within Tannochside Primary School we aim to involve parents/ carers in their child's education at every opportunity. Covid has impacted face to face meetings and parents visiting the school however have still been able to share information. Class teachers share a termly newsletter detailing the focus for learning and in November an interim report followed up by a telephone/ virtual consultation is provided to update on each child's progress to

date. In March we have parental consultations, these will either be virtual or face to face depending upon restrictions. In June there is a more detailed report of progress to date. If your child requires a GIRFME plan, the class teacher would contact you to make an appointment to discuss the barriers to learning and smart targets will become a focus to help your child reach their potential. GIRFME plans are reviewed termly in consultation with parent/ carers. If your child requires an intervention to help them achieve their potential, you will be contacted by either a member of the senior management team or the teacher who is responsible for the intervention. If your child is to be taught any sensitive aspects of learning, you will be notified by the class teacher.

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

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

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

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

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.

Proposed Improvement Plan Priorities for 2022-2023

Priority 1 - To further develop digital pedagogy across all stages with a focus on developing ICT skills of staff and pupils.

Priority 2 - Improve learners' experiences and outcomes through developing consistent standards, providing high quality learning experiences and ensuring a robust and reliable moderation cycle.

Priority 3 - To further develop the mental, social, emotional and physical health of all staff, children and families.

Priority 4 - To continue to improve and develop parental engagement within the nursery, including the use of digital platforms and to further develop staff digital skills and confidence.

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.

At present homework is issued weekly and is variety of online learning and written work. We will support children with any resources that they may need to complete tasks so that the curriculum is accessible to all.

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.

1. Children's learning is understood developmentally
2. The classroom offers a safe base
3. The importance of nurture for the development of wellbeing
4. Language is a vital means of communication
5. All behaviour is communication
6. The importance of transition in children's lives

Lucas, S., Insley, K. and Buckland, G. (2006)
Nurture Group Principles and Curriculum Guidelines
Helping Children to Achieve, nurtureuk

Spiritual, Social, Moral and Cultural Values

The policy in Tannochside is to hold a weekly assembly (P1-3/4 and P4-7) in which the children take an active part. Our assemblies promote positive behaviour where achievements in both curricular and personal development are recognised. Covid dependent we hope that end of term services, Christmas, Easter and Summer can also take place in the school hall during the session.

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 Netball, Football, Eco, Athletics, Dance, Choir and Hockey have been organised by teachers, parents/carers 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.

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 Civic Centre, Motherwell, ML1 1AB.

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

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

Legal basis for using your information

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

Your personal information

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

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

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

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

How will we use this information?

Your personal information will be used:

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

- To support pupil learning, improve outcomes and identify where additional support is needed to help children and young people
- To provide appropriate pastoral care to support health and wellbeing of children and young people
- To keep children and young people safe
- To maintain records e.g. 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 provide 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>

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

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

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).

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 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

Within Tannochside Primary we promote and use the 6 principles of Nurture, staff have recently completed training in Attachment and Trauma and have established our Rights Respecting Committee with children taking on roles of Rights Ambassadors. Using this knowledge alongside our Vision, Values and Aims and in consultation with stakeholders we will renew our Promoting Positive Relationships policy to ensure that it is inclusive and meets the needs of all learners, it will also contain our anti-bullying policy (in line with NLC's Promoting Positive Relationships: Respect for All: Anti Bullying Policy May 2019). This will be a focus for the new term in January 2022.

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 - 9.00am
	10.40 - 10.55am
	12.30 - 1.20pm
	3.00 - 3.10pm

A lunchtime assistant is 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 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 nferriec@northlan.org.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 Appointments 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.

Communication policy for parents/carers

Please note that our support staff who are in the playground are there only to supervise the dropping off of your child, they should not be used to pass messages to class teachers, raise issues or discuss concerns. Please follow the communication procedure below.

1) In the first instance, you should always contact your child's class teacher or nursery key worker by messaging them on Twitter. Replies may be by telephone, email or Twitter and you should allow 2 working days. No replies should be expected before 9am, after 5pm or at the weekends/holidays. Please do not discuss in the playground when the class teacher is trying to safely dismiss children.

2) After speaking with the class teacher, if you wish to speak to someone in the senior leadership team then you should email to make an appointment to discuss. Please allow 3 working days for a response, which may be by telephone or email. No response should be expected before 9am, after 5pm or at the weekend/holidays and you may be referred back to the class teacher if you have not discussed with them first.

Mrs Gallagher (Acting Depute Head Teacher) has pastoral responsibility for Nursery - Primary 3.

Mrs Calder (Acting Depute Head Teacher) has pastoral responsibility for P4 - 7.

There is no further escalation within the school and the Acting Depute Head Teacher will make final decisions on pastoral matters. Communication sent directly to the Head Teacher regarding pastoral matters will not receive a response, please follow this clear communication procedure.

How to contact us:

Telephone: 01698 522726

Write to us: Tannochside Primary School, 111 Douglas Street, Uddingston, G71 5RJ

Follow us: @TannochsidePS

Email us: enquiries-at-tannochside@n-lanark.sch.uk

Clare Ferrie Head Teacher (Acting) nlferriec@northlan.org.uk

Lisa Gallagher Depute Head (Acting) nlgallagherl1@northlan.org.uk

Claire Calder Depute Head (Acting) nlcalderc@northlan.org.uk

Class Twitter Information

Primary 1a	Mrs Kearney	@TPSMrsKearney
Primary 1b	Miss Kerr	@TPSMissKerr
Primary 1/2	Miss Ford	@TPSMissFord
Primary 2a	Miss Simpson	@TPSMissSimpson
Primary 2b	Mrs Brown	@TPSMrsBrown
Primary 3	Mrs Ali	@TPSMrsAli
Primary 3/4	Mrs McCarthy	@TPSMrsMcCarthy
Primary 4	Miss McCash	@TPSMissMcCash
Primary 4/5	Ms Taylor	@TPSMsTaylor
Primary 5	Mr Crane	@TPSMrCrane
Primary 6	Mrs Bell	@TPSMrsBell
Primary 6/7	Mrs McCulloch	@TPSMrsMcCulloch
Primary 7a	Miss Lindsay	@TPSMissLindsay
Primary 7b	Miss Gillen	@TPSMissGillen
Nurture	Mrs McGregor	@TPSMrsMcGregor

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 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 emphasised that the school investigates unexplained absence, and that the authority has the power to write to, interview or prosecute parents/carers, or to refer pupils to the Reporter of the Children's Panel, if necessary.

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.

A member of the Senior Leadership team will telephone to discuss any attendance concerns.

Attendance % Statement

The information below highlights the impact missed learning opportunities may have through absences:

100% Attendance

0 days missed

Gives your child the best chance for success and ensuring their full potential.

95% Attendance

9 days of absence. 1 weeks and 4 days missed

90% Attendance

19 days of absence. 3 weeks and 4 days learning missed

Makes it harder to achieve full potential and secure the best possible outcomes.

85% Attendance

27 days of absence. 5 weeks and 3 days of learning missed.

Almost half a term missed.

80% Attendance

36 days of absence. 7 weeks and 3 days of learning missed.

Half a term missed

75% Attendance

45 days of absence. 9 weeks and 1 day of learning missed

Almost 1 whole term missed. Impacts significantly on learning and progress which can lead to poor outcomes in achievement, wellbeing and social and emotional development.

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 £625 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 wellbeing of the whole school community. In such circumstances a head teacher may justify the use of the school discipline procedure.

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

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 2022-2023, details will be sent out to parents/carers.

Meals

Each day snacks and lunch meals are served in our dining hall. We have a cashless cafeteria which means that pupil accounts must be topped up online. This is done via the iPay Impact account. Pupils in receipt of free school meals have the daily amount loaded into their accounts electronically, thus all children are treated the same.. The school cafeteria opens at 12.30p.m. every school day - the choice of a hot meal or Snack to Go is available. The weekly school lunch menu is available on the North Lanarkshire Council website and is posted on our school Twitter account.

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 including the nutritionist to ensure appropriate food provision. In this case a form will still need to be signed by a medical professional including a Speech and Language Therapist.

Forms that have not been signed by a medical professional will be rejected. The form will be returned to the parent along with a letter stating the reason for the refusal and also they will be issued with a new form.

Any change in the child's dietary requirements must be advised through a Registered Dietitian or Medical Practitioner to the Facilities Support Services (FSS) Nutritionist. When children move to a High School or change schools FSS will need to be informed as soon as possible.

Special diets 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-P4 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), Universal Credit (with an income below £625) are entitled to a meal without charge.

All P1 to P4 pupils are entitled to a free meal and free milk. From January 2022, P5 pupils will also qualify for a free meal. Pupils in P6-P7 who qualify for a free school meal are entitled to free school milk. However, milk will be available for purchase in the school during the lunch period. All nursery pupils are entitled to free milk.

Information and application forms for free school meals can be downloaded from the council website www.northlan.gov.uk and are available in first stop shops.

Parents/carers are entitled to receive a clothing grant if they are in receipt of any of the following benefits: Income Support, Job Seekers Allowance (income based), Employment & Support Allowance (income related), Universal Credit (income below £625 per month), housing benefit and council tax rebate.

Information and application forms for clothing grants can be downloaded from the council website www.northlan.gov.uk and are available in first stop shops.

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

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. As well as snack, children are provided lunch in the school canteen between 11.30-12.15. Children can bring a packed lunch if they wish.

Breakfast Club

Our 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.

P1-4 - free

P5-7 -	one child	£1
	family of 2	£1.50
	family of 3	£1.80

Placing Requests

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

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

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

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

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

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

Transport

The Council has a policy of providing free transport to 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 Accident and Emergency Unit 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 Gallagher (DHT) and Mrs Calder (DHT).

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:

- supporting the work of the school
- representing the views of parents/carers
- consulting with parents/carers and reporting back to the Parent Forum on matters of interest
- promoting contact between the school, parents/carers, pupils and the wider community
- fundraising
- taking part in the selection of senior promoted staff
- receiving reports from the head teacher and education authority; and
- receiving an annual budget for administration, training and other expenses.
- improving home school partnership and facilitating parental involvement.

Members of Parent Councils, on a voluntary basis, may also have an advisory role in decisions on placing requests by parents/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 2022-2023:

Joan Topping - Chairperson

Yvonne Lambie - Vice Chairperson

Caroline Fraser - Secretary

Claire Izat - Treasurer

Maryanne Stewart - Vice Treasurer

Suzie McGraw

Karen Hemple

Kerry Butler

Mary McDougall

Philippa Ward

Kerry Butler

Michelle Brown

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. Information and meeting dates/minutes can be found on our school website: <https://blogs.glowscotland.org.uk/nl/tpsnc/>

Transfer from Primary School to Secondary School

Pupils normally transfer between the ages of $11\frac{1}{2}$ and $12\frac{1}{2}$, so that they will have the opportunity to complete at least 4 years of secondary education. Parents/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

Bellshill Academy

321 Main Street

Bellshill

ML4 1AR

01698 274940

Names and Addresses

Jill Woodward
Education Manager
Education and Families
North Lanarkshire Council

Janie O'Neil
Head of Education (Central Locality)
Education and Families
North Lanarkshire Council

Des Murray
Chief Executive
North Lanarkshire Council
Members Services
Civic Centre
Motherwell
ML1 1TW
01698 302222

Councillors for Tannochside

Councillor Robert Burrows
Member Services
Civic Centre
Windmillhill Street
Motherwell
ML1 1AB
01698 302697
BurrowsR@northlan.gov.uk

Councillor Norah Mooney
Member Services
Civic Centre
Windmillhill Street
Motherwell
ML1 1AB
01698 302697
MooneyN@northlan.gov.uk

Councillor Helen Loughran
Member Services
Civic Centre
Windmillhill Street
Motherwell
ML1 1AB
01698 302697
loughranh@northlan.gov.uk

Contacts in relation to Support for Learning

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

Carol McShane

Additional Support Manager

McShaneC@northlan.gov.uk

You can also get more help and advice from:

Enquire

The Scottish advice service for additional support for learning. Operated by Children in Scotland, Enquire offers independent confidential advice and information on additional support for learning.

Enquire also provide a range of factsheets,

Children in Scotland

Rosebery House

9 Haymarket Terrace

Edinburgh

EH12 5EZ

0345 123 2303

info@enquire.org.uk

www.enquire.org.uk for parents/carers and practitioners

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

Children in Scotland - Resolve Mediation

0131 313 8844

Email: resolve@childreninScotland.org.uk

Independent Adjudication

Scottish Government

Directorate for Learning

Support and Wellbeing Unit

Area 2C North

Victoria Quay

Edinburgh

EH6 6QQ

Reference to Additional Support Needs Tribunal (Scotland)

ASNTS

Health and 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

01698 810171

Bellshill Health Centre

01698 575700

Community Learning and Development Locality Offices

Bellshill Academy

321 Main Street

Bellshill

ML4 1AR

01698 274685

CLD-Bellshill@northlan.gov.uk

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.

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

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