

# Whitelees Primary School



## Handbook 2024/2025

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Welcome to Whitelees Primary School and Nursery Class.

On behalf of the pupils and staff of our school, I hope this handbook proves to be both informative and interesting, whilst also offering an insight into life at Whitelees and the exceptional standards you will find as a part of our learning community.

At Whitelees, we offer a very high standard of educational provision to all pupils. We have an extremely dedicated and committed staff team, with a wealth of knowledge, skills, and experience, and all members of staff are expected to provide a wide and balanced curriculum that is fully in line with Curriculum for Excellence. We pride ourselves in the many opportunities afforded to our children and young people, which includes an extensive in school offering as well as many extra-curricular experiences. High standards are maintained and developed through a rigorous whole school self-evaluation process and our commitment to continuous improvement.

Entrusting your child to us, you can feel confident that they will experience success and happiness as a pupil of Whitelees Primary School. We have a true sense of belonging, where everyone is valued as part of Team Whitelees. Our children and young people thrive within an inclusive, positive, and nurturing school environment, where we truly believe that when learners feel good, they learn well. We have high aspirations for all learners and tailor the curriculum to ensure we are meeting the needs of all.

As always, if I can do anything at all to help or you require any further information, please do not hesitate to get in touch.

Best Wishes,

Mrs Laura Murdoch

Head Teacher

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](http://www.northlan.gov.uk)



## It's good to be ME!

*To provide a welcoming, secure and stimulating environment, where high achieving pupils show a strong desire to succeed and a skilled teaching team provide an excellent learning experience for all pupils.*

*Our school's positive ethos is further underpinned by our commitment to the following Organisational Values:*

### **Wisdom:**

- To develop in children the capacity for independent thought, the importance of learning from others and the ability to deal with change.
- To value opportunities to learn from experiences and understand the effect; either positive or negative, our actions have on others.

### **Justice:**

- To value the right to be treated fairly, in a safe and consistent environment in which the opinions and contributions of our children are respected and acted upon.
- To ensure that a whole school commitment to restorative practices allows for all stakeholders to feel valued and respected.

### **Compassion:**

- To instil a commitment to life-long learning with the skills needed to contribute effectively within their community and beyond.
- To nurture our children's ability to show tolerance and kindness towards others.

### **Integrity:**

- To provide opportunities for our young people to demonstrate a responsible attitude with an emphasis on honesty and trust.
- To demonstrate a strong desire for all pupils to access learning experiences that are active, interactive, challenging and fun and breed confidence and enthusiasm.

### **Aims:**

- To promote a welcoming, safe and stimulating learning environment.
- To provide a broad, balanced, child centred approach to the curriculum which is reviewed and developed continuously.
- To work in partnership with families and the wider learning community.
- To nurture in our pupils, a belief that with effort and practice, their full potential can be reached and success will be achieved.



Whitelees primary is a non-denominational co-educational primary school teaching children Nursery to primary seven. The school is situated on the east boundary of Cumbernauld within the Abronhill district and is easily accessible by public and private transport. The school was built in 1976 and is a one level, semi-open plan building currently with 10 class bases and several additional learning areas which include, an outdoor classroom, nature garden, sensory room and large dining/gym hall and nursery class.

Whitelees Road  
Abrohill  
Cumbernauld  
G67 3NJ

|                      |       |
|----------------------|-------|
| Planning capacity    | 417   |
| Working Capacity     | 407   |
| Present school roll  | 246   |
| Present nursery roll | 40    |
| FTE Teaching Staff   | 13.85 |

Non-denominational school. This session we have 10 classes across primary P1-P7 stages. Parents 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. There may be a need for composite classes to be formed. The maximum number of pupils in any composite class is 25 to minimise organisational demands. The head teacher will structure classes based on advice given by the education authority.

In North Lanarkshire composite classes are normally formed on the basis of language and/or mathematics working groups. This means that pupils working at broadly the same pace and level in language and/or mathematics are grouped together. Such an arrangement will make for the most efficient use of teaching resources.

We have an active Parent Council at Whitelees Primary School which is elected on an annual basis. Our Parent Council email address is [teamwhitelees@outlook.com](mailto:teamwhitelees@outlook.com)

## COMMUNITY FACILITIES

Accommodation within the school is used regularly by community groups. Details of activities/letting procedures are available from:

Community Facilities Section  
Coatbridge Community Centre  
9 Old Monkland Road  
Coatbridge M15 5EA

*Tel 01236 632778*

## ASSOCIATED SECONDARY SCHOOL

Cumbernauld Academy  
**Head Teacher: Mr Mark Cairns**  
South Kildrum Ring Road, Glasgow. G67 2UF  
Tel: 01236 731715  
(Details subject to change)

## MEET THE STAFF

### Head Teacher

Mrs Laura Murdoch

Mrs Carol Stewart  
**Principal Teacher**

Mrs Gioia McAuley  
**Acting Principal Teacher**

### Class Teachers

Miss Zoe Ballantyne/Mrs Aimee McKenzie  
**Primary 1a**

Mrs Kirsty Rodman  
**Primary 1b**

Miss Nadine Sinclair  
**Primary 2**

Mrs Jillian Allan/Mrs Annette Quinn  
**Primary 2/3**

Mrs Paige Forrest  
**Primary 3**

Mrs Stephanie Garey  
**Primary 4**

Miss Meghan Hart  
**Primary 5**

Mrs Kirsty Reid  
**Primary 6**

Mr Darren Young  
**Primary 6/7**

Mrs Amy Robertson  
**Primary 7**

### Nursery Lead Practitioner

Miss Julie Ramsay

### Nursery Key Workers

Mrs Kaylene Deacon  
Miss Yvonne Carchrie  
Mrs Vicky Kilday

### Support Workers

Mrs Helena Sherwin  
Miss Emma Benton  
Mrs Shelley Beattie

### Classroom Assistant

Mrs Marion Rennie

### Additional Support Needs Assistants

Mrs Stephanie Waddell  
Miss Lorna Stewart

### Facilities Officer

Mr Richard McBride

### Clerical Staff

Mrs Amanda Mollan – Senior Clerical Assistant  
Mrs Ann Marie Lowrie – Clerical Assistant

## VISITING SPECIALISTS

We benefit from the support of a number of specialist personnel and agencies:

**Kodaly**  
Miss C Ha'worth

**Psychologist**  
Miss E Singleton

**Brass Instructor**  
Miss N Hopkinson

**Minister**  
Rev. J Keyes

**School Medical Officer**  
Dr M Mullan

**School Nursing Team**  
Coathill Hospital, Coatbridge

## SCHOOL HOURS

|                 |                 |
|-----------------|-----------------|
| <b>Open</b>     | 9:00am          |
| <b>Interval</b> | 10.30am-10.45am |
| <b>Lunch</b>    | 12.30pm-1.15pm  |
| <b>Close</b>    | 3:00pm          |

Please be advised that all P1 pupils will require to attend full-time from the first day of the school year.

## NURSERY HOURS

|                   |                  |
|-------------------|------------------|
| Morning Session   | 9.00am – 12.00pm |
| Afternoon Session | 12.00pm – 3.00pm |

## OUT OF SCHOOL CARE

North Lanarkshire Council can provide a list of out of school childcare facilities available locally. Whitelees Primary School run a breakfast club which is open from 8.15am every school day.

Primary school breakfast clubs provide an excellent start to the school day. They aim to:

- provide a healthy nutritious meal
- help children to be alert and ready to learn
- encourage children to mix with their friends
- improve attendance and performance throughout the day
- reassure parents that their child is safe when dropped off in the morning.

The opening times range from 8.15am until 8.50am and operate at the discretion of the headteacher. The breakfast consists of cereal, milk and toast. This is free to pupils who are in Primary 1 to 5 and for pupils in Primary 6 and 7 who receive free school meals. For all other pupils the cost is £1 per day with a sliding scale for families of two at £1.50 per day and families of three at £1.80 per day.



**September 2024**

Friday 27 September and Monday 30 September 2024 (September weekend)

**October 2024**

Monday 14 to Friday 18 October 2024 (October Week)

**November 2024**

Monday 18 November 2024 (In-Service Day)

**December 2024 - January 2025**

Schools close at 2.30pm on Friday 20 December 2024

Monday 23 December 2024 - Friday 3 January 2025 (inclusive) (Christmas holidays) Schools return on Monday, 6 January 2025

**February 2025**

Monday 17 February and Tuesday 18 February 2025 (Mid-term break)

Wednesday 19 February 2025 (In-service day)

**April 2025**

Schools close at 2.30 pm on Friday 4 April 2025

Monday 7 April- Friday 18 April 2025 (Inclusive)\* Spring Holiday (Easter)

\*Good Friday 18 April and Easter Monday 21 April 2025

**May 2025**

Monday 5 May 2025 (May Public Holiday)

Tuesday 6 May 2025 (in-service day)

Friday 23 May 2025 and Monday 26 May 2025 (May Weekend)

**June 2025**

Schools Close at 1pm on Wednesday 25 June 2025

## PROPOSED HOLIDAY ARRANGEMENTS SESSION 2025/2026

### August

Monday, 11 August 2025 (Return date for Teachers & In-Service Day)  
Tuesday, 12 August 2025 (In-Service Day)  
Wednesday, 13 August 2025 (Return date for Pupils)

### September

Friday, 26 September and Monday, 29 September 2025 (September weekend holiday)

### October

Monday, 13 to Friday, 17 October 2025 (October Week)

### November

Monday, 17 November 2025 (In-Service Day)

### December - Christmas and New Year

Schools close at 2.30 pm on Friday, 19 December 2025  
Monday, 22 December 2025 - Friday, 2 January 2026 (Christmas holidays)

### January

Schools return on Monday, 5 January 2026

### February

Monday, 16 February 2026  
Tuesday, 17 February 2026  
Wednesday, 18 February 2026 (In-service day)

### April

Schools close at 2.30 pm on Thursday, 2 April 2026  
Monday, 6 April - Friday, 17 April 2026 (Spring Break)  
Schools return on Monday, 20 April 2026

### May

Monday, 4 May 2026 (May Holiday)  
Thursday, 7 May 2026 (In-service day to coincide with Scottish Parliamentary election, but may be subject to change)  
Friday, 22 May 2026 and Monday, 25 May 2026 (May Weekend)

### June

Schools Close at 1pm on Wednesday, 24 June 2026

### Placing Requests

Parents can opt to request a school for their child that is not in the area where they live. In order to do this **you must first register your child at the school in their area** where you will be advised from there on Placing Request Procedures.

### Admissions during Term Time

We are happy to welcome pupils to our school throughout the school year. Parents are invited to discuss matters with their child's current Head Teacher and make contact with our school team thereafter.

### Induction Programme for Primary 1 Pupils

A comprehensive induction programme has been devised and established.

Our transition activities will start in January with 5 planned visits before the summer holidays.

Parents are introduced to teaching materials in use and prepared activities are issued to all children.

**Primary 1 children will attend school all day from the first day of term.**

## COMMUNICATION

We are an eco-school and as such we try to keep our use of paper to a minimum by utilising various methods of communication. Hard copies of correspondence are not sent home unless they contain a return slip.

We communicate with parents using Groupcall Xpressions, Twitter, Class Dojo, school app and our website.

Groupcall Xpressions is an app which is free to download to your mobile phone or tablet. You can register using the email address and mobile number the school has on record for you. Once registered you will receive emails and notifications from the school. You can view information on multiple children within the same app. This is an excellent system with many advantages not least ensuring all correspondence goes directly to your mobile phone or inbox and not into school bags and trays!

Twitter is the quickest, easiest option we have at our disposal where you can find the most up to date information. You can find us @WhiteleesPS. Our Parent Council also have a Twitter page @WhiteleesPF. Please inform us immediately in writing if you do not wish your child's photograph to appear on social media.

You can find more detailed information on our website which contains all general school information, newsletters, correspondence, class updates and current up-to-date events to name but a few. Our website address is [www.whitelees.n-lanark.sch.uk](http://www.whitelees.n-lanark.sch.uk). Please feel free to have a look.

We publish Newsletters every term to keep you up to date. These will be sent out via Groupcall Xpressions and published on our website and app. You can expect a School Newsletter at the beginning of every term. A Class Newsletter will also be available via Class Dojo at the beginning of every term.

We also use a school app where you will find all information about the school and upcoming events. Please download 'School App for Parents' to allow you to see news, dates and receive important messages.

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

The Equality and Human Rights Commissions Technical Guidance for Schools in Scotland details the essential requirements of the Equality Act 2010 for schools. This can be accessed at:

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

## WHAT IS CURRICULUM FOR EXCELLENCE?

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

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

- a successful learner,
- a confident individual,
- a responsible citizen and
- an effective contributor.

These four capacities govern the entire curriculum from age 3 to 18 and aim to raise the standards of achievement for all learners.

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

Throughout Curriculum for Excellence there is a strong focus on Literacy, Numeracy and Health and Wellbeing across all aspects of learning and every teacher will support learners with the development of these, including digital literacy skills.

Curriculum for Excellence is defined as:

The totality of all that is planned for children and young people throughout their education.

The opportunities for learning and teaching are governed by the Four Contexts for Learning, which ensure that the education your child receives is informative, interesting, relevant and fun. These contexts are:

- Ethos and life of the school as a community
- Curriculum areas and subjects
- Interdisciplinary learning
- Opportunities for personal achievement.

## WHAT ARE THE CURRICULUM FOR EXCELLENCE LEVELS?

There are five levels and these are flexible depending on pupils' needs and abilities (some children and young people may achieve these levels earlier or later dependent on ability):

- Early level pre-school to P1
- First level to the end of P4
- Second level to the end of P7
- Third and fourth levels S1 to S3
- Senior phase S4 to S6 and other forms of study.

### What is the Broad General Education?

The Broad General Education (BGE) is the first phase of two closely connected phases of education. The BGE phase stretches from age 3 until the end of S3 after which learners move into the Senior Phase which starts in S4.

### Curriculum Areas and subjects

The BGE is delivered via 8 curricular areas which, in secondary school cover years S1 to S3, and may be subdivided further into individual subjects.

The 8 curricular areas are:

- Expressive Arts
- Languages and Literacy
- Health and Well Being
- Mathematics and Numeracy
- Religious and Moral Education
- Sciences
- Social Studies
- Technologies.

### 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.

## HOW WILL MY CHILD'S LEARNING BE ASSESSED?

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.

Assessment is an ongoing and essential part of learning and teaching for any pupil. Here at Whitelees School, a wide range of techniques are used to ensure that assessments support the learning process for our pupils.

Assessment is planned as part of learning and teaching activities. In planning activities and experiences with young people, staff in Whitelees will:

- consider and share the outcomes towards which young people are working
- agree success criteria through discussion with each other and with learners
- design learning experiences and activities that are likely to challenge and motivate and give opportunities to children and young people to provide evidence that demonstrates their knowledge and understanding, skills, attributes and capabilities

#### *Building the Curriculum 5*

Teaching staff work closely with classes to ensure that learning opportunities are planned for based on a clear and confident understanding of the individual pupil's needs and prior knowledge. Pupils' interests and enthusiasm for subject content, coupled with a wide variety of evidence gathered by teachers, plays a vital role in shaping next steps in learning and teaching.

Whitelees pupils benefit from a whole school commitment to Formative Assessment through which they are able to discuss and explore learning experiences and reflect upon feedback given by a wider variety of individuals.

Pupil's progress in curriculum areas, achievements and next steps are shared regularly with parents/carers, using a range of reporting methods such as:

- Meet the Teacher in September
- Parent/Teacher Meetings held twice per year – October and March
- Pupil Progress Reports issued in June via Parents Portal
- Latest and Best jotters sent home throughout the year to allow pupils to showcase their work and discuss learning (November and February).
- Curriculum Evenings
- Classes report on events and progress via newsletters and Twitter

Parents are encouraged to contact the school at any point during the school year, should they have any issues to discuss in relation to their child's progress. Whitelees School operates an open door policy, where parents can **'drop in' any Tuesday between 9:30am-10:30am** without a prior appointment and will be able to speak to a member of our Senior Leadership Team.

Nationally, new qualifications are being developed:

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

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

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

### THE WHITELEES COMMITMENT TO CURRICULUM FOR EXCELLENCE!

**Put into context our changing curriculum is a welcome and necessary response to only some of the aspects we have considered below:**

- Fast changing world
- Social, political, economic and technological influences
- Need to equip our children to respond—'Future Proof' them
- Teach 'how to learn' — investigate, analyse, collaborate

**For all Whitelees pupils we strive to:**

#### **Enthuse**

- We're raising standards even higher to meet the challenges of a complex world
- Building on the best practice of teaching professionals
- It's about knowledge and skills
- Using modern technology to enable this by sharing ideas
- For the first time ever we have a coherent curriculum framework for teachers to provide an Educational Continuum, a joined up learner's journey, easing transition between key stages

#### **Highlight**

The driving principles:

- Raising standards
- Improving knowledge
- Developing skills
- Making learning relevant
- Focusing on the learner
- Helping children to make connections
- Nurturing successful learners, confident individuals, effective contributors and responsible citizens

## Illustrate

- Working in groups
- Across ages
- With other schools
- Outside classroom situations
- Connecting with industry, employers, youth workers, training providers, colleges, universities and community learning centres
- Using other practitioners like artists and inventors
- Sharing ideas and resources via Glow
- Use your own examples

## Reassure

- Core to everything is Literacy, Numeracy and Health and Wellbeing
- All staff are responsible for delivering these core disciplines
- Curriculum covers all main subjects
- New qualifications are being developed
- There will be continuous assessment through each child's education

## What parents can do — sharing, planning and learning!

- Play, talk read — visit [www.infoscotland.com/playtalkread](http://www.infoscotland.com/playtalkread)
- Spend time together
- Show interest, listen, share
- Praise, encourage, support
- Ask about their interests and challenges
- Ask for help - visit [www.infoscotland.com/justask](http://www.infoscotland.com/justask)
- Talk to your child about how they are feeling

For further information parents can find out more at:

[www.parentzonescotland.gov.uk](http://www.parentzonescotland.gov.uk)

[www.curriculumforexcellencescotland.gov.uk](http://www.curriculumforexcellencescotland.gov.uk)

The partners working to deliver Curriculum for Excellence are:-

Scottish Government

[www.scotland.gov.uk](http://www.scotland.gov.uk)

Learning and Teaching Scotland

[www.LTScotland.org.uk](http://www.LTScotland.org.uk)



As part of the curriculum we teach RSHP – RELATIONSHIP, SEXUAL HEALTH AND PARENTING EDUCATION

The curriculum is intended to promote healthy, responsible choices for children by providing them with information about health topics, teaching them skills such as decision-making and media literacy and by encouraging them to discuss their health concerns with their parents and qualified health professionals.



The curriculum will consist of:

### **Early Years of Primary school (P1-P2)**

- Awareness of the way bodies grow and change
- Uniqueness of their body
- Where living things come from
- Family and special people who care for them
- Dealing with feelings

### **Middle Stages (p3 – P4)**

- Recognising and dealing with emotions
- Respect for self and others
- The correct language for body parts
- Keeping clean and healthy
- Timescales of growth varies between different lifestyles
- Some of the tasks required to look after a baby
- Being part of a family
- Dealing with bullying situations

### **Upper Stages (P5 – P7)**

- Physical and Emotional changes at puberty
- Body image and self-worth
- Understanding of own developing sexuality
- Developing an awareness of gender identity
- Changing nature of friendship
- Dealing with feelings
- Menstruation, pregnancy and birth

## **NL DIGITAL SCHOOL**

It is recognised that digital technology is already making a significant contribution to learning and teaching practices. When used appropriately and, with all stakeholders being supported it can enrich learning and teaching, help to raise attainment.

North Lanarkshire Council have developed a range of supports to enhance the use of digital learning within our schools. This includes the development of resources and training materials to support school staff, young people and their families with their digital learning and the provision of a universal offer the NL Virtual Classrooms, providing digital learning materials for all curricular areas at every level, up to and including the BGE.

### **Parents Portal**

Parentsportal.scot is a digital service to help provide direct communication to parents and carers through a selection of online services. This includes:

- [Annual data checks](#)
- [Online payments](#)
- [Permission slips](#)
- [Reporting absence](#)
- [Viewing timetables \(secondary schools\)](#)

- Pupil reporting

Information and guidance relating to North Lanarkshire Council Digital offering including how to access [parentsportal.scot](https://www.northlanarkshire.gov.uk/schools-and-learning/nl-digital-school) can be found on the NL Digital School page available on the Council's website <https://www.northlanarkshire.gov.uk/schools-and-learning/nl-digital-school>

### **Glow and M365**

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

Pupils will be given a login to Glow when they start school, and these details will follow the young person throughout their school journey. Glow passwords are issued directly to pupils, and it is Education Scotland policy that these passwords should not be shared with anyone else. Guidance on Glow passwords can be found [here](#). All staff in schools have the ability to reset a pupil's Glow password.

Once logged into Glow, pupils will have the ability to use the full range of apps available via M365. These include MS Teams, OneNote, PowerPoint and MS Word. Users also have the option of downloading O365 to install on up to 5 additional personal devices and this can be accessed from the national section of the Glow Launchpad.

## **ARMED FORCES COVENANT DUTY**

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

Further details on the Armed Forces Covenant can be found on [Scottish Armed Forces Education Support Group - gov.scot \(www.gov.scot\)](https://www.gov.scot/groups/scottish-armed-forces-education-support-group)

## **ADDITIONAL SUPPORT NEEDS**

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

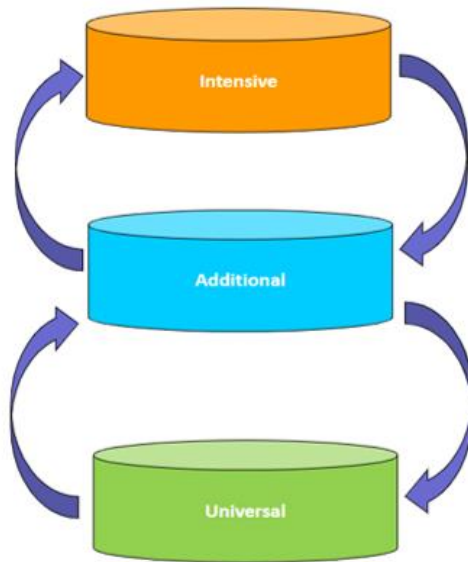
The school has a Support for Learning Policy, available from the school on request, which is consistent with North Lanarkshire Council guidelines.

Our policy aims to ensure that all children are provided with the necessary support that allows them to work towards achieving their full potential. We are committed to providing the most appropriate and least intrusive level of support for any child and at any time. We seek to promote interventions that are specific to the individual child and consider barriers such as: Home Circumstances, Health and Disability, Social and Emotional Needs.

In line with North Lanarkshire Policy, Whitelees Primary School operates a staged intervention approach to assisting those pupils with additional support needs:



## GIRFEC pathway for planning and support (Interventions)



- Further resources accessed by JCG
- ASN school / ASN base
- Bespoke packages/flexible support - Virtual School
- Package of support (coordinated/ intensive)
- Additional resources from within area
- In reach/outreach from ASN sector
- Consultancy, interventions - Social Work
- Planning support - Virtual School
- Partnership working – Psychological Services, Health, 3<sup>rd</sup> Sector, Skills Development Scotland, etc.
- Directory of supports
- Advice, sign posting, low level intervention –Social Work
- Advice, staff training, pupil support - 3<sup>rd</sup> Sector
- Advice, resources, staff training - Health staff
- Advice, signposting, website - Virtual School
- Consultancy, training - Educational Psychology
- In-house school resources, supports
- Nurturing environment
- Robust classroom planning
- High quality learning and teaching
- Curriculum rationale

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.

Support is available to those children with English as a second language.

Children with additional support needs are identified as early as possible and may be offered support in a variety of ways:-

- by the class teacher
- by the Acting D.H.T. working in co-operation with the class teacher
- by the Cluster Support Team
- by the Divisional Psychological Services in certain cases
- by bilingual support services.

It should be noted that a referral to Psychological Services is only taken after close consultation with parents. The School Psychologist is Miss E Singleton.

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

Some children and young people may require significant support from education and at least one other agency, such as health, social work and/or voluntary agency to help them meet their learning targets. Where this support requires a high level of co-ordination the opening of a Co-ordinated Support Plan (CSP) may be considered. A CSP may be initiated by the school or another agency. Parents/carers and young people can, if they wish, request that a CSP be considered and would be involved in the process.

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

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

Where more intensive support for a child or young person needs to be planned for, usually when a number of agencies are involved in supporting their wellbeing then a Child's Plan may be developed. The plan will tell you what actions need to be taken and who will help with each action. It will usually be someone called a 'Lead Professional' who will have the job of making sure that the actions outlined in the plan take place and things get better for the child or young person.

## DISPUTE RESOLUTION

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

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

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

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

## WHITELEES SCHOOL IMPROVEMENT PLAN 2022/23

In arriving at our improvement priorities, we took account of North Lanarkshire's One Plan, our audit of last year's improvement plan, and engagement with staff, parents/carers and learners. We also took account of current national expectations in respect of Curriculum for Excellence, as outlined in Education Scotland's Inspection Advice Note (2013-14).

# SCHOOL PRIORITIES

## SCHOOL PRIORITY 1

*To continue to support children's mental health and wellbeing, through embedding approaches to develop and support inclusive practices.*



## SCHOOL PRIORITY 2

*To provide high quality learning experiences through a rich, engaging, and challenging curriculum, where we aim to develop the knowledge, understanding and skills of our learners.*



## TEAM WHITELEES

In Whitelees Primary School we strive to improve performance in all core subject areas while recognising the importance of developing the whole child.

Through early intervention and promoting social and emotional wellbeing we continue to improve attainment, particularly in literacy, numeracy and health and wellbeing. To do this, we have targeted approaches to Literacy and Numeracy through teacher judgement and summative data together with very positive parental engagement. We continually try to instil in our pupils the strong belief that they can achieve well with a focused and positive approach in their learning journey, therefore, we have been working on building resilience along with developing a robust nurturing environment which all staff members embrace.

Our parents have been actively supporting pupils' learning through the provision of workshops and opportunities for parental feedback and enquiry, while reviewed homework activities and routines have offered a more active and purposeful approach to extended learning. Promoting more effective communication with our parents through general information, revised reporting standards and school media have allowed for more robust relationships to evolve.

In Whitelees, we are proud to offer a range of after school clubs throughout the year which helps to underpin the school's climate of achievement which will reinforce high standards as well as champion pupils' self-belief and attitude as a learner. Our excellence in sports activities continue to make us proud owners of various awards such as retaining our Sport Scotland Gold Award status as well as being in the final three for NLC Best Sports Primary School and a finalist in Community Awards Education for outstanding sports.

Developing the Young Workforce continues to provide opportunities for our pupils to build links with the wider community and local businesses, as well as productive engagement with our parent body to show our pupils how their learning is centred around real world relevance.

In Whitelees, we are committed to achieving high standards for all our pupils by continuing to provide excellent teaching and learning opportunities across all curricular areas, with a particular focus on raising attainment in Literacy, Numeracy and Health and Wellbeing within an encouraging and nurturing environment.

## HOMEWORK

Homework plays a positive role in supporting your child's learning. It can also help to raise your child's level of attainment.

However, we also acknowledge the importance of play, family time and free time in a child's growth and development. Play is important for the early stages of brain development and playing with your child can help build relationships for later life. But no matter what age we are, play helps to develop important skills for learning, life and work.

While homework is important, it should not prevent children from taking part in the activities of various out of school clubs/ organisations or be the cause of upset or friction to your family.

All stakeholders have indicated the desire to do more activities together as a family. To support this, we have adapted our homework programme to promote Literacy, Numeracy and family learning activities. We will now issue a Family Learning Grid. We have designed this to be completed as a family group, to lessen the homework pressure on the children, and to encourage family involvement with the pupils' learning and experiences.

## SPIRITUAL, SOCIAL, MORAL AND CULTURAL VALUES

We aim to educate our pupils so that they understand how our national and local society is made up of diverse groups. We will cultivate an attitude of respect and understanding for all cultures reflected in our local area. We will celebrate diversity so that pupils learn how cultural differences enhance all our lives. We aim to help pupils understand what makes a cohesive community and how this is important in enabling people to enjoy living in this area.

Parents/carers from ethnic minority religious communities may request that their children be permitted to be absent from school in order to celebrate recognised religious events. Only written requests will be considered. Appropriate requests will be granted on not more than three occasions in any one school session and the pupils noted as an authorised absentee in the register.

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



## EXTRA-CURRICULAR ACTIVITIES

Whitelees Primary School is proud to offer an extensive range of after school activities. These are usually run in 6 week blocks and change depending on the time of year or pupil interests. Recent clubs have included:

Handball  
Outdoor Learning  
Choir

Mindfulness  
Digital  
Homework

Arts and Crafts  
Story and Play  
Meditation

We are always keen to welcome new ideas and would encourage our parents who are interested in running a club to get in touch to explore and discuss options.

Term 1 Oct-Dec  
Term 2 March-April  
Term 3 May-June

## 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 at [foirequest@northlan.gov.uk](mailto:foirequest@northlan.gov.uk)

## DATA PROTECTION

**Privacy statement for enrolment of pupils in a North Lanarkshire school.**

### **What is this statement?**

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

### **Who are we?**

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

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

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

### **Legal basis for using your information.**

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

## **Your personal information**

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

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

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

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

## **How will we use this information?**

Your personal information will be used:

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

## **Who do we share information with?**

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

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



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

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

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

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

### **Your rights under GDPR**

You can:

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

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

### The Council's Data Protection Officer

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

Data Protection Officer (DPO)  
Civic Centre,  
Windmillhill Street,  
Motherwell ML1 1AB  
or by email to [AITeam@northlan.gov.uk](mailto:AITeam@northlan.gov.uk)

### The Information Commissioner

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

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

## TRANSFERRING EDUCATIONAL DATA ABOUT PUPILS

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

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

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

### Why do we need your Data?

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

- Plan and deliver better policies for the benefit of all pupils.
- Plan and deliver better policies for the benefit of specific groups of pupils.
- Better understand some of the factors that influence pupil attainment and achievement.
- Target resources better.

### Your GDPR rights

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

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

Further details are available on:

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

### Any Concerns

If you have any concerns about the ScotXed data collections you can email

[school.stats@scotland.gsi.gov.uk](mailto:school.stats@scotland.gsi.gov.uk)

Or write to:

**The ScotXed Support Office**

**SEGP**

**Area 1B**

**Victoria Quay**

**LEITH**

**EH6 6QQ.**

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

### Want more information?

Further details about ScotXed data exchanges are available on the ScotXed website

<https://www.gov.scot/collections/scottish-exchange-of-data-scotxed/>

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

The Child Protection Co-ordinator is the Head Teacher: **Mrs Laura Murdoch**. Telephone Number **01236 794814**.

### Adult Protection

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

Adult Protection Co-ordinator is the Head Teacher: **Mrs Laura Murdoch**. Telephone Number **01236 794814**. In Mrs Murdoch's absence, please contact Mrs Carol Stewart, Principal Teacher.

It is a primary aim here at Whitelees that every member of the school community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all. The school's Promoting Positive Partnerships policy is therefore designed to support the way in which all members of the school can live and work together in a supportive way. It aims to promote an environment in which everyone feels happy, safe and secure.

# respectme

## ANTI BULLYING – 'RespectME'

The school has an anti-bullying policy available to all parents from the school. The effects of bullying are highlighted at every stage in the school through our Health and Well Being programme. We take this issue very seriously indeed and work with our children and parents to create a safe environment for learning. This session, we will be updating our policy as part of our school improvement priorities.

No one deserves to be bullied. No one brings it upon themselves. Children and young people have the right to be themselves; to wear what they want to wear; to think what they want to think; to like who they want to like and to be who they want to be; without fear of being targeted and bullied. Differences are what makes life interesting. Differences should be respected. Bullying is wrong and damages individual children. We therefore, do all we can to prevent it, by promoting a school ethos in which bullying is regarded as unacceptable and **RESPECT** for ourselves is the key message.

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

We aim, as a school, to provide a safe and secure environment where all can learn without anxiety, and measures are in place to reduce the likelihood of bullying.

The recording of bullying or alleged bullying incidents are recorded electronically a part of the schools monitoring system.

## HOME AND SCHOOL LINKS

The school collaborates actively with parents and carers, so that children receive consistent messages about what is expected of a Whitelees Primary School pupil both at home and at school. Our school vision and values are explained at the beginning of this handbook and we expect parents and carers to read and support us in promoting them.

We need parents and carers to support their child's learning, and to cooperate with the school in a trusting and respectful manner. We try to build a supportive dialogue between the home and the school, and we inform parents and carers if we have concerns about their child's welfare or behaviour.

If the school has to use reasonable sanctions to restore relationships, we expect parents and carers to support the actions of the school. If parents and carers have any concerns about the way in which their child has been treated, they should initially contact staff in Whitelees Primary School. If the concern remains, they should contact the Local Authority. If these discussions cannot resolve the problem, a formal grievance or appeal process can be implemented.

### **Promoting Positive Partnerships Policy**

- It is a primary aim of our school that every member of the school community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all. The school's Promoting Positive Partnerships policy is therefore designed to support the way in which all members of the school can live and work together in a supportive way. It aims to promote an environment in which everyone feels happy, safe and secure.
- The school has a number of rules, Promoting Positive Partnerships is not primarily concerned with rule enforcement. It is a means of promoting good relationships, so that people can work together with the common purpose of helping everyone to learn. This policy supports the school community in aiming to allow everyone to work together in an effective and considerate way.
- The school expects every member of the school community to behave in a considerate way towards others.
- We treat all children fairly and apply this policy in a consistent way through our commitment to Restorative Practices.
- This policy aims to help children flourish in a safe and secure environment, and to become positive, responsible and increasingly independent members of the school community.
- Whitelees Primary School rewards POSITIVE BEHAVIOUR & EFFORT, as we believe that this will develop an ethos of RESPECT and TRUST. This policy is designed to promote positive relationships and reward individuals for their commitment to this process at all levels, rather than merely deter anti-social behaviour.

*A close partnership is actively encouraged to ensure that children benefit fully from the services on offer.*

More information including Parent Guides can be found on our website [www.whitelees.n-lanark.sch.uk](http://www.whitelees.n-lanark.sch.uk). Please note that most are currently under review.

## ATTENDANCE AT SCHOOL

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

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

At the start of each school session, parents/carers will be asked to provide contact details 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 and carers are asked to inform the school office before 9.30am if a pupil is unable to attend from the start of the school day on the first day of absence. Failure to do so will result in school staff sending a text to the main contact provided for the child. In the interests of child safety the police will be contacted if all attempts to locate the child have been exhausted.

Parents/carers are required to inform the school by letter, telephone or ParentPortal if their child is likely to be absent for some time, and to give the child a note on his or her return to school confirming the reason for absence.

Children whose attendance falls below an acceptable level will be notified in writing by the school. We will investigate unexplained absences and the authority has the power to write to, interview or prosecute parents, or to refer pupils to the Reporter of the Children's Panel, if necessary.

### 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** but will always be recorded. Such circumstances may include:

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

A family holiday classified under the 'authorised absence' category will not include such reasons as :-

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

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

### EXTENDED LEAVE WITH PARENTAL CONSENT

Where most family holidays will be recorded as an 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. A statement of the school's policy including procedures for the enforcement of attendance.

## COMMUNITY LINKS

Schools are now seen more and more as an integral part of the communities they serve and close links are maintained between Whitelees Primary and the following bodies:-

- Strong links with local schools
- Community Involvement Branch of Cumbernauld Police - give regular talks on road safety, drug awareness etc.
- School Nurse/Health Visitors, Personal & Social Development programmes.
- Colleges and Universities - we are always pleased to offer placements to teachers in training, students and work experience pupils from local secondary schools.
- Parents and friends of Whitelees give of their free time to help around the school.
- Local Parish – Community Group

## CLOTHING AND UNIFORM

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

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

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

Parents/carers in receipt of a clothing grant from the Council will be encouraged to purchase items which are in accordance with the school dress code. Approval of any requests for such grants in other circumstances are at the discretion of the Executive Director of Education and Families. Information and application forms may be obtained from the Council website [Free School Meals and Clothing Grant Application | North Lanarkshire Council](#)

Parents/carers are entitled to receive a clothing grant if they are in receipt of any of the following benefits: Income Support, Job Seekers Allowance (income based), Employment & Support Allowance (income related), Universal Credit (with an income below £796 per month), housing benefits (please note that the housing element of Universal Credit is not housing benefit), council tax reduction (please note that single person's discount/council tax exemption is not council tax reduction). The deadline for school clothing grants is 31 March 2025.

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

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

In Whitelees Primary the school uniform consists

- Black trousers or skirt
- V-neck Cardigan or Jumper
- White shirt
- Blue tie
- Black or blue gym shorts
- White gym t-shirt



***Please note that pupils are expected to wear full school uniform each day – Polo shirts are not a part of Whitelees uniform.***

## MEALS

We aim to promote healthy eating and our catering staff ensure this by following guidelines aimed at providing healthy school meals. Our school meals are prepared on the premises and can be either a set meal or various snacks. Pupils in Primary 1-5 can now choose to receive a free lunch each day.

School meals can be paid for by using our online payment system Ipayimpact. You can also access Ipayimpact through Parents Portal.



A vegetarian option is offered on a daily basis and menus are available on our school website [www.whitelees.n-lanark.sch.uk](http://www.whitelees.n-lanark.sch.uk).

Diets required as a result of a medical condition (A medically prescribed diet e.g. coeliac disease, diabetes, PKU, food allergy or intolerance) can be provided in school by our catering staff. A medically prescribed diet form 1a must be completed and signed by the child's Registered Dietician or General Practitioner. Procedures and forms can be accessed online through North Lanarkshire Council's website, by the school, the catering service or also in some cases by the child's 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

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 need to be signed by a medical professional including a Speech and Language Therapist. In this case as 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 they will also be issued with a new form.

It is important that the Head Teacher is aware of any medically prescribed diets within the school and on occasion may be asked to attend a meeting.

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 high school or change schools FSS will need to be informed as soon as possible. Special diets such as Vegan and ethnic diets can also be accommodated. In this case a form b should be completed and can be signed by the parent.

All completed forms should be returned to the email [specialdiet@northlan.gov.uk](mailto:specialdiet@northlan.gov.uk)

The school operates a cashless cafeteria system. Parents should access their child's account in Ipayimpact to top up dinner cards. Information on how to register your child can be obtained from the school office. A full meal is available and a selection of hot and cold snacks including a vegetarian option.

Children who bring a packed lunch to school are accommodated during lunch and a rota system operates to stagger lunch sittings. For safety reasons parents are asked to ensure that children do not bring glass containers or hot liquids to school. Children are encouraged to take uneaten food home where possible to allow parents to monitor food consumption.

### **STRICTLY NO NUT PRODUCTS TO BE CONSUMED IN SCHOOL**

Children of parents/carers receiving Income Support, Job Seekers Allowance (income based), and Employment & Support Allowance (income related), Universal Credit (with an income below £796 per month), are entitled to a meal without charge.

Information and application forms for free school meals can be downloaded from the Council website [www.northlan.gov.uk](http://www.northlan.gov.uk)

All P1 to P5 pupils are entitled to a free meal and free milk. 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 and a fruit or vegetable snack.

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 £796 per month), housing benefit (please note that the housing element of Universal Credit is not housing benefit), council tax reduction (please note that single person's discount/council tax exemption is not council tax reduction). The deadline for school clothing grants is 31 March 2025.

Information and application forms for clothing grants may be downloaded from the Council website [Free School Meals and Clothing Grant Application | North Lanarkshire Council](#)

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.

We are a Health Promoting Nursery and, as such, provide a healthy snack for children both morning and afternoon and children are offered milk or water to drink throughout the session.

In line with the new 1140 hours provision, your child will be given a hot lunch while at nursery.

## TRANSPORT

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

Parents/carers who consider they are eligible can apply on the Council website. Applications should be submitted by the end of February for those pupils beginning school in August to enable the appropriate arrangements to be made.

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

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

Applications can be made online at the Council website [Free school transport | North Lanarkshire Council](#)

### Pick up Points

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

### Placing Requests

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 a child is offered a place in the catchment area school, transport will be provided in accordance with Council's policy stated above.

## MEDICAL AND HEALTH CARE

Routine medical and dental inspections are carried out to the benefit of our pupils. Parents are made aware of when such an event will take place and permission is sought.

Children suspected of having hearing or visual defects may be referred to the health service by class teachers, having first discussed the matter with parents. The Health Service visit regularly throughout the course of the school year.

In the event that a child cannot attend school due to ill health, parents are asked to **contact us immediately to register the absence** then provide a letter for our records upon the child's return. For those children who are unwell in school, we have a clear and rigorous procedure. Emergency contacts will be called if a child is deemed too unwell to remain in school. It is therefore vitally important that the school are kept informed of any medical conditions children may suffer from, any medical requirements these may require and the treatment for these conditions.

### ❖ First Aid Procedures

- Schools can deal with routine matters of first aid. In the event of a more serious incident parents will be informed. Children may bring home an Accident Report Slip detailing a minor incident which happened during the school day. We believe this is vital in keeping parents informed of any treatment their child may have had during the course of the school day. In the event of an emergency it may be necessary to accompany a pupil for expert medical attention either at the local health centre or hospital. For this reason it is important that parents keep the school informed of changes to telephone numbers, etc

### ❖ Medication

- Parents should notify the school of any prescribed medicines which require to be taken regularly. A parental request form should be completed before medicines can be administered in school.

### ❖ Dental Care

- Examinations and treatment may be arranged at Abbrington Health Centre.

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

## THE PARENT FORUM

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

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

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

## PARENT COUNCIL

We have an active parent council who provide great support to our school. You can contact our members by email at: [teamwhitelees@outlook.com](mailto:teamwhitelees@outlook.com)

Our Parent Council has 15 parent members and meets at least four times throughout the year.  
**Parent Council Members are as follows :-**

|                  |                  |
|------------------|------------------|
| Chairperson      | Kim Bell         |
| Vice Chairperson | Dawn Macpherson  |
| Secretary        | Eve Tennant      |
| Treasurer        | Elaine Stewart   |
| Vice Treasurer   | Susan Graham     |
| Clerk            | Amanda Mollan    |
|                  | Emily Sands      |
|                  | Kirsty MacKenzie |
|                  | Fiona Kerr       |
|                  | Danielle Scott   |
|                  | Deborah Brass    |
|                  | Aileen Lewis     |
|                  | Kirsty Bowman    |
|                  | Katie McGarvie   |
|                  | Lynsey Wright    |
|                  | Sandi Rankin     |

Mrs Murdoch (HT) has a right and duty to attend all meetings of the Parent Council. Meetings of the Parent Council are open to members of the public.

***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
- Receiving an annual budget for administration, training and other expenses
- Improving home school partnership and facilitating parental involvement.

Members of Parent Councils, on a voluntary basis, may also have an advisory role in decisions on placing requests by parents in respect of those situations where the number of placing requests for a particular school, or for a particular stage in a particular school exceeds the number of places available. The membership will be a minimum of four parents and a maximum of fourteen parents of children attending the school. Should the number of parents exceed the number of vacancies then lots will be drawn to complete the Council member quota. The quorum will consist of at least three parent members attending.

The Parent Council will be selected for a period of two years after which they may put themselves forward for reselection if they wish. Parents of children at the school can volunteer to take part by completing a pro forma that will be issued by the school. They must attend the AGM if they wish to be considered for the Parent Council.

The Parent Council may co-opt up to four members to assist it with carrying out its functions. A co-opted member could be a member from the community or teaching staff. The number of parent members on the Parent Council must always be greater than co-opted members. Co-opted members will be invited to serve for a period of two years, after which time the Parent Council will review and consider requirements for co-opted membership.

- The Chair, Secretary and Treasurer of the Council will be agreed by the Parent Council.
- The Parent Council must be chaired by a parent of a child attending Whitelees Primary School. If a vacancy arises for an Office Bearer then the Office Bearer(s) will be agreed at the next meeting.

Members of Parent Councils, on a voluntary basis, may also have an advisory role in decisions on placing requests by parents in respect of those situations where the number of placing requests for a particular stage exceeds in a particular school, exceeds the number of places available.

Our Council Groups will continue this year, with all children being given responsibility to work as a member of one of the following groups: Safety, Developing the Young Workforce, Fairtrade, Inclusion/School Grounds, Waste and Community.

## SUPERVISION OF 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.

During the course of the school day if the weather is deemed unsuitable for children to be outside adult supervision is provided in the classrooms during break and lunchtime.

## 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 into the associated secondary. Advice on this must be sought from the Primary School Head Teacher. Further information on placing requests and procedures is available from the school or the council's website.

Parents/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 and young people to make a placing request to attend a school/establishment belonging to another authority.

## TRANSFER FROM PRIMARY 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.

**Transfer School :-** Cumbernauld Academy,  
South Kildrum Ring Road,  
Cumbernauld.  
G67 2UF  
Tel :- 01236 794864

## NAMES AND ADDRESSES

| Education and Families   | Chief Executive<br><b>Des Murray</b>   | Depute Chief Executive<br><b>Andrew McPherson</b>  |
|--|--|--|
| North Lanarkshire Council<br>Civic Centre<br>Motherwell<br>ML1 1TW<br>Tel :- 01698 403200            | North Lanarkshire Council<br>Civic Centre,<br>Motherwell<br>ML1 1TW<br>Tel :- 01698 302222   | North Lanarkshire Council<br>Civic Centre,<br>Motherwell<br>ML1 1TW<br>Tel :- 01698 302222   |
| Councillors<br>Claire Barclay<br>Thomas Johnston<br>Adam Smith<br>Barry McCulloch                    | North Lanarkshire Council<br>Members' Services,<br>Civic Centre,<br>Motherwell<br>ML1 1TW<br>Tel :- 01698 32222  |  |
| Inclusion Manager<br>Adele Dickson   | CIIL<br>Lesley Ann Wilson  | Education and Families Manager<br>Lorraine McBride   |
| School Nursing Team<br>Coathill Hospital<br>Hospital Street<br>Coatbridge<br><br>Tel :- 01236 707705 | Acting Head of Education - North<br><b>Michelle O'Halleron</b><br>North Lanarkshire Council<br>Civic Centre,<br>Motherwell<br>ML1 1TW<br><br>Tel :- 01698 302222 | Social Work<br>Bron Way,<br>Town Centre,<br>Cumbernauld<br>G2 8LH<br><br>Tel :- 01236 638700 |

### Contacts in relation to support for Learning

Help and advice on any matters relating to Support for Learning can be obtained from Mrs Carol Stewart – Principal Teacher, Whitelees Primary School

You can also get more help and advice from:

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

0345 123 2303

Enquire

Children in Scotland

Rosebery House

9 Haymarket Terrace

EDINBURGH

EH12 5EZ

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

### **Children in Scotland – Resolve Mediation**

0131 313 8844/07955 788967

[resolve@childreninscotland.org.uk](mailto:resolve@childreninscotland.org.uk)

### **Independent Adjudication**

Scottish Government

Directorate for Learning

Support and Wellbeing Unit

Area 2C North

Victoria Quay

EDINBURGH

EH6 6QQ

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

ASNTS

Health and Educational Chamber

First Tier Tribunal for Scotland

Glasgow Tribunals Centre

20 York Street

GLASGOW

G2 8GT

Fax: 0141 302 5860

[www.asntscotland.gov.uk](http://www.asntscotland.gov.uk)

### **NHS Lanarkshire**

Cumbernauld

Kildrum Health Centre

01236 721354

Cumbernauld

Condorrat Health Centre

01236 733221



**Social Work**

Cumbernauld/Chryston                      01236 638700  
Bron Way  
Town Centre  
Cumbernauld  
G67 1DZ

**Community Learning and Development Locality Offices**

North CLD Locality Office  
Pivot Community Centre  
Glenmanor Avenue  
MOODIESBURN  
G69 0DL

Tel: 01236 638393

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

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.



*Thank you for your interest in our school!*

