

Wishaw Academy Primary



2021 School Handbook



School Motto : “To Be the Best that I Can Be”



School Handbook 2018



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WELCOME

Dear Parents/Guardians,

I hope you will find our handbook interesting and valuable. In it we have tried to give you a picture of life at Wishaw Academy Primary School.

Although our school life is different at the moment as we conform to the Covid 19 advice and guidance we are still committed to giving our children a wide variety of experiences . By constantly Promoting Positive Behaviour, we have created a nurturing, caring and confident community, where children can develop their full potential in well ordered, stimulating surroundings.

We value each child as an individual and hope that the experience gained at Wishaw Academy Primary will give your child a positive self image and confidence in their valued contribution to the school and the wider community.

We aim to educate our children for the life they are going to live by preparing them intellectually, emotionally and morally.

The school has strong links in the local community and benefits from close liaison with other local primaries, pre 5 establishments, Family group schools, Clyde Valley High School and our joint campus school St. Ignatius Primary.

The whole staff team hope you will feel confident in leaving your child with us in the certain knowledge that we aim to help all our children become happy, well adjusted members of society.

I look forward to having you and your family join us at Wishaw Academy Primary.

Yours sincerely

*Catherine Barr
Head Teacher*



SCHOOL INFORMATION



School Name:	Wishaw Academy Primary School
Address:	Loch Park, Wishaw ML2 7EB
Telephone:	01698 522734
E Mail Address	enquiries@wishaw.n-lanark.sch.uk
Twitter	@WishawAcademy
Parents Portal	parentsportal.scot
Present Roll:	321
Class Structure	At present we operate a fifteen single state class structure,
Capacity:	344 (Parents should note that the working capacity will vary depending upon the number of pupils at each stage and the way in which the classes are organised)
Stages Covered	Primary 1 to Primary 7
Denominational Status	Wishaw Academy is a non-denominational school
Community Facilities	It is North Lanarkshire Council policy that school accommodation be made available outwith school hours for use by the community. Such use by groups, clubs etc. will be in accordance with approved procedures and enquiries should be directed to the Culture NL Limited (See Addresses & Telephone Numbers at back) Due to Covid 19 restrictions there are no bookings being taken at the moment.
Associated Secondary School	Clyde Valley High School, Castlehill Road Wishaw ML2 0LS - Telephone -01698 274950
Gaelic	There is no provision for gaelic whithin this school.

Our school is a modern, semi open plan design and consists of two storeys. This year we have 15 teaching bays, 8 in the upper level and 7 on the lower. We also have noisy/quiet rooms on each floor. which this session are being used as classrooms. There is an ICT Suite, Audio Visual Room, Gym Halls, Community Room, Dining Room and Astro Turf Pitch which we share with St. Ignatius Primary.

The building is modern, and the staff, parents and pupils of both schools utilise it to the full when able to do so.

Our Aim

It is our aim at Wishaw Academy Primary to provide a secure, safe, stimulating and happy environment in which everyone is encouraged to achieve their full potential, academically and socially, in order that they may contribute constructively to the wider community. Teachers take account of the individual needs of the children when planning programmes of work and children experience learning and teaching in class groups and individual lessons as appropriate. Children are encouraged to set their own targets, assess their progress and make choices throughout the curricular areas. We wish to foster a positive attitude towards school and a spirit of tolerance and co-operation is encouraged. Parents are encouraged to contact the school at any time. There are occasions when the class teacher will not be immediately available, but a mutually convenient time can be arranged either by phone call or by sending a note via your child to the class teacher. If you require to speak to the Head Teacher, Depute Head or Principal Teacher, appointments should be made, by telephoning 01698 522734. Due to Covid 19 restrictions, most enquiries or appointments are conducted by telephone. Please try to explain the reason for your appointment to the office staff in order that they can direct you to the appropriate member of the Senior Management Team. In many circumstances, the clerical staff themselves may be able to answer any questions you may have.

The partnership between the school and parents is extremely important in helping to prepare the pupils for their future. With full parental support and cooperation we will help our children to develop a range of essential skills and attributes. These should provide them with a sound basis for their development as life long learners in their adult, social and working lives.





TEACHING STAFF

Head Teacher Miss Catherine Barr

Depute Head Teacher Mrs Marion Lawson - Remit:-

Support for Learning Co-Ordinator,
Looked After Coordinator, Assessment
and Moderation,
Health & Wellbeing Lead, Promoting
Positive Behaviour

Principal Teacher Mrs Michelle Beadie—Remit:-

Literacy and Numeracy Lead, I.C.T.,
Modern Languages, Promoting
Positive Behaviour, Digital Champion.
Assessment and Moderation, Digital
Champion.

Acting Principal Teacher Mrs Barbara Baxter Remit:

P.1	Mrs Alison Perriman
P.1	Mrs Lorraine Collins
P.1	Miss Rachel Cain and Mrs Michelle Beadie
P.2	Mrs Stephanie Booth
P.2	Mrs Lyndsay Ellis
P.3	Mrs Victoria Pope
P.3	Miss Eilidh McCabe
P.4	Mrs Corinne Haggart
P.4	Miss Lauren McCafferty
P.5	Mrs Gillian McArthur (0.6) and Mrs Diane Brownlee (0.4)
P.5	Mrs Jane Delaney
P.6	Mrs Sheila McIlvaney 0.8/Ms Catherine Clarkson(0.2)
P.6	Mrs Dawn Wilson
P.7	Miss Brodie Varney
P.7	Miss Lisa Mackie and Mrs Barbara Baxter

TOTAL STAFFING 15.4

Teachers have 22.5 hours class contact.

NON TEACHING STAFF

Senior Clerical Assistant Mrs Moira Stark
Clerical Assistant Mrs Marina Megahy

Classroom Assistant (temporary) Ms. Emma Menzies

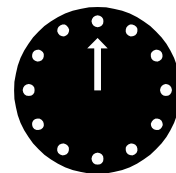
A.S.N.A. Mrs Jacqueline Burlington, Mrs Lynne
Livingston 0.4 (PEF funded)

Community Learning and
And Development Worker Mrs Siobhan Innes

Janitors Mr Andy Mackie/Mr Ricky Forrest

Dining Supervision/Helpers n/a

Cleaning Supervisor Ms Michelle Rooney



SCHOOL HOURS - At present due to staggered entry

	P4-P7	P1-P3
School Opens	8.50 a.m.	9.00 a.m.
Morning Interval	10.30 –11.45 a.m.	10.50– 11.05 a.m.
Lunch Break	12 noon-12.45 p.m.	12.30-1.15 p.m.
School Closes	2.50 p.m.	3.00 p.m.

Since August 2011, in accordance with North Lanarkshire Council policy, our P1 children attend full time from the beginning of the session.

We have a breakfast club every day from 8.15-8.45 a.m. The cost is £1 for P4-7 children, unless they are in receipt of free meal, and free to all P1-3 children.

OUT OF SCHOOL CARE

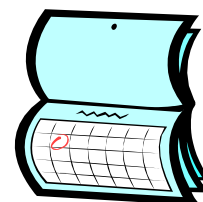
We have three out of school care clubs who bring children to school at 8.55 a.m. and collect them at 3 p.m.

They are:

Lanarkshire Child Care—01698 383485

Clydesdale After School Care—01698 352270 or 07980686705

Didymouse Out of School—07591135124



SCHOOL YEAR Session 2021/2022

Term Starts	Monday 16th August 2021 <i>In service days for staff - Thursday 12th August and Friday 13th August 2021</i>
September Weekend	Close Thursday 23rd September, 2021 Re-open Tuesday 28th September 2021
Mid-term break	Close Friday 8th October, 2021 Re-open Monday 18th October, 2021 <i>In service day for staff Monday 15th November 2021</i>
Christmas Break	Close Wednesday 22nd December at 2.30 p.m.
Second Term	Re-open Monday 10th January, 2022
February Weekend	Monday 14th and Tuesday 15th February 2022 <i>In service day for staff Wednesday 16th February 2022</i>
Easter Break	Close Friday 1st April 2022
Third Term	Re-open Tuesday 19th April 2022
May Holidays	Monday 2nd May, 2022 <i>In service day for staff Thursday 5th May 2022</i> Close Thursday 26th May 2022 Open Tuesday 31st May 2022
Close	Wednesday 29th June 2022 at 1 p.m.



TRANSITION AND ENROLMENT OF PUPILS

Transition from other schools

It is the usual practice for parents who are seeking to transfer their child to our school to visit, along with the pupil, to discuss arrangements with the Head Teacher. These visits can be most valuable, and where possible, it is requested that these are pre-arranged by telephone.

Infant Enrolment

Registration of children for an August Primary 1 class is carried out in January (week beginning 12th 2021). The arrangements for registration are detailed in letters to parents and in the local press. At the time of registration parents may decide to enrol their child in the local school or to make a placing request to the Assistant Chief Executive, Education and Families, if they wish to enrol their child in another primary school.

Pre 5 workshops are normally organised by the Principal Teacher and supported by the Primary One Teachers during May. The children visit the school and take part in a variety of fun and educational activities with our present P1 teachers. In June, the children are then invited into their new classrooms to work with their class teacher. During these days an information meeting for all parents is held where parents can hear about the school, ask questions and inform us about any particular concerns they may have regarding their child.

These arrangements are all subject to Covid-19 recommendations and restrictions

IMPORTANT INFORMATION

Playground Procedures

It is our policy that no adults other than staff members are allowed in the playground as children don't know who is a stranger and who is a parent. There is playground supervision from 8.40 a.m. and 'Playground Pals' (senior pupils) will be there to help the children, if required. At 3 p.m. parents of P1-3 children should collect them from outside the silver gates. At 2.50 p.m. P4 exit from silver gate and P5-7 exit from the gate behind football pitch. Parents should stand back against the playpark fence to allow the children to see who is collecting them. **It is vitally important that you pass on this information to whoever is picking up your child.**

EQUAL OPPORTUNITIES AND SOCIAL INCLUSION

We ensure that each boy and girl has equal opportunities to develop his/her talents and abilities. There are no restrictions on any child participating in any activity or area of the curriculum.

Care and tolerance of others is encouraged through our Personal and Social Development Programme. Racial Harassment is not tolerated and will be immediately investigated and dealt with by Senior Management staff.

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

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

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.

Through 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 depending 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 in education. The BGE phase stretches from age 3 until the end of S3 after which learners move in the Senior Phase which starts in S4.

Curriculum Areas

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

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 or 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 pupil's 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 judgements on their 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.

Examples of pupils learning and achievements will be kept in their Learning Journal and Pupil Personal Progress Records which transfer throughout their primary classes, with them Primary 7 pupil 's complete a profile which transfers to their high school. In order to promote partnership between home and school, Parents' Evenings are organised in Terms 1 and 3. Prior to these meetings, parents and pupils are encouraged to complete a short response form, indicating any points they are concerned or pleased with. These are returned to the class teacher and can provide an agenda for the forthcoming meeting. A sample of children's work is available on these evenings and parents have the opportunity to view and comment on the work prior to speaking with the class teacher. Written reports on each child's progress are issued in June. Outwith this time, parents are welcome to contact the school for information or to arrange an appointment with the Head Teacher, Depute Head, Principal Teacher or class teacher. This ensures, on a regular basis, that home and school liaison is beneficial, meaningful and helps to promote a positive partnership.

Due to present Covid-19 restrictions and guidance we are unable to hold face to face parents meetings. During this period, parents will be issued with an Interim Report detailing Children's progress in Literacy, Numeracy and Health and Wellbeing or, if required, update by telephone. Also at this time, Learning Journals will not be issued.

In Wishaw Academy Primary we aim to develop essential skills for life and work, to help our children become successful learners, confident individuals, responsible citizens and effective contributors. These skills are developed across curricular areas by Interdisciplinary Learning in a range of contexts and settings and by giving children the opportunity to follow a wide and varied curriculum. Children are encouraged to be aware of and understand the value of the skills they are developing. They are also actively involved in their learning, planning, decision making and presentation. Our children record aspects of learning in their 'Learning Journals'.

Our children know that they play an important role within the school and they have the opportunity to become involved in a variety of committees, take on responsibilities and develop essential skills for the future.

ADDITIONAL SUPPORT NEEDS

Wishaw Academy Primary complies with the 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.

It is the right of every pupil to receive an education which will meet his/her needs. We are committed to providing for the needs of each child in Wishaw Academy Primary and welcome the help of parents in identifying these needs. The School Additional Support for Learning Policy gives clear guidelines to teachers.

This framework is based on the idea of additional support needs. The term applies to children and young people who, for whatever reason, require additional support, long or short term, in order to help them make the most of their school education. Through either a process of staged intervention and, where appropriate, in conjunction with other relevant agencies, the school will work to support these pupils and their families within the framework of the new legislation and in line with the Code of Practice. Supported by the education authority, the school will be fully involved in the transitional arrangements set out by the Scottish Executive.

We aim to support the children with an appropriate curriculum through individual, group and class work programmes. Progress will be monitored by the class teacher/Head Teacher/Depute Head/Principal Teacher.

Parents will be informed of their child's progress through discussions with either class teacher or Depute Head.

In some cases, where there appears to be a more demanding problem, the Educational Psychologist will be contacted. Parents will always be consulted when the school regards this step as necessary or this can be requested by the parent themselves. A meeting of all involved - Psychologist, school team and parents/guardians will then be arranged in order to initiate the most effective steps to be taken next.

The school has access to support and advice from a number of agencies where specialist support may be required. Additional provision is also available for pupils with English as an additional language.

Looked After Children (LAC) ie. 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.

The Depute Head Teacher, Mrs Lawson, is the designated co-ordinator for Looked After Children.

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

Getting it Right for Me Plans

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

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

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

Dispute Resolution

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

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

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

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

At Wishaw Academy Primary School we encourage a positive, inclusive ethos, celebrate success and promote responsibility and respect for all. We aim to provide a wide range of meaningful learning and teaching experiences which support all pupils in an environment which is secure, nurturing, equitable, stimulating and one which encourages everyone to achieve their full potential.

Throughout the school we will:

- aim to increase the number of children achieving national benchmarks in literacy and numeracy and reduce the gap between most and least disadvantaged children
- ensure pupils engage in a varied and active curriculum which helps them experience healthy options and make relevant connections between learning experiences and skills for life.
- continue to encourage achievement and development of a range of skills which will be beneficial in future life.
- continue to acknowledge and celebrate achievements in school and in the wider community.
- continue to work in partnership with parents, community and partner agencies and encourage increased parental involvement in children's learning.
- aim to reduce barriers to learning due to poverty
- continue to promote healthy lifestyles and the importance of positive emotional well-being in children's learning
- continue to embrace and celebrate diversity. Promote fairness, equality, equity and social inclusion to ensure there are no barriers to participation and achievement.

School Improvement Planning

All staff meet during planned curriculum development time and In-Service days to decide, plan and develop school priorities. Developing these priorities will continue to implement a Curriculum for Excellence and raise achievement within our school. These areas have been identified by National Priorities and North Lanarkshire. This session our focus is :

- To further improve and support the mental, social, emotional and physical health of children , families and staff.
- Continue to improve attainment in literacy and numeracy and aim to reduce the attainment gap.
- Establish digital learning across all stages of the curriculum to engage learning and deliver high quality learning experiences.

HOMEWORK

It is recognised that homework is an important ingredient in the educational experience provided for our pupils. It is widely accepted that continuous learning takes place within and outwith school. Staff aim to provide varied and meaningful homework tasks for all pupils to encourage, develop and improve their skills. Teaching staff wish to work with parents in supporting this learning in home and community. There are a wide range of tasks on Microsoft Teams and these can be accessed for homework.



SPIRITUAL, SOCIAL, MORAL AND CULTURAL VALUES

Through the teaching of Religious and Moral Education we aim to promote tolerance and understanding of others, to build up the child's knowledge and understanding and to aid them to evaluate and consider their own understanding of the value and meaning of life. 'Citizenship' is a high priority in this school, and through weekly lessons on Personal and Social Development, it features highly in the school programme.

A school policy in Religious and Moral Education is followed. Assemblies are held in school and led by the children. Awards Assemblies for the Infant, Junior and Senior departments are held weekly in the school hall, and hymn singing regularly forms part of these activities. Monthly Curriculum for Excellence Assemblies are held and we have regular visits from religious speakers. Local churches work together with our school to support religious events and topics.



Due to educational establishments Covid19 advice and guidance, assemblies and singing cannot take place at the moment.

Christianity and other world religions are taught throughout Primary 1-7. It is a parent's right to withdraw their child from class when Religious and Moral Education is taught. If a parent wishes to exercise this right, he/she should contact the Head Teacher, who will make the necessary arrangements.

Parents/carers from ethnic minority religious communities may request that their children be permitted to be absent from school in order to celebrate recognised religious events. Only written requests will be considered.

Appropriate requests will be granted on not more than three occasions in any one school session and the pupil noted as an authorised absentee in the register.

EXTRA CURRICULAR ACTIVITIES/OUT OF SCHOOL LEARNING

We are fortunate at Wishaw Academy Primary to be able to offer the children the opportunity to take part in after school activities. We are also supported by our Community Learning and Development Workers who run a varied programme.

Previous after school activities, have included

- Multi Sport
- Gymnastics
- Highland Dancing
- Big Chef Little Chef
- Animation Workshop
- Stay and Play

FREEDOM OF INFORMATION

The Freedom of Information (Scotland) Act 2002 came into force in 1st January 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 backing 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 and Families 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 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 obligations.

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

The Council's Data Protection Officer

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

Data Protection Officer (DPO)

Civic Centre,

Windmillhill Street,

Motherwell ML1 1AB

or by email to AITeam@northlan.gov.uk

The Information Commissioner

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

Information Commissioner's Office,
45 Melville Street,
Edinburgh, EH3 7HL
or by e-mail to
casework@ico.org.uk

Transferring Educational Data About Pupils

Education authorities and the Scottish Government

Education Portfolio (SGEP) exchange

data about pupils either on paper or electronically through the ScotXed programme.

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

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

Why do we need your data?

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

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

Your GDPR rights

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

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 action 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: Catherine Barr, Head Teacher.
Telephone No. 01698 522734

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 member 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: Catherine Barr, Head Teacher, Tel: 01698 522734.

SCHOOL DISCIPLINE - PROMOTING POSITIVE BEHAVIOUR



In Wishaw Academy Primary School we operate a Promoting Positive Behaviour Policy. This is reinforced in school by all members of staff - teaching and non-teaching and should be discussed with your child at home. The relationship between a pupil and teacher is similar to that between a child and his or her own parents or guardians, requiring mutual consideration on both sides. Our aim is to encourage and foster self-discipline in our pupils. To this end, non-teaching staff, pupils, teachers and parents should have similar expectations with regard to good behaviour and consideration for others. The co-operation of parents is required in developing positive patterns of behaviour within the school and outside.

There are occasions when instances of misbehaviour require corrective action by teachers and this is reinforced as necessary by the Senior Management Team. Sanctions may range from withdrawal of privileges, to ultimate exclusion. In cases of continued indiscipline, parents will be informed early and their co-operation sought in ensuring that school rules are understood and accepted by pupils. We operate the 'Good to be Green' system where pupils who keep on green and do not move to amber or red get the opportunity to take part in special treats or outings at the end of each term. Good behaviour is also rewarded by monthly behaviour tokens which children can exchange for small prizes from our Token Cupboard. A copy of our Promoting Positive Behaviour is available to parents on request.

Playground Supervision

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

LOOKING AFTER OUR CHILDREN

At present our children have staggered breaks. During these breaks staff supervise the playground areas during the morning break and lunch times. Children are asked to report any incidents to the playground supervisors who will deal with them accordingly. No toys, guns or dangerous, sharp implements should be brought to school. Additional Support Needs Assistants supervise any pupils with special needs. Members of the Senior Management Team also supervise breaks when possible.

N.B. To improve security in our school, parents/carers must leave and pick up their child outwith school playground .

HOME AND SCHOOL LINKS - PROMOTING PARTNERSHIP

The importance of the active support of parents in their child's education is highly recognised and our desire is to strengthen links between home and school. Parents are most welcome to contact the school at any time and arrangements will be made to set up a mutually convenient appointment. Parents normally are also given a termly opportunity to view and comment on their children's work, via their learning journals, and at our Parent Teacher evenings. Parents can follow what's happening in school and access information on Twitter. Monthly newsletters are issued to parents giving information and details of events within the school.

Due to Covid-19 restrictions the token cupboard and good to be green are not in operation at the moment.

All communication at the moment is through our Groupcall set up so, it is very important that we have your email address.

As previously stated Learning Journals are not being sent home at the moment due to Covid-19 guidance and advice.

Parent Helpers

We benefit greatly at Wishaw Academy Primary from parents supporting our school by helping out in various ways. Parents can be involved on some committees, in helping with classroom activities and accompanying classes on outings. They also have the opportunity to attend some after school activities.

Parents and Friends of Wishaw Academy Primary

This is an organisation which comprises of parents and friends who take an interest in the school and organise a range of fund raising and social events. The school has benefited from donations for resources, outing bus costs, replacement items for token cupboard gifts, party bags and playground equipment. Social events include Hallowe'en parties and pupil discos and Christmas Summer Fayre for the community. A treat for the Primary 7 pupils is also funded annually. For the past few years this has been 'Leavers' Hoodies'. A copy of the constitution is available from the school.

Meetings are normally held on a monthly basis in the Community Room from 6.30—7.30 p.m. Any parent interested in joining, should contact the Chairperson, via the Head Teacher,

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.

PUPIL ABSENCE

The School operates a structured monitoring system of all absences and ensures the parents are kept fully informed at all times of their child's percentage of attendance.



It is the full responsibility of parents to telephone the school office between 8.30 a.m. and 9.30 a.m. to inform us of your child's absence be it for illness or any other reason at all. When the school has not been informed, the office will text the main contact number to inform you that your child has not turned up at school. Further failure to contact us will result in school staff accessing all contact numbers provided for the child. It is vitally important you keep the school updated of any changes in telephone numbers as, on occasion, the school has failed to make contact due to telephone numbers being unavailable. In terms of child safety the Police will be contacted if all attempts to locate the child have been exhausted.

Where your child does not return in the afternoon due to illness, again, you are also required to inform the school.

Parents are reminded of the importance of sending a letter if their child is likely to be absent for some time and on his or her return to school, confirming the reason for their absence. It should be pointed out that the authority has the power to write, interview or prosecute parents, or to refer pupils to the Reporter of the Children's Panel if necessary. Attendance letters are sent each term when the child's attendance percentage falls into the 'Cause for Concern' category. These procedures are in place to ensure the safety and welfare of each child.

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' 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 difficulties 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.

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.

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.

WISHAW ACADEMY AND THE COMMUNITY

SCHOOL COMMUNITY LINKS

The school has well-established links with the local community. Through our Interdisciplinary Learning, Science, Enterprise and Personal and Social Development programmes, liaison has been developed with the Public Health Nurses, Police, Fire Service, Cambusnethan Old and Morningside Church, the Gospel Hall, Wishaw Nursery Centre local pre 5 establishments and other community organisations. As part of a shared campus we also organise a number of joint events and activities where children and staff from both schools work together as partners.



TAKING A PRIDE IN OUR SCHOOL - UNIFORM AND CLOTHING

All North Lanarkshire schools must have a dress code which encourages pupils to dress in a way which is appropriate for attendance at school. This dress code must not lead to direct or indirect discrimination on the grounds of race, religion, gender or disability. Prior to drawing up the dress code the parents, pupils and staff were fully consulted. It is the expectation of 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 of 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 first stop shops and can be downloaded from the Council website. **www.northlan.gov.uk**

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 and Support Allowance (income related), Universal Credit, (with a income below £610 per month), housing benefit, council tax reduction.

Whilst in general terms it would not normally be the policy of the authority to exclude a pupil from school solely on the basis of his/her dress, persistent refusal to respond to a reasonable dress code might be deemed to be a serious challenge to the head teacher's authority and be detrimental to the 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 Uniform

School Uniform: Grey V neck sweatshirt or sweat cardigan with / without school badge, grey trousers or skirt, white shirt and school tie.

Please note that polo shirts, red cardigans/jumpers and tartan kilts are not part of our uniform.

All the above items can be purchased locally at 'BE Schoolwear'. Children are required to change into indoor shoes (usually gym shoes) when they come into school.

PLEASE ENSURE THAT CHILDREN'S NAMES ARE CLEARLY PRINTED ON ALL ITEMS OF CLOTHING AND BELONGINGS.



MEALS



MEALS

All our meals are cooked on the premises and freshly made. Menus, detailing weekly choices are online at NLC website. A cashless cafeteria system is in operation in the school and cards need to be topped by our online payment method. Please contact the office for more information. Children are able to buy a full meal or snack. Packed lunches can be brought from home and children will be supervised in the dining hall. We encourage all children to stay in school either for a school lunch or packed lunch. If you wish your child to leave school at lunchtime they can be collected from and returned to the reception area.

Covid-19 guidance recommends that all children remain in school.

Pupils who require a special diet.

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 must be completed and signed by the child's Registered Dietician or General Practitioner. Procedures and forms can be accessed online through North Lanarkshire's website, by the school, the catering service or also in some cases by the child's dietitian 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.

For information a vegetarian meal option 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.

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.

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 High School or change schools FSS will need to be informed as soon as possible.

Children of parents receiving Income Support, Job Seekers Allowance (income based) and Employment and Support Allowance (income related), Universal Credit (with an income below £610 a month) are entitled to a meal without charge.

All P1 to P3 pupils are entitled to a free school meal and free milk. Pupils in P4-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.

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

Nursery children are entitled to free milk.

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 £610 per month) housing benefit, council tax reduction.

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

PLACING REQUESTS

You have the right to make a placing request for your child to be educated in a school other than their local school.

In December each year, the authority will advertise its arrangement 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 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 school (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.

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, safe 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 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.



Pick-up points

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 parents'/carers' responsibility to ensure that their child arrives at the pick-up point on time. It is also the parent's /carer's responsibility to ensure the child behaves in a safe and acceptable manner while boarding, travelling in and alighting from the vehicle.

Misbehaviour could result in a loss of the right to free transport.

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.

Children being transported to school

When bringing children to school please make use of our drop off points. **Do not park in these areas as they are for dropping off only.** Please ensure your child knows where to meet you and if possible (for older children) meet away from the school gates further along the path to prevent congestion. If you must park, please use the parking areas or Morrison's car park. The car park in front of the main entrance is for visiting services. and the car park off Campbell Street is for staff only and should not be used by parents/carers.



THE WELFARE AND SAFETY OF OUR PUPILS - MEDICAL AND HEALTH CARE

Consent forms, to authorise examination by school nurse or doctor, should be completed on registering your child in the school. Dental inspections are carried out in Primary 1 and Primary 7 and parents are given the option of withdrawing their child if they do not want them to take part in this.

When a child takes ill or has a more serious accident, parents/guardians will be notified. If the parents cannot be reached, the emergency contact provides the means of ensuring that the school has someone to contact. Parents are asked to provide the school with an updated telephone number and name for an emergency contact in cases of an emergency of this type.

PLEASE KEEP US INFORMED OF ANY CHANGES IN THIS INFORMATION. MOBILE TELEPHONES CAN PROVE TO BE A PROBLEM WHEN SCHOOL TRIES TO MAKE CONTACT AND THEY ARE SWITCHED OFF.

Parents should inform the school of any particular medical or other requirements, on enrolment, or as they occur.

Staff are unable to **administer** certain medication to children. However, if a child has to take medication, then it can be left in the school office where it will be locked away until required. A member of clerical staff will **supervise** the child taking the medication. In these circumstances parents/guardians will be required to fill a permission form at the beginning of the session or whenever the need arises. In more serious cases, it may require the parent or an adult friend coming to school to administer the required medication.

PLEASE DO NOT SEND MEDICATION ALONG WITH YOUR CHILD UNLESS YOU HAVE FILLED IN THE REQUIRED PERMISSION FORM - THIS IS FOR YOUR CHILD'S OWN SAFETY.

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 that 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 in emergencies 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 re-opening. We shall keep you informed by using texts, letters, notices in local shops and community centres, and announcements in the local churches and announcements in the press and on local radio and the NLC website and Twitter.

THE PARENT FORUM

As a parent of a child at this school you are automatically a member of the Parent Forum. The Parent Forum is composed of all 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 at the school.
- be invited to identify issues for the Parent Council to work on with the school.

THE PARENT COUNCIL

A Parent Council is composed of parents, staff and co-opted members with the Head Teacher as professional adviser.

A Parent Council's rights and duties include:

- supporting the work of the school.
- representing the view of parents.
- consulting with parents and reporting back to the Parent Forum on matters of interest.
- promoting contact between the school, parents, 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.

All members of the Parent Council will be selected for a period of 2 years, after which they may put themselves forward for reselection if they wish. All the parents of children at the school can take part in the selection. Any parents of a child at the school can volunteer to be a member of the Parent Council. In the event that the number of volunteers exceeds the number of places on the Parent Council, council members will be selected by voting. Anyone not selected to be a member of the Parent Council may be offered the opportunity to be part of any sub-groups set up by the Parent Council.

The Head Teacher and the local councillor may attend meetings of the Parent Council but, not being members, have no right to vote.

At present we do not have an active parent council.

TRANSFER FROM PRIMARY SCHOOL TO SECONDARY SCHOOL

Pupils at Wishaw Academy Primary normally transfer to Clyde Valley High School, Castlehill Road, Wishaw, Telephone 01698 274950 - Head Teacher Mr Nick Quail

Clyde Valley High has established extensive links with its eight partnership primary schools to prepare pupils for a smooth transition between primary and secondary school and to provide continuity of learning.

The Assistant Head Teacher (Lower School), Mrs Yvonne McKenna links closely with all of the primary Head Teachers normally at their monthly meetings when they discuss curricular matters.

Each year Clyde Valley organises a number of events and visits for our primary pupils.

- P7 Visits
- Open Evening
- School Show
- Modern Language - Christmas celebrations
- Dance Festival
- Football Tournament
- Public Speaking Event
- Maths Challenge
- Pr 7 Two Day Visit
- Movie Night

Due to Covid-19 guidance and regulations these events may be subject to change . At present Mrs McKenna is organising online events.

IMPORTANT ADDRESSES & TELEPHONE NUMBER



Derek Brown
Executive Director of Education and Families
Civic Centre
Motherwell
Tel No. 01698 302222

Anne Munro
Head of Education (south)
Civic Centre
Motherwell
Tel No. 01698 302222

North Lanarkshire Councillor,
Members Services Department,
Civic Centre,
MOTHERWELL ML1 1TW
Tel No. 01698 302222

Mr Bob Burgess
North Lanarkshire Councillor,
Members Services Department,
Civic Centre,
MOTHERWELL ML1 1TW
Tel No. 01698 302222

Mrs Fiona Fotheringham
North Lanarkshire Council
Members Services Department
Civic Centre
MOTHERWELL ML1 1TW
Tel No. 01698 302222

Ms Angela Feeney
North Lanarkshire Councillor,
Members Services Department,
Civic Centre,
MOTHERWELL ML1 1TW
Tel No. 01698 302222

Mr Jim Hume
North Lanarkshire Councillor
Members Services Department
Civic Centre
MOTHERWELL ML1 1TW
Tel No. 01698 302222

Chief Executive
Mr Des Murray
North Lanarkshire Council
Civic Centre
MOTHERWELL ML1 1TW
Tel. No. 01698 302222

Education and Families Manager
Mr Brendan Duffy
Civic Centre
MOTHERWELL
Tel No. 01698 302222



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

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

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

Contacts in relation to Support for Learning

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

Sheila Robertson

C.I.I.L.

c/o Clyde Valley High Street,
Castlehill Road,
Wishaw.

Tel No. 01698 274950

You can also get more help and advice from

Enquire -

Tel. No. 0345 123 2303

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.

Tel. No. 0345 123 2303

Enquire

Children in Scotland

Rosebery House,

9 Haymarket Terrace

Edinburgh

EH12 5EZ

info@enquire.org.uk

www.enquire.org.uk for parents and practitioners

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

Children in Scotland—Resolve Mediation

Tel No. 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 Educational Chambers

First Tier Tribunal for Scotland

20 York Street

Glasgow

G2 8GT

www.asntscotland.gov.uk

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The Houldsworth Centre

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Wishaw

Tel No. 01698 355511

Social Work

Kings House

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Wishaw

Tel No. 01698 348200

Wishaw/Shotts CLD Locality Office

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