



ST. JOHN PAUL II

Primary School & Nursery Class



School Handbook

2019 - 2020



Faith | Respect | Friendship | Trust | Kindness | Equality



St. John Paul II Primary School & Nursery

1 Laburnum Road, Viewpark, Uddingston, G71 5DG
t: 01698 522723 | e: office@johnpaul.n-lanark.sch.uk
w: www.johnpaul.n-lanark.sch.uk twitter: @JPIIPrimary
Head Teacher: Mr Kristofer Thomas

Our School Community Prayer

*Dear Holy Father, St. John Paul II,
Please pray for our school;
our children and all the staff.*

*Help us to be good and to
always try the best we can.
Help us to be kind and to
care about others like you did.
Amen.*

St. John Paul II; Pray for us.



QUALIFYING STATEMENT

Although this information is accurate at 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.

Notes



Dear Parent/Carer,

As the Head Teacher, I warmly welcome you to St. John Paul II Primary School and Nursery Class.

Our handbook has been created to provide you with:

- General information about our school
- A brief outline of our educational and pastoral aims for our children
- To give statements on our curricular content.

In partnership with parents and carers we aim to provide high quality education for all children that will enable them to develop intellectually, socially and spiritually within a safe, secure and stimulating environment. We aim to provide challenging and enjoyable learning experiences that will motivate children to become life long learners.

At St. John Paul II Primary School and Nursery Class we prepare children for the 21st Century through active, co-operative and experiential learning that develops skills for learning, skills for work and skills for life. Planned workshops and open days will allow you to observe some of these developments in action, where our children demonstrate confidence, success and a sense of responsibility for their own learning.

As a parent / carer you are a valued member of our community. **The Parental Involvement Act** has enabled greater opportunities for parents to participate in school life and I would encourage all parents to get involved in whatever way you can. We welcome and value your contributions.

Finally, we are very proud of the warm, caring and professional ethos in St. John Paul II Primary School and Nursery Class and we look forward to working in partnership with you and your family.

Yours sincerely

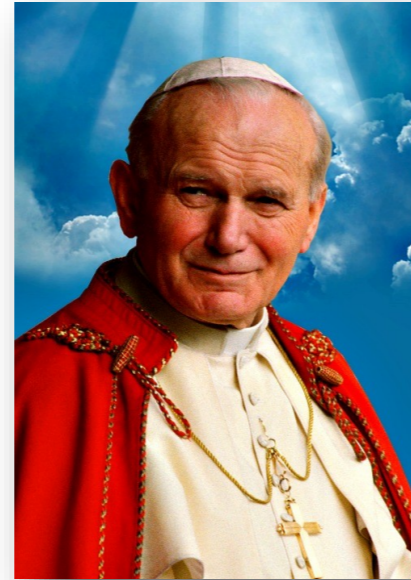
Mr Kris Thomas
Head Teacher



ST. JOHN PAUL II PRIMARY SCHOOL AIMS

At St. John Paul II Primary we aim:

- To provide a caring atmosphere which will be welcoming for who use it, visit it and learn in it.
- To help each child realise his/her maximum potential in a happy, secure environment.
- To help all children become proficient in all basic skills and develop emotionally, socially, intellectually, spiritually and physically so that he/she may experience a full and satisfactory life in the community.
- To promote education as a life long process by helping all children to develop the qualities, skills and attitudes they require to enable them to play an active part in a Christian society.
- To maintain effective communication with parents and the wider community thus fostering greater parental involvement and ensuring that the school is perceived as a communal resource.
- To strengthen links with other schools and establishments.
- To work together to ensure efficient and effective management of staff, resources and time.
- To create Responsible Citizens, Effective Learners, Confident Individuals and Effective Contributors.



Our School Motto is:
Un nuovo inizio per tutto

which means
A new beginning for all

You can also get more help or 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.*

TEL: 0845 123 2303

info@enquire.org.uk

www.enquire.org.uk for parents and practitioners

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

RESOLVE

0131 222 2456

Independent Adjudicator

SCOTTISH INDEPENDENT ADVOCACY ALLIANCE

Melrose House

69a George Street

Edinburgh

EH22JG

Tel: 0131 260 5380

enquiry@siaa.org.uk

www.siaa.org.uk

REFERENCE TO ADDITIONAL SUPPORT NEEDS TRIBUNAL

Europa Building

450 Argyle Street

Glasgow

G2 8LH

Helpline: 0845 120 2906

Fax: 0141 2420141

Email: ASNTInquiries@scotland.gsi.gov.uk

NHS LANARKSHIRE BELLSHILL

Bellshill Health Centre

01698 575700

SOCIAL WORK (Bellshill Office)

303 Main Street, Bellshill, ML4 1AW

01698 346666

SCHOOL INFORMATION

Name and Address:	St John Paul II Primary School and Nursery Class 1 Laburnum Road Viewpark Uddingston GLASGOW G71 5DG
Telephone Number:	01698 522723
Email Address:	ht@johnpaul.n-lanark.sch.uk
Website:	www.johnpaul.n-lanark.sch.uk
Parent Council Email:	office@johnpaul.n-lanark.sch.uk
Stages:	P1 – P7
Roll:	The current Roll is 400 (including the nursery class)
Planning Capacity:	The working capacity is 418
Working Capacity:	The working capacity is 418

St John Paul II is semi open plan school. Parents should note that the working capacity of the school may vary dependent upon the number of pupils at each stage and the way in which the classes are organised.

COMMUNITY FACILITIES

The school building is available for let. There are two spacious halls and a community wing, an all weather, flood-lit astro turf pitch as well as other accommodation available.

Applications should be made to:

It is the Council Policy that school accommodation is made available as far as possible out with school hours for use by the community. Enquiries should be directed to the Area Community Education Office at Motherwell Road, Bellshill.

ASSOCIATED SECONDARY

Cardinal Newman High School

Main Street

Bellshill

Tel: 01698 274944

Head Teacher: Mr Kenny Ross

PARENT COUNCIL

The chair of the Parent Council is Mrs Anna Louise Coyle.

The Parent Council can be contacted via the following email address:

SCHOOL STAFF

SENIOR MANAGEMENT TEAM:

Mr K. Thomas **Head Teacher**
Overall responsibility for the running of the school

Mrs. A. Martin **Depute Head Teacher**
Remit: Additional Support for Learning Co-ordinator, deputising in the absence of the Head Teacher, aspects of school improvement and the curriculum. Behaviour and Pastoral Care.

Mrs. C. Byers **Principal Teacher**
Mrs T. Murtagh **Principal Teacher**
Mr P. McCann **Principal Teacher**

Temporary PTs Miss N. Guidi and Mrs L. Layden

TEACHING STAFF:

Mrs L. Dickson	P1A
Mrs P. McDonnell	P1B
Mrs C. Moodycliffe	P2A
Mrs A. Mulgrew & Miss R. Williamson	P2B
Mrs C.A. McDade	P2C
Mrs C. McCluskey & Mrs J.C. Reeves	P3A
Mrs C. Bell	P3B
Mr P. Connolly	P4A
Miss N. Byrne	P4B
Mr R. Cooney	P4C
Miss E. Byrne	P5A
Miss N. NcCardie	P5B
Miss L. Agnew	P6A
Miss J. Henderson	P6B
Mr M. McLaughlin	P7A
Miss N. Guidi	Spanish
Mrs E. Finnon	Music/Health & Wellbeing

Total Number of Teaching Staff: 19.01 FTE

School Psychologist Greer Bilisland

Music Tuition

Denis Kane (Brass Tutor) Chris Cruickshank (Woodwind)

SUPPORT STAFF:

Office Manager **Clerical Assistant**
Alison Morris Louise Mellough
Janis Cummings

Classroom Assistants **Additional Support Needs Assistants**
Bernadette Bradley Mrs C. Shevlin (Part Time)
Mrs M. Rabone (job share)
Mrs T. Faulds (job share)
Mrs L. Cameron (Part Time)
Miss S. Murphy

Early Years Practitioners **First Aider** Nadia Guidi
Mrs S. Bell (Nursery Class)
Mrs L. Crawford (Nursery Class)
Miss S. Kennah (Nursery Class)
Mrs A. McCormick



TRANSFER FROM PRIMARY SCHOOL

Pupils normally transfer between the ages of 11.5 and 12.5, so that they will have the opportunity to complete at least 4 years of secondary education. Parents 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.

ASSOCIATED SECONDARY

Cardinal Newman High School
Main Street
Bellshill
ML4 3DW

Tel: 01698 747593

Head Teacher: Mr Kenny Ross



IMPORTANT NAMES AND ADDRESSES

Area Offices

126 Main Street
Coatbridge ML5 3BJ 01236 731044

Careers Office

2 Coreswall Street
Coatbridge
01236 856430

Councillor Gaffney

NLC Members Services
Civic Centre
Motherwell
ML1 3TL

Councillor Burrows

NLC Members Services
Civic Centre
Motherwell
ML1 3LT

Councillor Bonnar

NLC Members Services
Civic Centre
Motherwell
ML1 3LT

Community Learning & Development

Bellshill Locality Office
Orbiston Business Centre
Babylon Drive
Bellshill ML4 2DN

Children and Families

Kildonan Street
Coatbridge
ML53BT
01236 812222

Quality Improvement Officers

Jim Beers, Gillian Hanoln and Jan McCrone
01236 812488
All of the above can be contacted at Education, Youth & Communities.

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

Additional Support Managers

Karen Clarkson & Carol Hamilton
Support Service Base – Central Locality
c/o ICT Service Centre
Caldervale High School
Towers Road
Airdrie
ML6 8PG

Telephone Number – 01236 632844

PUPIL COUNCIL

At St. John Paul II, we encourage all of our children to become involved in the wider life of the school through a variety of organisations and initiatives. We have school Captains and Vice-Captains who take major leadership roles within the school. We have a very active Pupil Council for which members are elected by their peers. This is an platform for Pupil Voice. We aim to increase the Pupil Voice within the school and to involve them in the decision making process and in our School Improvement Agenda.

PLAYGROUND SUPERVISION

Adult supervision is provided in playgrounds at break times in terms of the Schools (safety and supervision of pupils) (Scotland) Regulations 1990.

Our support staff patrol the playground areas. Even with adults on duty accidents can happen and our office staff attend to minor injuries. However, great care is taken to ensure that Parents/Carers are contacted in the event of a bumped head.

In wet weather children stay in school, however it can be safer to leave them in a shower if it is near the end of a break. Children should therefore always have a shower-proof jacket.

During inclement weather children are asked to keep off the grassed areas.

Children are not allowed to leave the school during interval; children who eat their lunch in school are not allowed to leave the playground areas.

PARENTS ARE ASKED TO ENSURE THAT THEY PLAY THEIR PART IN MAKING OUR CAR PARK A SAFE PLACE TO DROP OFF AND COLLECT CHILDREN. You can do this by:

- ◆ Using parking bays rather than dropping children off in unsafe areas
- ◆ Keeping the roundabout and gate areas clear
- ◆ Drop children at the drop off/pick up area and allowing them to walk into the playground themselves
- ◆ Parking away from the school and walking a short distance to avoid busy times.
- ◆ When dropping your child off at school, Parents/Carers should ensure children use the zebra crossings in the car park and should park in an appropriate space.

THINGS TO NOTE

Children may not leave the school premises within school hours without being authorised by a parent in one of the following ways:

A parent's note, telephone call or an appointment card for doctor/dentist/hospital/speech therapist

At such times parents must sign their child out from the office since there is no crossing patrol warden on duty except at the specified time.

Children will not be allowed to leave the school unless an adult collects them.

Janitors
Jim Hall
Paul McGroarty

Catering Staff
Catering Manager Isobel Tonks
Ray McGuire
Linda Anderson
Janette Allan
Michelle Chalmers

Cleaning Staff
Michelle Gilfillan – Supervisor
Karen Brown

Sandra Watson
Julie McCloy
Shirley Barr

School Chaplains
Father Jim Morris (St. Gabriel's Parish)
Father Gerry Bogan (St. Columba's Parish)

SCHOOL HOURS

Breakfast Club 8:15am - 8:50am

Our Breakfast Club is very popular and we encourage families to take advantage of this valuable resource. Children can buy a breakfast for 20p and we have a selection of games and activities available for them to use before they go out to the playground at 8:50am

School Opens 9.00am
Interval 10.40 - 10:55am *Tuck Shop available*
Lunch 12.35 – 1.20pm
School Closes 3.00pm



NURSERY CLASS

At present the nursery class is open 8.40am - 2:40pm, Monday to Friday during term time. Our Nursery Class is now operating the 1140 hours scheme.

Should it be necessary to deviate from the above timetable, advance notification in writing will be given to parents.

NOTE: NEWLY ENROLLED CHILDREN (i.e. P1) will attend full-time from first day of session in AUGUST 2019. Details of an exact start time will be issued during transition and information events.

OUT OF SCHOOL CARE

OUT OF SCHOOL CARE

A variety of After School Care Clubs operate within our local area. Children attending the Club are collected from the school each day and escorted to the relevant venue.

Viewpark Family Centre
Viewpark Community Centre
Old Edinburgh Road
Viewpark
G71 6PG Telephone: 01698 801774

Happy Days Out of School Care
Kilmartin Place
Tannochside Business Park
Uddingston G71 5PH
Telephone: 07947076952

More information about this facility may be obtained from the school office.

HOLIDAY ARRANGEMENTS FOR 2019/20



The following dates are advertised as **proposed** dates on the North Lanarkshire Council website. These dates may be subject to change.

August 2019

In-service day: Monday 12 August 2019

In-service day: Tuesday 13 August 2019

Pupils return to school: Wednesday 14 August 2019

September 2019

September weekend holidays: Friday 27 September 2019 to Monday 30 September 2019

October 2019

October break: Monday 14 October 2019 to Friday 18 October 2019 (inclusive)

November 2019

In-Service day: Monday 18 Nov 2019

December 2019 - January 2020

Christmas and New Year Holidays: Friday 20 December 2019 - Friday 3 January 2020 (inclusive)

(School closes 2.30 on Thursday 19 December 2019)

(School returns on Monday 6 January 2020)

February 2020

Mid-term break: Monday 10 February 2020 and Tuesday 11 February 2020

In Service Day: Wednesday 12 February 2020

March/April 2020

Spring break: Monday 6 April 2020 to Friday 17 April 2020 (inclusive)

Good Friday 10 April 2020 and Easter Monday 13 April 2020

May 2020

May day holiday: Monday 4 May 2020

In-Service day: 5 May 2020

May weekend holiday: Friday 22 May 2020 and Monday 25 May 2020

June 2020

School closes: Wednesday 24 June 2020

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 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.

PARENT COUNCIL

Parent Councils came into force on 1st August 2007. St. John Paul II Primary has a Parent Council.

The Parent Council is made up of:

Chairperson, Vice Chairperson, Treasurer, Secretary Staff Representative and Church Representative. There are also a certain amount of Parent Members. The total number of members is outlined in the Parent Council Constitution.

The Head Teacher acts as professional advisor to the Parent Council. The Head Teacher has a right to speak but not to vote.

The Parent Council's rights and duties include:

- Supporting the work of the school
- Representing the views of parents
- Consulting with parents and reporting back to the parent forum on matters of interest
- Promoting contact between the school, Parents, pupils providers of nursery education and the wider community
- Taking part in selection of senior promoted staff
- Receiving reports from the head teacher and education authority and
- Receiving an annual budget for administration, training and other expenses.
- Improving home school partnership and facilitating parental involvement.

Members of parent councils, on a voluntary basis, may also have an advisory role in decisions on placing requests by parents 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 spaces available. Meetings are open to all parents and usually take place three times per year. Information, dates of meetings and invitations to join are issued via the Newsletter and School Website.

Our Nursery Class Parents and Carers are welcome to join our Parent Council. The Nursery holds regular Parental Engagement events throughout the school year.

MEDICAL AND HEALTH CARE

The medical examination of children is undertaken during each child's school life, normally in the first year of primary schooling and then at the ages of 10/11 years and 13/14 years, by staff of Lanarkshire Health Board. Parents may refer their child at other times to the clinical medical officer for examination or advice.

DENTAL INSPECTIONS

These are carried out on a routine basis in primary schools.

ACCIDENTS / ILLNESS WHILE AT SCHOOL

If children become ill or have an accident during school hours they are looked after by a member of staff until parents or an emergency contact person who has been contacted by phone can collect them.

It is always necessary to have an emergency contact number on file in school. **Parents should ensure that their emergency contact number is up to date.** Please call the school office should any change to phone numbers, places of employment etc., require to be made. It is preferable if your emergency contact person lives locally. Depending on the severity of any accident, which may occur in school, arrangements can be made to take the child to their local surgery or the emergency unit at Monklands Hospital.

Parents should inform the school of any health problem concerning their child e.g. asthma, diabetes etc. Parents must inform the school in writing of any medicine required to be taken by their child during the school day. Forms for this purpose are available from the school office. No medicine can be administered without completing the forms.

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 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 will do all we can to let you know about the details of closure or re-opening. We shall keep you informed by using letters, texts, our website, notices in local shops and community centres, announcements in local churches and announcements in the press. When necessary, North Lanarkshire Council will communicate through local radio and the North Lanarkshire Council's website and Twitter account.

REGISTRATION AND ENROLMENT

Registration of new entrants takes place in January each year. Pupils resident within the school catchment area, whose fifth birthday falls between 1st March of the current school year and the last day of February of the following school year, will automatically be admitted into school. Details of registration will appear in the national and local press along with other school platforms (twitter/blog/eNewsletter).

Parents of older children seeking a place should contact the school where advice will be given. Information about placing requests may also be given on request.

Parents of new pupils may call to arrange a visit to the school. A member of the Senior Management Team will show new parents/carers around.

INDUCTION

After the initial enrolment takes place, steps are taken to ensure that the change from pre-schooler to new entrant is as smooth and happy as possible.

During the summer term parents are invited to bring the new entrants to school on a number of occasions, so that they and their children can meet their prospective teachers. The children spend some time in school with their friends and teachers. Staff will arrange to talk with the parents about life in Primary 1. This is also an ideal opportunity for new parents to get to know each other.



EQUAL OPPORTUNITIES / ACCESSING THE CURRICULUM

In St. John Paul II Primary we feel it is vitally important to the well being of our pupils that they are all treated fairly and that all should feel valued. We expect that the pupils in turn should value and respect each other and other members of our school community.

All pupils are encouraged to develop a “can do” attitude and to always try their best. Teachers provide active, challenging and enjoyable experiences matched to the needs of the children.

We believe that all pupils should be able to take part in all areas of the curriculum. Many extra-curricular activities are available to all children. Our school is a one-storey building and is accessible to all.

In accordance with North Lanarkshire policies, we can give help and advice should parents require financial assistance with school meals, clothing, outings or other extra curricular activities.

Our pupils are actively encouraged to respect each other’s needs and to reject ideas of racial or religious intolerance.

We aim to ensure that the school community is aware of the need to guard against discrimination of any kind. The school is committed to assessing all policies and practices to ensure there are no negative impacts on any group of people.

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 information can be accessed at:

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



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 means that the provision of transport could be reviewed at any time. Parents who consider they are eligible should obtain an application form from the school or from Learning and Leisure Services. 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. Not necessarily for the start of term.

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

It is the parent’s responsibility to ensure that their child arrives at the pick-up point in time. It is also the parent’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.

PLACING REQUESTS – 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.

ST. JOHN PAUL II PRIMARY SCHOOL BUS

Children who arrive at school on the School Bus are met by a member of the Senior Management Team at the bus bay. They are then escorted to the playground entrance, or if the weather is inclement, they enter the building through the pupil entrance and are supervised until the bell rings at 9am. Children gather in the hall at the end of the school day and are escorted to the bus.

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 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 as amended by the Education (Additional Support for Learning) (Scotland) 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.



WHAT IS CURRICULUM FOR EXCELLENCE?

Curriculum for Excellence aims to achieve a transformation in education in Scotland by providing an improved, more flexible and enriched curriculum for all children and young people aged 3 – 18. The curriculum includes all of the experiences which are planned for children and young people through their education, wherever they are educated. All schools and nurseries in North Lanarkshire are working hard to raise standards so that children and young people will develop all of the skills necessary to continue to be successful when leaving school and entering the world of higher education, training or work.

Curriculum for Excellence is underpinned by the values inscribed on the mace of the Scottish Parliament – wisdom, justice, compassion and integrity. The purpose of Curriculum for Excellence is encapsulated in the four capacities – to enable each child or young person to be a successful learner, a confident individual, a responsible citizen and an effective contributor.

WHAT ARE THE CURRICULUM AREAS IN CURRICULUM FOR EXCELLENCE?

There are eight curriculum areas:

Expressive Arts	Religious and Moral Education
Health and Wellbeing	Sciences
Languages (literacy)	Social Studies
Mathematics (numeracy)	Technologies

Literacy and numeracy are given added importance because these skills are so vital in everyday life. All teachers have responsibility to teach literacy and numeracy and help the children transfer these skills across learning and throughout the other areas of the curriculum.

We aim to develop in all children, skills for life, skills for learning and skills for work. We achieve this through providing a wide range of opportunities to learn through Inter-disciplinary Learning, Global Citizenship and Enterprise Opportunities. We promote health and wellbeing at all times.

Learning is divided into two phases.

The Broad Education (BGE) is from nursery to the end of Secondary School Year 3. Learning is divided into levels. The levels are as follows:

LEVEL	STAGE
Early	the pre-school years and P1 or later for some
First	to the end of P4, but earlier or later for some.
Second	to the end of P7, but earlier or later for some.
Third and fourth	S1-S3, but earlier for some
Senior Phase	S4 – S6 and college or other means of study.

HOW WILL MY CHILD'S LEARNING BE ASSESSED?

There will be new ways of assessing each child's progress to make sure that potential is achieved. 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 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.

ASSESSMENT IS FOR LEARNING AND CURRICULUM FOR EXCELLENCE

In St. John Paul II Primary we embrace the policy and practice of the 'Assessment is for Learning' programme and actively engage all children in the learning process. This provides a sound foundation for taking forward assessment in relation to Curriculum for Excellence. Children have access to cooperative, challenging and enjoyable experiences that encourages them to develop as successful learners, confident individuals, responsible citizens and effective contributors.

Throughout the school year, we will keep all parents informed about curricular developments through newsletters, the school website, open days, meet the teacher events and curriculum evenings. We are always striving to engage in new and innovative ways with parents/carers and the wider community. We welcome suggestions and input from everyone.

WHERE TO FIND OUT MORE?

Education Scotland has an excellent website with information for parents and carers. This will give information about the Curriculum, Assessment, Reporting and Parental Involvement.

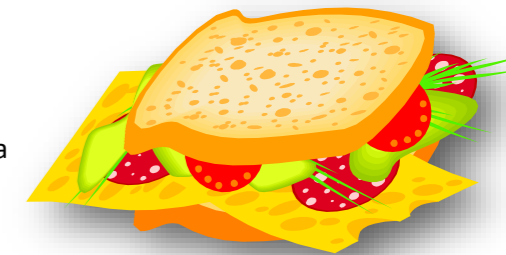
You will find this at:

www.educationscotland.gov.uk/parentzone



MEALS

The school has excellent dining facilities with a large dining room and kitchen where meals are prepared on the premises. A cafeteria system operates, offering a choice of at least two healthy home cooked meals, with a choice of salads, selection of breads and a drink of juice milk or water for approximately £2.10. Parents of Primary One children are invited to accompany them to have a school lunch during an induction day. This helps children to get to know the system and gives them confidence. A Band System is in place, whereby the children will make their choice in the morning and will be given a band to wear which indicates their choice. The aim is to make serving the children more efficient and to ensure that children get their first choice when they arrive at the serving hatch.



Special diets are available on request for those who require them. A medically prescribed diet form must be completed by the child's Registered Dietician or General Practitioner. Procedures /forms are available from school, child's dietician or NL catering.

As of January 2015, all P1—P3 pupils are entitled to a free school meal.

Children of parents receiving Income Support, Universal Credit, Job Seekers Allowance (income based) or Employment & Support Allowance (income based) are entitled to a lunch without charge.

Early Years Provision - If your child is aged between 2 and 4 years and attends a North Lanarkshire Council or Partnership Provider Nursery, in the middle of the day, they may now or in the future be entitled to a free meal. Parents must be in receipt of any of the qualifying benefits above or in receipt of a State Pension Credit or Incapacity and Severe Disablement Allowance. Your child will also be entitled if they are or have been at any point since their second birthday looked after; the subject of a kinship care or guardianship order.

Information and application forms for free school lunches may be obtained from schools, First Stop Shops, Burgh Chambers, Kilsyth and Municipal Buildings, Coatbridge.

Parents are entitled to receive a clothing grant if they are in receipt of any of the following benefits: Income Support, Job Seekers Allowance (income based), Employment & Support Allowance (income related), housing benefit, council tax rebate.

PACKED LUNCHES

Children who bring packed lunches are accommodated in the lunchroom; they are supervised by school staff. They are discouraged from bringing glass bottles for safety reasons. Healthy packed lunches are encouraged. Children should not have fizzy drinks in their lunches. Sweet treats should be kept to a minimum. In warm weather the older children are allowed to eat their lunch at the picnic tables in the playground.

SCHOOL MILK

Only children in P1-3 or those children who receive a free school meal in P4-P7 are entitled to free milk. Milk is however available for purchase in the school during interval and lunch time. Nursery children are also entitled to free milk.

LABELLING CLOTHING

All items of clothing and school bags should be **clearly marked with the child's name**. Much time is lost trying to locate missing or mixed up items which have no means of identification on them

ST. JOHN PAUL II SCHOOL UNIFORM

We are very proud of our school and our uniform which the children and parents chose. Children are encouraged to wear their uniform with pride.

It consists of:

- Blue shirt with school tie
- **Royal Blue** – neck sweater
- **Black** skirt, Black tailored trousers (NOT GREY or NAVY)
- **Black** school shoes (**not trainers**)
- We no longer change shoes on arrival at school, however, in winter weather, it may be necessary to change from boots into shoes. These should be provided.
- Black socks or tights
- Blue blazer with school badge (optional)
- Blue/white check summer dress (optional)
- All pupils require a pair of black shorts and a white t-shirt for PE Lessons.

We appreciate your help in maintaining our high standards in having all children in full uniform at all times.

Please ask for more information on how to order.



ADDITIONAL SUPPORT NEEDS

St. John Paul II Primary complies with the Education (Additional Support For learning) (Scotland) Act 2004 as amended by the Education (Additional Support For Learning) (Scotland) Act 2009.

North Lanarkshire's Policy is contained within "Support for Learning Policy Into Practice 2" a copy of which is available in the school. The school has a "Support For Learning" policy, available from the school on request, which is consistent with North Lanarkshire guidelines.

Every child may have a difficulty with their learning at some point in their time at school. Every child is treated as an individual whose needs will be assessed, planned for and provision will be put in place and progress continually reviewed. The following support is given as and when deemed necessary by education staff.

- Level 1** Where education staff identify that a child or young person needs support or planning which can be met within the school using classroom and whole school resources
- Level 2** Requesting support from within Education Youth and Communities (services/resources outwith school) e.g Educational Psychologist, Community Learning and Development
- Level 3** Requesting support from another agency (Joint working with partner agency/agencies including 3rd Sector). When further planning is required to further develop the wellbeing of children and young people the Named Person may request assistance from colleagues in partner agencies.
- Level 4** Integrated and Compulsory working with other agency/agencies. Targeted intervention(s) required to promote the wellbeing of the child would be identified by relevant agencies (child's Network of Support) and included in the Child's Plan. A Lead Professional would be identified. At level 4 there would an expectation that a statutory Child's Plan with integrated assessment, integrated chronology and Lead Professional is in place.

The school has invested in and has access to a number of resources which assist us in working with children who require additional support in a particular area of the curriculum. Resources are also available to provide challenge for children who demonstrate a particular strength.

BILINGUAL SUPPORT

Support for pupils with English as a second language is provided by a visiting specialist on a timetabled basis. Please note in line with North Lanarkshire's policy, support begins from P2 onwards.

LOOKED AFTER CHILDREN

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. Mr Thomas is the designated person in school with responsibility for looked after children.

PLANNING

Getting it Right for Me plans (GIRFMe) enable staff to plan effectively for children and young people with Additional Support Needs

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

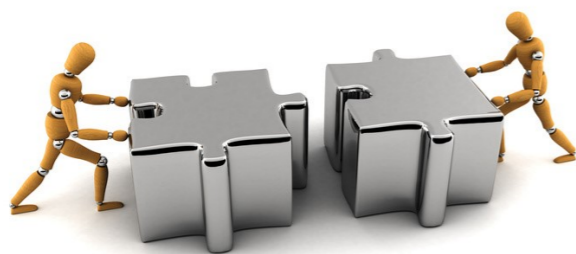
DISPUTE RESOLUTION

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 back of handbook) Mediation is free 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, 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.



CLOTHING AND UNIFORM

All North Lanarkshire schools must have a dress code which encourages pupils to dress in a way that 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, pupils and staff were fully consulted. It is the expectation of the Education Authority that parents 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, and
- Could be used to inflict damage on other pupils or to be used by others to do so.

Parents of Primary aged children 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 is at the discretion of the Assistant Chief Executive of Education, Skills and Youth Employment. Information and application forms may be obtained from any school or First Stop Shop. Parents are entitled to receive a clothing grant if they are in receipt of any of the following benefits: Income Support, Job Seekers Allowance (income based), Employment & Support Allowance (income related), housing benefit, council tax rebate.

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 well being of the whole school community.

In such circumstances a head teacher may justify the use of the school discipline procedure.

The Council wishes to minimise claims arising from the loss of pupils clothing and/or personal belongings. Parents are asked to assist in this area by ensuring that valuable items and unnecessary expensive items of clothing, jewellery, etc. are not brought to school. Parents 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.

Information about uniform is available from the school office.

EXTENDED LEAVE WITH PARENTAL CONSENT

Where most family holidays will be recorded as unauthorised absence (see previous page) 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 may request permission for such leave in writing and the school may authorise such request under the following circumstances:

- 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.

The school monitors attendance each term and parents are informed where there is poor attendance. The attendance officer may investigate persistent, unexplained absence. The education authority has the power to write to, interview or prosecute parents or to refer pupils to the Reporter of the Children’s Hearing if necessary.

ATTENDANCE AND ABSENCE DATA

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

Regulation 7 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 i.e. approved by the authority, or unauthorised; i.e. unexplained as defined by the Scottish Executive.

At the start of each school session, parents will be asked to provide contact details including at least one emergency contact number including, where possible a number that will accept a text message. Parents 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 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 the school staff accessing all contact numbers provided for the child and may result in the school sending a text message. In terms of child safety police will be contacted if all attempts to locate the child have been exhausted.

WHAT IS OUR CAPACITY FOR IMPROVEMENT?

- We use a wide variety of approaches to evaluate our work. This includes our analysis of a range of data on attainment, a focussed programme of classroom visits and a focussed programme of monitoring forward plans, jotters, attendance and audits.
- We plan and track individual children’s progress.
- We gather views of parents and pupils to inform next steps.
- Staff have demonstrated a clear commitment to planning and implementing strategies for improvement in recent years.
- We believe this reflects the trend of improvement and added value in school.
- Our priorities for improvement are closely linked to National and Local Priorities.

OUR IMPROVEMENT PRIORITIES FOR 2018/2019

PRIORITY 1:

Develop consistent approaches to ‘Making Thinking Visible’ across all stages.

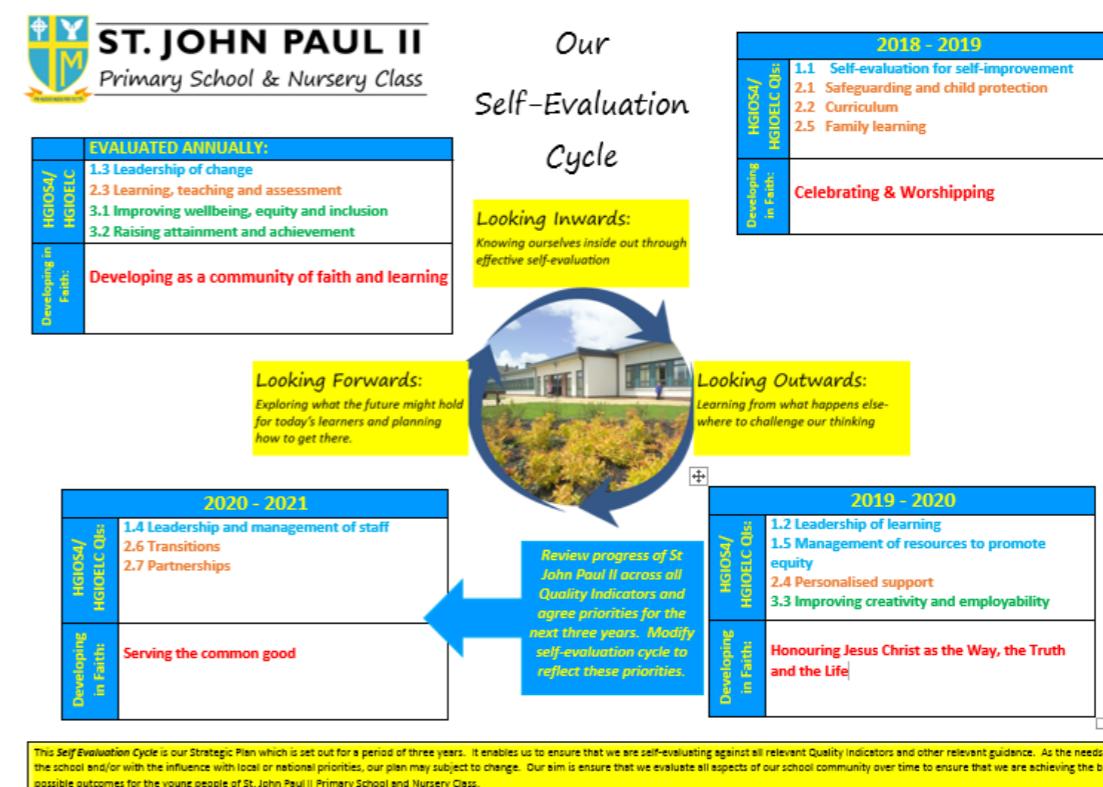
PRIORITY 2:

Improvement in attainment in Numeracy throughout the school but with a particular focus on children in P5-7 in SIMD 1 & 2.

PRIORITY 3:

Improve Health & Wellbeing of young people through further developing approaches to Nurture.

As part of our ongoing Self Evaluation processes in school, we evaluate our school against Quality Indicators from ‘How Good Is Our School?’ (Version 4). This helps us to identify improvement priorities in consultation with pupils, parents/carers, staff and other stakeholders.



HOMWORK

Homework plays an important part in the development of strong relationships between home and school, teacher and child and teacher and parent/carer. The school has a Homework Policy which is available on the school website. Homework is issued at all stages throughout the school and the duration and expectations placed upon children are age appropriate. We are always happy to discuss issues relating to homework and parents/carers should feel free to make contact with us regarding any homework concerns.

SCHOOL ETHOS

St. John Paul II Primary promotes a positive ethos, where all pupils, parents and staff are valued and treated with respect. We promote positive behaviour guided by our positive relationships policy. **All staff are trained in restorative practice** where we encourage pupils to recognise the affect of their actions on others. Staff regularly recognise and celebrate pupil strengths, progress and achievement in class and at whole school level, during weekly assembly.

SPIRITUAL, SOCIAL, MORAL AND CULTURAL VALUES

Religious Education in Roman Catholic schools takes place within the context of the Catholic faith community. It is designed to nurture faith and assist children and young people to be able to make an informed response to God in faith. Children and young people in our school will be at different places in the spectrum of faith development. While most of our young people are of the Catholic tradition, some are of other denominations and faiths. In St. John Paul II we support all children and young people, irrespective of religious affiliation, in their personal search for truth and meaning in life.

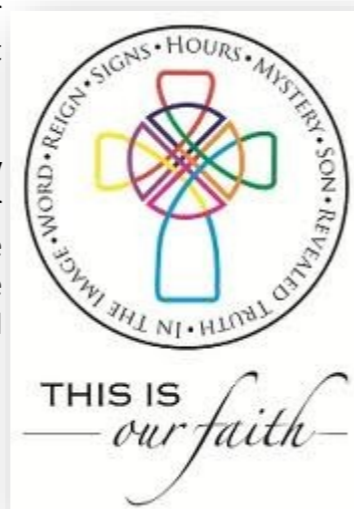
The This is Our Faith programme provides detailed guidance and a structured approach to planning and delivering learning experiences for our children.

These experiences provide children with the opportunity to encounter God in their daily lives, learn about his life, understand his teachings and develop virtues and values to help them make informed decisions in their future. Ultimately the programme aims to encourage children to lead lives of goodness, built upon Christian values, personal integrity and moral courage.

Liturgical services are celebrated together at special times.

Masses are celebrated at various times in the year by Father Doherty, our parish priest, in the school or St. John Paul II Church. Classes take turns at preparing for and leading these liturgical celebrations.

Parents/Guardians 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.



ATTENDANCE AT SCHOOL

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

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

At the start of each school session, parents will be asked to provide contact details including at least one emergency contact number, including where possible a number that will accept a text message. Parents 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 if the 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 accessing all contact numbers provided for the child and will result in the school sending a text message.

In the interest of child safety, Police Scotland will be contacted if all attempts to locate the child have been exhausted.

Parents should inform the school if their child is likely to be absent for some time, and give the child a note on his or her return to school confirming the reason for absence.

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 reasons such 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 similar characteristics as those above 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.

HOME AND SCHOOL LINKS

The staff of the school are very aware of the value of sharing the responsibility for the education of our children with their parents. Strong home/school links are invaluable in maintaining the good relationships already established between parents and staff. We greatly appreciate the time and commitment, which so many of our parents give.

Our Parents as Partners days are very successful, along with meet the teacher events as well as the more formal consultation meetings. Each year, we seek volunteer involvement from Parents/Carers and other family members by way of a sign-up form. This allows as many people as possible to get involved when they can.

Throughout the year, parents have the following opportunities to connect with the school and access information on their child's learning:

1. Meet the Teacher (August)
2. Interim Written Report (October)
3. Parents as Partners Event (October)
4. Parental Consultation Evening (November) - access to class and jotters available
5. Curriculum Information Event (February)
6. Parental Consultation Evening (March) - access to class and jotters available
7. Final Written Report (June)
8. Snapshot jotters are sent home three times throughout the school year

Each adult brings personal skills, individual experience, talents and knowledge, which contribute, to the children's school experience. We embrace and encourage involvement in the life of the school.

Other parents help us by supporting extra curricular activities, escorting pupils on educational outings and to swimming lessons etc.

We are very much aware of the need to have effective communication between parents and school. Newsletters are posted on our school and parish website monthly to keep parents informed of school activities. Paper copies can be requested from the school office for those without internet access. We would also recommend the reading of the Parent Council Minutes which can be found on our website.

Communication is a two way process and it is important that parents inform the class teacher or promoted staff of any concerns, complaints or changes in family circumstances, as soon as possible so that we can work together to resolve any difficulties.



SCOTTISH CATHOLIC EDUCATION SERVICE

RELIGIOUS OBSERVANCE IN THE CATHOLIC SCHOOL



The Education (Scotland) Act 1980 imposes a statutory duty on local authorities to provide "Religious Observance" in Scottish schools. This is defined in a national R.O. Review Group report published in 2004 as comprising: *"community acts which aim to promote the spiritual development of all members of the school's community and express and celebrate the shared values of the school community"*.

In a letter of guidance issued by the Scottish Government in February 2011, it is acknowledged that Catholic schools take a distinctive approach to the provision of Religious Observance:

Scottish Government Ministers welcome the tradition that, in Roman Catholic denominational schools, Catholic Liturgy will largely shape the nature and frequency of religious observance activities in the classroom and in the wider school community. So, at times, children and young people will be invited to participate in, and sometimes to lead, prayer and reflection in classrooms and at assemblies. At other times, to honour particular occasions or feasts, chaplains will lead school communities in the celebration of Mass and other forms of liturgical celebration.

Catholic schools follow the customs and practices of the Church in order to nourish the spirituality and faith of pupils and staff. Our Catholic tradition is enriched by ancient rites, prayers and devotions which help young people to become aware of, and show reverence to, the sacred presence of the living God, Father, Son and Holy Spirit. Guided by this tradition, we celebrate various seasons and special feast days to honour God, Mary his Mother and the Saints.

Pupils are invited to pray with their teachers at times in classrooms and assemblies, as well as in liturgical services. Usually a classroom will display a Crucifix on the wall; in some classrooms and other areas of the school, a sacred space will feature a copy of the Bible and will be decorated with signs and symbols that reflect the changing seasons of the Church Calendar Year i.e., Advent, Christmas, Lent, Easter and Pentecost. This regular practice of Prayer is complemented by religious services conducted, sometimes as part of an Assembly, to mark special occasions - e.g., the distribution of Ashes on Ash Wednesday, the seasons of Advent or Lent. To mark special Feast Days and Holy Days of Obligation, Holy Mass will be celebrated by the school chaplain, with the school community, in school buildings or in local parishes. Some pupils, at certain stages, may be able to participate in retreats and pilgrimages to places of special significance within the Catholic tradition.

While Religious Education is governed by separate Church guidance, it is complemented by Religious Observance practices and, together, these experiences help pupils to develop their understanding of the Catholic faith, to experience opportunities for spiritual growth and to commit to beliefs, values and actions in a positive response to God's invitation to faith.

In terms of pupil participation in Religious Observance Scottish Government guidance makes it clear that it makes an important contribution to pupils' development and that it promotes the ethos of a school by bringing pupils together and creating a sense of community. However, it also makes clear that parents have the right to withdraw children from participation in religious observance and that this right should always be made known to parents and their wishes respected. The Scottish Government also recognises that:

Where a parent chooses a denominational school for their child's education, they choose to opt in to the school's ethos and practice which is imbued with religious faith and religious observance. In denominational schools, it is therefore more difficult to extricate a pupil from all experiences which are influenced by the school's faith character.

EXTRA CURRICULAR ACTIVITIES

We pride ourselves on the variety and high level of participation of pupils in our Extra Curricular Activities. Each term a number of extra-curricular activities take place, these include;

- ◆ Cross Country Running
- ◆ Football
- ◆ Drama
- ◆ Bikeability
- ◆ Fundamentals
- ◆ School Choir
- ◆ And lots more!

All children have a chance to participate. Any parent who has a particular talent or skill and could share an hour with the children should speak to a member of staff. The school has an all weather astro-turf pitch which is put to very good use both during and outwith the school day.

THE SCHOOL IN THE COMMUNITY

The development of links between the School and the Community is highly important and the children are encouraged to think about others - especially those who are less fortunate than themselves.

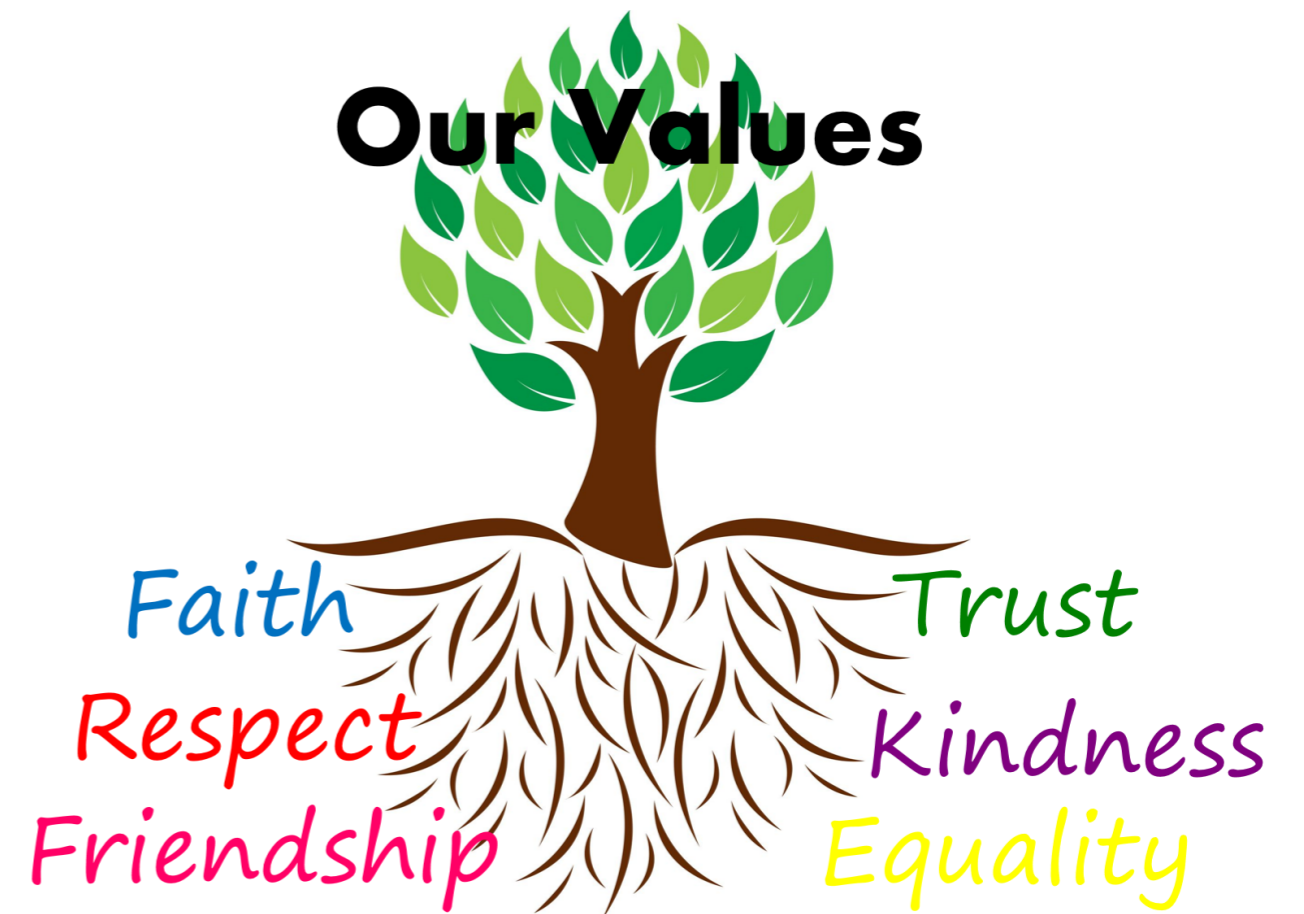
The School plays an active part in various community events organised by the Church and other voluntary organisations. We have close links with charities and our local Food Bank as part of our ongoing 'Faith in Action' and Rights Respecting School endeavours.

FREEDOM OF INFORMATION

The Freedom of Information Act (Scotland) Act 2002 came into force in 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, this Council has appointed a Corporate Freedom of Information Officer with the support of an officer in each Service. The Freedom of Information and Records Management Officer can be contacted by telephone on 01698 302484.



Our Values



At St. John Paul II Primary School and Nursery Class, everything we do is based upon our Values. These Values were chosen by the children, parents, carers and staff of our school community. They are a statement of what kind of community we want to be. They are a statement of what everyone in our community should feel and experience in their daily encounters.

Over and above this, we value the **people** in our community.

SCHOOL DISCIPLINE

At St. John Paul II we expect the highest standards of behaviour at all times. We encourage this through a number of initiatives and positive behaviour strategies. We believe that by encouraging Positive Relationships and by setting out fair but firm approaches to behaviour, our children will become equipped with the necessary tools to become full and active members of the school community and beyond. Our Positive Relationships Policy can be discussed with a member of the Senior Management Team at any time on request.

SCHOOL STATEMENT ON BULLYING

Bullying, either in class or in the playground, is unacceptable. It is more easily dealt with if it is reported early before it becomes a habit. Pupils are encouraged to report any type of bullying behaviour, either mental or physical, to their class teacher, Mr Thomas, Mrs Martin, or one of our Principal Teachers.

If you discover any kind of bullying taking place, please do not hesitate to report it, either by letter or by telephone. We operate restorative practice where children are encouraged to recognise and discuss how they have caused injury to another party. We encourage all children to take responsibility for behaviour and to deal with the consequences of their actions. At all stages we will keep parents informed. The school has an anti bullying policy as part of our Positive Relationships and Behaviour Policy and teachers at every stage in the school discuss the subject of bullying with their pupils. This policy is firmly grounded in our Rights Respecting Schools ethos as well as our Gospel Values,

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

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



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, Youth and Communities is located in Kildonan Street, Coatbridge ML5 3BT.

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

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

Legal basis for using your information

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

Your personal information

Education 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 provide your child or young person with an appropriate education
- for teaching, enrolment and assessment 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 of attendance, absence 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.

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 departments of the Council. From time to time, education staff may also need to share information about you, your child or young person with another person from another agency or service, e.g. Social Work, Health.

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

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

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

How long do we keep your information for?

We only keep personal information for the minimum period of time necessary. Sometimes this is set out in law, but in most cases it is based on what we need to fulfil our function. We maintain a 'records retention and disposal schedule' which sets out how long we hold different types of information for. You can view this on our website at <http://www.northlanarkshire.gov.uk/index.aspx?articleid=15003> or you can request a hardcopy of this from Education and Families, Kildonan Street, Coatbridge ML5 3BT.

Your rights under data protection laws

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.

CHILD PROTECTION

Every adult in Scotland has a role in ensuring all our children and young people are safe and protected from harm at all times and in all situations. The Head Teacher is responsible for the schools actions in response to Child Protection concerns

If there are any Child Protection concerns the Head Teacher or the Child Protection Co-ordinator will follow North Lanarkshire Child Protection Procedures and Guidelines in line with the Scottish Government Children and Young People (Scotland) Act 2014 and legislative policy Getting it Right for Every Child (GIRFEC).

Child Protection Co-ordinator is: Mr K Thomas **Telephone Number:** 01698 552723



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.

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

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 (See Children and Adult Protection Procedures and Guidance – Section 15)

Child Adult Co-ordinator is: Mr K Thomas **Telephone Number:** 01698 552723

WHY DO WE NEED YOUR DATA?

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

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

YOUR DATA PROTECTION RIGHTS

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act 1998. We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how we will use your data. This message can give only a brief description of how we use data. Fuller details of the uses of pupil data can be found on the ScotXed website (www.scotxed.net).

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.

CONCERNS

If you have any concerns about the Scotxed data collections you can e-mail school.stats@scotland.gsi.gov.uk or write to

Scotxed Support Office

SEGP
Area 1B
Victoria Quay
Leith
EH66QQ.

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

WANT MORE INFORMATION?

Further details about Scotxed data exchanges are available on the Scotxed website www.scotxed.net

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.