



ST. PATRICK'S

Primary School, Kilsyth



School Handbook

2024/2025





Dear Parent/Carer,

As the Head Teacher, I warmly welcome you to St. Patrick's Primary School, Kilsyth.

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
- Statements on our curricular content.

In partnership with parents 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 lifelong learners.

In St. Patrick's Primary School, 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. When possible, 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. **All parents belong automatically to the parent forum, and are represented by our Parent Council. We also have an active Parent Teacher Association.** I encourage all parents to get involved in whatever way is possible for you. We welcome and value your contributions, which help shape our school.

Finally, we are proud of the warm, caring and professional ethos in St. Patrick's Primary School and look forward to working in partnership with you and your family.

Yours sincerely

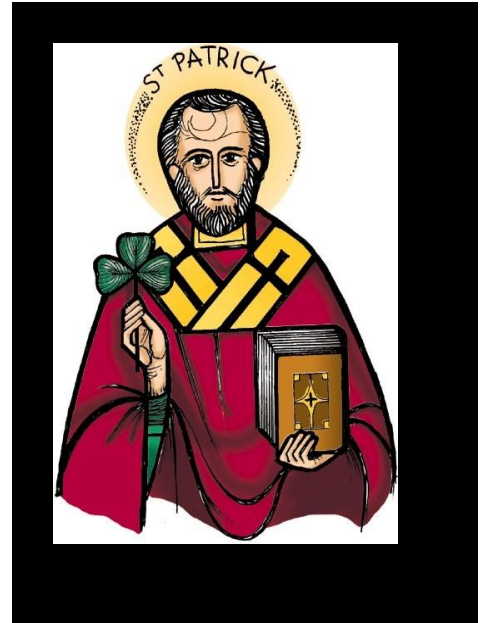
Mrs K. Celino

Head Teacher

ST. PATRICK'S PRIMARY SCHOOL AIMS

At St. Patrick's Primary we aim to:

- Develop as a community of faith and learning honouring every person made in the image of God.
- Provide high quality learning and teaching, thereby enabling all pupils to learn successfully.
- Meet individual needs by using a variety of assessment information and data to track pupil attainment and achievement, and so close the poverty related attainment gap.
- Strengthen partnerships with parents, parish and wider community to provide opportunities for children to develop knowledge and skills for learning, life and work.
- Create and sustain an ethos of confidence and respect, celebrating success and achievement.
- Create a school where every person is encouraged to lead and innovate.



Our School Motto is:
scientia super aurum

which means
Knowledge above Gold

SCHOOL INFORMATION

NAME:	ST. PATRICK'S PRIMARY SCHOOL
ADDRESS:	BACKBRAE STREET, KILSYTH. G650NA
TELEPHONE NO:	01236 632122
E-MAIL:	enquiries-at-st-patricks-kilsyth@northlan.org.uk
WEBSITE:	www.blogs.glowscotland.org.uk/nl/stpatrickskilsyth/
TWITTER:	@StPatskilsyth

DENOMINATIONAL STATUS:	ROMAN CATHOLIC
PLANNING CAPACITY:	339
STAGES COVERED:	Primary 1 - Primary 7
PRESENT ROLL:	243

At the time of printing the recommendation is that the maximum number of children in a **composite class** is 25. In a non-composite class, the recommended maximum number is 25 (P1), 30 (P2 & P3) and 33 (P4-7). According to personnel resources available within the school, each child is placed in what is perceived to be the best class/learning environment in which he/she can realise his/her full potential.

COMMUNITY FACILITIES

The school building is available for let. Applications should be made to:
Culture NL Ltd, Coatbridge Community Centre, 9 Old Monkland Road, Coatbridge, ML5 5EA. 01236 638473

ASSOCIATED SECONDARY

St Maurice's High School, Westfield, Cumbernauld, ML5 5EA
Tel: 01236 794845
Head Teacher: Mrs Laura Moreland

PARENT COUNCIL

The chair of the Parent Council is Mrs C. Beattie
The Parent Council can be contacted via the following email address:

parentcouncil.stpatricks@gmail.com

PARENT TEACHER ASSOCIATION

The chair of the Parent Teacher Association is Mrs M. Hood

SCHOOL STAFF

SENIOR MANAGEMENT TEAM:

Mrs K. Celino	Head Teacher
Mrs. M. Kerr	Principal Teacher
Mr. M. Higney	Principal Teacher

TEACHING STAFF:

Miss M. Pia	Primary 1
Miss M. Alexander	Primary 2/1
Mrs H Mackenzie/Mrs A Allison	Primary 2
Mrs P. Schammas	Primary 3
Mrs C. Morgan	Primary 4/3
Miss E. Lamont	Primary 4
Mrs C. Beattie	Primary 5
Miss O. Murphy	Primary 6/5
Miss L. Hollinger	Primary 6
Mr M. McGivern	Primary 7
Mrs C. Gilmour	NCCT

TOTAL NUMBER OF TEACHING STAFF: 13.6 (Full time equivalent)

SUPPORT STAFF:

Mrs L. Rossi	Senior Clerical Assistant
Mrs A. Young	Clerical/Administrative Assistant
Mrs A. Kerr	Classroom Assistant
Mrs M. Johnson	Additional Support Needs Assistant
Miss A. Martin	Additional Support Needs Assistant
Miss J Gray	Additional Support Needs Assistant
Mr J. Adams	Janitor
Mr F. McDonald	Janitor
Ms L. Beattie	Catering Supervisor
Mrs M. McCarroll	Cleaning Supervisor
Father S. Deeley	School Chaplain & Parish Priest
Father J. Moir	Assistant Parish Priest

Mr G. Lloyd	Music Specialist
Mrs L. Woodbrooks	Strings Instrumental Tuition
Mr R. McQueen	Brass Instrumental Tuition



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.

Breakfast is free of charge to all children in Primary 1—5 and for all children entitled to free school meals. Cost for breakfast is £1.00 (with reduced rates for families with more than one child attending) and we have a selection of games and activities available for the pupils to use before they go out to the playground at 8:50am

School Opens	9.00am
Interval	10.30 - 10:45am
Lunch	12.30 – 1.15pm
School Closes	3.00pm



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 2024

GYM DAYS

On their gym days, children in P1-P4 should come to school dressed in their P.E. clothes. Children in P5-P7 should bring their P.E. clothes to change in to. This consists of black shorts/joggers/leggings, a white t-shirt and appropriate shoes for participating in gym lessons. As gym lessons can sometimes take place outside, the children should also come to school with a hoodie/jumper/sweatshirt/waterproof jacket, suitable for the weather.

OUT OF SCHOOL CARE

After school care is available and runs from Kilsyth Children's Club. They offer a Breakfast Club, After School Care and Holiday Childcare.

***Kilsyth Children's Club c/o
Kilsyth Community Church
Low Craigends
Kilsyth***

G65 OBH

t: 07740782016

E. kidsclub.kcc@gmail.com

w: www.kilsythchildrensclub.com

School holidays 2024/2025

August 2024

- Monday 12 August 2024 (Return date for Teachers & In-Service Day)
- Tuesday 13 August 2024 (In-Service Day)
- Wednesday 14 August 2024 (Return date for Pupils)

September 2024

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

October 2024

- Monday 14 to Friday 18 October 2024 (October Week)
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November 2024

- Monday 18 November 2024 (In-Service Day)

December 2024 - January 2025

- Schools close at 2.30pm on Friday 20 December 2024
- Monday 23 December 2024 - Friday 3 January 2025 (inclusive) (Christmas holidays)
Schools return on Monday, 6 January 2025

February 2025

- Monday 17 February and Tuesday 18 February 2025 (Mid-term break)
- Wednesday 19 February 2025 (In-service day)

April 2025

- Schools close at 2.30 pm on Friday 4 April 2025
 - Monday 7 April- Friday 18 April 2025 (Inclusive)* Spring Holiday (Easter)
- *Good Friday 18 April and Easter Monday 21 April 2025

May 2025

- Monday 5 May 2025 (May Public Holiday)
- Tuesday 6 May 2025 (in-service day)
- Friday 23 May 2025 and Monday 26 May 2025 (May Weekend)

June 2025

- Schools Close at 1pm on Wednesday 25 June 2025

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 local press, twitter, local posters in associated nurseries and in the school itself.

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.

Normally, 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 normally 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. Patrick's Primary we believe it is vitally important to the wellbeing of our pupils that all are 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 every pupil should be able to take part in all areas of the curriculum. Many extracurricular 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.

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 ensuring its policies and practices do not impact adversely on any particular group(s) of people and opportunities to promote equality are actively pursued. Our pupils are actively encouraged to respect each other's needs and to reject ideas of intolerance on any basis. Equalities teaching takes place from Primary 1 to primary 7 and the school has a regularly reviewed Equalities policy.

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-schoolsscotland>



WHAT IS CURRICULUM FOR EXCELLENCE?

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

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

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

These four capacities govern the entire curriculum from age 3 to 18 and aim to raise the standards of achievement for all learners. Curriculum for Excellence is underpinned by the values on the mace of the Scottish Parliament - wisdom, justice, compassion and integrity. Throughout Curriculum for Excellence there is as 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 our child receives is informative, relevant, interesting and fun.

These contexts are:

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

WHAT ARE THE CURRICULUM FOR EXCELLENCE LEVELS?

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

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

WHAT IS THE BROAD GENERAL EDUCATION?

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

CURRICULUM AREAS AND SUBJECTS

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

The 8 curricular areas are:

- Expressive Arts
- Languages and Literacy
- Health and 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.

From 3-18 years, learners are supported to achieve their full potential and, as they progress through the BGE 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.

ASSESSMENT AND REPORTING

Assessment is an important part of Curriculum for Excellence and at all levels, pupils' progress is closely monitored by teachers and staff.

In turn, teachers and staff work with pupils to reflect on their results, looking at their strengths and learning needs, agreeing next steps and action based on these. As they progress, pupils become more involved in this process, as they develop the skills to make effective judgments on their own learning, developing personal expertise that will be important to them throughout life. Assessment also helps teachers plan learning experiences which are motivating and challenging. Children who may have additional support needs will be assessed using methods best suited to their individual requirements.

In St Patrick's 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, 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. Of course, parents are encouraged to contact the school at any time for information.

Parents will normally receive verbal reports at parent consultations in October and March, followed by a written end of year report in June. At each of these stages, parents can expect to hear or read about their child's progress, attainment and next steps in all curricular areas, with a strong focus on literacy, numeracy and health and wellbeing.

As a Catholic school, we teach children how to respect themselves and others, including age appropriate learning about relationships and parenthood, through the teaching programme God's Loving Plan. Parents are invited to view sensitive materials prior to teaching taking place.

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

ADDITIONAL SUPPORT NEEDS

St. Patrick's Primary complies with the (Additional Support For 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.

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 in school. Every child is treated as an individual whose needs will be assessed, planned for, 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** Internal support, where education staff identify that a child or young person needs support or planning which can be met within the existing classroom or playroom setting.
- Level 2** Internal support, where education staff identify that a child or young person needs support or planning from within the school or early years establishment.
- Level 3** External support from within education and families services where it is identified that the child or young person requires support or planning from beyond the school or early years setting but within educational services.
- Level 4** External Support provided on a multiagency basis, where the child or young person's needs are identified as requiring support or planning from multiagency services and these support needs will last for more than one year.

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.

Should you wish to discuss any additional need your child may have, please contact Mrs K. Celino, Head Teacher, at the school.

BILINGUAL SUPPORT

For some of our children English is their second language, and these children have additional help from Mrs M. Haswell, who visits the school upon request.

CARE EXPERIENCED CHILDREN

Care experienced children, that is children who are cared for directly or whose care is supervised by the local authority are deemed to have Additional Support Needs unless assessment determines otherwise. Mrs Celino is the designated person in school with responsibility for looked after children. Parents and young people can request an assessment to establish whether a child or young person has additional needs or requires a 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 agencies to help them meet their learning targets. Where this support requires a high level of co-ordination the opening of a Co-ordinated Support Plan (CSP) may be considered. A CSP may be initiated by the school or another agency.

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

Parents/carers will receive letters from the Education Authority throughout the CSP process. Parents/carers and young people will be invited to take part in multi-agency 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 led by 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 back of 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, 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.



OUR IMPROVEMENT PRIORITIES FOR SESSION 2023/2024



Priority 1	To improve attainment in literacy and numeracy through the provision of high-quality learning and teaching and assessment.
Priority 2	To further develop the HWB of all children and families by strengthening pupil voice and empowering families to support their learners.
Cluster Priority	Further develop high quality learning experiences in STEM learning for all learners through effective progression planning across the cluster and targeted staff professional development supported by SSERC.

HOMEWORK

At St. Patrick's Primary School, homework for all stages is generally issued on a Monday and is due for return on a Thursday. Homework given to children is to revise, reinforce and consolidate previous learning, skills and concepts that have already been taught in school and will consist of Reading, Literacy, Numeracy and, sometimes, topic work. Homework can comprise of digital or written activities, dependent on the learning tasks given to the children. When children are enrolled, parents and carers are given a copy of our homework charter which lays out the aims and expectations relating to homework.

SCHOOL ETHOS

St. Patrick's 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 and nurture principles**, where we encourage pupils to recognise the effect 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.

We have close links with our parish church, St Patrick's Church, and benefit from spiritual support from our parish priests, Fr. S. Deeley and Fr. J Moir, who visit the school regularly, celebrate Mass for and with us and create a shared liturgical calendar to enable us to celebrate our faith as a school community over the year.

Our partnerships with Strathcarron Hospice and DHL Express enable us to experience the worlds of work and develop enterprise skills, enhance road safety skills, learn to care for others and celebrate success together, while local councillors and MSP, community police and others offer support to the school also.

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. Patrick's 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 Deeley and Father Moir, our parish priests, in the school or at St. Patrick's Church. Classes take turns at preparing for and leading these liturgical celebrations. If parents do not wish their child to participate, please contact the Head Teacher.

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.

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.

Curriculum For Excellence - Provision of Religious Observance in Schools, Scottish Government, 17 February 2011

RIGHTS RESPECTING SCHOOLS

At St. Patrick's Primary School we are very proud to be a Rights Respecting School. Being a Rights Respecting School means that we work to embed the principles of the United Nation's Convention on the Rights of the Child (UNCRC) and to implement rights respecting practices throughout by nurturing a child rights approach into all aspects of school life. St. Patrick's Primary School has been awarded the Silver Award for our work in this area and are now aiming to continue to further develop this by endeavouring to achieve our Gold Award.



EXTRA CURRICULAR ACTIVITIES

Normally each term a number of extra-curricular activities take place, and these include;

- Cross Country Running
- Football
- Art & Crafts
- Badminton
- Basketball □ 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.

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.

GENERAL DATA PROTECTION REGULATIONS (GDPR) STATEMENT FOR EDUCATION

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

Who are we?

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

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

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

Legal basis for using your information

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

YOUR PERSONAL INFORMATION

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

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

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

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

How will we use this information?

Your personal information will be used:

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

Who do we share information with?

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

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

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

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

How long do we keep your information for?

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

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

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

Telephone Number: 01236 632122

ADULT PROTECTION

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

Adult Protection Co-ordinator is: Mrs K. Celino

Telephone Number: 01236 632122

SCHOOL DISCIPLINE

At St. Patrick's 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. We value parental involvement and expect parents to be fully engaged with us in supporting school expectations of positive behaviour.

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 ANY adult in school who will ensure it is passed to a member of the management team.

If you suspect any kind of bullying is 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, and appropriate actions to take if bullying is experienced or seen, with their pupils.

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

SUPERVISION IN NON-CLASS TIMES

During non-class times an adult presence is provided in playgrounds at break times in terms of the Schools (Safety and Supervision of Pupils) (Scotland) Regulations 1990. During indoor breaks and at lunch times, adult supervision of the classrooms and dining hall is in place.

Should there be inclement weather, children are brought into school from 8.45am and will queue in the corridor leading to the classes at this time. There is always an adult supervising at this time.

Specific arrangements are made for any pupils with additional support needs, in consultation with the Head Teacher and parents. Children are always supervised in the school grounds and buildings during school hours and from 8.45am daily.

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.

As part of our developing partnership programme we normally hold a series of workshops for the parents of primary one children dealing with aspects of the Early Stages curriculum. Some take place during school hours while the children attend school and other in the evening to accommodate work arrangements. Parents are invited to bring their children along for a number of pre-school visits. While parents examine details of our maths and literacy provision the children will take part in various fun activities with the teaching and support staff. Workshops are planned to inform and reassure parents who are new to the school. Although this is an optional activity, we value the time spent with parents highly.

Parents are normally invited to be involved in our school as parent helpers. They help with various activities including painting, computers, story time etc. Each adult brings personal skills, individual experience, talents and knowledge, which contribute to the children's school experience.

Other parents help us by supporting extra-curricular activities, escorting pupils on educational outings and to swimming lessons, for example. If you feel able to help out, please get in touch with Mrs Celino.

We are very much aware of the need to have effective communication between parents and school. Newsletters are posted on our school website monthly to keep parents informed of school activities. Paper copies can be requested from the school office for those without internet access.

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. Contact the school on 01236 632122. Please refer to page 25 for details of reporting arrangements. Please see the appendix for a list of school policies.

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 Government.

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.

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/carers 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.

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.

The school monitors attendance each term and parents are informed where there is poor attendance. 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

Absence rates are calculated as a percentage of the total number of possible attendances for all the pupils of the school in the stage shown, each morning and afternoon of each school day being a separate possible attendance.

CLOTHING AND UNIFORM

All North Lanarkshire schools must have a dress code which encourages pupils to dress in a way 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 and Families that parents and carers will be keen to support the dress code and written agreement may be sought.

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

- could potentially encourage factions (e.g. football colours) could cause offence (e.g. anti-religious symbolism or political slogans)
- could cause health and safety difficulties such as loose-fitting clothing, dangling earrings and other potentially dangerous jewellery
- are of flammable materials which may be a danger in certain classes
- 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 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 Executive Director of Education and Families. Information and application forms may be obtained from any school or First Stop Shop 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 & Support Allowance (income related), Universal Credit (with an income below £660 per month), housing benefit, council tax reduction. The deadline for applying for this is 31st March 2024.

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

The Council wishes to minimise claims arising from the loss of pupils clothing and/or personal belongings. Parents 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.

MOBILE PHONES

Pupils are not allowed access to mobile phones during the school day, and therefore we strongly advise that mobiles are kept at home. If your child brings in a phone, he or she is expected to turn it off and keep it in their schoolbag until the end of the school day. All children are expected to conform to this expectation.

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. PATRICK'S 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:

- White shirt with school tie
- **Green** v – neck sweater
- **Grey or green** skirt, **green** pinafore, Grey tailored trousers (NOT BLACK)
- **Black** school shoes
- 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.
- White, grey or green socks or grey/green tights
- Green blazer with school badge (optional)
- Green/white check summer dress (optional)
- All pupils require a pair of black shorts/joggers/leggings and a white t–shirt for PE Lessons.

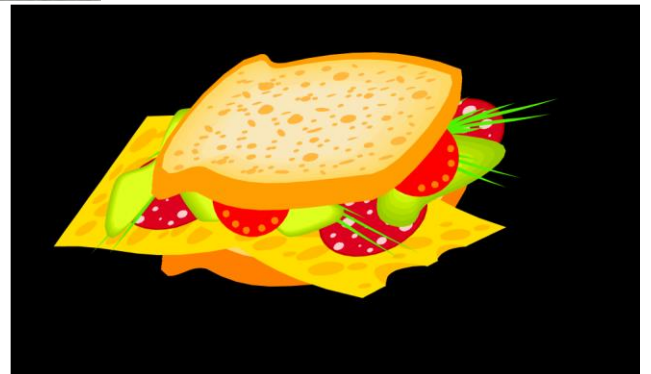
We appreciate your help in maintaining our high standards in having all children in full uniform at all times.





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, one vegetarian, with a choice of salads, selection of breads and a drink of milk or water for approximately £3.10. 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 colour coded system is in place whereby the children will make their choice in the morning and this is sent to the catering staff. 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. For some conditions, parents may be asked to supply prescription foods or attend a meeting to discuss the child's dietary requirements. It is important that you inform the Head Teacher of your child's requirements especially medically prescribed diets.

The school dining room is supervised daily.

As of January 2022, all P1—P5 pupils are entitled to a free school meal and free milk. Pupils in P6-7 who are entitled to a free school meal are also entitled to free milk. Milk is also available to purchase in the dining hall.

Children of parents receiving Income Support, Universal Credit (with an income below £660 per month), Job Seekers Allowance (income based) or Employment & Support Allowance (income based) are entitled to a lunch without charge. Information and application forms for free school meals may be obtained from the first stop shops and can be downloaded from the council website www.northlan.gov.uk. Information and application forms for clothing grants can be found here also.

From September 2020, all eligible two year olds and all children aged from 3 to those not yet attending primary school, that attend a North Lanarkshire Council Nursery or a Funded Provider (childminder or voluntary/private nursery), 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.

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.

PLACING REQUESTS

You have a 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 the 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 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 your child will have a direct entry to the associated secondary. Advice on this must be sought from the Primary School Head Teacher. Further information on placing requests and procedures is available from the school or the council's website.

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

TRANSPORT

The Council has a policy of providing free transport to all primary pupils who live more than one mile from their local school by the shortest 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 apply on the Council website. Applications 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

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. The council does not provide transport for those pupils in receipt of a placing request other than in exceptional circumstances. In the case of early entry requests if a child is offered a place in the catchment area school, transport will be provided in accordance with the Council's policy as stated above.

ST. PATRICK'S 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. Children gather in the hall at the end of the school day and are escorted to the bus.

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 age's 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. Annual flu vaccination by nasal spray is offered to all pupils by the NHS and administered in school with parental consent.

DENTAL INSPECTIONS

These are carried out at points throughout the year for our P1-3 children 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.

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. Patrick's Primary has a Parent Council.

Parent Council members are:

Claire Beattie	Chairperson
Nicola Lawler	Vice-chair/Treasurer
Elaine McLernon	Clerk
Laurette Docherty	Treasurer
Mary Hood	Parent Representative
Fr S Deeley	Church Representative
Catherine Morgan	School Representative
Kathleen Celino	Head Teacher

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
- fundraising
- 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.

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 emails.

The Parent Council can be contacted by email on: parentcouncil.stpatricks@gmail.com

The Parent Teacher Association can be contacted by email on: pta.stpatskilsyth@gmail.com

PUPIL VOICE

At St. Patrick's, we encourage all of our children to become involved in the wider life of the school through a variety of organisations and initiatives. Children are divided into House Groups and House Meetings are held regularly. These are chaired by the House Captain and Vice-Captain and this is the 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 support and office staff attend to cut knees, bleeding noses etc.

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.

Pupils are not allowed to walk in the school car park for their own safety.

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.**
- Avoid parking on the marked zig zags as this blocks sightline of children walking in and out of school**

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.

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.



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

St Maurice's High School, Westfield, Cumbernauld, ML5 5EA

Tel: 01236 794845

Head Teacher: Mrs Laura Moreland



IMPORTANT NAMES AND ADDRESSES

Kenneth Duffy (Provost)

Provost's Office

Civic Centre
Windmill Street
ML1 1AB 01698
302072
provost@northlan.gov.uk

Councillor Heather McVey

C/O Civic Centre
Motherwell
ML1 1AB 07939280064
brannan-mcveyh@northlan.gov.uk

Councillor Jean Jones

C/O Civic Centre
Motherwell
ML1 1AB 07939280065
jonesj@northlan.gov.uk

Councillor Denis Johnston

07581032605
johnstonde@northlan.gov.uk

Cluster Improvement Integration Lead

Gavin Ross
St Maurice's High School
Westfield
Cumbernauld
ML5 5EA
01236 794845
Rossgav@northlan.gov.uk

Senior Education and Families manager

Alan Henry
Education and Families Manager
Michelle O'Halloran

USEFUL SCHOOL POLICIES

School policies can be seen by application to the Head Teacher. A selection of useful policies is included below.

- Learning, Teaching and Assessment Policy
- Homework Policy
- Support for Learning Policy
- Positive Behaviour Policy/NLC Anti-bullying Policy
- Equalities Policy
- Safeguarding Policy

ADDITIONAL INFORMATION

NL Digital School

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

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

<https://glowscotland.sharepoint.com/sites/NLCDigitalSchool>

Parents Portal

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

- Annual Data Checks
- Online payments
- Permission slips
- Reporting absence
- Viewing timetables (secondary schools)
- Pupil reporting

Information and guidance relating to North Lanarkshire Digital Offering, including how to access parentsportal.scot, can be found on the NL Digital School page available on the council's website

<https://northlanarkshire.gov.uk/schools-and-learning/nl-digital-school>

Glow and M365

All pupils and staff in NLC have access to Glow – Scotland’s national digital learning platform provided by the Scottish Government and managed by Education Scotland. It provides learners and educators across North Lanarkshire with an environment that can support learning across the whole curriculum.

Pupils will be given a login to Glow when they start school, and these details will follow the young person throughout their school journey. Glow passwords are issued directly to pupils, and it is Education Scotland policy that these passwords should not be shared with anyone else. Staff in schools have the ability to reset a pupil’s Glow password.

Once logged into Glow, pupils will be able to use the full range of apps available via M365. These include MS Teams, OneNote, PowerPoint and MS Word.

Armed Forces Covenant Duty

North Lanarkshire Council is committed to the Armed Forces Covenant.

The Armed Forces Covenant Duty, Statutory Legislation 2022, is a legal obligation placed on relevant bodies, to have due regard to the principles of the Armed Forces Covenant.

Further details on this can be found on Scottish Armed Forces Education Support Group (www.gov.scot)

YOU CAN ALSO GET MORE HELP AND ADVICE FROM...

Support for Learning

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

Enquire

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

Tel No: 0345 123 2303

Enquire
Children in Scotland
Rosebery House
9 Haymarket Terrace
Edinburgh
EH12 5EZ

Email: info@enquire.org.uk

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

Website: 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

EH 6 6QQ

Reference to Additional Support Needs Tribunal (Scotland)

ASNTS

Health and Educational Chamber

First Tier Tribunal for Scotland

Glasgow Tribunals Centre

20 York Street

Glasgow

G2 8GT

Tel No: 0141 302 5860

Website: www.asntscotland.gov.uk

North CLD Locality Office

Pivot Community Centre

Glenmanor Avenue

Moodiesburn

G69 0DL

Tel No: 01236 638393

Email: CLD-North@northlan.gov.uk

NHS LANARKSHIRE

Kilsyth Health Centre

01236 801677

SOCIAL WORK

CUMBERNAULD/CHRYSTON

Bron Way

Town Centre

Cumbernauld G67 1DZ

Tel: 01236 638700



ST. PATRICK'S
Primary School, Kilsyth

Our Community Prayer

**Dear St. Patrick,
Be our helper and guide.
Bless our community and make it a happy
place to live, learn and work.
May we always be a community of faith,
hope and love.
Help us to walk in your footsteps,
sharing the Word of God with those we meet.
Christ beside us, before us and around us.**

Amen.

St. Patrick; 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



**ST PATRICK'S PRIMARY SCHOOL, BACKBRAE STREET, KILSYTH.
HEAD TEACHER: MRS KATHLEEN CELINO**