



Chapelgreen Primary School & Nursery Class HANDBOOK

Session 2015- 2016



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North Lanarkshire Council's
Motto is:

Service and People First

At Chapelgreen Primary School & Nursery Class we pledge to deliver this by:



- giving pupils and staff a safe, happy and attractive place to work
- listening and learning together
- improving learning and teaching
- raising achievement
- celebrating success
- working with communities for a better future
- respecting the dignity and value of all
- encouraging lifelong learning



Dear Parent/Carer

Welcome to Chapelgreen Primary and Nursery Class. This handbook has been created to give you important information regarding the education your child will receive in Chapelgreen Primary and Nursery Class and the supportive environment that this will take place in. It will hopefully answer many questions that you may have about sending your child to school and nursery but we appreciate that this can be a worrying time for you, so please feel free to contact us if you would like further information or just the chance to talk through any concerns you may have.

Kind Regards

*Siobhan McLeod
Head Teacher*

Aims and Objectives

In Chapelgreen Primary and Nursery Class, we aim to provide

- A positive, nurturing learning environment where every child feels happy, safe and valued;
- A curriculum that is differentiated to meet the needs of learners promoting fairness, equality and social justice;
- An ethos of achievement that celebrates both personal and wider involvement in school/nursery and the community creating responsible citizens, successful learners, effective contributors and confident individuals;

We will do this by

- Working collaboratively in partnership with parents/carers and other agencies to remove barriers to learning and to ensure positive outcomes for learners and their families;



Chapelgreen Primary School & Nursery Class

Mill Road

Queenzieburn

Kilsyth

G65 9EF

Tel: 01236 794836

E-mail: ht@chapelgreen.n-lanark.sch.uk

SCHOOL INFORMATION

Chapelgreen Primary is a non-denominational and co-educational school for children between the ages of 5 and 12 years. There is also a Nursery class (non-denominational) operating currently as mornings only. The school and nursery stand in spacious grounds in a rural setting serving the village and community of Queenzieburn. At Chapelgreen we are committed to eliminating all forms of discrimination and the school is committed to assessing all policies and practices to ensure there is no negative impact on any group of people. The present school roll is 50 but the school has a total capacity of 100 pupils. Parents should note that the working capacity of the school will vary dependent upon the number of pupils at each stage and the way in which the classes are organised.

PARTNERSHIP SCHOOL

Chapelgreen Primary and Nursery Class is a partnership school with Banton Primary in Kilsyth. Both schools have the same Head Teacher and this is known as a Shared Headship.

Shared Headship can allow smaller, outer-lying or rural schools to remain open to serve its community. Each school maintains their own unique identity, community, budget and staffing. Being in a partnership school has got many benefits to each of the schools. Chapelgreen and Banton are smaller schools but now we can combine pupils to represent teams in sports activities and share the cost of buses to attend community events. We can also share expertise and resources across both schools too thus ensuring pupils get the best from the partnership.

What does it mean for parents/pupils if it is a Shared Headship?

The Head Teacher works as part of a team in both schools. As parents/carers you will still be able to contact the Head Teacher if required and your child will still receive a quality education and be well-cared for. The main difference is that the Head Teacher is physically off the premises for half of the week at the other school. There is a Principal Teacher in both schools who deputises when the Head Teacher is not in the building, which is the same practice in every school. The Management Teams in both schools operate successfully through careful planning and effective communication.

FACILITIES

The school building comprises of 4 classrooms, 3 offices, staffroom and toilets. There is a gym hall which is also used for dining, physical education, drama, music and performances. Outdoors we have a trim-trail, climbing wall, a growing area and basketball hoops. We also border on a football court which pupils can access with supervision.

The nursery building consists of one room with a fitted kitchen area, a small cloakroom with toilets. There is a lovely outdoor area for children to explore the natural environment, a path for cycling, an outdoor house and plenty of storage.

COMPOSITE CLASSES

The classes within the school are composite or multi-composite, that means they include children who started their formal schooling in different years. However, the form of organisation and group teaching that is used in the school allows children to progress at their own pace and no child will be “held back” because he or she is part of a composite class. At some time during primary schooling, some children may remain in the same classroom for a second or third year but they will not repeat the same work programme. Like others in their working group, they will progress to the next stages as and when they are able to do so.

COMMUNITY FACILITIES

Any organisation wishing to book a let to use the school facilities out of hours may obtain an application form from the Community Learning and Development Area Office, Muirfield C.E. Centre, Brown Road, Seafar, Cumbernauld, G67 1AA website: <http://www.northlan.gov.uk> Telephone 01236 453237 Fax 01236 453237.

NB Lets should normally be applied for at least two weeks prior to the required date.

ASSOCIATED SECONDARY SCHOOLS



Kilsyth Academy
Balmalloch Road
Kilsyth
G65 9NF
01236 757636



St Maurice's High School
Westfield
Cumbernauld
G68 9AG
01236 794845

Chapelgreen Primary School & Nursery Class Staff

December 2015

Head Teacher Mrs S McLeod
(Shared Head Teacher with Banton PS)
Overall responsibility for Leading and Managing the school and nursery class

- Line Manager of Teaching staff, Early Learning staff, Office staff and Support staff.
- Monitoring and Quality Assurance of Learning and Teaching in school and nursery.
- Overall responsibility for School/Nursery Improvement Planning and Reporting.
- Additional Support Needs Co-ordinator
- Staff Professional Review and Development
- Continuing Professional Learning Co-ordinator
- School/Nursery Policy
- Positive Behaviour Management
- Pupil Pastoral Care
- Staff Welfare
- Finance and Budget
- Advisor to the Parent Council
- Child and Adult Protection Co-ordinator
- Pupil Attendance
- Staff Absence Management
- Health and Safety
- Fire Warden

And all duties outlined in Annex B of a Teaching Profession for the 21st Century.

Principal Teacher Miss K Donald
Operational School/Nursery Manager in the absence of the HT

- Deputise for Head Teacher
- Positive Behaviour Management
- Pupil Pastoral care
- Timetabling
- School Events Co-ordinator
- Student/Probationer/Work Experience Co-ordinator
- Health & Wellbeing Co-ordinator
- Out of School Hours Learning Co-ordinator
- NCCT Cover throughout school and nursery

And all duties outlined in Annex B of a Teaching Profession for the 21st Century.

Class Teachers

P1/2/3 Mrs G Crockett/Miss Donald
P4/5 Miss R Richardson
P6/7 Miss A Coyle

Total number of teaching staff= FTE 4.1

Nursery Staff

Nursery Teacher Mrs F Henderson
Early Learning Practitioner Mrs L Tang
Early Learning Practitioner Ms C Macpherson

Support Staff

Senior Clerical Assistant Mrs G Thomson

Classroom Assistant Mrs J Davidson

A.S.N. Assistants Mrs M Shevlin
Mrs A Currie

Janitor Mr J Mulholland
Cleaning Supervisor Mrs A Marshall
Cleaner Ms C Brady

Catering Assistant Ms M Petrie
Mrs J Colangelo

Visiting Staff

Educational Psychologist Mrs M Wallace
German Teacher Miss C Johnston
Active Sports Co-ordinator Mrs J Brennan/M MacVicar

SCHOOL HOURS

School opens at	:	9.00am daily
Morning Interval	:	10.30am to 10.45am
Lunch Time	:	12.15pm to 1.00pm
School closes at	:	3.00pm



- Please note that all Primary 1 pupils will be required to attend full-time from the first day of the session.

OUT OF SCHOOL CARE FACILITIES

Kilsyth Children's Club is registered for 55 children per day. It is registered with Social Care and Social Work Improvement Scotland. The registration number is CS2004078134.

They offer:

Breakfast Club	7.30am - 9.00am
After School Care	3.00pm - 6.00pm
Holiday Cover	

Kilsyth Children's Club take the children to school after the Breakfast Club and collect the children from school for After School Care. E-mail address is kidsclub@kcc-online.co.uk. A parent information pack is available electronically on <http://us5.campaign-archive1.com/?u=e91dcd58ef46d9d49902b6796&id=9de5a56939>

BREAKFAST CLUB

We are fortunate to have Breakfast Club facilities in Chapelgreen Primary School. This service is available for P1-P7 pupils. Mrs Shevlin and Mrs Colangelo manage the Breakfast Club. We offer a choice of cereals, toast, fruit juice and milk. The club begins at 8.15am and finishes 8.45am. The cost is 20p.

NURSERY CLASS

The nursery operates on a morning only basis with 20 places and 17 children are on the roll at present. It is located in a small building adjacent to the school entrance. The Nursery opens 8.40 a.m. and closes at 11.50 a.m. The Nursery Class goes over to the school for physical education, to use the gym hall and to join in some celebrations.

SCHOOL ASSEMBLIES

Every week all pupils gather for an assembly to learn, share views and celebrate success. We also hold special assemblies, usually at Harvest, Christmas, Easter and Summer when we extend an invitation to parents/carers and our community.

School holiday arrangements 2016/2017

August 2016

In-service day: Monday 15 August 2016

In-service day: Tuesday 16 August 2016

Pupils return to school: Wednesday 17 August 2016

September 2016

September weekend holidays: Friday 23 September 2016 and Monday 26 September 2016

October 2016

October break: Monday 17 October 2016 to Friday 21 October 2016

November 2016

In-service day: Monday 21 November 2016

December 2016 - January 2016

Christmas and New Year holidays: Monday 26 December 2016 to Friday 6 January 2017
(inclusive)

February 2017

Mid-term break: Monday 13 February and Tuesday 14 February 2017

In-service day: Wednesday 15 February

April 2017

Spring break: Monday 3 April to Monday 17 April 2017 (inclusive)*

*Good Friday 14 April 2017 and Easter Monday 17 April 2017

May 2017

May day holiday: Monday 1 May 2017

In-service day: Thursday 4 May 2017

Mid-term holiday: Friday 26 and Monday 29 May 2017

June 2017

School closes Wednesday 28 June 2017

It is proposed that schools will return for staff Tuesday 15 August 2017 and Thursday 17 August 17 for pupils.

ENROLMENT & TRANSFER IN PRIMARY SCHOOL

Advertisements are placed in the local newspaper each year in January announcing the dates for the enrolment of P1 pupils. Children who reach five years of age between 1st March 2016 and 28th February 2017 should start school in August 2016.

To enrol a child, parents go to the local school within their catchment area during the announced dates to complete an enrolment form. Parents must bring their child's birth certificate and a council tax bill/statement as proof of address and provide details of emergency contacts to complete the enrolment.

If you wish your child to attend a school that is not in their catchment area, you will still enrol at the local school but inform the school you are make a placing request and you will be given a leaflet to complete.

Primary 1 Transition Programme

Our aim is to make the transition to primary school as smooth as possible. To ensure this, a member of staff will visit your child in their pre-school setting as well as creating further opportunities for you and your child to attend school. During this time you will have a chance to find out more about the school and ask questions as well as providing your child with the chance to meet other children and, where possible, their Primary 1 teacher.

Transfer from another Nursery or Primary School

If your child is already attending Nursery or School and you would like to transfer your child to Chapelgreen Primary or Nursery Class, please contact the school office to arrange a suitable time to visit or email ht@chapelgreen.n-lanark.sch.uk.

If you live outwith the catchment area of Chapelgreen Primary you will be required to make a placing request.

Enrolment to Nursery

Any child who will be three years of age on or before 28 February 2017 will be entitled to a funded nursery place during session 2016/17.

- Children who reach 3 years of age between 1 March and 16 August 2016 can start from 17 August 2016.
- Children reaching 3 years between 17 August 2015 and 29 February 2017 can start the day after the child's 3rd birthday.

Application Forms are available from any local authority nursery establishment or private nursery that provides statutory funding on behalf of the council or can be downloaded at <http://www.northlanarkshire.gov.uk/index.aspx?articleid=1543>

To enrol a child, parents should visit any nursery to collect an application form. This should be returned to the first choice nursery, complete with the child's birth certificate and a council tax bill/statement as proof of address.

Places will be allocated through a cluster Panel System and parents will be informed of the offer of place via letter, usually around March. At Chapelgreen Nursery Class, children will be offered five morning sessions per week.

EQUAL OPPORTUNITIES

We are committed to eliminating all forms of discrimination including race, disability, gender and religion and to promoting equal opportunities and social justice within the curriculum within the daily routines of the school and in all social and sporting activities. We aim to treat all children equally and take seriously any reported racist incidents. Schools are required to notify the local authority of all racist incidents and all racial incidents are fully investigated. 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: <http://www.equiltyhumanrights.com/news/2013/june/commission-publishes-equality-guidance-for-schools/>

CURRICULUM FOR EXCELLENCE

What is a 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 from 3 - 18. The curriculum includes all of the experiences which are planned for children and young people throughout their education, wherever they are being 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 Well Being	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 will have responsibility to teach literacy and numeracy.

Learning is divided into two phases

The Broad Education (BGE) is from nursery to the end of the 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 to S3, but earlier for some
Senior Phase	S4-S6 and college or other means of study

LANGUAGES (Literacy/Modern Language)

Literacy and Language

Literacy is fundamental to all areas of learning as it unlocks access to the wider curriculum. Being literate increases opportunities for the individual in all aspects of life, lays the foundations for lifelong learning and work, and contributes strongly to the development of all four capacities of *Curriculum for Excellence*.

The Literacy and English framework promotes the development of critical and creative thinking as well as competence in listening and talking, reading and writing. There is also the opportunity to develop the personal, interpersonal and team-working skills which are so important in life and in the world of work through North Lanarkshire's Active Literacy Programme.

Listening and Talking

We encourage our children to listen carefully and to make sense of what they hear. We aim to develop this ability so that pupils can gain maximum benefit from all that goes on around them. Talking is a personal means of expression and we aim to develop and clarify this means of communication to help pupils to become more fluent, accurate and more succinct when expressing facts, ideas, thoughts and feelings.

Reading

At the early stages children are taught a number of strategies to help them read. As the children progress, their basic reading skills are first consolidated and then developed to encompass the higher order reading skills required by more sophisticated readers. Our principal published resources are PM Books, Literacy Links and novels. We have a large selection of Home Readers for use throughout the school and a non-fiction school library. We aim to create confident, critical and efficient readers who read for pleasure and for information.

Writing

Writing provides the means to express opinions and emotions as well as to communicate. Pupils are given contexts to structure their writing within different genres, such as letter writing, narrative, recount, instructions and persuasive writing. Grammar, Spelling and Handwriting are also taught through the Active Literacy and Reading programme.

Modern Foreign Languages:

Learning other languages enables children and young people to make connections with different people and their cultures and to play a fuller part as global citizens. In Chapelgreen Primary, German is the modern language taught in P6 & P7. We will be seeking to develop the Scottish Government's 1+2 approach which will give children the opportunity to learn further foreign languages.

MATHEMATICS (numeracy)

At every stage in the school and nursery, children will spend time on a balance of practical, mental and written tasks involving-

- INFORMATION HANDLING
- NUMBER, MONEY, MEASUREMENT
- SHAPE, POSITION, MOVEMENT



Mathematical ideas and language are introduced from the beginning and are related to real life situations. This approach continues throughout the course so that children may be led to recognise the relevance of mathematics to the solving of problems. Pupils are given the opportunity to apply their skills in problem-solving contexts. The mathematics resources used throughout the school are "Scottish Heinemann" "TENS", Numicon and TEEJAY. An essential feature of the course is the importance placed on practical and interactive activities designed to promote understanding.

EXPRESSIVE ARTS

The expressive arts cover an extremely important range of the school's programme of activities. Through music, art, dance and drama the children will learn to express ideas, thoughts and feelings in different ways. By taking part in such activities, they can learn to extend their range of communication skills. The arts also provide excellent opportunities for performance.

Social Studies, Science and Technologies

Our aim is to provide for the progressive development of our pupil's knowledge and understanding of the world in which they live. This in turn will encourage their development of attitudes and values, which are consistent with the care, and conservation of our environment. As the pupils explore the environment, they will study the following broad areas:

Social Studies - looking at people in the past, people in place and people in society.

Sciences - studying the earth, forces and electricity, materials, biological systems and topical science.

Technologies - looking at how technological developments impact on society, how we can use ICT to enhance learning, business and computing science contexts, food and textiles, craft, design, engineering and graphics contexts. Pupils have access to a range of ICT resources including a SmartBoard, iPads and Laptops for curricular development and personal research.

RELIGIOUS AND MORAL EDUCATION

Pupils will study aspects of religions focusing on the key people within them, artefacts, symbols and beliefs. Pupils will learn who and what is important to the different religions of Christianity, Judaism and Islam. This is usually delivered through a topic or during an assembly, such as Harvest, Christmas, Easter and Summer.

HEALTH & WELLBEING

Learning in health and wellbeing ensures that children and young people develop the knowledge and understanding, skills, capabilities and attributes which they need for mental, emotional, social and physical wellbeing now and in the future. We will use a variety of resources to deliver these areas such as PATHs, Co-operative Learning, Health and Wellbeing Indicators and Circle-Time.

Health and wellbeing will be explored in the following broad areas:

- Mental, emotional, social and physical wellbeing
- Planning for choices and changes
- Physical Education, physical activity and sport
- Food & health
- Substance misuse
- Relationships, sexual health and parenthood

At Chapelgreen Primary School and Nursery Class we have programmes of study for health and wellbeing. When addressing Relationships, Sexual Health and Parenthood, parents/carers will be informed of the content and can be assured that facts will be presented in an objective, balanced and sensitive manner.

More information about the Curriculum for Excellence is available online at <http://www.educationscotland.gov.uk/thecurriculum/index.asp>

How will my child's learning be assessed?

Assessment is ongoing on a daily basis. The goal (learning intention) is shared with pupils as well as the steps to success (success criteria). This helps pupils know what they are trying to achieve. The teacher will make a judgment based on how pupils performed and share this with pupils either verbally or through written comments in jotter work. Pupils can also assess their own work or the work of their peers.

At certain points throughout the school session formal assessment is carried out. This could be a Baseline Line Assessment at the beginning and end of Primary 1, Benchmarking to find out about reading levels and other published assessments.

Each pupil's progress will be reported formally on two occasions. This is usually through an Interim Report and then Final Report each followed-up by Parent/Teacher Consultations.

In Nursery, observations of your child's performance are made daily and included in your child's profile (Learning Story). These profiles can be accessed daily by parents/carers when dropping off/collecting your child from Nursery.

There will be new ways of assessing each child's progress to make sure that potential is achieved throughout their education. New qualifications are being developed:-

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

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

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

ADDITIONAL SUPPORT NEEDS

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

If a child is identified as having Additional Support Needs, the school will work in partnership with the parents to access the best support for the individual child. If a child experiences significant difficulties with aspects of learning, or social interactions, the school may open an Additional Support Plan. Most children experience some difficulty at some time during their school career. We try to identify any problems as early as possible and extra help is provided through the authority's staged intervention process:

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. For example, visual timetables, changes to the learning environment, differentiation etc.

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. For example, this could mean additional input from another member of staff.

Level 3 - External support within Learning & Leisure services, where it is identified that the child or young person requires support for planning from beyond the school or early years setting but within educational services. For example, Inclusion Support, Psychological Services, Support through Assisted Media, Support for Learning.

Level 4 - External support provided on a multi agency basis, where the child or young person's needs are identified as requiring support outwith education such as health, social work and/or voluntary services and these support needs will last for more than one year. This may involve Speech and Language therapy, Occupational therapy, Visual/Hearing Impairment, CAMHs. Pupils with English as an additional language can receive support from our Bilingual Support Team. Parents are consulted and kept fully informed throughout this process.

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. The Head Teacher is responsible for any arrangements related to 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.

Parents and pupils are an essential part of the assessment, planning and review processes and your views will be actively sought.

PLANNING FOR ADDITIONAL SUPPORT NEEDS

Additional Support Plans (ASPs) 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, voluntary agency to help them meet their learning targets. Where this support requires a high level of co-ordination the opening of a Co-ordinated Support Plan (CSP) may be considered. A CSP may be initiated by the school or another agency.

Parents 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 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 the back of this handbook). Mediation is free and independent of the Education Authority.

In the event that a disagreement cannot be resolved through mediation, then an application for **Independent Adjudication** (see contact details at the back of this handbook) can be made by parents 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.

SCHOOL IMPROVEMENT PLAN

Rationale

In arriving at our improvement priorities, we took account of North Lanarkshire's LLS Service Plan, our audit of last year's improvement plan, and engagement with staff, parents/carers and learners. We also took account of current national expectations in respect of Curriculum for Excellence, as outlined in Education Scotland's Inspection Advice Note (2014-15).

Improvement Priorities

Priority 1: Learners' needs are effectively met using the Health & Wellbeing Indicators to address barriers to learning and through careful planning for Additional Support Needs;

Priority 2: Engagement in learning improves through the use of assessment strategies that allow learners to be clear about what they are learning, how successful they are and what they need to do to improve;

Priority 3: Pace of learning and rate of progress improves in Literacy and Numeracy/Maths through the consistent and effective implementation of approaches to teaching active literacy and using the Maths/Numeracy Pathways;

HOMEWORK

The purpose of homework is:

- To reinforce and consolidate learning which has taken place in class;
- To encourage children to take responsibility for their own learning;
- To practise acquired skills;
- To develop new skills;
- To share school experiences with parents/carers;

Tasks are set by the class teacher and will be suited to pupils' individual needs, varied in content, relevant and realistic in duration. The length of time may vary, dependent on the task set but should range between 10-30 minutes each night. Homework is usually issued at the beginning of the week for return at the end of the week to allow flexibility for family commitments.

Typical tasks may include:

Reading text;	Vocabulary;	Active Spelling;	Short pieces of writing;
Number Work;	Practical maths;	Art;	Project work;
Research;	Observations;	Discussion;	TV/Newspaper work;

Parental involvement in homework is actively encouraged by the school. Parents can help their children by giving encouragement, by discussing and by helping the child if he/she is experiencing difficulty. It is important too, that parents encourage their children to produce a high standard of writing and presentation. Parents are also invited to sign their child's work or Homework Diary and to write comments for the teacher.

SCHOOL ETHOS

Chapelgreen Primary School is committed to providing all pupils with a wide ranging programme of learning and teaching activities which will encourage every individual child to raise his/her achievement. We try together to keep all parents/carers informed and aware of progress of his/her child and the ongoing work of the school. Annual reports are issued and parents are encouraged to attend our two Parents Evenings.

We aim to provide a caring, secure, happy and welcoming environment which will foster self respect, independence, self discipline and ability to work with others. Children's efforts and work is valued and classrooms are bright and attractively decorated with children's work displayed. We try to encourage a caring, responsible attitude towards the community, the environment and the wider world.

Staff will have the opportunity to continue an ongoing programme of training and development which will enable them to improve teaching and life-long learning. Above all we try to give pupils and staff a safe, secure, happy and attractive place to work.

SPIRITUAL, SOCIAL, MORAL and CULTURAL VALUES

Social Education

Children's social education takes place through all that they hear, see and do at home and at school. In school, we attempt to provide opportunities for the learning and social skills that will enable pupils to understand and cope with situations they will meet in and out with school. However, many of the most important aspects of social learning will take place within the home. As part of the school community, children will be encouraged to accept the importance of sharing and caring about the needs and rights of others. They will be encouraged to show courtesy and consideration, to work co-operatively and to share responsibility for their own and others safety and well-being.

The social aspects of health and safety education and community living are part of the environmental studies programme. Members of the local community representing the work of the fire, police and health services, charity organisations, conservation groups etc. are often invited to contribute to this work.

Religious Observance

It is recognised that the terms of the Education Act 1980, parents/carers may withdraw their children from religious observance. Although this right remains, religious observance with its aims contributing to whole school ethos, should make it less necessary for parents/carers to exercise their right of withdrawal.

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

EXTRA CURRICULAR ACTIVITIES

Extra Curricular Activities are offered in a variety of areas and have included Athletics, Drama, Cooking, Art and Craft, Fun and Games, ICT, Badminton, Football, Mini Basketball, Scrabble, North Lanarkshire Challenge, Golf, Science, Reading.

If you are interested in becoming a parent helper in the school or nursery or helping out with any after school activities please let the Head Teacher know. Likewise, if you have a hobby or interest and would like to run an after school club, please inform the Head Teacher.

We participate in numerous sporting activities and various competitions as well as cycling proficiency training with P6/7. The children go on outings throughout the year relevant to aspects of what's being studied in class.

FREEDOM OF INFORMATION

The Freedom of Information (Scotland) Act 2002 came into force on 1 January. 2005. The Act allows anyone to ask for information from the Council - and imposes a time scale of 20 working days for the Council to respond. To deal with Freedom of Information requests, the Council has appointed a Corporate Freedom of information Officer with the support of an officer in each Service. The Freedom of information and Records Management Officer can be contacted by telephone on 01698 524712.

DATA PROTECTION

The processing of your personal information by North Lanarkshire Council is carried out in accordance with the Data Protection Act 1998. The information you give is held securely, treated confidentially and only used for statutory educational purposes or to improve the quality of the service. Under the Data Protection Act 1998 you are entitled to access the information held. In terms of section 7 of the Act such requests should be sent to Freedom of Information and Records Management Officer.

TRANSFERRING EDUCATIONAL DATA ABOUT PUPILS

Education authorities and the Scottish Government Education Portfolio (SGEP) exchange data about pupils either on paper forms or electronically through the ScotXed programme.

The data collected and transferred covers areas such as date of birth, postcode, registration for free 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 their school and education authority, but they are not passed to SGEP. The postcode is the only part of your 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 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 email, school.stats@scotland.gsi.gov.uk or write to The ScotXed Support Office, SGEP, 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 www.scotxed.net

CHILD PROTECTION

Every adult in Scotland has a roll 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 the North Lanarkshire Child Protection Procedures and Guidelines.

Child Protection Co-ordinator is Mrs Siobhan McLeod, Head Teacher
Telephone Number: 01236 794836

PROMOTING POSITIVE BEHAVIOUR

The behaviour and attitude required of children and the school's approach to discipline are based on the principles of care, safety and consideration for others. "Behaviour" is dealt with in the context of social education and a great deal of emphasis is placed on children's need to understand the kind of behaviour expected and why. **Positive reinforcement and praise is always encouraged** We constantly refer to and expect children to keep, our School Rules and Our Golden Rules.

Do be gentle	Do not hurt anybody
Do be kind and helpful	Do not hurt people's feelings
Do work hard	Do not waste your or other people's time
Do look after property	Do not waste or damage things
Do listen to people	Do not interrupt
Do be honest	Do not cover up the truth

The School Rules are based on the need for care, consideration and safety. Rules are made for the benefit of all and most pupils do abide by them in class, in the playground and in the school.

A child experiencing behavioural difficulties will be shown the same positive approach as would be taken, if they were experiencing learning difficulties. The parents' help would be enlisted at the earliest sign of difficulty as parental co-operation is vitally important. Parents will be consulted about all the steps taken within the school and if necessary, help may be requested from the Support for Learning Service which provides support for all aspects of the child's learning.

A leaflet outlining our Promoting Positive Behaviour Policy will be issued to each parent when children start school. Parents are asked to sign this and give their views.

Bullying, causing a disruption in or out of class, insolence or persistent disobedience will not be tolerated. Our Anti Bullying Policy operates on zero tolerance.

P.A.L.S.

P.A.L.S. stands for Pupils Always Looking after our Safety. There are normally eight senior pupils two from each house, who act as playground monitors and peer mentors trying to diffuse any minor problem before it escalates into a more serious incident.



Sanctions used:

As already stated we try to promote positive behaviour and this is recognised and rewarded in a variety of ways. However there are times when inappropriate behaviour has to be dealt with.

By Class Teacher

- rebukes, telling off, warnings
- movement from seat or group
- work outside of class
- detained in school under supervision at intervals

By Management

- as for Class Teacher
- contact with parents concerning problem
- withdrawal from class
- exclusion

We trust that the co-operation of parents will be given for the benefit of their own child and the other children in our care.

HOME AND SCHOOL LINKS

Chapelgreen Primary is keen to build links with parents at every opportunity. The school sees itself as being in partnership with parents and only with full parental co-operation can the school hope to achieve the best for its pupils.

We hope that parents will keep in close contact with the school. At the start of each school session, parents will be asked to provide contact details, including at least one emergency contact number. **Parents should inform the school immediately if these contact details change during the course of the school year.**

We also ask parents to check homework diaries, homework jotters, to read reports thoroughly, to attend parents evenings and in general to keep in touch with us.

In return the school will notify parents of any problems or difficulties experienced by their child and will keep the parents involved in all decisions made about their child's education.

ATTENDANCE AT SCHOOL

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

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

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 school staff accessing all contact numbers provided for the child. In the interests of child safety, police will be contacted if all attempts to locate the child have been exhausted. Parents should be asked to inform the school by letter or telephone 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 the absence.** This policy also applies to children attending the nursery.

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/Guardians should inform the school by letter, before going on holiday.

Absences will be classified as authorised only in exceptional circumstances. Such circumstances may include

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

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

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

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

EXTENDED LEAVE WITH PARENTAL CONSENT

Where most family holidays will be recorded as unauthorised absence (see above) extended leave with parental consent will not be considered the same as a family holiday. Leave in such circumstances will be authorised under circumstances such as

- Extended overseas educational trips not organised by the school
- Short-term parental placement abroad
- Family returning to its country of origin (to care for a relative, or for cultural reasons).
- Leave in relation to the children of travelling families

EXCEPTIONAL DOMESTIC CIRCUMSTANCES

Parents may request permission for such leave in writing and the school may authorise such requests 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 attendance officer calls into our school regularly to check on attendance, so that any problems which arise, are raised immediately. The school attendance officer investigates unexplained absence and the authority has the power to write to, interview or prosecute parents, or to refer pupils to the reporter of the children's hearings, if necessary.

ATTENDANCE AND ABSENCE DATA

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

The data for North Lanarkshire and Scotland includes all education authority and grant aided primary schools, but excludes all special schools.

COMMUNITY LINKS

The school is at the heart of village life & is well supported by the community. We have very good links with the other five primary schools in our cluster, two of which are in a neighbouring authority. Banton Primary School visit for an annual Interschool Competition during our Health School Week. We also have excellent links with our local High School - Kilsyth Academy with regular Primary/Secondary Liaison Meetings, pupils attending various events, induction days for P7 pupils, work experience pupils' placements, visits from senior pupils who help out with after school clubs etc. & visits from a variety of staff to the Primary 7 class prior to their transfer up to High School.



We have developed an excellent relationship with the senior citizens in Queenzieburn and hold a Daffodil Tea each year for them. We also provide a postal service at Christmas and collect & distribute fruit, vegetables & groceries to all the senior citizens in the village, at Harvest time.

The whole school community is invited to the many events, concerts etc. we have during the course of the year and many V.I.P.s from the community have had a healthy lunch at our Golden Table e.g. active sports co-ordinator, Health adviser, link adviser, local councillors etc.

SCHOOL CLOTHING AND UNIFORM

All North Lanarkshire schools must have a dress code which encourages pupils to dress in a way which is appropriate to attendance at school. This dress code must not lead to direct or indirect discrimination on the grounds of race, religion, gender, or disability. Prior to drawing up the dress code the parents 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.

The uniform is-

- navy trousers/skirt
- blue shirt or blouse
- school tie
- pale blue polo shirt
- royal blue sweatshirt or cardigan

(All items may be ordered from School Trends during the Parent/Teacher Interviews in the summer term or online from Tesco).

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 or 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 grant for footwear or clothing from the Council will be encouraged to purchase items which are in accordance with the school dress code. Approval of any requests for such grants in other circumstances are at the discretion of the Executive Director of Learning & Leisure services. 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 Seeker's 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 unnecessarily 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.

SPECIALISED CLOTHING

For physical education - gym shoes, shorts and T-shirts are required for full and safe use of the equipment. White/blue school T-shirts are available at School Trends. Personal jewellery such as watches, earrings etc. must be removed prior to P.E. activities for Health & Safety reasons. A bag will be issued for gym kit which should be brought to school on Monday left in school all week and taken home on Friday for washing.

PERSONAL JEWELLERY

The wearing of personal jewellery, especially earrings is discouraged for reasons of children's safety. Unnecessary and unpleasant accidents can happen e.g. during playtime games. It is recommended that jewellery items are not worn on P.E. days or on visits to the swimming baths.

For Art and Design activities

Aprons are made available where possible to protect clothing in messy activities but accidents can happen in spite of teacher's supervision. Please provide an old shirt or overall to be left in school for this purpose.

For School Outings

Children may be required to wear suitable rainproof clothing and shoes/wellingtons. Information and advice will be given on these occasions. School uniform should be worn, if possible, on other visits.

In Bad Weather

The school offers little natural shelter in bad weather. Please make sure **FOR YOUR CHILD'S SAKE** that he/she is suitably dressed in warm/weatherproof clothing. You can provide a change of shoes and/or dry socks for your child to use on arrival at school.

LOST PROPERTY

Please label or mark your children's clothing, footwear and personal possessions. This will help to reduce the number of articles which are lost or go astray. Our Lost Property Box (in the janitor's office) may be checked by parents at any time - you may be surprised at what you find!

SCHOOL LUNCHES



School lunches are ordered a day in advance by school kitchen each day. Children may choose from a two course hot meal, sandwiches with fruit/yoghurt and biscuit. Milk is also on sale daily.

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), and Employment & Support Allowance (income related) are entitled to a meal without charge. Information and application forms for free school lunches may be obtained from schools, first stop shops 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. Only those children who receive a free meal are entitled to free milk. Milk may however, be available at the interval and during the lunch period. Nursery children are entitled to free milk.

Special diets-Parents should note arrangements can be made for special diets as a result of a medical condition. Parents should inform the Head Teacher of any special dietary needs at the time of enrolment. A medically prescribed diet form must be completed by the child's Registered Dietician or General Practitioner. Procedures and forms can be accessed from the child's school or dietician, or from North Lanarkshire's catering service.

Occasionally, parents/carers may be asked to supply prescription foods or attend a meeting to discuss the child's dietary requirements. Some children with additional support needs may require food to be adapted to an appropriate texture or consistency. In this instance the child's Registered Dietician or Speech and Language Therapist will liaise with the Head Teacher and school catering service to ensure appropriate food provision. Special diets required for ethical, religious or cultural reasons should be requested in writing to the Head Teacher, who will liaise with the school catering service.

Packed Lunches - Accommodation is provided in the hall for children with packed lunches. For safety reasons please use only cartons, cans or plastic containers for drinks.

NURSERY SNACKS

A daily healthy snack is provided for all nursery children. A voluntary snack fund assists with the provision of snacks. Parents are asked to donate approximately £2 per week to cover the costs of the food provided.

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, 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 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.

LUNCHTIMES AND SAFETY PRECAUTIONS

Children having lunch at school are requested to remain within the school grounds throughout the lunch period.

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 Learning & 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 authority, where spare places are available and no additional costs are incurred. Not necessarily for the start of the 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 the pick-up point and from the drop off point to the school in any one direction, will not exceed the authority's limits (see above paragraph). It is the parent's responsibility to ensure their child arrives at the pick-up point in time. It is also the parent's responsibility to ensure that the child behaves in a safe and acceptable manner while boarding, travelling in and alighting from the vehicle. **Misbehaviour could result in a loss of the right to free transport.**

Placing Requests

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

MEDICAL AND HEALTH CARE

Parents may refer their child to their Health Visitor at any time for examination or advice. The programme of Health care in schools includes:

- Height & weight in P1 & parental questionnaire
- Parental questionnaire in P7
- dental inspection followed by clinic treatment if so wished

ACCIDENTS OR ILLNESS AT SCHOOL

Simple first aid for minor cuts and grazes which are the result of playground accidents is provided by the school staff.

However, if a child takes ill during the school day or has an accident which requires medical attention, parents are informed immediately so that the child may return home or to be taken to the family doctor. For this reason, we ask parents to provide **EMERGENCY TELEPHONE NUMBERS** by which they may be contacted during the working day. We also ask for the name, address and telephone number of the family doctor and of a close friend or relative who can act on the child's behalf should parent(s) be unavailable. If these emergency numbers should change at any time, parents are asked to inform the school **IMMEDIATELY** so that records can be updated.

MEDICINES

In the interests of safety, parents are asked NOT to provide children with medicines or tablets to be taken during the school day. If your child requires medicine during the school day then this should be handed into the school office and the appropriate paperwork completed. We are unable to administer any medicine for your child until they have had their first dose at home. This is to ensure that your child does not take a reaction to the medicine whilst in school or nursery.

HOSPITAL, CLINIC AND DENTAL APPOINTMENTS

Parents are asked to inform the class teacher **in advance** of the time and date of pre-arranged appointments for medical treatment. A child should always be collected from the main office by a parent on these occasions.

FOR SAFETY REASONS a child will not be able to leave school in order to meet a parent elsewhere.

INFORMATION IN EMERGENCIES

Parents will be notified by letter of any changes to school times except in the case of an emergency situation when other means may be used.

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

THE PARENT FORUM

As a parent of a child at this school you are automatically a member of the Parent Forum. The Parent Forum is composed of all the parents & 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 & activities at the school
- get advice/help on how you can support your child's learning
- be told about opportunities to be involved in the school
- have a say in selecting a Parent Council to work on behalf of all parents at the school
- be invited to identify issues for the Parent Council to work on with the school

THE PARENT COUNCIL

Chapelgreen Primary currently has a Parent Council, the members are as follows:

Kerry Deane	Parent Member
Jean Colangelo	Parent Member
Frances Murphy	Parent Member
Elizabeth Macis	Parent Member
Jim Mulholland	Staff Member
Christine Johnston	Co-opted Member
Maureen Shevlin	Clerk

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 the selection of senior promoted staff
- receiving reports from the Head Teacher and education authority; and
- receiving an annual budget for administration, training and other expenses
- improving home school partnership and facilitating parental involvement

The Head Teacher has a right and duty to attend all meetings of the Parent Council, acting as the professional adviser. Meetings of the Parent Council are open to members of the public.

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

The Parent Council has an Annual General Meeting usually in September. In the event that there are a number of people interested in becoming a member of the Parent Council there will be a ballot system. Nursery Parents are also welcome to join the Parent Council. If you would be interested in becoming a member please contact Mrs McLeod.

SUPERVISION IN NON CLASS TIMES (Schools with 50 or more pupils)

An adult presence is provided in playground at break times in terms of the Schools (Safety and Supervision of Pupils) (Scotland) Regulations, 1990. Any child with Additional Support Needs will be supported by an Additional Needs Support Assistance during intervals.

In bad weather, children will remain in the hall or classrooms at interval times and will be monitored by the janitor, classroom assistant and ASN assistants.

Please note, it may not always be possible to provide this facility before start of school at 9am.

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, special class managed by the home authority. In the event of a successful placing request the authority are not required to provide transport. The Act also enables parents and young people to make a placing request to attend a school/establishment belonging to another authority.

TRANSFER FROM PRIMARY TO SECONDARY SCHOOL

Pupils normally transfer between the ages of 11½ and 12½ so that they will have the opportunity to complete at least 4 years of secondary education. Parents 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.

Pupils will normally transfer to-

**Kilsyth Academy
Balmalloch Road
Kilsyth
Tel: 01236 757636**

During the summer term prior to transfer, opportunities are usually provided for visits of parents and pupils to the secondary school when arrangements for transfer are explained and information given about the secondary school.

CONTACTS IN RELATION TO SUPPORT FOR LEARNING

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

Anne Paterson
Additional Support Manager
St Gerard's Primary School
Kelvin Road
Bellshill ML4 1LN
01698841743

Anne Paterson may be contacted directly or through the school.

Scottish Independent Advocacy Alliance

London House
20-22 East London Street
Edinburgh
EH7 4BQ
0131 556 6443
enquiry@siaa.org.uk
www.siaa.org.uk

Reference to Additional Support Needs Tribunal (Scotland)

ASNTS
Europa Building
450 Argyle Street
Glasgow
G2 8LH
Helpline: 0845 120 2906
Fax: 0141 242 014

You can also get more help and advice from:

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

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

You can also get more help and advice from:

Resolve 0131-260-5380 (Independent Adjudicator)

Scottish Independent Advocacy Alliance

Melrose House
69a George Street
Edinburgh
EH2 2JG
01312605380
enquiry@siaa.org.uk
www.siaa.org.uk

Reference to Additional Support Needs Tribunal (Scotland)

ASNTS

Europa building
450 Argyle Street
Glasgow
G2 8LH

Helpline: 0845 120 2906

Fax: 0141 242 0141

E-Mail: ASNTSInquiries@scotland.gsi.gov.uk

IMPORTANT ADDRESSES

Andrew Sutherland
Executive Director
Learning & Leisure Services
Civic Centre
Windmillhill Street
MOTHERWELL
ML1 1AB
Tel: 01236 812222

Lorraine Fisher
Education Officer
Learning & Leisure Services
North Lanarkshire Council
Kildonan Street
COATBRIDGE
ML5 3BT
Tel: 01236 812287



Continuous Improvement Officers

Robert Dalzell/Irene Pandolfi/
William Collum
Learning & Leisure
North Lanarkshire Council
Kildonan St
Coatbridge
ML5 3BT

Councillor Jean Jones
Councillor Heather McVey
Councillor Alan Stevenson
P.O. Box 14
Civic Centre
MOTHERWELL

ML1 1TW

NHS Lanarkshire

Kilsyth Health Centre
01236 822151

Social Work
Cumbernauld/Chryston
Bron Way
Town Centre
Cumbernauld
G67 1DZ

01236 638700

Scottish Independent advocacy Alliance

Melrose House
69a George Street
Edinburgh
EH2 2JG
0131 260 5380
enquiry@siaa.org.uk
www.siaa.org.uk

Councillor Jean Jones
Councillor Heather McVey
Councillor Alan Stevenson
P.O. Box 14
Civic Centre
MOTHERWELL

ML1 1TW

GLOSSARY

ASNA	Additional Support Needs Assistant
Catchment Area	The residential area from which a primary school normally draws all pupils.
Continuous Assessment	Assessment is an integral part of the learning process, used to monitor and reinforce progress.
ICT	Information and Communications Technology

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 certain parents in December each year. It details the current policies and practices of both the council and the school.