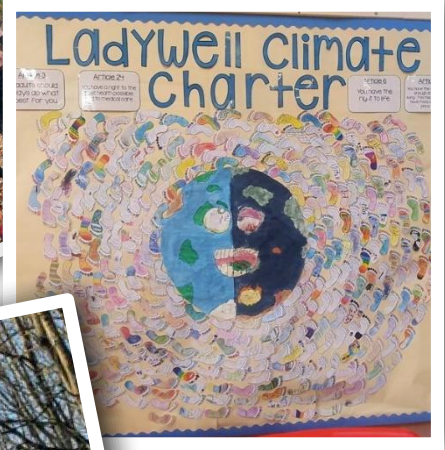




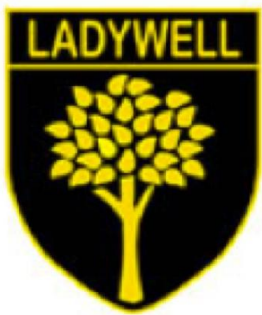
North
Lanarkshire
Council

**EDUCATION
AND
FAMILIES**



Ladywell Primary School Handbook 2022 - 2023

Successful Learners o Effective Contributors o Confident Individuals o Responsible Citizens

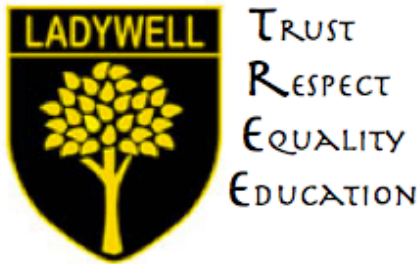


TRUST
RESPECT
EQUALITY
EDUCATION



CUSTOMER SERVICE EXCELLENCE





Dear Parents/ Carers,

I feel very privileged to be the Head Teacher of Ladywell Primary School. As a school community we provide a high-quality education based on the values of trust, respect and equality.

Staff and children work together to create a happy, welcoming environment that supports and values each individual, recognising talents and skills. High expectations are consistently set throughout the school, providing a motivating and stimulating environment in which to learn. There is a very positive ethos within our school. We promote diversity, inclusion, equality and respect. We aim to provide opportunities for developing skills for learning, and skills for the world of work, with a continuous focus on literacy, numeracy and health and wellbeing. We actively encourage parents and carers to become involved in their child's learning journey. Due to Covid restrictions we have been unable to provide opportunities throughout the year for parents/carers to join us as we usually do, in the form of workshops, open afternoons and class performances.

We are fortunate to have a very supportive Parent Council and PTA who work tirelessly to provide support to the school.

Whenever Covid restrictions allow, we will welcome support from parent helpers.

I hope you find this handbook useful in providing information about our school. If you have any questions or queries, feel free to contact me at the school.

I look forward to working with you and your child/children throughout the years ahead.

Mrs S Winning

Head Teacher

AWARDS TO DATE

CHARTER MARK

Ladywell Primary School was awarded the **Charter Mark Award** in 2004 and 2007. This prestigious award was given to the school after our in-depth application, presentation of evidence and half day inspections proved us to be worthy of the awards.

The award looked at the following areas and the school was continually assessed over the next three years.

Areas addressed were:

- Set standards and perform well
- Be actively engaged with your Users, Partners and Staff
- Be fair and accessible to all and promote choice
- Continuously develop and improve
- Use resources effectively
- Continue to enhance opportunity and quality of life in the committees you serve. As we have earned the award we are proud to use the logo on all our letters and documents.



ENTERPRISE EDUCATION GOLD AWARD

The school was awarded a gold award in 2004 for our work in Enterprise Education. We are maintaining and developing this good work.

ECO AWARD

5th Flag awarded 2014. Projects in the following areas were covered: -

- Sustaining our World
- Food and the Environment
- Health and Wellbeing
- Biodiversity
- Litter
- Energy
- Waste Minimisation
- Water

- Transport
- School Grounds

HEALTH PROMOTING SCHOOL

Early in 2005 we received the bronze award, the silver in May and the gold in October 2006

FAIRTRADE

In October 2016, we became a “Fairtrade Achiever School”.

SPORTS AWARD

In June 2017 we were awarded the Gold Sports Scotland Award.

Rights Respecting School Award

In June 2018 we were awarded the Bronze Rights Respecting School Award

DIGITAL SCHOOLS AWARD

In 2018 we were awarded the Digital Schools Award Scotland

SCHOOL INFORMATION

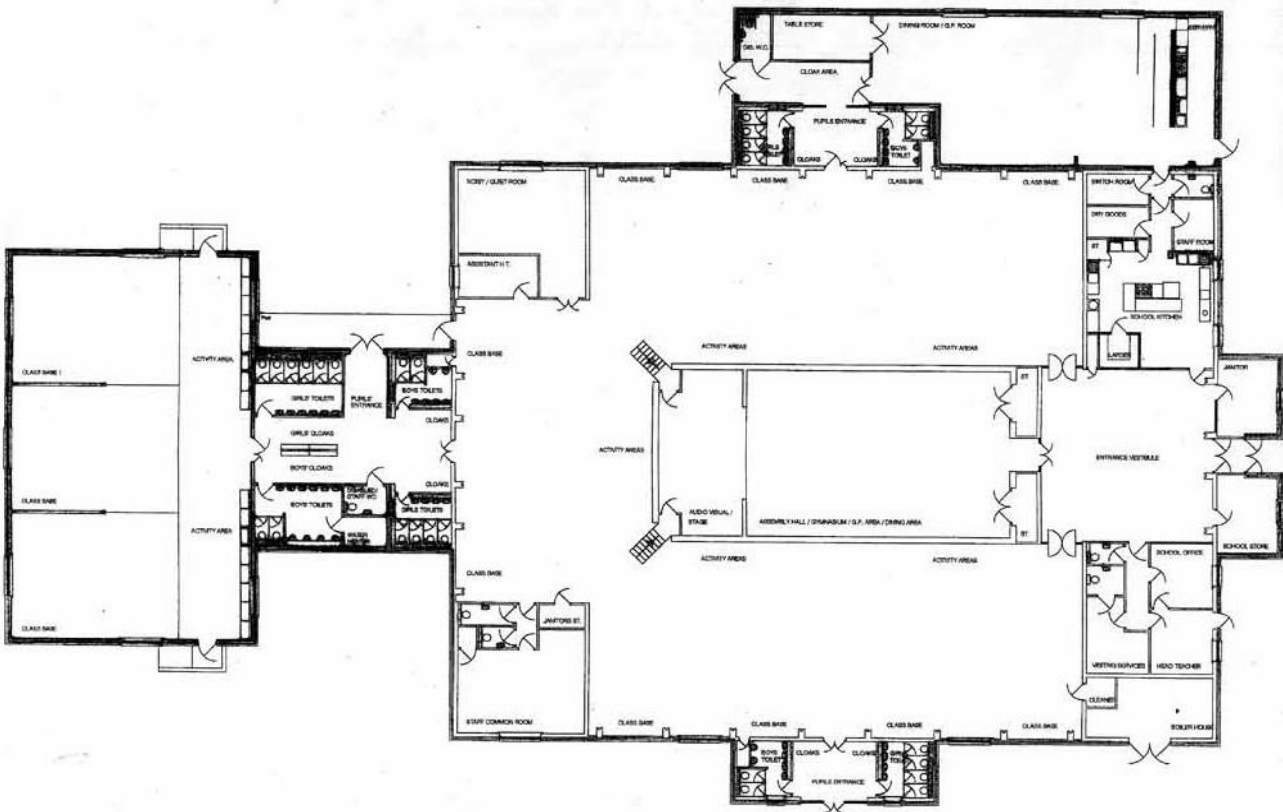
Ladywell Primary School
240 Ladywell Road
Motherwell
ML1 3EU
Tel: 01698 522719

SCHOOL INFORMATION

Ladywell Primary is a non-denominational, co-educational school, situated in North Motherwell. The building has a capacity for 334 children. The main building was completed in August 1995 and is open plan. This means that there are no 'classrooms' as such, but bases and areas. Parents should note that the working capacity of the school would vary dependent upon the number of pupils at each stage and the way in which the classes are organised. The present school roll is 386 and is made up of 14 classes. The diagram shows the areas where the teaching takes place and these are located around the periphery of the gym hall. We also have two additional classrooms, located in temporary huts.

Our associated secondary schools are Dalziel High School and Braidhurst High School.

Ladywell Primary does not offer teaching in the Gaelic language.



The school encourages community involvement in which pupils participate and from which they gain a wider view of the needs and aspirations of the community of Motherwell and beyond. Pupils are taught to respect their environment and to appreciate the work of those members of staff who have responsibility for cleaning and maintaining the buildings.

Staff development and training have a high priority in planning. Staff participation in In-Service and Career Long Professional Learning ensures that teachers are provided with opportunities to enhance the provision that is made for pupils. The school aims to enlist the support of individual parents, members of the P.T.A. and the Parent Council representatives in ensuring the best provision for the pupils. Only with full parental co-operation can the aims of the school be fully achieved.

TEACHING STAFF

(Staff names and classes correct at time of print)

Head Teacher	Mrs Sharron Winning
Depute Head (Part-time)	Mrs Anne Curran
Depute Head (Part-time)	Miss Mhairi McLellan
Principal Teacher (one day per week)	Miss Mhairi McLellan
Principal Teacher Part-time (4 days per week)	Mrs Samantha Henderson

CLASS TEACHERS AT PRESENT

Class	Teacher
P1A	Miss Tracy McGhee
P1B	Mr Stuart Colquhoun/ Mrs Vicky Bamford
P2A	Miss Pamela Steel/Miss Jennifer Taylor
P2B	Miss Rebecca Paton
P3A	Mrs Alison Steel
P3B	Mrs Rebecca Fraser
P4A	Miss Ammie Kerr/Mrs Samantha Henderson
P4B	Miss Nicole Bowie
P5A	Mrs Lisa Hunter
P5B	Mrs Hazel Hutchison/Miss Jane Clemente
P6A	Mrs Fiona MacDonald
P6B	Miss Charlotte Cullen
P7A	Miss Lianne Conway
P7B	Mr Taylor Puim

Non Class Contact Teachers: Mrs Ashley McCormick and Mr Stuart Colquhoun
 Support for Learning Teachers: Miss Jennifer Taylor, Miss Jane Clemente, Miss Morgan Jessimer, Mrs Gemma Carton

Digital Pathfinder Teacher: Miss Christine MacDonald

Cluster Support Teachers (session 2020-2021) Mrs Carole Foy and Mrs Irene Carr

Brass instructor: Ross McQueen Violin/Cello Instructor: S Dowling
 Woodwind/Chanter instructor: Mr Cowan

NON-TEACHING STAFF

Office Staff	Senior Clerical Assistant: Sandra Burns Clerical Assistant: Sandra Tollan
Classroom Assistant	Anne Cameron
Additional Support Needs Assistants	Kerry Ann Laikowski Karen Cochrane Dawn Inglis Josie Gault Anne Anderson
Breakfast Supervisor	Anne Anderson
Janitor	John Orr
Cleaning Staff	Supervisor: Anne Williamson Maureen Hargadon
Cook	Iona Collins
Dining Assistants	Dorothy Ritchie Mary Gray Lesley Costello Sharon Forsyth Kirsty Murdoch

The school is staffed to levels advocated by national standards and the decisions of North Lanarkshire Council's Education Officers.

This session we have 14 classes. We do not have any composite classes this session. Composite classes are made up of groups of children from 2 year groups. Classes are composed based on working groups.

The HT is the overall manager of the school and oversees all areas of learning and teaching, finance, curriculum development, assessment, and pupil and staff welfare. Both Deputies have specific responsibility for Support for Learning, areas of Curriculum for Excellence, including CPD training, student teachers, areas of School Improvement Planning and other duties delegated by HT.

The Principal Teacher is part time class committed and has responsibilities for certain areas of the curriculum and also the Nurture programme.

SCHOOL TIMES AND HOLIDAYS

School Hours

School Opens	8.55am
Interval	10.30am – 10.45am
Infant Lunch Break	12.15pm - 1.05pm
Lunch Break P4/3 and P4-7	12.30pm – 1.20pm
School Closes	3.00pm

There are two “Out of School Care” facilities. Children are collected from school around 3.10pm by bus. These facilities are organised by parents/carers directly. Leaflets are available from the school office.

August 2022 (proposed dates - session 2022/23)

Teachers return and in-service day: Monday 15 August 2022

In-service day: Tuesday 16 August 2022

Pupils return: Wednesday 17 August 2022

September 2022

September weekend: Friday 23 September to Monday 26 September 2022 (inclusive)

October 2022

October week: Monday 17 to Friday 21 October 2022 (inclusive)

November 2022

In-service day: Monday 14 November 2022

December 2022 - January 2023

Schools close: Thursday 22 December 2022 at 2.30pm

Christmas and New Year holidays: Friday 23 December 2022 to Friday 6 January 2023 (inclusive)

Schools return: Monday 9 January 2023

February 2023

Mid-term break: Monday 13 February 2023 and Tuesday 14 February 2023

In-service day: Wednesday 15 February 2023

April 2023

Schools close: Friday 31 March 2023 at 2.30pm

Spring holiday (Easter): Monday 3 April to Friday 14 April (inclusive)

May 2023

May holiday: Monday 1 May 2023

In-service day: Tuesday 2 May 2023

May weekend: Friday 26 May 2023 to Monday 29 May 2023 (inclusive)

June 2023

Schools close: Wednesday 28 June 2023 at 1pm

EQUAL OPPORTUNITIES / ACCESSING THE CURRICULUM

In Ladywell Primary School we feel that it is vitally important to the well-being 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 the school and the wider community.

All pupils are encouraged to work hard and do their best in all areas of the curriculum. Our school staff is aware of the need to ensure that pupils consider all the options open to them and do not fall into stereotypical choices. We also believe that all pupils should be able to take part in all school activities. Our pupils are actively encouraged to respect each other's needs and to reject ideas of racial or religious intolerance. We aim to ensure that the school community is aware of the need to guard against discrimination of any kind.

The school is committed to ensuring its policies do not impact adversely on any particular group(s) of people and opportunities to promote equality are actively pursued. Implementation of the Education and Families Equality Policy including the Equality and Human Rights Commission's Technical Guidance for Schools in Scotland is the essential guide for the school community to promote equality. This can be accessed at <https://www.equalityhumanrights.com/en/publication-download/technical-guidance-schools-scotland>

CURRICULUM FOR EXCELLENCE

What is Curriculum for Excellence?

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

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

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

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

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

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

Curriculum for Excellence is defined as:

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

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

These contexts are:

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

What are the Curriculum for Excellence levels?

There are five levels 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 schools 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 Wellbeing
- Mathematics and Numeracy
- Religious and Moral Education
- Sciences
- Social Studies
- Technologies

Assessment and Reporting

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

In turn, teachers and staff work with pupils to reflect on their results, looking at their strengths and learning needs, agreeing next steps and action based on these. As they progress, pupils become more involved in this process, as they develop the skills to make effective judgements 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 have additional support needs will be assessed using methods best suited to their individual requirements.

At Ladywell, we report to parent 4 times throughout the year. We offer two face to face parental appointments as well as an Interim report and more detailed formal written report. Throughout sessions 2020-21 and 2021-22 we have not been able to offer face to face meetings with parents. Teachers reported to parents through telephone calls

Workshops, open days, Literacy, Numeracy and Health Weeks all give opportunities to invite parents/carers in to school and see what is happening.

Class assemblies also allow parents/carers the opportunity to observe the children's learning and to meet staff and pupils on an informal basis.

Throughout session 2021-2022 face to face events could not take place due to Covid restrictions.

We hope that we can resume opportunities for parents to come into the school and share learning experiences with the children.

The website and twitter address also give information about school events. @ladywellIPS

Updates and further information on school initiatives and developments are always available via the school website, newsletters, information sheets, flyers and various other leaflets. Please check school bags on a regular basis!!

If you have concerns throughout the term, then we urge you to contact the school and we will be happy to meet with you so we can resolve the matter as quickly as possible.

ADDITIONAL SUPPORT NEEDS

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

Each class teacher is responsible for the teaching and learning of every child in the class by providing a suitable programme for the needs of each pupil. Further advice and support are available from specialists both inside and out with the school. Many children require some additional support at some stage in their learning, either on a short or long term basis.

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.

Parents/Carers can request, at any time, an assessment to identify specific difficulties or to establish whether or not a child requires a Getting it Right for me Plan.

Staged Intervention

Staged Intervention is a framework that enables establishments to provide the most appropriate and least intrusive level of support for any child or young person with additional support needs at any time.

Universal Support- where education staff identify that a child or young person needs support or planning which can be met within the school using classroom and whole school resources

Additional Support – where education staff identify that a child or young person needs support from within Education but out with the school staff e.g. Support may be requested from the Link Education Psychologist

Intensive Support - Requesting support from another agency (Joint working with partner agency / agencies including 3rd Sector). When further planning is required to further develop the wellbeing of children and young people the Named Person may request assistance from colleagues in partner agencies. This may include Compulsory working with other agencies/partners

Looked After Children i.e. children who are cared for directly or whose care the local authority supervises is deemed to have Additional Support Needs unless assessment determines otherwise. Parents and pupils are an essential part of the assessment; planning and review processes and your views will be actively sought. Parents and young people can ask the authority to establish whether a child has additional support needs. They can also request an assessment of support required at any time.

Getting it Right for Me Plans (GIRFMe)

GIRFMe enable staff to plan effectively for children and young people when interventions are required to support their learning and improve outcomes.

Parents/Carers and pupils are an essential part of the assessment; planning and review processes and their views will be actively sought.

Some children and young people may require significant support from education and at least one other agency, such as health, social work and/or voluntary agency to help 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 other 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.

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

Dispute Resolution

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

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

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

The **Additional Support Needs Tribunal** has been set up to hear appeals made by parents 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 PRIORITIES

Improvement Priority 1

Raise attainment in Literacy and Numeracy in targeted groups throughout the school.

Improvement Priority 2

Health and Wellbeing – Continue the recovery programme

Improvement Priority 3

The development of a play-based learning curriculum in Primary 1

Improvement Priority 4

Improve our digital offering throughout the school

We regularly update our school website with our achievements. This is also communicated with parents through twitter.

Continued use of the Pupil Equity Fund has allowed us to provide additional staff to support in the delivery of Literacy and Numeracy.

HOMEWORK

Pupils are given homework at every stage in the school. Work at home is encouraged for two reasons - it increases children's independent learning and it allows parents to work with their child. It also allows parents to see what work is being done in school.

Pupils are given work that will help to reinforce skills already taught. Homework should not take more than 15-30 minutes to complete and children should be stopped from working if they appear to be experiencing difficulty with it. A note to this effect in the homework jotter would alert teachers to any problems. Work given may include reading, spelling, maths, written language work, review of the week or, for the upper school pupils, some research work for a topic. It would be appreciated if parents would supervise the neatness and legibility of written homework and sign the page, to show that they have checked over the work done. No work will be given to children absent through illness or on holiday. Additional work will be set when the children return to class after a holiday or period of illness.

Throughout sessions 2020-2021 and 2021 -2022 homework was provided on line through Teams.

SPIRITUAL, SOCIAL, MORAL AND CULTURAL VALUES

Our Religious and Moral Education programme is planned to ensure that our children have the opportunity to explore three of the World's major religions, as well as views which are independent of religious belief, and consider the challenges posed.

Each year pupils study Christianity, Islam and Judaism. This is planned to develop a sound knowledge of religions and help the children to understand the beliefs and values of the many religious groups, which make up our society. They are encouraged to appreciate that deeply held beliefs lead to behavioural practices, which should be respected.

Major festivals of various religions are acknowledged, although the school holiday pattern takes account of the Christian year.

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

Throughout the school year we offer a variety of after school clubs such as Film Club, Choir, and Fitness Clubs.

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 out with 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
If you have any questions or are unhappy about the way that we use the personal information of your child, young person or yourself you can contact the Data Protection Officer.
Data Protection Officer (DPO)
Civic Centre,
Windmillhill Street,
Motherwell ML1 1AB
or by email to AITeam@northlan.gov.uk

The Information Commissioner
You also have the right to complain to the Information Commissioner about the way the Council has handled your rights, to enquire about any exercise of these rights or to complain about the way the Council has dealt with your rights (or any other aspect of data protection law).
Information Commissioner's Office,
45 Melville Street,
Edinburgh, EH3 7HL
or by e-mail to
casework@ico.org.uk

Transferring Educational Data about Pupils

Education authorities and the Scottish Government

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

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

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

Why do we need your data?

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

- plan and deliver better policies for the benefit of all pupils,
- plan and deliver better policies for the benefit of specific groups of pupils,

- better understand some of the factors that influence pupil attainment and achievement,
- target resources better.

Your GDPR rights

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

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

Further details are available on:

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

Any Concerns

If you have any concerns about the ScotXed data collections you can email school.stats@scotland.gsi.gov.uk or write to:

The ScotXed Support Office, SEGP, Area 1B, Victoria Quay, Leith, EH6 6QQ.

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

Want more information?

Further details about ScotXed data exchanges are available on the ScotXed website, <http://www.scotxed.net>.

Child Protection

Every adult in Scotland has a role in ensuring all our children and young people are safe and protected from harm at all times and in all situations.

The Head Teacher is responsible for the 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.

Child Protection Co-ordinator is: Mrs Sharron Winning, Head Teacher
(01698 522719)

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 Sharron Winning, Head Teacher
(01698 522719)

In Ladywell we recognise that Child Protection is a very sensitive area in which many emotions are raised, but we feel it is necessary to keep you informed of the procedures we must follow should any Child Protection incident arise. In North Lanarkshire it is mandatory for each school to have a named Child Protection Co-ordinator whose role is to attend courses, report back and provide training and advice for staff. Ultimately, however, the Head teacher has overall responsibility for ensuring all Child Protection issues are dealt with through the proper channels.

In Education our role is to provide a safe environment for all children where effective learning can take place, but the provision of pastoral care is of great importance. We have a duty to 'be alert to the need to act in the best interests of children and in co-operation with other key agencies in order to protect children from harm and abuse.' This means that as teachers we have a contractual and professional duty to report any concerns we may have regarding the possible abuse of any child. We have no choice in the matter and we do not require proof. Our job is not to question the child but to pass on our suspicions to the Head Teacher who will contact either the Social Work Department or the Police. Equally, should a child disclose any concerns to us, again we must proceed within the guidelines laid down for us and report our information. Naturally any Child Protection issue is confidential and only those who need to know are informed.

Education has an important role to play in promoting the welfare of children and we try to do this through creating a positive, caring environment where children are encouraged to discuss concerns, build positive relationships based on trust and become aware of their rights and responsibilities.

At this point we would like to reassure you that we know only too well that children regularly come to school with cuts and bruises or appear upset, anxious or worried, so please be assured that we do know this is part and parcel of being a child and we will not be on the phone to Social Work at the first sign of a bruise or tears.

Please remember that we are here primarily to teach your children but if we are uneasy about any aspects of, or changes in a child's behaviour, appearance etc. then we must report our concerns. We do not have a choice and we ask for your understanding in this matter.

We hope we have clarified our situation regarding Child Protection, but if you have any queries, please do not hesitate to contact the school.

SCHOOL DISCIPLINE AND ANTI BULLYING POLICIES

All members of Ladywell Primary School have the right to work and learn in a safe and secure environment without disruption from others. By promoting positive behaviour our children are encouraged to take responsibility, develop self-control and enhance their self-esteem.

All children should know, understand and follow the Ladywell School Charter. At the beginning of each session, each class agrees a Class Charter which states expectations with regards to behaviour. These charters are displayed in every class, referred to throughout the day and through Health and Wellbeing and Interdisciplinary lessons. Children will discuss their Charter with their class teacher at the beginning of each session / term.

Violence of any kind is not tolerated. Incidences of violent behaviour should be reported immediately to the HT or DHT.

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

PARENT INVOLVEMENT: HOW CAN YOU HELP?

The school endeavours to maintain a close working relationship with parents. Parents are always welcome at school, not just at prearranged parents' evenings. (At the moment, parents are requested to make an appointment, due to Covid restrictions). It is considered of paramount importance that parents and teachers have a positive working relationship in the educating of children. All parents (and grandparents) are welcome to come to the school and help with a number of activities ranging from reading a story to supervising a computer group. Parents with any particular expertise or interest are welcome. Please let us know if you can help. Please note that all helpers will require to be police checked under the new "Protection of Vulnerable Groups Act". We rely more and more on parent helpers and really appreciate any support.

Unfortunately, throughout session 2020- 2021 and 2021-2022, due to Covid restrictions, we were unable to welcome parents into the school. We looking forward to welcoming helpers in again when it is safe to do so.

PARENT/TEACHER/CHILD CONSULTATIONS

Twice a year, parents have the opportunity for a one-to-one parents meeting with their child's class teacher. This meeting includes the child so everyone can reflect and have a say on the child's progress and effort. Written reports are issued twice yearly. Children also set targets throughout the year in discussion with their class teacher and parents.

It is school policy to inform parents as early as possible if a child is not making satisfactory progress at an appropriate level, so that the problem can be discussed and resolved on an individual basis. However, if you are at all concerned about any aspect of your child's progress at any time, please do not hesitate to make an appointment to discuss it with the class teacher or a promoted staff member.

Parents will have the opportunity to look at their child's work, assessments and experience the ethos of the classroom throughout the year. Many opportunities arise throughout the school year that welcomes parents into the school such as: open days, workshops, concerts, assemblies, fairs etc.

During session 2021-2022 we were not able to share children's work with parents, due to Covid restrictions and guidelines.

SCHOOL ATTENDANCE / ABSENCE

Section 30 of the 1980 Education Act plays 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.

All absences should be covered by a note from parents.

At the start of each school session, parents will be asked to provide contact details including at least one emergency contact number. Parents are required to inform the school if these contact details change during the course of the school year.

Parents and Carers are asked to inform the school if a pupil is unable to attend from the start of the school day on the first day of absence. Failure to do so will result in school staff accessing all contact numbers provided for the child. In the interests of child safety, police may be contacted, if all attempts to locate the child have been exhausted.

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

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 of the dates before going on holiday. Absences will be classified as authorised only in exceptional circumstances. Such circumstances may include:

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

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

- The availability of cheap holidays
- The availability of desired accommodation
- Poor weather experienced 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 the school holidays without serious consequences)

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

Where most family holidays will be recorded as unauthorised absence (see previous page) extended leave with parental consent will not be considered the same as a family holiday. Leave in such circumstances will be authorized 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 children of travelling families

Parents may request permission for such leave in writing and the school may authorize 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

It should be emphasised that the school investigates unexplained absence, and that the authority has the power to write to, interview or prosecute parents/carers, or to refer pupils to the Reporter of the Children's Panel, if necessary. A statement of the school's policy including procedures for the enforcement of attendance is available on request.

CLOTHING AND UNIFORM

All North Lanarkshire schools must have a dress code that 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 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 material that may be a danger in certain classes (e.g. shell suits)
- Could cause damage to flooring
- Carry advertising, particularly for alcohol or tobacco
- Could be used to inflict injury to other pupils or be used by others to do so

Please note that only stud earrings are permissible in school. Children may be asked to tape over their earrings for PE to prevent injury to themselves or others during specific activities.

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.

Parents in receipt of a clothing grant from the Council will be encouraged to purchase items that are in accordance with the school dress code. Approvals of any requests for such grants in other circumstances are at the discretion of the Assistant Chief Executive of Education Youth and Communities. 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 based), Employment and Support Allowance (income related), universal credit, housing benefit, council tax rebate.

All children in Ladywell Primary School wear their uniform and for the benefit of entrants, the uniform is noted below.

Skirt/Trousers	Grey/Black/Tartan Skirt
Blouse/Shirt	White
Pullover/Sweatshirt	Grey/Black
Tie	Black/Gold
Polo Shirt	White
Shorts	Black
Summer Dress	Yellow Checked
Baseball Cap	Yellow
Fleece	Black
Waterproof Jacket	Black

Our Uniform Suppliers are Scotcrest in Hamilton and Miyo Apparel in Motherwell. Although blazers look very smart, they are not a practical item of clothing as they spend most of their time in school on the floor of the cloakroom!

Many children wear training shoes to school every day but a change of shoes is still required to ensure children have a dry pair of shoes for indoor use, suitable for indoor PE and walking around school.

Please ensure you label your child's belongings.

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

SCHOOL MEALS

School meals are served in the cashless cafeteria.

(A leaflet explaining the Cashless Cafeteria System will be issued to all new parents)

There is a kitchen that has excellent facilities for on site preparation of food. All school meals are compliant with the council's "Hungry for Success" policy. If the weather permits, children are allowed to eat their packed meal outside, during only the months of August, September, May and June, otherwise they sit in the dining room and are supervised during their meal time.

Special medical dietary requirements may be provided on consultation with the cook/supervisor. Diets required as a result of a medical condition (a medically prescribed diet e.g. coeliac disease, diabetes, food allergy or intolerance) can be provided in school. A medically prescribed diet form must be completed by the child's Registered Dietician or General Practitioner. Procedures and forms can be accessed from school or dietician, or from North Lanarkshire's School Catering service.

Occasionally, parents/ carers may be asked to supply prescription foods or attend a meeting to discuss the child's dietary requirements.

Special diets required for ethical, religious or cultural reasons should be requested in writing to the Head Teacher, who will liaise with school catering services.

Milk may however be purchased in the school during the meal period. For safety reasons, please use only cartons or small plastic containers for drinks - (not glass bottles or cans) since these may become the cause of accidents.

No lollipops are allowed in school, for Health and Safety reasons.

Children who do not go to the cafeteria to buy their meal or eat their packed meal are considered to have gone home for meal. The school tuck shop sells only low-fat crisps, healthy biscuits, fresh fruit and fruit juices. This is organised and run by the school's catering staff.

All P1 – P4 pupils are entitled to a free school meal.

Due to our large roll our lunches are as follows:

P1-P3	Lunchtime	12.15pm-1.10pm
P4 - P7	Lunchtime	12.35pm – 1.25pm

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 meals 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), universal credit, housing benefit, council tax rebate.

Information and applications for clothing grants may be downloaded from the council website www.northlan.gov.uk and are available in First Stop shops.

All Primary 1-4 children are entitled to a free school meal and free milk. Milk may also be available for purchase in the school during the lunch period. (Lunch menus will be issued in addition to this handbook) Children may bring a water bottle containing “plain water” to school each day, to drink in the class throughout the day. **No fizzy, flavoured or coloured waters please.**

From January 2022, all P5 children will be eligible for a free school meal and milk. Pupils in P6 and P7 who qualify for free school meals are eligible for free milk.

From August 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), are entitled to 1140 hours Early Learning and Childcare provision. Those children attending for four hours per day, or more, will receive a free meal as part of the Early Learning and Childcare entitlement.

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

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

TRANSPORT

The council has a policy of providing free transport to all primary pupils who live more than one mile from their local school by the shortest suitable 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 from the school or from Education and Families. These forms should be completed and returned before the end of February for those pupils beginning school in August to enable the appropriate arrangements to be made. Applications may be submitted at any time throughout the year but may be subject to delay whilst arrangements are made. There is discretion in certain circumstances to grant privilege transport for pupils to travel in transport provided by the authority, where spare places are available and no additional costs are incurred.

Where free transport is provided it may be necessary for pupils to walk a certain distance to the vehicle pick up point. Walking distance in total including the distance from home

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

It is the 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 right to free transport.

The council does not provide transport for those pupils in receipt of a placing request other than in exceptional circumstances.

In the case of early entry requests if the child is offered a place in the catchment area school, transport will be provided in accordance with council policy stated above.

If you can walk with your child to school, it is better for you and for your child - healthier and safer for everyone. This avoids traffic congestion and reduces the chances of accidents in the vicinity of the school. If you must bring a car, please use the appropriate "dropping off" zone and do not park opposite the school or on the zig zag lines. Please do not block local resident's driveways. This will help keep all children safe.

When coming into school, children should follow the footsteps and go around the building. The Kitchen is at the back of the school and Lorries deliver foodstuffs at all times, making this a hazardous area for children.

MEDICAL AND HEALTH CARE

Pupils are examined by the school medical officer in P1 and P7. Permission slips to enable this to happen, are issued at the start of each session. Where necessary, facilities are available to test eyesight and hearing. The school dentist can be utilised when required.

If a child takes ill at school or has an accident, it may be necessary to arrange that the child is returned home. It is therefore essential that the school be informed of an emergency address, e.g. Grandparents, other relative, or family friend who lives locally that can take charge of the child. Please inform us if your child has any particular medical requirements. This is very important and best discussed with the DHT/HT in the first instance. It is important that any changes of phone numbers must be communicated to us.

It is a good preventative treatment, if all parents check children's heads on a weekly basis for head lice. If you find anything then you should treat it accordingly and notify the school. Once your child has been treated they can return to school.

If a young person is unable to attend a suitable education establishment as a result of prolonged ill health, North Lanarkshire Council must make special arrangement for the pupil to receive education somewhere else, other than at an educational establishment.

In North Lanarkshire, children and young people are treated in the paediatric in-patient unit within Wishaw General Hospital. It is not common for children and young people to have extended stays in Wishaw General, and therefore North Lanarkshire Council does not require a dedicated hospital education service. Children and young people resident in North Lanarkshire, and in hospital in Glasgow, may access education through the Hospital

Education Service (HES). The service is provided by Glasgow City Education Department and Social Work Services. For further information, please contact the school.

INFORMATION IN EMERGENCIES

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

The school also uses a text messaging system that allows messages to be sent to parents' mobile phones. This is used to inform you of any emergency or information when we cannot contact you at home or at work. The school website and twitter may also have announcements.

THE PARENT FORUM

As a parent of a child at this school you are automatically a member of the Parent Forum. The Parent Forum is composed of all the parents and carers of children at the school. The Parent Council Minutes and other relevant information can be accessed via our school website www.ladywellprimary.org.uk and occasional updates given via the school's twitter account - @ladywellIPS

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

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

THE PARENT COUNCIL

Parent Councils came into force on the 1st The Parent Council of Ladywell Primary School comprises of six parents, two co-opted members, one member of the teaching staff and the Head Teacher

The role of the Head Teacher to the Parent Council is that of professional adviser.

The Parent Council meets on the first Thursday of each month at 7.00pm in Ladywell Primary School. At present the Chairperson of the council is Jan Hall, Parent Members and our two co-opted members are Susan Duncan and Derek Pope, Teacher Representative is Stuart Colquhoun and professional adviser to the council is Sharron Winning H.T. The Clerk to the Council is Angela Bayne. When a vacancy arises, parents are asked to apply and a ballot will take place if there are more applicants than vacancies.

Minutes of the Parent Council Meetings and copies of Parent Council Newsletters can be seen in the foyer of the school or on the school website – www.ladywellprimary.org.uk.

Members of the Parent Council can be contacted through the school. The Parent Council's rights and duties include:

- supporting the work of the school
- 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.

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

Having a Parent Council ensures that you, the parents and carers have a voice. The Parent Council give a guarantee that each and every concern raised will be discussed and minuted with the actions published in the school reception area after each meeting.

It is possible for members of the Parent Forum to observe the Parent Council meetings.

The school also has Pupil Council with representatives from each class that operates in a similar way Information is displayed in the school foyer.

SUPERVISION OF PLAYGROUND

An adult presence is provided in playgrounds at break times in terms of the Schools (Safety and Supervision of Pupils) (Scotland) Regulations, 1990). Staff is delegated to specific areas of the playground to ensure all areas are supervised - as far as possible. They also supervise the children lining up to re-enter the school after interval and lunchtime - not in the morning. First thing in the morning, Mr. Orr is in the playground from 8.45 am. Gates are closed and locked after 9am and re-opened at 3pm. The main gates are closed at interval and lunchtimes leaving only one access area to the school. This improves safety in the playground. No parents are allowed into the playground areas at any time, unless agreed with the Head Teacher but are welcome to come to the school office and can arrange to meet with the teacher there.

There is usually an adult presence at all the gates at 3pm as teachers/SMT supervise the children when leaving the school.

TRANSFER FROM PRIMARY TO SECONDARY

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.

Pupils from Ladywell Primary normally transfer to Dalziel or Braidhurst High Schools, depending on where they live.

Parents are assured that every effort is made by the staff of Ladywell Primary School and Braidhurst and Dalziel High Schools to ensure that the transition to High School is as smooth as possible.

Although this information is accurate at the time of printing, there could be changes affecting any of the matters dealt within the document before the commencement or during the course of the school year in question in relation to subsequent school years.

Education authorities are required by law 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.

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

Donna McCann

McCannDo@northlan.gov.uk

Donna McCann can be contacted directly or through the school.

You can also get more help and advice from:

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

0345 123 2303

Enquire

Children in Scotland

Rosebery House

9 Haymarket Terrace

Edinburgh
EH12 5EZ
info@enquire.org.uk
www.enquire.org.uk for parents and practitioners
www.enquire.org.uk for children and young people

Children in Scotland – Resolve Mediation
0131 313 8844
Email: resolve@childreninscotland.org.uk

Independent Adjudication
Scottish Government
Directorate for Learning
Support and Wellbeing Unit
Area 2C North
Victoria Quay
Edinburgh
EH6 6QQ

Reference to Additional Support Needs Tribunal (Scotland)

ASNTS
Health and Education Chambers
First Tier Tribunal for Scotland
Glasgow Tribunals Centre
20 York Street
Glasgow
G2 8GT
0141 302 5860
www.asntscotland.gov.uk

MOTHERWELL HEALTH CENTRE
01698 242610

MOTHERWELL SOCIAL WORK DEPARTMENT
Scott House
73/77 Merry Street
Motherwell
ML11 1JE
01698 332100

COMMUNITY LEARNING AND DEVELOPMENT LOCALITY OFFICES

Motherwell CLD Locality Office
Our Lady's High School
Dalziel Drive
Motherwell
ML1 2DG
01698 403830
CLD-Motherwell@northlan.gov.uk