



ST PATRICK'S
PRIMARY SCHOOL,
CORONATION ROAD
EAST,
NEW STEVENSTON,

MOTHERWELL

The Education Department takes as its motto:

Aiming Higher in North Lanarkshire

and pledges to do this by:

?? improving learning and teaching

?? raising achievement and realising potential

?? encouraging lifelong learning

?? working with communities for a better future

?? listening and learning together

?? celebrating success

?? respecting the dignity and value of all

?? giving pupils and staff a safe, happy and attractive place to work

The Aims of Primary Education

The aims of primary education are to provide for all pupils a quality education with a curriculum that is appropriate to their needs in accordance with the 5-14 documents and all national and North Lanarkshire guidelines.

Equality of opportunity for all must have a high priority to ensure intellectual, social and spiritual development.

1. Introduction by Head Teacher

The Aims of the School

The aims of St Patrick's Primary School are:

- ?? to encourage all children to work to their full potential and to develop their skills and talents in a safe, happy and caring environment.
- ?? To encourage friendship, understanding and harmony among all the pupils and to foster a sense of self-respect and esteem.
- ?? to foster good relationships among all those who working, or visit the school.
- ?? to play an active Christian part in the life of the school and the Catholic parish it serves.
- ?? to establish a sense of community in the area and participate in activities involving other schools and agencies.

We are a community of faith in St Patrick's Primary School and regard our role in the lives of the pupils, their families and the parish as one of great importance and privilege. We promote fairness, equality and tolerance and strive to develop our children's skills and abilities to their highest potential in an ethos of happiness and mutual respect.

We teach, by example, respect for others regardless of creed, colour, ability or gender.

We work towards creating a community of faith and love.

We endorse N.L.C.'s motto of 'Aiming Higher' and strive for continuous improvement in our school.

The parents who have entrusted their children to us can be confident in the knowledge that we aim to help our children to develop and grow to become happy, well-adjusted members of society in a caring Catholic environment.

Our School

St Patrick's Primary School is situated on the edge of the village of New Stevenston, approximately 4 kilometres from Motherwell.

The accommodation dates from 1929 and had a full refurbishment in 1981. It comprises of one long, single storey building with a central administration suite, an infant (Primary 1-3) teaching area to one end and the Primary 4-7 teaching area at the other. There is also a gymnasium, a general-purpose room and a medical suite. Dining and packed lunch facilities are available within the building. Open areas within the school are used as an art/craft area and a problem solving/technology area. There are 7 classrooms presently housing 155 pupils in 7 classes. The school capacity is 212. The majority of pupils are from New Stevenson.

There is also a Nursery class with 40 children attending as 20 morning/20 afternoon.

The local parish is St John Bosco, New Stevenston.



2. School Information

- a) St. Patrick's Primary School
- b) Coronation Road East, New Stevenston ML1 4HX
- c) Telephone: 01698-732539; Fax: 01698 834612
- d) Present roll:- 155
- e) Classes in 2002-2003 - 7 classes.
- f) Working capacity:- 212
Parents should note that the working capacity of the school might vary dependent upon the number of pupils at each stage and the

way in which classes are organised. In the event of pupil/staff numbers resulting in the formation of composite classes, regard will be given to the age, emotional, social and educational development in deciding on pupil combinations to make classes of more than one stage.

- g) Stages covered - Primary 1 to Primary 7.
- h) Roman Catholic Primary School but open to children who are not Roman Catholics.
- i) Co-educational.
- j) It is Council policy that school accommodation be made available as far as possible outwith school hours for use by the community. Such use by groups, clubs etc., will be in accordance with approved letting procedures and enquiries should be directed to the area Community Education Officer (see address in Appendix).
- k) The associated Secondary School is Taylor High School, New Stevenston.

3. Staff

Head Teacher - Mrs. Catherine Adair

The role of the Head Teacher is to manage the school effectively in accordance with the procedures and requirements of the Education Authority;

- ?? to manage the budget of the school;
- ?? to manage the staff of the school;
- ?? to ensure that there is effective planning, teaching, learning and assessment;
- ?? to ensure that pupils are treated with equality and that their needs are met;
- ?? to ensure the health and safety of pupils and staff during school hours;

- ?? to establish good relationships with the community, parents and also within the school;
- ?? to develop the school in line with the guidance from national and North Lanarkshire Education Department.

Acting Senior Teacher - Mrs. G. O'Neill

In the event of the Head Teacher not being available, the Senior Teacher acts on behalf of the Head Teacher.

The Senior Teacher has responsibility for an area of Curriculum Development and support for probationers and student teachers.

Class teachers: 2002-2003

Miss Love	-	Primary 1
Mrs Neary	-	Primary 2
Miss O'Donnell	-	Primary 3
Mrs McCargo	-	Primary 4
Mrs Mitchell	-	Primary 5
Miss Coyle	-	Primary 6
Mrs Carroll	-	Primary 7
Learning support	-	Mrs. Cassidy - ½ day per week
Music Instrument Tuition	-	Mr. Smith - 1½ hours per week

Teacher Entitlement [FTE] 8.45

Nursery Staff:

Mrs Shearer	-	Nursery Teacher
Mrs Armstrong	-	Nursery Nurse

Ancillary Staff:

Mrs Carswell	-	Clerical Staff
Mrs McGhee		
Mrs McKendrick		
Miss Allen	-	Classroom Assistants
Mrs Clark		
Mr McFaulds	-	Janitor

4. School hours

School opens:	9.00am
Interval:	10.40am to 10.55am.
Lunch:	12.30pm to 1.15pm.
School closes:	3.00pm for all pupils

Supervision of pupils in the playground is not available prior to 8.50a.m.
In inclement weather, children may come inside school prior to classes beginning under supervision.

5. School Calendar and Holiday Arrangements

For Session 2003/2004

<u>First Term</u>	Teachers return	Friday 15 August 2003
	Pupils return	Monday 18 August 2003
<u>Mid-Term</u>	Close	Friday 10 October 2003
	Re-open	Monday 20 October 2003
<u>Christmas</u>	Close	Friday 19 December 2003
<u>Second Term</u>	Re-open	Monday 5 January 2004
	Close	Friday 9 April 2004
	Re-open	Monday 26 April 2004
<u>May Day</u>	Closed	Monday 4 May 2004
<u>Third Term</u>	Close	Friday 25 June 2004

Teachers return Friday 13 August 2004

(5 Local Holidays yet to be allocated)

* Pupil attendance will be 190 days after deducting 5 In-Service days, one of which is Friday 15 August 2003 - the remaining 4 have yet to be notified.

6. School Running Costs

Budgeting Running Costs for financial year 2002-03

School Roll at September 2001	159
Total School Running Costs at April 2002(£)	434,924
Cost per Pupil (£)	2,735

Education Authority Data for North Lanarkshire

Budgeting Running Costs for financial year 2002-03

School Roll at September 2001	28,866
Total School Running Costs at April 2002(£)	68,840,000
Cost per Pupil (£)	2,385

National Data

Budgeting Running Costs for financial year 2002-03

School Roll at September 2001	420,522
Total School Running Costs at April 2002(£)	996,032,961
Cost per Pupil (£)	2,369

7. Enrolment

Parents will be notified by way of local Press, Church announcements and public notices early in the year regarding the enrolment of Primary 1 children to start the following August.

Parents seeking a place in the school for a child may telephone the Head Teacher to arrange a visit to the school to see the school at work.

Any parent who wishes to enrol a child at any other time should contact the Head Teacher either by telephone or by calling at the school.

Nursery Class

The school has a nursery offering 20 places each morning and 20 places each afternoon while the school is in session, The class is not related to the catchment area of the school and is non-denominational for girls and boys from the age of three years. Places are allocated in accordance area admissions panel procedures. Application forms are available.

A separate handbook is available for the nursery which can be requested from the school.

8. Equal Opportunities and Social Inclusion

The school supports North Lanarkshire Council's policy on equality of opportunity and social inclusion for all pupils and staff.

The same curriculum is taught to all pupils & they have the same extra curricular opportunities. Some topics are used specifically to foster positive attitudes and eliminate discrimination in relation to women, members of black & ethnic minority groups and people with disabilities.

Social Justice

Community awareness is developed in pupils in the school & parish community. Pupils will look at local issues such as the facilities for the elderly; housing; New Stevenston as a community; the work of local councils; employment opportunities; healthy living.

Responsibilities of Key Staff:

The headteacher in discussion with staff will determine the needs of a particular year group. The school provides the resources to meet this need and if possible Inservice support is given. Class teachers teach and assess pupils and inform parents of pupil progress.

Information and advice to parents

Parents' evenings are held regularly to notify parents of the progress of their child.

Parent workshops are also held and parents may be invited to attend to view work in support of any aspect of the Social Strategy e.g. Children's Council meeting by children; Open Day; visit to the school by senior citizens to contribute to and view pupil work; mini-enterprise schemes; Workshops by Scottish Opera for All; residential visits.

9. a) Curriculum

The school aims to provide a stimulating environment with a wide range of subjects.

The main areas of the curriculum are English Language, Mathematics, Expressive Arts, Environmental Studies, Religious Education and Modern Languages and these are offered to all pupils.

The school is developing programmes to match the requirements of the 5-14 programme issued by the Scottish Executive Education Department. At present this is being done in English Language, Mathematics, Expressive Arts, Religious Education and will eventually cover all of the curriculum outlined above.

English Language: The four activities are Listening, Talking, Reading and Writing. The core scheme used is New Ginn 360 which has thirteen levels covering most targets of attainment and allowing flexible use so that children can progress at their own rate.

Other textbooks supplement this scheme.

Class libraries and reference books are available together with a wide range of extension material.

All children are encouraged to read as varied a selection of books as possible by way of recreational reading.

The development of word processing skills is encouraged throughout the school. The school has an Early Literacy programme to develop literacy skills in the early stages of Primary School. A part time Nursery Nurse assists literacy development in P1 and P2.

Mathematics: Primaries 1 to 7 are using a resource suited to 5-14 mathematics strands - Heinemann Maths.

The programme allows the children to use practical methods to help them to understand and develop mathematical ideas.

Problem solving and the use of computer material extend children's mathematical ability.

Expressive Arts: *Physical Education* - this is a development of skills in games, dance, active health, gymnastics & athletics. Swimming is part of Primary 7 curriculum and extra-curricular training is presently offered in football. The school takes part in North Lanarkshire organised local Football Festivals for Soccer Sevens.

Music - Silver Burdett programme is used by the school. Children use untuned percussion instruments to make music & learn to sing tunefully and rhythmically. As part of Primary 7 programme music is provided during visits to Taylor High School. This session a brass instrument teacher provides tuition for Pr.5, 6 and 7.

Drama- Sometimes this is covered as a subject on its own. At times it is part of another curricular area e.g. religious education, language work, environmental studies.

Art and Craft- We aim for progression from Primary 1 to Primary 7 and try to ensure that pupils have a broad experience of techniques. As part of the Primary 7 programme with Taylor High School an

art teacher may work with the children. An art & craft working area has now been established in an area which was formally a cloakroom. Extra-curricular supported study classes are held in Art.

Environmental Studies: Children are helped to understand the world they live in through themes based on Science, Social Subjects, Design & Technology, Health & Computing.

Modern Languages: Since 1989 the school has taught French to pupils as part of the upper school work. The school has a trained member of staff teaching French to Pr. 6 and 7.

b) **Homework**

At the early stages children are encouraged to practise reading for fluency and understanding. Older children may also have written work, research or design work. In Pr.1 and Pr.2, homework should take no longer than 15 minutes but by Primary 7 could take up to 1 hour per evening.

At workshop sessions parents are advised how they can help their children to learn by active listening, talking, reading, writing, mathematic activities and simple science.

Further information about this is available from the school.

Homework diaries are used and will provide parents with information on requirements.

c) **Assessment and Arrangements for Reporting to Parents**

Pupils' work is assessed on a continuous basis. This is done through observation and discussion, as well as marking work done in class or at home. From August 1993 National Testing material from the Scottish Office Education Department has been used as part of assessment carried out by class teacher when it is felt that a child has reached a particular level of attainment. This information is given to parents in a written report and there will be an opportunity to discuss progress and attainment at arranged parent evenings. At times to determine the success of both teaching and learning, diagnostic tests may be used.

If a child has a Record of Needs current, have the option of choosing whether or not the child should be tested.

If problems arise during the year, parents can discuss matters by making an appointment to meet any staff.

d) 5 -14 Attainment Performance and Targets:

5 – 14 Attainment

Target Measure		Performance level of performance (June 2001) % P3,P4,P6 & P7 roll attaining or exceeding minimum 5 – 14 levels for their stage	Present level of performance (June 2002) % P3,P4,P6 & P7 roll attaining or exceeding minimum 5 – 14 levels for their stage	Target level of performance (June 2002) % P3,P4,P6 & P7 roll attaining or exceeding minimum 5 – 14 levels for their stage
Reading	School	84.0	94.4	
	Education Authority	80.7	82.9	
	National	79.8	81.0	
Writing	School	84.0	86.7	
	Education Authority	70.1	73.3	
	National	70.3	72.5	
Mathematics	School	75.5	92.2	
	Education Authority	81.4	83.1	
	National	79.2	80.0	

10. Special Educational Needs and Bilingual Support

The school works closely with the School Medical Services and the Psychological Services to identify particular problems which may hinder a child’s learning. Individual programmes are used by class teachers for children with learning difficulties to assist all pupils to achieve their full potential. Diagnostic “Quest” testing is carried out with each pupil at Primary 3 stage. Should difficulties continue, further assessment can be sought from the Network Learning Support Teacher and Psychological Services.

The school has the general support of a Learning Support Teacher for half a day per week at present. North Lanarkshire operates a “bidding” system for additional Learning support time. The school has in the past been successful

in bidding for time for pre-entry assessments; supporting reading at P2; supporting able pupils at P4, P6 & P7; developing the school's 'Reading for Information' programme and supporting diagnostic testing at P3. It is also possible to arrange help from a range of support service as required e.g. for visual impairment, hearing loss, speech defect, or physical handicap.

The school is suitable for use by pupils in wheelchairs as pupil areas are all on one level and there are outside ramps and side access ramps for access to the hall.

Bilingual support for pupils with English as an additional language (E.A.L) is available under Network Learning Support and may be accessed to meet identified pupils' needs.

11. Development Plan

The proposed priorities for 2003 -2004 are:

- ? ? Environmental Studies – revised programme
- ? ? Environmental Studies - Awareness Raising Science Pack
- ? ? Improving communication on the curriculum for parents
- ? ? Developing internet use for teaching and learning
- ? ? Staff Development - I.C.T. training

12. Spiritual, Social, Moral and Cultural Values

P1 to P6 follow the "Alive O" programme. In addition the "Talents" programme produced by St. Andrew's College of Education is used promote personal/health education. Both have Diocesan approval and support. Pupils are also made aware of other world cultures and religions reflecting our multi-cultural society. P6 to P7 use Veritas material.

On Holydays of Obligation pupils attend mass at St. John Bosco's Church. Preparation for the reception of the Sacrament of Reconciliation takes place in Primary 3 and for Holy Eucharist in Primary 4.

Confirmation takes place every second year when pupils in Primary 6 and Primary 7 are confirmed.

It is recognised that the Education Act allows parents to withdraw their children from any instruction in religious subjects and from any religious observance, and any such pupil will not be placed at any disadvantage with respect to secular instruction. Such religious instruction and observance, however, form part of the religious tradition and ethos in Catholic Schools and play an important part in the education provided in this school. If a parent wishes to exercise his/her right of withdrawal, provision is made for a pupil to continue with work of a secular nature if supervision can be provided. Parents 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.

It should be noted that these Policies have regard to national advice set out in S.O.E.D. Circular 6/91 & the Education (Scotland) Act 1980.

13. Extra Curricular Activities

Out of school hours learning / supported study classes in Art and Design are available each session for senior pupils.

In addition, New Opportunities Fund (N.O.F.) colleges for sports and music are available for older pupils based in neighbouring venues.

Festival football games with other schools are arranged. Pupils may be offered the opportunity to have a residential stay at a Residential School or on an educational holiday. This is usually for upper school pupils and takes place during term time. Staff from the school accompany pupils.

In the past, pupils have been offered sports training in football, badminton and art & dance for expressive arts in sessions taken by parents or teachers after school hours.

Parental help with activities is always most welcome.

14. Data Protection:

Information on parents and guardians is stored on a computer system and may be used for teaching, registration, assessment and other administrative duties. The information is protected by the data protection acts and may only be disclosed in accordance with the codes of practice. For further information please contact the school.

15. School Discipline

The relationship between pupils and teacher is similar to that between child and his/her own parents, regarding mutual consideration on both sides. In this school, our attitude towards maintaining discipline is approached in a positive way. The Head Teacher, Staff and pupils all work together as a team, towards creating a good, work-orientated and happy environment. Pupils in the Senior Classes are given posts of responsibility to this end. If however, school rules are broken, the pupils are made aware that this leads to the breakdown in the functioning of a good team and sanctions become necessary. These range from punishment exercises and detention during school hours for minor offences, to pupils being put 'on record' for continuous disruption and parents informed.

The ultimate sanction for serious disregard of school rules is exclusion.

The school's Anti-Bullying Policy can be found at the end of this handbook.

16. Home and School Links

Parents are welcome to contact the school by telephone or by calling at the school to make an appointment to see the Head Teacher or a member of staff regarding any matter concerning their child. Parents are notified by Newsletters of any information regarding school matters: e.g. Parents' Meetings, Social & Religious Events, School Policy on attendance, homework, School local holiday dates, school events.

Many parents and friends of the school have helped with activities e.g. infant activities, football, badminton, netball, computing, environmental studies.

As education is a partnership between home and school, workshop sessions are arranged to help parents to help their children's learning. Some of these are during the day and others are in the evening.

Reporting to parents takes place twice a year at pre-notified parents evenings with appointments arranged. A written report is also issued.

The school has an active Parents Association who fundraise to support teaching and learning in the school.

17 Attendance at school

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

Regulation 7 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 i.e. approved by the authority, or unauthorised i.e. unexplained by the parent (truancy) or temporarily excluded from school.

Parents/ guardians are 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 / 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 should inform the school by letter before going on holiday, of the dates. Such absence will be authorised only where attendance is otherwise satisfactory. Clearly, where attendance is unsatisfactory, absence is unauthorised.

Parents may request permission for a child to be absent from school to make an extended visit to relatives. For requests to be granted and the absence recorded as authorised, they must be in writing and detail the destination and duration of the absence and the provision to be made for the education of the child during the absence.

If no explanation is provided the absence will be recorded as unauthorised.

School Policy on attendance

If a child is absent without explanation, an absence enquiry form is sent to parents. Failure to return this will result in one being set by recorded delivery post. Depending on the result of this there will be (i) no further action taken, (ii) an interview with the parents (iii) reference to the local Attendance Officer in Bellshill who will call at the child's home. The Local Authority has the power to write to, interview or prosecute parents, or refer pupils to the Reporter to the Children's Panel if necessary.

Latecoming will also be referred to parents to bring it to their attention and seek explanations. Class teachers refer persistent latecomers to the Headteacher who takes appropriate action.

It is expected that the school will be notified in advance of any medical or dental appointments during schooltime or any special arrangements to be made e.g. school meals to be ordered for the next day. It is expected that non-urgent appointments for treatments will be made outside school hours where this is reasonably possible.

(i) 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 school day being a separate possible attendance.

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

Attendance and Absence School Year 2001/2002

Stage	Total Number of possible attendances School	Authorised absence %		
		School	North Lanarkshire	Scotland
P1	7940	6.12	5.74	5.20
P2	6812	6.30	5.82	4.92

P3	9458	5.51	5.30	4.53
P4	7938	8.91	5.14	4.48
P5	10790	5.55	5.16	4.59
P6	10330	4.62	5.45	4.71
P7	7140	6.15	5.32	4.71
Total P1 to P7	60408	6.06	5.41	4.73

(ii) School/Community

We realise the important part school plays in the local community and we encourage a community spirit in the children. This is done in various ways. e.g.

- a) Helping to collect goods for the local church groups' fund-raising activities.
- b) Encouraging talks by Community Workers e.g. Police, Nurses, Ambulance, Home Safety Officers, Library Services, Strathclyde Park Rangers, Glasgow Zoo Education Officers.
- c) Involvement in sports with local schools.
- d) Involvement in locally arranged quizzes.
- e) Visits to other local schools.
- f) Visits to local places of interest to extend class teaching.
- g) Support from New Stevenston Gardening Club in maintaining school plants and instructing pupils in P7.

18. 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, pupils and staff were fully consulted. It is the expectation of the education authority that parents will be keen to support the dress code and written agreement may be sought.

Clothing which is unacceptable in school under any circumstances would include 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 potential 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 in receipt of a grant for footwear and 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 is at the discretion of the director of education. Information and application forms may be obtained from any school or area office. 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), 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 might be deemed to be a serious challenge to the head teacher's authority and be detrimental to the well being of the whole school community. In such circumstances a head teacher could 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 are not brought to the 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.

Uniform for St. Patrick's is as follows:

TRADITIONAL

Black Blazer
 Grey Skirt/Pinafore (girls)

ALTERNATIVE

Grey Pinafore/Skirt [girls]
 Grey Trousers (boys/girls)

Pale Blue Shirt	Short Sleeved 3 Button Polo Shirt with <u>School Name</u>
Grey Jumper/Cardigan	Black Sweat Shirt / <u>School Badge</u> Black Fleece jacket / <u>School Badge</u>
School Tie	
School Badge	

The polo shirt and sweat shirt are only available through the school. Ties, Scrunchies, hair bands & badges can also be ordered.

It is helpful if parents can provide a pair of shorts, a tee shirt or blue school polo shirt and gym shoes for Physical education. This enables children to move freely during these lessons.

Infant children should be provided with an overall to protect their clothing while doing painting and craft work - (an old shirt with sleeves and collar cut, suits the purpose well).

Items to cover clothing are always available for older pupils to wear.

19. Meals

School meals are available during the lunch break and are served in the Cafeteria which is inside the school building. A selection of snacks and meals which emphasise healthy eating are available for purchase. Children pay for their meals as they buy them.

If a child has to follow a special diet for health or religious reasons this can be available through arrangements.

If parents prefer, a child can bring a packed lunch to be eaten in the school. Children are supervised at lunchtimes inside the building and in the playground.

Children of parents receiving income support or job seeker's allowance (income based) are entitled to a lunch without charge.

Information and application forms for free school lunches may be obtained from schools, education department and area offices.

Only those children, whose parents are receiving income support or job seeker's allowance (income based), will be entitled to free milk.

Milk may however be available for purchase in the school during the lunch period.

Parents who wish their child to buy food at local shops at lunchtime are required to sign a permission slip to allow their child to leave the school because they cannot be supervised outside of the school grounds. Parents should take the child's age and ability into consideration when deciding that their child does not need supervision at lunchtime.

Staff are not available until 1.10p.m. to supervise children who leave the school on wet days and parents should note this for cold/wet weather.

20. Transport

General

The Authority 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 the education department.

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 special circumstances to grant permission for pupils to travel in transport provided by the authority, where spare places are available and no additional costs are incurred.

Pick up points

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

including the distance from home to 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 the loss of the right to free transport.

Placing Requests

The Education Authority 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.

21. Medical and Health Care

The medical examination of children is undertaken at certain points in each child's school life, normally in the first year of primary schooling, and then at ages 10/11 years, by staff of Lanarkshire Health Board and parents may refer their child at other times to the Clinical Medical Officer for examination or advice. There are regular checks by the School Medical Officer of children's hearing and vision. Dental inspections are also carried out on a routine basis in primary schools and parents are offered any necessary treatment for their children although they may choose to go instead to the family dentist.

If a child becomes ill in school, the parents will be contacted at home by phone. Failing this the phone number given to the school as an emergency contact will be used. Parents are asked to let the school know of any particular medical requirements their child may have. Medication is not normally given to children unless this is fully discussed with the Head Teacher and detailed forms completed.

22. Information in Emergencies

We make every effort to maintain a full educational service, but on some occasions circumstances arise which lead to disruption. Schools may be affected by, for example, 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 in touch by using letters, notices in local shops and community centres, announcements in local churches and announcements in the press and on local radio.

23. **The School Board**

(1) The School Boards (Scotland) Act 1988 led to the establishment of school boards in primary, secondary and special schools. Boards which are composed of parent, staff and co-opted members with head teacher as professional adviser, have duties, rights and responsibilities in relation to the management of the school. These include:

- (a) consulting with parents and reporting to parents on matters of interest;
- (b) encouraging the development of links between the school and parents;
- (c) taking part in the selection of senior promoted staff;
- (d) discussing and approving the head teacher's plans for purchasing books and educational materials;
- (e) setting dates for occasional holidays in consultation with interested parties;
- (f) assisting in the letting of school premises; under the direction of the education authority.
- (g) receiving reports from the head teacher and education authority;(h) receiving an annual budget for administration, training and other expenses; and
- (h) having power to raise funds and spending these for the benefit of the school after consulting the head teacher.

Members of school boards, 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 exceed the number of places available.

(2) The School Board was disestablished in November 1995. Attempts to establish a Board in 1997, 1999 and 2001 were unsuccessful because of insufficient parent nominations.

(3) To elect parent representatives, parents are invited at the appropriate time to nominate candidates for election to the Board. If required, an election is held. Otherwise the four nominated members will constitute the parent members of the board. The head teacher and local councillor for the school may attend all meetings of the school board. They have the right to speak although not the right to vote. An electoral roll is maintained at the school and is available for inspection on request.

24. Parents Association

There is an active Parents Association. The Committee meet regularly, dates being included in school newsletters and have organised a number of events to raise funds for the school. The secretary is Mrs Carr.

25. Supervision of Playgrounds

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

26. Transfer from Primary School to Secondary School

Pupils normally transfer between the ages of 11½ and 12½ so that they will have the opportunity to complete at least four 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 normally transfer from here to:

Taylor High School,

Carfin Rd,
New Stevenston
ML1 4JP.
Telephone - 01698 832219.

27. Addresses

- | | | |
|----------------------------------|---|---|
| Director of Education | - | Education Department,
Municipal Buildings,
Kildonan St,
Coatbridge.
MI5 3BT
01236 - 812222 |
| Local Councillor | - | Mr. Benny Scott,
Civic Centre,
PO Box,
Motherwell.
ML1 1TW
- 01698-302522 |
| Local Councillor | - | Clr. Kevin McKeown,
Civic Centre,
Motherwell.
ML1 1TW
- 01698-302522 |
| Area Officer | - | Mrs. Rosemary Hughes,
20/22 Motherwell Rd,
Bellshill.
- 01698 745966 |
| Area Community Education Officer | - | Mr. S. Wright,
Community Education Centre,
John St,
Bellshill.
- 01698-844607 |

Although this information is correct 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.

All authorities are required by law to issue a copy of the school handbook incorporating current policies and practices of both the council and the school to certain parents in December each year for their use as appropriate.

28. Glossary of Specialist Terms

ASSESSMENT:-	VARIOUS WAYS OF GRADING PUPIL PROGRESS.
CLASS SIZE:-	THE MAXIMUM SIZE OF A CLASS OF CHILDREN FROM A SINGLE INTAKE AGE GROUP IS 33 PUPILS. FROM AUGUST 1999 NORTH LANARKSHIRE COUNCIL PLANS TO HAVE MAXIMUM SIZE CLASSES OF 30 PUPILS IN P1, P2 & P3.
COMPOSITE CLASSES:-	CLASSES MADE UP OF CHILDREN FROM MORE THAN ONE AGE GROUP e.g. Pr.1/Pr.2 or Pr.5/Pr.6. THE MAXIMUM SIZE OF A COMPOSITE CLASS IS 25 PUPILS.
CURRICULUM:-	SUBJECTS TAUGHT IN CLASS.
ENROLMENT:-	REGISTRATION FOR EDUCATION - USUALLY TAKES PLACE IN JANUARY PRECEDING AUGUST ENTRY.

29 Customer Care

From time to time, the school has to deal with complaints/enquiries about aspects of the work of the school of pupil care.

When an individual calls up with a complaint, we will resolve the matter if possible over the telephone. If attempts to resolve the matter in this way

prove unsuccessful, the complainant will be invited to meet the Head Teacher to discuss the matter further. In almost all circumstances, this will lead to a resolution of the situation.

All complaints will be logged and recorded.

If the complainant remains unsatisfied, he / she will be informed of the department's procedure for registering a written complaint.

PREOCEDURE

- ?? Issue a copy of the department's complaints procedure
- ?? Proceed with written complaint
- ?? Education Department will log complaint and it will be passed to the appropriate personnel
- ?? Acknowledgement sent the following day and will include the name of the person dealing with the complaint
- ?? Aim to respond within 10 days
- ?? If not able to respond within timescale, a letter giving reason will be issued
- ?? Within 21 days a written response will be received by complainant
- ?? Dissatisfied complainant can appeal the outcome in writing to Michael O'Neill, Director of Education

This complaints procedure is under review.