



# St Machan's Primary School Handbook



**Session 2022-2023**



sustainable thriving achieving

**East Dunbartonshire Council**

[www.eastdunbarton.gov.uk](http://www.eastdunbarton.gov.uk)



St Machan's Primary School  
St Machan's Way  
Lennoxtown  
G66 7HG

Dear Parents / Carers,

This handbook has been compiled to give you

- Some general information about the school
- A brief outline of our educational aims for your child
- An overview on our curriculum content

It is our hope that as you read through these pages you will be assured that we share the same commitment you have to your child's social, moral, physical and academic welfare and that we hold the highest expectations of educating your child to their full potential. Our aim is to continue to foster the same positive attitudes of honesty, consideration for others, self-discipline and responsibility which are being encouraged in the home.

Through mutual cooperation between the home and school, we can work in partnership with you to provide opportunities for practice of these virtues. We value each child as an individual and hope that the experiences gained in our school will give our children a positive self-image and confidence in their valued contribution to the school and the wider community.

Finally, should you have any questions regarding the school or the curriculum, or any worries regarding your child, please contact me through the school office. I will be happy to arrange a meeting with you to discuss your concerns or direct your call to be managed by an appropriate member of staff.

We hope your child will be very happy with us at St Machan's Primary.

Yours sincerely,

*Rosaleen Miller*

Mrs Rosaleen Miller (Head Teacher)  
[office@st-machans.e-dunbarton.sch.uk](mailto:office@st-machans.e-dunbarton.sch.uk)  
0141 955 2205



## Section 1: School Information

### Contact Details:

**Head Teacher:** Mrs Rosaleen Miller  
**Address:** St Machan's Primary School  
St Machan's Way  
Lennoxton  
G66 7HG

**Telephone Number:** 0141 955 2205

**Website:** [www.st-machans.e-dunbarton.sch.uk](http://www.st-machans.e-dunbarton.sch.uk)  
**E-mail Address:** [Office@st-machans.e-dunbarton.sch.uk](mailto:Office@st-machans.e-dunbarton.sch.uk)  
**Twitter** [stmachansps1](https://twitter.com/stmachansps1)

### About the school:

St Machan's is a Roman Catholic Primary School with a current roll of 178 pupils across stages Primary 1-7.

### Organisation of the School Day:

Primary 1 pupils now attend school on a full-time basis from the first day of the new school session 2020-21.

Breakfast Club (by application) 8.15am-8.50am  
School Opens (Registration): 9am  
Morning Break: 10.30am-10.45am  
Lunch Time: 12.15pm-1pm  
Whole School Dismissal Time: 3pm  
Assembly takes place on Friday morning

Gym Days: All pupils have a statutory entitlement to two hours of PE each week

Primary 1B	Tuesday 10.45am	Wednesday 2pm
Primary 1D	Thursday 10.45am	Wednesday 2pm
Primary 2/3	Monday 1pm	Wednesday 10.45am
Primary 3	Monday 10.45am	Thursday 1pm
Primary 4	Monday 2pm	Tuesday 9.15am
Primary 5	Wednesday 9.15am	Thursday 2pm
Primary 6	Tuesday 1pm	Wednesday 1pm
Primary 7	Tuesday 2pm	Friday 1pm

**Out of School Care Facilities:** Information on local services is available in Lennoxton Hub

**Community Facilities:** Hall available for hire



## Staffing

### Senior Management Team:

Head Teacher:

Child Protection/Named Person:

Depute Head Teacher:

Mrs Rosaleen Miller

Mrs Rosaleen Miller

Mrs Suzanne Cassidy

### Teaching Staff:

P1D Mrs L Devlin

P1B Miss E Bradley

P2/3 Mrs G Barton/Mrs J McNulty

P3 Mr B Hood

P4 Miss F Devlin

P5 Mrs A McNulty

P6 Miss G Eusebi

P7 Mrs V Gunnee/Mrs J Henaux

NCCT/PE Teacher:

Learning Support Teacher:

Wellbeing/Nurture Teacher:

Music Teachers (EDC)

NCCT/ MfLTeacher (P5-7)

Mrs M Reilly

Mrs J McNulty

Mrs G Hemming

Mr Prentice, Miss Dufour, Mr Wallace, Mr Gilmour

Mrs D Fuentes

### Support Staff:

Family Learning Assistant:

Miss Patricia McLaughlin

Classroom assistants:

Mrs E Anderson 0.4

Mrs J Daly

Support for learning assistants:

Mrs P Chisholm

Mrs A Bisht

Mrs M MacQueen

### Office Staff:

Administrative assistants:

Clerical assistant:

Support Co-ordinator:

Site Co-ordinator:

Mrs L McGhee 0.6 /Ms Thomson 0.4

Ms P Miller

Mr C Ball

Mr W McFarlane



## ***Attendance and Absence***

### **Attendance at School**

Under Section 30 of the Education (Scotland) Act 1980 parents of school age children must provide education for their children either by attendance at a public school or by other means. Schools in turn must take steps to ensure attendance, maintain an attendance register and record pupil absence. All schools must record pupil absences in respect of each morning and afternoon of every day the school is open to pupils.

Authorities are supported in this process by Children Missing from Education (Scotland), a national co-ordinating body, piloted by the Scottish Government, developed to track and trace children and young people missing from education.

Scottish local authorities have the responsibility to review and revise their procedures for managing situations where children fail to attend their school/early years centre and no explanation for absence is received from their parents/carers. East Dunbartonshire Council recognises that under such circumstances, children may be vulnerable to harm and that timely steps must be taken to ensure that an absent child is safe and well.

Children missing from education are children and young people of compulsory school age who are not on a school roll and are not being educated otherwise (at home, privately or in an alternative provision). They have usually not attended school for a period of time.

Children missing from education will have well-being needs around inclusion and achievement. Consideration also needs to be given to other issues in their lives in relation to non-attendance.

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) Amendments, 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.

### **Un-notified Absence Policy**

It is East Dunbartonshire Council's policy that parents should notify their child's school if their child is going to be absent. In some instances, it might not be possible for parents to pre-notify the school of an absence because their child may have become unwell during the night. In these circumstances, parents should notify the school before registration begins.

If parents do not inform the school of their child's absence, the school will take action to find your child. This will involve contacting you and, where necessary, your emergency contact person(s). If these actions are not successful, the school will ask the school's Attendance Officer to visit your home. In some exceptional circumstances, where the school believes your child could be at risk of harm, contact will be made with the Police and/or Social Work. Parents should also give their child a note on his/her return to school confirming the reason for absence.

### **Family Holidays**

Every effort should be made to avoid family holidays during term time as this seriously disrupts a child's education and greatly reduces learning time. It should be noted that it not only has an adverse effect on a child while he/she is absent from school, but also leads to extended disruption to a child's education for a period of time when he/she returns to school after the family holiday. Family holidays will only be regarded as authorised absence where prior agreement from the school has been obtained and where it is judged



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

Parents may request that their children be permitted to be absent from school to make an extended visit to relatives. This leave will be regarded the same as a family holiday but will be recorded separately from school holidays for attendance purposes. Requests should be made in writing detailing the destination and the duration.

Clearly with no explanation from the parents, the absence is unauthorised.

### **Information regarding exceptional closures**

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 updated using the usual digital methods of communication used by the school i.e. email, groupcall, twitter, facebook. There will also be updates on the website [www.eastdunbarton.gov.uk](http://www.eastdunbarton.gov.uk).

#### **(a) Parental Communication with School in Case of Emergency**

It is important that parents keep contact with the school to a minimum in the case of an emergency. When you telephone the school you will be asked for a contact number and your message will be repeated back. Please ensure the pupil's name, class and/or teacher's name is given.

Please ensure that your child knows their home/pick up plan each day. If there are any changes to childcare arrangements, please inform the school before 2.30pm. This should only happen in exceptional circumstances.

### **Comments, Compliments and Complaints Procedure**

We are keen that you should be completely satisfied about your child's education and we encourage feedback on our services from parents and pupils. We are, therefore, interested in feedback of all kinds, whether it be comments, compliments, or complaints.

If you want to register a comment of any type about the school you can do this by writing, e-mailing, telephoning or making an appointment to see someone. All feedback is welcome and keeps us in touch.

If, in particular, you have a complaint about the school, please let us know. It is better that these things are shared openly and resolved fairly, rather than being allowed to damage the relationship between the family and the school. There will be no negative consequences arising from making a complaint and we will deal with the issue as confidentially as possible.

#### **In relation to making a complaint:**

- Stage 1 – Frontline resolution, we will always try to resolve the complaint quickly and to the customer's satisfaction wherever we can. This resolution will be provided within five working days, unless there are exceptional circumstances.
- Stage 2 – Investigation, if you are dissatisfied with the decision at stage 1, the complaint will be investigated, acknowledge in three working days and decision provided as soon as possible but within twenty working days.
- If you are still unhappy after the further investigation and reply you can take the matter up with the Scottish Public Services Ombudsman (SPSO), our reply will include the contact details.
- You should also note that you have the right to raise unresolved concerns with your local councillors, MSP or MP





## **Section 2: Parental Involvement and Engagement and family learning**

### **Parents Welcome**

All East Dunbartonshire Council schools welcome parental involvement as research has shown that when parents are involved children do better in school.

Parents are always welcome in St Machan's Primary School. It is advisable to telephone the school and make an appointment, but where there is a problem, which needs urgent attention, we will make every effort to deal with it immediately.

### **Reporting to Parents:**

There are various opportunities throughout the school year when parents can discuss their child's progress with the class teacher and view children's work. All information about these meetings is conveyed to parents by letter, text or e-mail. Parents meet with teachers in October and May and written reports are issued in April. At any point, parents or staff may request a consultation to address individual needs or discuss the progress of a child. Other opportunities to meet with teachers are held throughout the year. Curriculum Information/ Open afternoons are held in September to allow parents to meet their child's teacher and hear about the curriculum to be followed in the coming year. There are invitations throughout the year for family learning including 'stay and play' sessions in Primary 1 and an information evening / afternoon in numeracy and literacy for Primary 1 parents at the start of the new session.

### **Homework:**

Homework allows parents to become familiar with the work their child is doing in school. It is also a valuable opportunity for parents to spend some time with their child and helps to consolidate the learning which has taken place in school.

Please do not hesitate to contact your child's teacher or a member of the Senior Management Team should you have any concerns or questions regarding your child's homework.

We have recently updated our Homework Policy following consultation with pupils, staff and parents. A copy of this policy can be found on our school website.

The school use online communication via Seesaw or MS Teams to share learning and/or homework with parents throughout the year.

### **Communication: Newsletters:**

A monthly newsletter is issued giving information on current and forthcoming events within the school. At the end of November, we prepare a Christmas Calendar outlining important dates for December. All letters and newsletters are communicated by e-mail which reduces the amount of paper being used. If parents prefer, however, a paper copy can be sent home on request. In addition, we use text messaging to inform and remind parents of any important events.

At the start of each term, staff provide a newsletter which details the key learning focus for the class.

### **Assembly:**

Across the session we hold whole school assemblies or stage assemblies to provide differentiated age appropriate presentations to pupils. Assemblies take place every week and each class has the opportunity to lead the assembly once a session. Parents and family members are invited to participate in these assemblies and to enjoy a cup of tea or coffee afterwards.

Our assemblies are central to supporting our Catholic ethos and often focus on living our faith through the Gospel Values.

### **Invitations to join us and be involved in school life:**

This session has allowed a welcome return to visitors with invitations to our families to join us in the school for school concerts, coffee mornings, fundraising events, open afternoons, parents' evenings, sports days, class assemblies and masses. Throughout the year, children will experience educational outings, visits and field trips and on these occasions parents provide tremendous help to the teachers. Parents and partners as



well as other volunteers are also very much welcome to be involved in events such as Book Week, World of Work Week, Family Fitness, Baking Mornings and Reading/Numeracy Cafes.

### **Family Learning**

Mrs Patricia McLaughlin is St Machan's new family learning assistant and she is actively involved in planning and organising events to welcome parents into the school. She will provide a monthly newsletter and communicate via MS Team, twitter and text/groupcall to parents informing them of Family Learning plans and sending invitations out to you for parental engagement. Patricia is a useful resource for parents as she has a knowledge of services and supports available within East Dunbartonshire which offer support to families. Please contact her should you require any assistance or have any questions. She offers a drop in session to parents on Thursday afternoon in the school building.

Patricia can be contacted via the school office

Email: [office@st-machans.e-dunbarton.sch.uk](mailto:office@st-machans.e-dunbarton.sch.uk)

phone: 0141 955 2205.

### **Parent Councils**

Parent Councils are the formal representative body for parents / carers with children attending school. Parent Councils are different in each school to enable them to meet the needs of parents / carers locally.

Parents are welcomed to be:

- involved and engaged with their child's education and learning;
- be active participants in the life of the school; and
- express their views on school education generally and work in partnership with their children's schools.

All parents / carers are automatically members of the Parent Forum at their child's school. As a member of the Parent Forum all parents can expect to –

- receive information about the school and its activities;
- hear about what partnership with parents means in our school;
- be invited to be involved in ways and times that suit you;
- identify issues you want the parent council to work on with the school;
- be asked your opinion by the parent council on issues relating to the school and the education it provides;
- work in partnership with staff; and
- enjoy taking part in the life of the school in whatever way possible.

The Parent Forum decides how their representatives on the Parent Council are chosen and how the Parent Council operates. Parents / carers are encouraged to volunteer or put themselves forward to be chosen as representatives of the Parent Council if they wish.

The main aims of the Parent Council are:

- To support the school in its work with pupils
- To represent the views of parents
- To promote contact between the school, parents, pupils, providers of Early Learning and Childcare education (*if applicable*) and the community
- To report to the Parent Forum
- To be involved in the appointment of senior promoted staff.
- To raise funds for the school for the benefit of pupils (in some schools the PTA fulfils this role).

We have an active Parent Council and Parent Teachers' Association (PTA). They provide invaluable support to the school and have been instrumental in supplying the school with many additional items such as mini I-pads, nurture room resources and furniture, school garden equipment, netball equipment, mobile/wireless sound system, projector, playground and classroom toys, sports medals and Christmas party gifts, prizes





and treats. The PTA also help finance transport costs of educational visits and cost of theatre groups which perform within the school.

We actively seek parent voice through evaluation sheets following events and in our 'post it' feedback activities at parents' evening or via MS Forms questionnaires. Through our parent council and PTA you are welcome to share questions and raise suggestions throughout the school year. Our Parent Council meet five times a year and support us with consultations and review of policy. We value and welcome your responses which help us to plan for school improvement.

#### Parent Council Contact Details:

Name	Title	E-mail address
Mrs Rosaleen Miller	HT	<a href="mailto:office@st-machans.e-dunbarton.sch.uk">office@st-machans.e-dunbarton.sch.uk</a>
Mrs Suzanne Cassidy	DHT	<a href="mailto:office@st-machans.e-dunbarton.sch.uk">office@st-machans.e-dunbarton.sch.uk</a>
Canon Jeremy Bath	Church Rep	<a href="mailto:office.campsieparishes@staned.org.uk">office.campsieparishes@staned.org.uk</a>
Mrs Lisa Devlin	Clerk	<a href="mailto:office@st-machans.e-dunbarton.sch.uk">office@st-machans.e-dunbarton.sch.uk</a>
Mrs Niamh Rabey	Chairperson	<a href="mailto:niamh.heatherwick@live.co.uk">niamh.heatherwick@live.co.uk</a>
Mrs Elaine Toner	Vice Chair	

The Parent Teacher Association (PTA) is mainly responsible for arranging events for parents and raising funds for the school. Volunteers are welcome - please contact the PTA if you want to join in.

Our PTA Chair Person: Mrs Denise Lenaghan [deniselenaghan@mail.com](mailto:deniselenaghan@mail.com)

Vice Chair Person: Mrs Louise Shovlin

*For more information on parental involvement or to find out about parents as partners in their children's learning, please have a look at the 'Parents' section of the school website, contact the school directly or visit the Parentzone website at [www.parentzonescotland.gov.uk](http://www.parentzonescotland.gov.uk).*

For more information on parental involvement or to find out about parents as partners in their children's learning, please contact the school or visit the Parentzone website at [www.education.gov.scot/parentzone](http://www.education.gov.scot/parentzone).

The Scottish Parent Teacher Council (now known as Connect) is the national organisation for PTAs in Scotland and runs an independent helpline service for all parents. They can be contacted by phone on 0131 474 6199, or email on [info@connect.scot](mailto:info@connect.scot) or write to Connect, Mansfield Traquair Centre, 15 Mansfield Place, Edinburgh EH3 6BB.

#### Pupil Voice Groups and School Improvement Committee Groups:

Children in St Machan's are encouraged to be involved in decisions and plans for our school through membership of various pupil voice groups and committees. All pupils are given the opportunity to join a group and meetings are held fortnightly. Throughout the session the Head Teacher and staff meet to listen to the pupils' views and involve them in discussions and decision making. Children will often survey and consult with parents, staff and pupils to inform change.

This session our children have opportunities to share learning and to work on issues related to climate change, ECO school initiative and supporting charity through their engagement with Pastoral work, including activities related to Laudato Si, SCIAF, Minnie Vinnies. A group of pupils promote the rights of the child as UNCRC ambassadors, working with other schools within the authority. Some of our pupils are involved in promoting and sustaining a reading culture within the school, others are involved in a digital skills group and the final group promote Health & Well-being across the school. Our pupil council have presented to the Head Teacher on areas which they feel need addressed eg playground toys, requests for clubs, fundraising. We endeavour to have all pupils involved and included in an area of improvement. They are also consulted on changes to policy and school improvement planning.

## **Section 3: School Ethos**

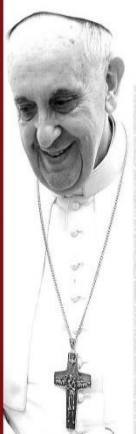
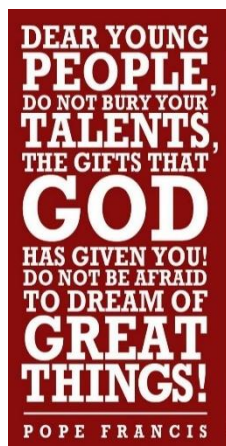
### **Shared Vision Statement**

The vision at St Machan's Primary is that our children, staff, parents and wider community will work together to ensure a happy, caring and nurturing environment for all. It is our aspiration that all of our pupils are given every opportunity to achieve their full potential.

In St Machan's Primary we aim to provide a safe, happy and nurturing environment where every child is given opportunities for high achievement. We do this through providing the children with a variety of teaching and learning experiences both indoors and outdoors. This is supported by programmes of study that are carefully designed to take into account the age and aptitude of individual children. Through all of this we strive to ensure that children find learning enjoyable and make steady and consistent progress from P1 to P7. We work closely with our associated Early Learning and Childcare Centres and High Schools so that children enjoy smooth transitions from Early Years establishments to P1 and from P7 to secondary school.

As a faith school we aim to live our faith and have a truly Catholic ethos where everyone is valued and respected. The health and wellbeing of each child is paramount to us and we view each child holistically. We provide an atmosphere that allows all children to benefit from challenge and enjoyment in their learning, experience success, achieve their full potential and become people who will make a full contribution to society. Distinctive features of our school include a positive and nurturing ethos for learning, staff teamwork across the primary stages, confident and friendly children who respect and care for each other, children who have a clear voice and role in decision making processes, staff who are highly committed to the wellbeing of all children and to the use of self-evaluation to improve children's learning experiences.

### **Shared Vision Statement**



Our school motto is 'Semper Fidelis' which is translated as Always Faithful... to God, our school and our wider community.

Our vision for St Machan's Primary is to achieve excellence in teaching and learning to ensure all pupils, staff and parents have opportunities to learn and grow together; academically, spiritually and emotionally. We aim to achieve this within a safe, welcoming ethos of understanding, tolerance and respect, where everyone is valued. At the heart of everything we do is our Catholic Faith teaching, which encourages and supports us to share and develop our God given talents; striving to realise our full potential, thereby improving our local community and raising our awareness of the contribution we can make to our wider world by serving others. We live according to the Gospel Values and are responsible citizens preparing for the challenges of the future by developing our skills for learning, life and work.

We are determined to...

**Succeed Together in a Motivated, Achieving, Caring, Happy And Nurturing School**

*(This statement was created by collating views from the Head Teacher, staff, parents and children of St Machan's Primary in 2018)*



## Child Friendly Vision, Values and Aims

A group of pupils from Primary 4-7 worked with the Head Teacher and Depute Head Teacher to update and re write the school's vision statement in a child friendly format. They consulted with parents, staff and pupils to create the following page for our school handbook. (SIP Committee Group 1 2018).

### Vision

Our vision for St Machan's is that everyone feels happy, respected and cared for. Working together with our parents, teachers and priest we will grow in our relationship with God. We want all of the children in our school to be the very best they can be.

Our school motto is, Semper Fidelis which means Always Faithful ... to God, our school and our community.

**We will...**

**S**ucceed  
**T**ogether  
*in a*  
**M**otivated,  
**A**chieving,  
**C**aring,  
**H**appy  
**A**nd  
**N**urturing  
**S**chool

**DEAR YOUNG PEOPLE,**  
DO NOT BURY YOUR  
**TALENTS,**  
THE GIFTS THAT  
**GOD**  
HAS GIVEN YOU!  
DO NOT BE AFRAID  
TO DREAM OF  
**GREAT THINGS!**  
POPE FRANCIS



### Values

**Be Faithful, Be Kind, Be Respectful, Be Responsible**

- ♥ Work hard, keep trying and aim for excellence
- ♥ Live our Gospel Values
- ♥ Care for and respect others
- ♥ Help make our school a happy, safe place
- ♥ Learn to be responsible and make good choices

### Aims

- To work hard and always put our best effort into our work to achieve our personal goals.
- To help and care for one another to make our school a happy and safe place
- To use our God given talents to help improve our community and the world.
- To have a positive attitude and to keep going when things go wrong, get tricky or hard.

*(This statement was created by the Head Teacher, staff and children of St Machan's Primary 2018)*



### **School Ethos: Religious Instruction and Observance:**

As a Catholic school, faith permeates every aspect of our work. It influences how we view the world, how we live our lives and how we develop and nurture relationships in school. Catholic education takes place within the context of the wider community, in partnership with home and parish. Explanation and exemplification of Curriculum for Excellence with regards to the teaching of religious education is contained in the 'This Is Our Faith' document. The learning outcomes of the 'strands of faith' highlight the need for pupils to be actively engaged in their learning and faith.



In St Machan's we aim to lead children to a Catholic Christian awareness of each other and work together to establish a happy, caring and tolerant school community where each person is valued and respected. Through 'This Is Our Faith' children learn about scripture, prayers, special feasts, celebrations and other world religions. Sacramental Preparation is also an important part of each child's spiritual journey with the Sacrament of Reconciliation taking place in March 2023 for Primary 3 children. Pupils in P4 will receive the Sacrament of The Holy Eucharist in May 2023. Archbishop Leo Cushley will visit St Machan's Parish Church to confirm our Primary 7 pupils in April 2023. Sex n and Moral Education is taught through the programme called 'God's Loving Plan' which runs from P1 to P7. Parent meetings are held annually for P6 & P7 informing parents of the lesson content at these stages so parents can work in partnership with us at this important stage of development.

The partnership between home, school and parish is pivotal to the Catholic Faith and we work closely with parents and our new school chaplain, Canon Jeremy Bath, to ensure children are fully supported in their faith journey. Children attend Mass in St Machan's Church on First Friday and special feast days and there are occasions throughout the year when Mass is celebrated in school or in our classrooms. During Advent and Lent children from Primary 4 to Primary 7 are invited to attend Confession.

### **School Chaplain:**

Canon Jeremy Bath

St Machan's Church, Chapel Street, Lennoxton, Phone : 01360 310 276

Canon Jeremy Bath

St Paul's Church, 16 Birdston Road, Milton of Campsie, Phone: 01360 310 355

Canon Jeremy Bath

St Dominic's Church, Torrance, Phone:

Parents who wish to exercise their right to withdraw their child from religious instruction and /or observance should contact the Head Teacher in writing, and alternative arrangements will be made for your child.

### **Development of Pupils' Spiritual, Moral, Cultural and Social Values:**

The school is committed to supporting the development of its pupils as whole people and as a result, wishes to encourage their development in spiritual, moral, social and cultural terms.

These key human aspects of learning are supported through the following arrangements by:

- Creating a school ethos which, in every way possible, gives value to these aspects of development, especially by providing an overall atmosphere that is both caring and challenging and which provides opportunities for the development of personal responsibility.
- Promoting social and moral learning through the way in which disciplinary issues are handled.
- Ensuring that staff and adults within the school provide positive models for pupils.
- Arranging regular gatherings of the school as a community and using such occasions to encourage and reinforce the values on which the school is based.
- Enriching the curriculum in all appropriate areas with an emphasis on spiritual, moral, social and cultural development.



- Providing opportunities within the curriculum to advance personal and social development.
- Providing a programme of religious education in which consideration will be given to responses to basic questions relating to the meaning, value and purpose of human life.
- Providing a programme of moral education.
- Taking every appropriate opportunity to acknowledge value and appreciate the various cultures and heritage of the pupils and to encourage them to appreciate and value the cultures and heritage of others.

### **Links with The Local and Wider Community:**

#### **Joint working with Lennoxton Primary School;**

Each December there is a Joint Christmas Carol Service with Lennoxton Primary School pupils and staff, held alternately in Campsie Parish Church and St Machan's Church.

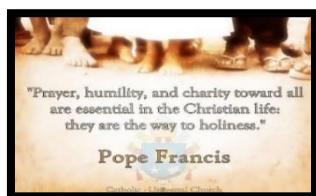
#### **Global Partnership Working:**

St Machan's has developed strong and effective partnerships with the local and wider community and has in the past had links with a 'twin' school, Katete Primary in Malawi.

Local businesses support the school in a variety of ways and provide opportunities for children to experience and participate in a range of activities.

Fundraising for charity takes place throughout the year but particularly during Lent when all classes raise money for Katete Primary, SCIAF and other worthwhile charities.

St Machan's is a registered 'Laudato Si' school which encourages our children to pray, learn and act on current issues related to their world, local environment and school environment. The activities are in response to Pope Francis' call to serve and protect the Planet, Our Common Home. Our pupils are made aware of and taught about the importance of putting their faith into action and about their responsibility to care for the future of their world.



#### **Local Charity Support:**

St Machan's Church have established a St Vincent De Paul Charity and many local families have benefited from support from this group. Our pupils have been inspired to set up a 'Minnie Vinnie's' group which enables them to work with staff, learning to put their faith into action by supporting their local community and serving the common good.

#### **Promoting Positive Relationships:**

The Health and Wellbeing programme for Primary 1 to Primary 7 covers all aspects of physical and emotional health and includes a range of activities specifically designed to promote positive behaviour and self-esteem. This is further enhanced by regular assemblies where children's achievements are recognised and celebrated by the whole school community. There are high expectations of all children to behave well in school and when representing the school at events in the local community.

We have a house points system and awards for following our school rules or making progress in an area of the curriculum. There is an emphasis and focus on awarding our pupils for following our 4 school rules. Be Faithful, Be Kind, Be Respectful and Be Responsible.

- Children can receive award certificates from the Head Teacher for a variety of observed behaviours, such as, showing excellent manners, being kind and helpful, representing the school.
- Our catering staff award helpful pupils who are polite and well-mannered in the dining hall. These pupils are awarded with a Golden Table Celebration which means they can bring a friend to lunch and staff will wait on them as a special treat.
- Playground staff award 5 house points to pupils for excellent behaviour and kindness in the playground.





- Each month achievers' badges are awarded to children for observed improvement and effort in areas across the curriculum, these awards are nominated by class teachers.
- Following our Gospel Values assemblies pupils are asked to focus on demonstrating a particular faith value. These children are specially awarded with a cup of tea/hot chocolate and a cake in the head teacher's office.
- This session we are focused on improving reading as part of our school improvement plan. Awards are issued at assembly to star readers and pupils are encouraged to read for enjoyment. Our school has recently received accreditation as a 'Reading School' and this achievement is proudly displayed in our communications.
- House Awards are given at the end of every term for the highest number of points. Scores are shared at weekly assembly and pupils enjoy a special treat eg. a movie day



### **Faithful, Kind, Respectful and Responsible**

Where a child's behaviour choices do not meet the agreed guidelines and expected standards, teachers use their professional judgment to determine appropriate consequences which should be logical- related to the behaviour, respectful of the child and reasonable.

### **Please refer to our Positive Relationships Policy.**

The school encourages pupils to immediately report incidents of suspected bullying to an adult within the school. Pupils are encouraged to approach all staff with any concerns they may have and teachers use various processes to allow pupils to discuss their concerns.

Every incident of reported bullying is taken very seriously and investigated thoroughly in line with the Authority's Anti- Bullying Policy and Guidance Document for Schools in East Dunbartonshire.

Across the school year pupils engage in activities, assemblies and lessons to highlight Anti-Bullying messages and support children to know how to report and recognise signs of bullying. We work in partnership with our Community Police to ensure messages of online safety and anti-bullying messages are provided for pupils and parents.

## **EQUAL OPPORTUNITIES AND SOCIAL INCLUSION**

In East Dunbartonshire, all children and young persons are entitled to participate fully in a learning community which promotes equality of opportunity and seeks to protect against all forms of discrimination.

The school believes that pupils and staff have the right to learn in a caring and safe environment. Staff will not tolerate any behaviour or attitudes which lead to staff and pupils being humiliated or harmed because of their age, race, colour, language, nationality, ethnic origin, cultural and religious beliefs, sexual orientation, gender, marital status and disability.

### **The Equality Act (2010)**

The General Equality Duty was created by the Equality Act (2010) and replaces the race, disability and gender equality duties. The duty came into force in April 2011 and covers age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.



The school is committed to the requirements of the Equality Act (2010) and as such we will have due regard to the need to:

- Eliminate discrimination, harassment and victimisation;
- Advance equality of opportunity between children and young people who share a characteristic and those who do not;
- Foster good relations between different groups.

The school will take cognisance of the Equality and Human Rights Commission's 'Technical guidance for schools in Scotland' in the development of its policy and practice.

A copy of this document can be obtained from all schools in East Dunbartonshire Council, and from the Chief Education Officer who is based at The Marina, Strathkelvin Place, Kirkintilloch, Glasgow G66 1TJ. Tel: 0300 1234510.

### **Development of Pupils' Spiritual, Moral, Cultural and Social Values**

The school is committed to supporting the development of its pupils as whole people and as a result, wishes to encourage their development in spiritual, moral, social and cultural terms.

These key human aspects of learning are supported through the following arrangements by:-

- Creating a school ethos which, in every way possible, gives value to these aspects of development, especially by providing an overall atmosphere that is both caring and challenging and which provides opportunities for the development of personal responsibility.
- Promoting social and moral learning through the way in which disciplinary issues are handled.
- Ensuring that staff and adults within the school provide positive models for pupils.
- Arranging regular gatherings of the school as a community and using such occasions to encourage and reinforce the values on which the school is based.
- Enriching the curriculum in all appropriate areas with an emphasis on spiritual, moral, social and cultural development.
- Providing opportunities within the curriculum to advance personal and social development.
- Providing a programme of religious education in which consideration will be given to responses to basic questions relating to the meaning, value and purpose of human life.
- Providing a programme of moral education.
- Taking every appropriate opportunity to acknowledge, value and appreciate the various cultures and heritage of the pupils and to encourage them to appreciate and value the cultures and heritage of others.



## Section 4 Curriculum for Excellence

### Bringing learning to life and life to learning:

The recently refreshed Curriculum for Excellence spans learning from 3-18 years. Its aims are to improve our children's life chances, to nurture successful learners, confident individuals, effective contributors, and responsible citizens, building on Scotland's reputation for great education.

It develops skills for learning, life and work, bringing real life into the classroom, making learning relevant and helping young people apply lessons to their life beyond the classroom. It links knowledge in one subject area to another helping make connections in their learning. It develops skills which can enable children to think for themselves, make sound judgements, challenge, enquire and find solutions.

Curriculum for Excellence balances the importance of knowledge and skills. Every child is entitled to a broad and deep general education, whatever their level and ability. All teachers and early years practitioners are responsible for the development of literacy, numeracy and health and wellbeing. Curriculum for Excellence allows for seamless transitions, including from early years to primary, from primary to secondary and onwards to further education.

There is an entitlement to personal support to help young people fulfil their potential and make the most of their opportunities with additional support wherever that's needed. There will be a new emphasis by all staff on looking after our children's health and wellbeing – to ensure that the school is a place where children feel safe and secure.

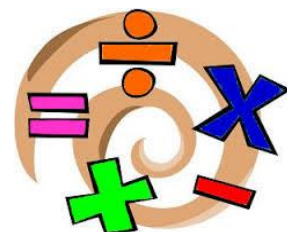


### Literacy

Literacy skills are divided into four areas, reading, writing, listening and talking. At the early stages children learn to read using a systematic synthetic phonics approach. Teachers use a range of resources to teach literacy skills and children have many opportunities to play and experiment with language. The core reading resource at the early stages is Bug Club which is supported by the Rocket Phonics programme and a range of decodable readers, this lays a firm foundation for the teaching of reading and writing. At the middle and upper stages the reading resource used is Oxford Reading Tree Tops which provides a range of texts to meet the needs of all pupils. Novels which are also studied at different stages, provide a wealth of opportunities to study a text closely and investigate the writer's craft. Staff use Reflective Reading approaches to ensure higher order thinking skills are taught within reading activities. Big Books are used at the early stages to teach and reinforce the skills of reading. Children are supported in their development as writers through the Pie Corbett 'Talk for Writing' programme. There are many opportunities for children to develop both imaginative and functional writing skills through real life contexts. For example, a visit to the Scottish Parliament provides a perfect opportunity to write a recount of the visit or a thank you letter.

### Mathematics and Numeracy

Mathematics and numeracy skills are divided into three areas: 1) Number, money and measure 2) Shape, position and movement and 3) Information handling. The core resources used from Primary 1 to Primary 7 are Scottish Heinemann Maths and Teejay. Numeracy is taught across the curriculum using real life contexts which makes the learning more enjoyable and relevant for the children. At the early stages we use SEAL approaches to lay foundations for numeracy and use play to develop skills within other areas of maths. Numeracy skills may also be developed through a social studies topic, science project or technologies. Similarly, children will experience a wide range of practical mathematical activities which develop their deeper understanding. While problem solving strategies in mathematics are taught, problem solving is a holistic skill which is developed across all curricular areas.



Mental and interactive maths features daily in the teaching of numeracy and mathematics. This involves the children learning in an active way which promotes greater understanding and consolidation of concepts, allowing clear progression in the development of mathematical skills.

## Social Studies

- People, past events and societies
- People, place and environment
- People in society, economy and business.

## Religious Instruction and Observance

## Technologies/STEM

## Health and Wellbeing



The pupil's experiences and outcomes are structured as follows:

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



## **Expressive Arts**

The expressive arts guidelines incorporate dance, music, drama and art and design. Within each of these disciplines we use a variety of resources to support the learning and teaching of expressive arts to ensure balance and progression of skills across the whole curriculum.

**Dance:** Through dance programmes pupils have rich opportunities to be creative and to experience inspiration and enjoyment. Creating and performing are the core activities for all learners which also promotes physical activity and ultimately health and wellbeing. Pupils in Primary 7 are given the opportunity, through our Active Schools programme, to be involved in a Local Authority dance festival in March.

**Music:** Through the Local Authority and Scottish Government Music Initiative there are specialist music teachers at St Machan's providing tuition in brass, woodwind, percussion and chanter. In addition, staff provide a weekly choir group for P4-7 pupils.

**Drama:** Various resources are used to teach skills within relevant contexts.

**Art and Design:** Wide ranging resources support the teaching of art and design including our own school programme and Borders Art Pack.

Expressive arts within the curriculum has an important place in its own right but within school there are many opportunities to extend the richness of this area on a cross curricular basis. Children are provided with a wide experience of expressive arts through such areas as concerts, assemblies, public speaking, sports activities, choirs, special celebrations and artistic display.

In addition, many stage or whole school opportunities are provided to enhance the pupils' experience of the expressive arts with theatre productions, Scottish Opera/Ballet, Performing Arts Groups, museum visits and sports clubs.

**PE:** All classes receive 2 hours of PE each week which meets the Scottish Government's recommendations for every child. Progressive planners are in place to support learning and skills development across a range of sports.

Please contact the Head Teacher if you would like any further information about the curriculum within our school.

## **Outdoor Learning:**

At St Machan's Primary there are many opportunities for children to use the rich outdoor environment for learning and this is actively encouraged across the school. Learning in maths/numeracy, literacy, science, social studies and expressive arts is greatly enhanced by providing children with opportunities to explore and be creative. These experiences are planned and purposeful and relate to the development of knowledge and acquisition of essential skills outlined in Curriculum for Excellence.



## **Extra Curricular Activities:**

We presently have provision for athletics, football, walking, dance, choir and netball. Activities are offered by staff, our Active Schools partnership and by pupils. Pupils have a say in the choice of clubs they would like to have offered and also have opportunities to lead, with upper school pupils taking responsibility for our younger pupils.

Parents are encouraged to offer their own particular interests and expertise to any activity which would further develop the children's knowledge and interest. Our family learning assistant would be happy to advise and support opportunities for you to be involved.

Activities vary from year to year depending upon the availability and expertise of current staff and parents.

**Please contact the Head Teacher if you would like any further information about the curriculum within our school.**





## **Section 5 Assessment and Reporting**

Teaching staff meet once a term with Senior Management to discuss pupil progress and track attainment, staff analyse ongoing assessment results and plan future learning based on the information gathered.

Our pupils are given opportunities through questionnaires and within focus groups to discuss learning and teaching with Senior Management throughout the session. Their views are sought within their pupil voice groups and through evaluation forms following activities. Within the classroom, pupils are given regular conference time 1-1 with their teacher to reflect on and set targets for learning. Class displays ensure pupil work is celebrated. Pupils select work they are proud of for display on the classroom 'wow wall'.

Our parents are given access to pupil jotters at Parents' Evenings in October and May/June. Staff use Seesaw, MS Teams, Twitter to share pupils' learning throughout the session. Staff also provide a class newsletter at the start of the year. Our parents are invited into the classroom throughout the session and their views are sought and welcome at parents' evening and on evaluation forms, school reports and through questionnaires.

A written progress report is issued to parents/carers at the end of term 2, March/April. Staff have recently reviewed the report card in consultation with our Parent Council. The report provides information on Literacy, Numeracy progress. A wider over view of achievement across other curricular areas and a personal comment on our pupils with regard to effort, application, talent and areas for improvement. Next session we aim to further improve our reporting to parents by including an assessment focus on the development and progress of pupil skills for learning, work and life.

### **Liaising with and Involving Parents in their Child's Education**

The Education Service is keen to ensure that it involves all parents appropriately and sensitively in their child's education. Under Education Law, "parents" include:

- Non-resident parents who are liable to maintain or have parental responsibilities in respect of a child;
- Carers who can be parents;
- Foster carers, relatives and friends who are caring for children under supervision arrangements;
- Close relatives, such as siblings or grandparents caring for children who are not "looked after and accommodated" by the local authority or are under home supervision (looked after) arrangements.

Everyone who is a "parent" (under Education Law) has the right to receive advice and information about their child's education and take part in activities.

The Education Service will treat all parents equally. The exception to this is where there is a court order limiting an individual's exercise of parental rights and responsibilities.

Schools collect information about a child's family circumstances on an annual basis. Where family circumstances change during a school session, it is important that parents inform their child's school of these changes.

Further information about how the Education Service seeks to work with parents is available in the publication Schools, "Parents" and "Parental Responsibility": A briefing paper for schools and education support services under the management of East Dunbartonshire Council (2007).

This publication is available from schools or the Chief Education Officer who can be contacted at:

East Dunbartonshire Council: The Marina, Strathkelvin Place, Kirkintilloch, Glasgow G66 1TJ  
Tel: 0300 123 4510 Email: [greg.bremner@eastdunbarton.gov.uk](mailto:greg.bremner@eastdunbarton.gov.uk)



## **Section 6: Transitions and Enrolments**

### **Registration and enrolment**

Information on new school entrants can be found on the council's website, [www.eastdunbarton.gov.uk](http://www.eastdunbarton.gov.uk). Enrolment is in January each year. Pupils should be registered in only one school for their catchment area. Information about the school, can be found on the school website. Parents who want to send their child to a school other than the catchment school must make a placing request. Parents of pupils who have moved into the catchment area or, who wish their child to transfer to the school should contact [sharedservices.education@eastdunbarton.gov.uk](mailto:sharedservices.education@eastdunbarton.gov.uk).

Before leaving an early years centre, a transfer of information record for each child will be prepared by early years practitioners to ensure a smooth transition and continuity of care and education for the child transferring to primary.

### **School Admissions**

When commencing Primary 1 education, your child will normally attend the local denominational or non-denominational Primary school (regardless of religion) and transfer from it, after Primary 7, to its associated Secondary school. Details of the catchment areas and boundaries can be obtained from Shared Services – Education by emailing [sharedservices.education@eastdunbarton.gov.uk](mailto:sharedservices.education@eastdunbarton.gov.uk) or calling 0300 1234510.

Enrolment dates will be set by the Education Service and the enrolment should be completed in January prior to the start of term in August. The authority will provide information on enrolments on the website, in the local press and early years centres advertising the date(s) for registration. Parents are asked to provide the relevant birth certificate(s) and proof of residency when enrolling their child(ren).

You are still required to enrol your child(ren) at your catchment school even if you do not wish him/her to attend that school.

You are still required to enrol your child(ren) at your catchment school even if you are also applying to defer their entry and take up an additional year of early learning and childcare.

Enrolment dates will be available through the East Dunbartonshire Council website at [www.eastdunbarton.gov.uk](http://www.eastdunbarton.gov.uk).

Children eligible for enrolment are those whose 5th birthday falls between 1st March and the end of February the following year.

### **Secondary School Admissions**

Transfer Information will be issued to Primary 7 parents in December/January each year.

If you wish your child to attend a secondary school other than the catchment denominational or non-denominational secondary school for your home address, you will be required to make a Placing Request as detailed in the Placing Request section below.

You do not need to submit a Placing Request if you want your child to transfer from a non-denominational secondary school or vice-versa at the primary to secondary transfer stage, as long as the intended secondary school is still the catchment school for your home address. Parents of children who are planning to change from denominational to non-denominational or vice-versa between primary and secondary school should ensure that both the primary school and the intended secondary school know what is to happen.

The school to which St Machan's pupils normally transfer is St. Ninian's High School, Bellfield Road, Kirkintilloch G66 1DT Tel: 0141 955 2386

Pupils residing in Torrance and Balmore transfer to Turnbull High School, St. Mary's Road Bishopbriggs Glasgow G64 2ES Tel: 0141 955 2393



For pupils transferring to St Ninian's High School the transition programme usually begins in Primary 6 with a series of visits to the secondary school. This process continues in Primary 7 with further visits, culminating in a number of induction days in June. Furthermore, a number of secondary teachers visit the Primary 7 classroom to work alongside their primary colleague.

Pupils in Primary 7 complete a Pupil Profile which transfers with them to secondary school and is shared with all secondary staff.

There is close and effective liaison between St Machan's Primary and St Ninian's and, on occasion, Turnbull High School with Guidance and Pupil Support staff meeting with the Primary 7 teacher to discuss the strengths and development needs of every child prior to transition. Pupils who have additional support needs have a further meeting to ensure that all information is communicated clearly and effectively thus ensuring a successful transition.

## **Placing Requests**

As a parent, you have the right to make a Placing Request for your child(ren) to be educated in a school other than the catchment school. Applications for Primary 1 and Secondary 1 Placing Requests to commence school in August will be accepted following the publication of an advert in the local press inviting applications in early December.

Every effort will be made to try to meet parental wishes, but you should note that it is not always possible to grant every Placing Request to a particular school. You should also note that a successful Placing Request for one child does not guarantee a successful one for another child. It may be, therefore, that a parent could end up with children at different schools.

Primary 1 children must also be enrolled at the catchment area school on the appropriate Enrolment Form whilst awaiting the outcome of their Placing Request Application. If the Placing Request is granted, the child's enrolment at the catchment school will automatically be withdrawn by the Education Office.

Placing Requests can only be approved when there are sufficient places remaining in the class after all catchment area children have enrolled and if staffing and accommodation at the school are able to meet the numbers of Placing Requests at that school. The Education Office can also reserve places in a class for future catchment pupils they expect to move into the area in the following school year.

If more Placing Requests are made for admission to a particular school than places available, these Requests will be prioritised according to East Dunbartonshire Council's Admissions Policy and requests accepted and refused accordingly.

Your Placing Request will be considered against a set of criteria which is set out in the Council's priorities for admission. Please refer to the Placing Request Application Form for more details.

Any Placing Requests received after the 15<sup>th</sup> March for Primary 1 and Secondary 1 will not be considered in the first round of Placing Requests. Parents / Carers will be notified of the outcome of their request within 2 months of receipt your Placing Request.

As soon as a decision has been made, you will be notified of the result. If your Placing Request is successful, you will be asked to contact the school to establish arrangements for enrolment.

Parents should note that in cases where your child is currently in attendance at a primary school as a result of a successful placing request, there will be the need for a further request to be made to transfer to the secondary school associated with the primary school. Parents should, however, be aware there is no guarantee that any such request will be successful and therefore contact should be made with your local secondary school to inform them of your intention to request a place in a school of your choice. Parents are requested to contact the education office to clarify this position if they are unsure.

## **Mid Session Transfers**

You may make a Placing Request at any time during a school session. If your child is experiencing problems at school, you are advised to discuss the matter with the Head Teacher prior to making a Placing Request. Completing the Application Form does not guarantee a place for your child at your chosen school. Your Placing Request will only be granted if there are surplus places available at the school.



### **Transport for Placing Requests**

If a Placing Request is successful, parents will be responsible for the safety and transportation costs of their child to and from their chosen school.

### **Section 7 Support for Pupils**

#### **Children and Young People with Additional Support Needs**

East Dunbartonshire Council's policies, procedures and practices relating to children and young people with additional support needs are in line with the Education (Additional Support for Learning) (Scotland) Act 2004 which place duties on education authorities and provide rights for parents of children with additional support needs and young people with additional support needs.

All children require support to help them learn. However, there are some children and young people who need some extra support or support which is a bit different from the support provided for all children to make sure they benefit from school education. That support may come from education services but can also be provided by a NHS Board, Social Work, Skills Development Scotland, or independent and voluntary organisations. Children and young people in school who need extra support or a different sort of support from what is generally available have additional support needs.

These additional support needs can arise for lots of different reasons. The reasons why a child or young person may have additional support needs are too many to list here, however the following are examples:

That the child or young person:

- finds it difficult to behave in school;
- is hearing or visually impaired;
- has a particular health need;
- is living with parents who have a drug or alcohol dependency;
- has English as an additional language.

Some additional support needs may only last for a short period of time other additional support needs will be lifelong.

If you think your child may have additional support needs you should talk to your child's school or pre-school provision about this.

All children and young people have their needs continuously assessed and reviewed. Your child's school will be able to show you their assessment of your child's needs and will send you copies of reports on how your child is progressing in school.

All schools and early years establishments in East Dunbartonshire look at children's needs through a wellbeing pathway that ensures a continuum of support from Universal to Targeted in line with the national Getting it Right For Every approach. This process allows teachers and others to

- identify those children who may need additional support;
- make plans to support those children identified;
- deliver the support the child requires; and
- regularly review the support provided.

In addition to the additional support which schools themselves can provide through individual planning or making specific resources available, schools can also request support from East Dunbartonshire Council's specialist educational support services. The Council can also provide individual children with special equipment and resources if necessary. Some children may also benefit from attending the special schools and specialist resources which East Dunbartonshire manages.



Parents have a very important role to play in their child's education and the views of parents and young people will always be taken account of in making decisions which affect the child or the young person. If your child requires additional support at school you can provide the school with important information about your child which will be helpful in making plans to support your child. Parents and young people will always be invited to participate in reviews of progress.

A small number of children and young people with additional support needs require a co-ordinated support plan (CSP). All of these children and young people will already have a plan provided for them in school which set out targets for their learning and timescales for achieving those targets. Parents, professionals and the child or young person can all be involved in regularly reviewing the plans. The CSP sets out the educational objectives for an individual which can only be achieved by services such as health or social work working together with education to support the child or young person i.e. where the support required must be co-ordinated.

If you have a concern that your child's additional support needs are not being met you should always, in the first instance, contact the school, **(Depute Head Teacher, Mrs Suzanne Cassidy is our Additional Support Needs Coordinator)**, to arrange a time to discuss that concern. Every effort will be made by the school and the education authority to resolve your concern at that point. If you are not happy with the way the matter has been dealt with and you continue to have concerns you may be able to make use of one (or more) of the following:

- mediation
- independent adjudication
- the Additional Support Needs Tribunals for Scotland to assist in reaching a satisfactory conclusion.

The Education (Additional Support for Learning) Act 2004/2009 places duties on local authorities to provide access to independent mediation for resolving disputes with parents and carers of children and young people with additional support needs when or if they arise. East Dunbartonshire Council uses Resolve Scotland. For further information go to [www.resolvemediation.org.uk](http://www.resolvemediation.org.uk)

### **Supporting Families Service**

The core purpose of this service is to provide support to families in developing their skills and confidence in their parenting and to provide services to children to enhance their development and learning. Examples of the services available include group parenting workshops, bespoke 1 to 1 support and advice. Services also include holiday a play scheme for children and young people with additional support needs as well as our Snack and Play holiday programmes for children who meet certain criteria. If you wish to find out more about any of the services please contact the team by emailing: [parenting@eastdunbarton.gov.uk](mailto:parenting@eastdunbarton.gov.uk). A member of the team will be in touch.

### **Protecting Children and Young People**

East Dunbartonshire Council has issued Child Protection Procedures and Guidance which all staff must follow to promote the welfare of children and to protect them from harm.

All adults must share the responsibility for promoting children's health and safety and ensuring, as far as possible, that all children are protected from abuse, neglect and exploitation. Children cannot be expected to take full responsibility for keeping themselves safe. Professional staff must work together and in co-operation with families and carers to enable children to grow up in a warm, stimulating and safe environment.

Education staff are required to assist in the protection of children by:

- Creating and maintaining a positive and caring ethos
- Developing health and personal safety programmes
- Being observant of children's needs, views and concerns
- Reporting and recording concerns about the welfare or safety of children
- Monitoring and supporting children in co-operation with relevant professionals, parents and carers.





Education staff cannot keep secret any allegations or concerns about child abuse, even if a child or adult request this. Information or concerns that a child may be at risk of harm must be passed on in order to protect the child. Staff will treat the matter sensitively, and information will only be passed to those who need to know in order to protect and support the child.

If parents or others have concerns for any child, they can speak to the Head Teacher about this. They can also contact social work services and/or the police.

When a member of staff, a child or another individual provides information and the Head Teacher considers that there is a possibility that a child has been harmed or is at risk of harm, the Head Teacher is required to immediately contact social work services to discuss the circumstances and agree the immediate action to be taken. School staff are then required to co-operate with any subsequent enquiries or support plans.

Every education establishment or service has copies of the East Dunbartonshire Council Child Protection Procedures and Guidance. These are available for reference from the Head Teacher.

### **Additional Support Needs**

As with all local authority schools in Scotland, this school operates under the terms of the Additional Support for Learning Act (2009) and its accompanying Code of Practice. Further details of the policies and procedures can be found on the East Dunbartonshire Council website, and the school's Additional Support for Learning Co-ordinator will be able to outline the support that can be offered in school.

Working with other agencies and professionals – for example, Social Work Services, Educational Psychology Service, National Health Service and parents – decisions are made with regards to the best possible education to meet the needs of the child within the resources available.

Parents, carers and children with additional support needs can also seek independent advice and support through:

Enquire: [www.enquire.org.uk](http://www.enquire.org.uk), 0845 123 2303

Scottish Independent Advocacy Alliance, [www.siaa.org.uk](http://www.siaa.org.uk), 0131 510 9410

Take Note: National Advocacy Service for Additional Support Needs (Barnados in association with the Scottish Child Law Centre) [www.sclc.org.uk](http://www.sclc.org.uk), 0131 667 6633.

These organisations are identified under The Additional Support for Learning (Sources of Information) (Scotland) Amendment Order 2011 as:

- (a) Children in Scotland: Working for Children and Their Families, trading as “Enquire – the Scottish advice and information service for additional support for learning”, a charitable body registered in Scotland under registration number SC003527;
- (b) Scottish Independent Advocacy Alliance, a charitable body registered in Scotland under registration number SC033576; and
- (c) Scottish Child Law Centre, a charitable body registered in Scotland under registration number SC012741.”

### **Autism Adviser:**

**St Machan's Autism Adviser is Depute Head Teacher, Mrs Suzanne Cassidy**

Every establishment has an Autism Adviser who is an established member of the school teaching team and who has been provided with training and ongoing support from a multi-agency team - led by an educational psychologist and a quality improvement officer. Every Autism Adviser is guided by a process of collaborative practitioner enquiry, which allows the school to develop the role of their Autism Adviser in response to the needs of their school context. Every Autism Adviser will be able to signpost colleagues to resources and sources of supports. While every establishment will use their Autism Adviser differently, the role of the Autism Adviser may include facilitating staff training within their school, supporting communication to parents/carers; planning for establishments' Autism Awareness Week; running a



parents/carers' support group and supporting individual staff members using existing school structures (e.g. Pupil Support Group).

### **Specialist Support Service**

– teachers teaching in more than one school

The Additional Support for Learning Team makes provision for children and young people who have a range of additional support needs. The service comprises of teachers who work in the pre-5, special, primary and secondary sectors. Staff in the team work in partnership with staff in the establishments to plan and deliver an appropriate curriculum. The service also provides staff development and advice on resources.

The teams support the additional needs of:

- children with a significant hearing and or visual impairment;
- bilingual learners who are at early stages of learning spoken English;
- looked after and accommodated children and young people who are experiencing difficulties in school;
- children who have language and communication difficulties
- children who have social, emotional or behaviour needs
- children at early stages of primary school who have a developmental coordination disorder along with attention difficulties;
- young people who attend special provision units; and
- pre-5 children who have been identified as having significant support needs

### **Promoting Wellbeing, Protecting and Safeguarding.**

The Scottish Government introduced Getting it Right for Every Child (GIRFEC) as a programme of change, reaching across all children and adult services in the public and voluntary sectors in Scotland, to achieve better futures for all of our children, young people and their families. It builds from universal health and education services and drives the developments that will improve outcomes for all children and young people.

We want all our children and young people to be fully supported as they grow and develop into successful learners, confident individuals, effective contributors and responsible citizens. We believe they should be: Safe, Healthy, Active, Nurtured, Achieving, Respected, Responsible and Included. These are the eight indicators of wellbeing.

The Getting It Right approach is about how practitioners across all services for children and adults meet the needs of children and young people, working together where necessary to ensure they reach their full potential. This approach, based on the United Nations Convention for the Rights of the Child, is:

- Child focussed, ensuring that the child and family are at the heart of decisions and supports;
- Based on a holistic understanding of wellbeing;
- Early interventionist to tackle needs as soon as they appear; and
- Joined up, to ensure services work together.

It is the entitlement of every child to be supported throughout their education. The Wellbeing Pathway provides a continuum of support from universal to targeted and ensures practice is underpinned by a shared understanding of wellbeing and in the dignity and worth of every individual child/young person.

Teachers plan experiences and assess progress in learning, and for most children this is sufficient. From time to time, however, approximately one fifth of learners may experience developmental or environmental difficulties which impact on their ability to learn. For most, modifications can minimise the impact of such difficulties and learning can proceed. These modifications are described as differentiation and in most



cases teachers will differentiate as part of normal teaching and learning, without the need for intervention from promoted staff.

Within East Dunbartonshire schools, teachers employ the following model to provide a clear, structured pathway for learners.

- Modifying Content – use of learning materials at different levels
- Modifying Process – varying the length of time children take to complete a task
- Modifying Product – giving children choice in how to express ideas or required learning
- Modifying Learning Environment – giving children areas to work which suit their learning styles

Staff record differentiated approaches in their short and long term plans and ensure that the results of differentiation are clearly documented within evaluations of teaching and learning.

Where intended progress does not take place, the child/young person's needs are considered within the next stage of the Wellbeing Pathway, Targeted Support.

When a wellbeing concern has been brought to their attention, the pupil support coordinator will consider the following questions in relation to the eight wellbeing indicators:

- What is getting in the way of this child or young person's wellbeing?
- Do I have all the information I need to help this child or young person?
- What can I do now to help this child or young person?
- What can my agency do to help this child or young person?
- What additional help, if any, may be needed from others?

All pupils who are considered for Targeted Support, access this through their Pupil Support or Support for All Group. This ensures that staff comply with duties in CYP Act 2014 and ASL Act 2004, 2009.

All assessments to determine the need for Targeted Support fully involve the views of the child and parents.

### **Child Protection and Safeguarding**

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting, or by failing to act to prevent, significant harm to the child. Children may be abused in a family or in an institutional setting, by those known to them or, more rarely, by a stranger. Child protection" means protecting a child from child abuse or neglect. If a child's wellbeing is considered to be at risk, relevant information must always be shared. It is our public responsibility to protect children. Anyone who suspects child abuse or neglect should contact East Dunbartonshire Council Social Work Advice and Response on 0141 777 3000, or the Police. Each school has a designated Child Protection Coordinator, who will work with other professionals, children and where appropriate, families to safeguard children.

**The Child Protection Coordinator for St Machan's Primary is Mrs Rosaleen Miller (Head Teacher)**



## Section 8: School Improvement

### Raising Attainment

Monitoring performance and using the resulting information to secure improvement is an important part of the work of Head Teachers, school staff and officers within Education Services.

### Standards and Quality Report

Every year each school publishes a Standards and Quality report which highlights the school's major achievements and areas of future focus for improvement.

Every year the school has to evaluate its practice and from this we produce a Standards and Quality Report which informs the School Improvement Plan for the following session. More information about this can be found on our school website – [www.st-machans.e-dunbarton.sch.uk](http://www.st-machans.e-dunbarton.sch.uk).



**The School Improvement Plan (SIP)** outlines developments in which all staff will be involved to provide better opportunities and experiences for the children. The priorities in our School Improvement Plan are arrived at from a variety of sources, which include:

- i) East Dunbartonshire's Improvement Objectives
- ii) National Developments
- iii) Cluster Priorities
- iv) The result of audit exercises carried out in the school

### Our priorities for 2022 – 2023 are:

- **Literacy** – Raising attainment in reading. Focussing on establishing synthetic phonics progression planning P1-3, providing moderation activities for staff and staff training in 'Reflective Reading' to develop pupils' comprehension skills and Higher Order Thinking Skills (HOTS). Encouraging a love of reading within a rich reading culture, evident across the whole school community.
- **Health and Wellbeing**- To further embed nurture approaches and understanding of nurture principles within the school. Use of assessment data to gather knowledge of pupil strengths and difficulties, providing health and wellbeing intervention to identified groups of pupils as appropriate. Re-establish our 'Seasons for Growth' programme, to support pupils managing grief, loss and change. Improve the engagement of parents through family learning.
- **Family Learning and Engagement**: Developing opportunities for parents to become involved in the life of the school and establishing links and opportunities for community partnership work.

Our children are motivated and enthusiastic in their learning. Play pedagogy and active learning strategies are improving standards across literacy, numeracy and health and wellbeing. Children, confidently engage in peer and self-assessment and have a good understanding of how to improve their performance. Additional support is in place to enable all learners to reach their full potential and to be fully included in the life of the school.

**Our School Improvement Plan (SIP) is available on our school website. This document provides further information and detail on our plans for improvement over the next 3 years.**



## **The ScotXed Programme**

Education Authorities, the Scottish Government and its partners have, for many years, collected information about pupils on paper forms. The information is now transferred electronically through the ScotXed programme.

The following explanation has been provided directly by ScotXed:

### **Transferring Educational Data About Pupils**

The Scottish Government and its partners collect and use information about pupils in schools (e.g. the number and characteristics of pupils, their attendance, absence and exclusions, their attainment and their destination when leaving school) to help to improve education across Scotland. This note explains why we need this information, how we use it and what we do to protect the information supplied to us.

Why do we need your data?

In order to make the best decisions about how to improve our education service, Scottish Government, education authorities and other partners such as the SQA and Skills Development Scotland 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 examination results. Accurate and up-to-date data allows us 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 which influence pupil attainment and achievement
- share good practice
- target resources better
- enhance the quality of research to improve the lives of young people in Scotland

### **Data policy**

Information about pupils' education is collected through our statistical surveys in partnership between the Scottish Government and Local Authorities through the ScotXed Programme which aims to help schools and Local Authorities by supporting efficient collection, processing and dissemination of statistical information. The Scottish Government then provides analysis of the data to support research, planning, management and monitoring of education services as well as to produce National Statistics publications.

Education data within Scottish Government is managed effectively by secure systems and is exploited as a valuable corporate resource, subject to confidentiality restraints. As part of its data policy, Scottish Government will not publish or make publicly available any information that allows individual pupils to be identified, nor will data be used by Scottish Government to take any actions in respect of individuals. Data is held securely and no information on individual pupils can or would be made publicly available by Scottish Government.

The individual data about pupils in schools collected by Scottish Government through statistical surveys is used only for the statistical and research purposes for which it is collected.

### **Your data protection rights**

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (2018). We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how we will use your data. This note can give only a brief description of how we use data. Fuller details of each individual ScotXed survey, including the purpose of each and the published data, can be found on the ScotXed website (<http://www.gov.scot/Topics/Statistics/ScotXed>). Pupil names and addresses (other than postcode) are never collected in any ScotXed statistical survey.

Scottish Government works with a range of partners including Education Scotland, Skills Development Scotland and the SQA. On occasion, in order to help meet our aim of improving the life of young people in





Scotland, we may make individual data available to partners such as the National Registers of Scotland to carry out research relating to the national population census and also to academic institutions and organisations to carry out additional research and statistical analysis which helps inform policy development and contributes to improving outcomes for Scotland's people. In order to carry out this research to support better decisions, policy making and practice, data may be linked to information from other sources.

Any sharing or linkage of data will be done under the strict control of Scottish Government, and will be consistent with our data policy and the National Data Linkage Guiding Principles. This will ensure that no individual level data will be made public as a result of the data sharing and that these data will not be used to take any actions in respect of an individual. Decisions on the sharing or linkage of data will be taken in consultation with relevant colleagues and individuals within and outwith Scottish Government. At all times pupils' rights under the Data Protection Act and other relevant legislation will be ensured.

### **Concerns**

If you have any concerns about the ScotXed data collections you can email the Head of Schools Analysis, Mick Wilson, at [mick.wilson@scotland.gsi.gov.uk](mailto:mick.wilson@scotland.gsi.gov.uk) or write to Education Analytical Services, Area 2D, Victoria Quay, Leith, EH6 6QQ.

## **Section 9: School Policies and Practical Information**

### **School Uniform**

At St Machan's, thanks to the support of our parents, all children wear school uniform.

- White shirt with school tie
- Green v- necked jumper / cardigan / sweatshirt
- Yellow/Gold polo-shirt with school badge
- Grey trousers / skirt
- Black shoes

### **PE Kit**

- Yellow polo shirt
- Shorts
- Gym shoes

It is the policy of the Education Committee to encourage pupils to wear an acceptable form of school dress as determined by Head Teachers, Parent Councils and parents. In encouraging the wearing of school dress, account must be taken of any proposals to prevent any direct or indirect discrimination on the grounds of race or gender. Any proposal will be the subject of widespread consultation with parents and pupils.

Parents are asked to co-operate with the school in encouraging the wearing of the school uniform.

The uniform was agreed in consultation with parents, pupils, staff and the Parent Council. It incorporates a range of popular items of dress, e.g. sweatshirts, T-shirts.

Wearing school uniform contributes to a positive school ethos and helps avoid discrimination and reduces peer pressure to wear expensive designer clothing.

A school's reputation can also be enhanced in the local community by the wearing of school uniform and school security will be improved as it will be easier to identify intruders.

The appropriate clothing and footwear for PE is a T-shirt, shorts and gym shoes with non-marking soles. These are necessary for health and safety reasons and your co-operation is requested to ensure that pupils are equipped to participate in the PE lessons. – please note there is a requirement that all jewellery is removed prior to undertaking physical education activities.



Please ensure that all items of clothing are clearly labelled, particularly ties, sweat shirts and PE kit which are often lost. A protective apron or an old shirt should be worn for art and craft activities. Please help the school and the education authority by making sure that pupils do not bring valuable or expensive items of clothing to school.

Offensive clothing such as T-shirts or other items painted with obscene language or illustrations are not permitted. Football colours are also inappropriate as they can lead to incidents of rivalry.

Under no circumstances will pupils be deprived of any educational benefit as a result of not wearing uniform and, in particular, pupils will not be denied access to examinations as a result of not wearing school dress.

Parents are asked to assist by ensuring that valuable items and unnecessarily expensive items of clothing are not brought to school.

Some families may be eligible for school clothing grant and free school meals. Information on criteria and the application form for this can be found at [www.eastdunbarton.gov.uk](http://www.eastdunbarton.gov.uk) under School Clothing Grants and Free School Meals.

Approval of any requests for such grants made by parents in different circumstances is at the discretion of the Chief Education Officer.

If you have any queries regarding the school's dress code, please contact the Head Teacher.

### **School Meals**

We know that maintaining a healthy diet is linked to a happy and active lifestyle. By eating a school meal provided by East Dunbartonshire Council's School Meals Service your child is guaranteed a balanced nutritious meal to keep them healthy and alert throughout the school day.

The meals are freshly cooked on a daily basis by our skilled staff who care about food and your child's wellbeing. Our staff will help your child to make balanced choices. The meals meet the Scottish Government's nutritional regulations.

Any Special diets or allergies should be discussed with the school.

Meal prices are reviewed annually. Please contact the School to be advised of the current price.

### **Free School Meals**

From January 2022 all P1-P5 pupils are entitled to a Free School Meal. This is universal and in line with the Scottish Government Guidelines.

Some families may also be may be eligible for school clothing grant and free school meals. Information on eligibility criteria and the application form for this can be found at [www.eastdunbarton.gov.uk](http://www.eastdunbarton.gov.uk) under School Clothing Grants and Free School Meals.

### **Lunch Hour**

Our Lunch hour is 12.15pm-1pm. Primary 1-3 go directly to the lunch hall at 12.15pm. P4-7 are placed on a class line rota system.

Our Primary 5 pupils take responsibility as 'Canteen Captains', they support our younger pupils in the dining hall.

All pupils should pre order their lunch using the Cashless Catering app, this will ensure the school kitchen can prepare food, ready for our school lunch hour. P6 and P7 pupils should use the app to order and pay for



their lunch. An advice line is available to parents using the app. Our school office staff are also able to offer advice on set up.

Pupils preferring a packed lunch eat their meal in the school hall.

As there are children in the school with nut allergies we ask parents not to send snacks or food containing nuts. Furthermore, as we are a health promoting school we encourage all children to bring a healthy snack and drink fruit juice or water instead of carbonated drinks. Cans and glass bottles are not allowed in school. All children are encouraged to bring a small bottle of water each day which can be refilled at the water fountains.

### **Breakfast Club**

We offer a breakfast club from 8.15am-8.50am. Applications for this club are made to the Head Teacher. Spaces in our breakfast club are limited and priority is given to pupils who meet the criteria. Priority is given to our pupils who receive Free School Meal entitlement, are often late/absent from school or to whom family circumstances mean providing a breakfast before school has proven difficult.

## **TRANSPORT**

### **(a) General**

It is a parents' responsibility to ensure their child arrives at school and returns home from school in a safe and responsible manner.

In order to assist parents in getting their child of school age to school safely and on time, the Education Authority has a policy of providing free transport to primary pupils who live one mile or more from their catchment primary school by the recognised shortest walking route.

The Chief Education Officer has 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. This is known as concessionary travel and parents are required to submit concessionary travel applications each year in the period June – July to ensure that consideration can be given to their request for concessionary transport for August.

Parents should obtain an application form from the education office or [www.eastdunbarton.gov.uk](http://www.eastdunbarton.gov.uk).

### **(b) Pick up Points**

Where free transport is provided it may be necessary for pupils to walk a certain distance to the vehicle pick-up points. 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 parents responsibility to ensure their child arrives at the pick-up point on time. It is also the parent's responsibility to ensure the child behaves in a safe and acceptable manner while boarding, travelling and alighting from the vehicle. Misbehaviour could result in your child losing the right to free transport.

### **(c) Placing Request**

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 his/her catchment area school, transport will be provided in accordance with the council policy stated above.

## **Adverse Weather Conditions**

### **DRIVER'S RESPONSIBILITIES**

- In adverse weather conditions drivers **MUST** liaise with Head Teachers to ensure the safety of the children.
- In periods of snow and ice the driver must use his discretion to decide if a road is passable or not. He should endeavour to choose a route which gives the greatest number of children a reasonable chance of getting to school safely.
- At their own discretion drivers may abandon a morning journey and return all pupils already picked up to their homes and inform the relevant Head Teacher concerned. See bullet point below.\*
- On homeward journeys pupils shall only be set down at their normal vehicle set down point. If there is a possibility that the vehicle will be unable to take the pupils to that point, contingency plans should be made with the Head Teacher.
- In the event that transport cannot continue due to blocked roads or any other obstruction, children will be instructed to stay in the vehicle until rescue can be organised.

### **STRATHCLYDE PARTNERSHIP FOR TRANSPORT/EAST DUNBARTONSHIRE COUNCIL'S RESPONSIBILITIES**

- SPT will contact a Senior Officer within EDC to advise of difficulties with transport.
- Senior Officer will contact Head Teacher/s.
- Head Teachers to contact parents, where possible by text message, (at peak times there may be delays due to volume across local authorities).
- \* In the event of journey being abandoned, Head Teachers will advise the driver of any change to normal home address.
- At the beginning of every session, the school should update the contact details for all parents/guardians for pupils accessing school transport. This will allow school office staff to inform parents/guardians immediately of changes due to adverse weather.
- If the inclement weather is continuous, the school will update their website on a daily basis.

### **PARENTAL RESPONSIBILITIES**

- To ensure child/children are at designated pick up point (please note that in adverse weather this may differ from original point, Head Teacher will advise).
- If concerns regarding bus arrival, contact bus operator and/or school.
- Parents should ensure that they notify the school of any changes to their contact details.
- If they have not already done so, parents are advised to register for the text messaging alert system within their child's school.
- Where inclement weather is present and it is probable that the current pick up point is unlikely to be accessed, parents should take a common sense approach and their child/children should be taken or directed to the closest accessible pick up point within a reasonable distance.

### **MEDICAL AND HEALTH CARE**

Information should be given on medical and dental inspections and on dental treatment. Parents should be given an indication of the procedures followed if a child takes ill at school. Parents should be made aware of the necessity to inform the school of any particular medical requirements and of arrangements to be made if a child has to be taken home.



Parents should provide the Head Teacher with sufficient information about their child's health care needs and treatment. Where necessary, this information should be updated annually or more frequently if there is a change in circumstances. Where there is concern about whether the school can meet the pupil's needs or where the parents' expectations appear unreasonable, the Head Teacher should seek advice from the school nurse or doctor and, if required, the Chief Education Officer.

## DATA PROTECTION ACT 2018

East Dunbartonshire Council will process your child's personal data in compliance with the Data Protection Act 2018 and all other relevant legislation. The Council may share your child's personal data with other Council services and public agencies to support the delivery of services to promote the health, safety and well-being of children and young people. For full details of how we will use your data please visit - [www.eastdunbarton.gov.uk/council/privacy-notice](http://www.eastdunbarton.gov.uk/council/privacy-notice)

## ACCESSING YOUR CHILD'S PUPIL RECORDS

Parents have a legal right of access to their child's core education records, regardless of the age of their child. These are the records held within your child's Personal Pupil Record (PPR). Parents do not have a general right of access to all records that mention their child. To access your child's file, please apply in writing to the Head Teacher.

A child has a legal right of access to all records held about them. This includes records that may be held out with of the PPR. If a child is aged 12 or over and can show suitable maturity and understanding they may exercise this right of access through a request to the Head Teacher in writing. If your child is aged 11 or younger, or is not considered to have suitable maturity or understanding, then a parent may make an application on their child's behalf for access to all records. The table below summarises who may access what records through writing to the appropriate Head Teacher.

AGE OF CHILD	CHILD'S LEGAL RIGHTS	PARENT'S LEGAL RIGHTS
Under 12	A child's parent or guardian may apply on the child's behalf for access to all records	Right of access to core education record (PPR)
12 and older	If able to show suitable maturity and understanding, the child may apply for access to all records	Right of access to core education record (PPR) No legal right to all records unless acting as child's representative because child is unable to show suitable maturity or understanding

## FREEDOM OF INFORMATION (SCOTLAND) ACT 2002

The Freedom of Information (Scotland) Act gives individuals a statutory right to the unpublished "internal" information and records held by Scottish Public Authorities such as East Dunbartonshire Council and its schools. Individuals have already used this legislation to find out about policy, procedures and how particular decisions have been reached. If you would like to use this legislation to access particular information please write to the Head Teacher, and subject to certain conditions and exemptions, you will receive a full response within twenty working days of receipt of the request.

Please note that you cannot access personal information on staff or pupils under this legislation. To access personal information about your own child, please see the section 28 on Accessing Your Child's Pupil Records.





## **USE OF PHOTOGRAPHS AND VIDEO FILM INVOLVING PUPILS**

On occasion, the school may seek permission from parents to photograph/video pupils for internal purposes within the school, for Council publicity materials and/or for press/media related activities. If a pupil's image is being used on any webpage or on a webcam, parents will be asked for express consent as this image has the capability of being viewed by any person with Internet access world wide.

Pupil photographs will be held with the school's Management Information System (SEEMIS), parents will be asked for consent.

## **SCHOOL CAMPUS NO SMOKING POLICY**

With the introduction of the Smoking, Health and Social Care (Scotland) Act 2005 and the Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006, East Dunbartonshire Council now operates a no smoking policy across all authority's school campuses. Any person accessing the school must refrain from smoking in any of the school campus areas.

## **PUPIL USE OF MOBILE PHONES IN SCHOOL**

There have been many concerns raised by Head Teachers, staff and parents about the extensive use of mobile phones by pupils and the associated risks of such use while in school.

The Education Committee of East Dunbartonshire Council as a result of these concerns, agreed that each school should have the power to set its own policy in relation to pupil use of mobile phones in school.

All establishments will incorporate the following points into their policy:

1. Schools will discourage, and will also advise parents to discourage, pupils from bringing mobile phones to schools.
2. Parents will be advised that East Dunbartonshire Council will not accept liability for the loss or damage of mobile phones which are brought into the school or school grounds by pupils.
3. If pupils bring mobile phones to school, the phones must remain switched off while the pupils are in class. Head Teachers will have the power to extend the switching off of mobile phones by pupils to the whole school building and also to the school grounds.
4. Where a pupil is found by a member of staff to be using a mobile phone outwith the policy of the school, the phone will be confiscated. When a phone is confiscated, a receipt will be passed to the pupil by the relevant member of staff, in order that the pupil can present the receipt at the end of the school day to uplift the phone.
5. If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or staff, this will be regarded as a serious offence and the Head Teacher, depending on the circumstances, will decide on an appropriate discipline. In certain circumstances, the pupil may be referred to the Chief Education Officer. If images of other pupils or staff have been taken, the phone will not be returned to the pupil until the images have been removed

## **APPOINTMENT OF ADULTS TO VOLUNTARY CHILD CARE POSITIONS**

In order to meet a legal obligation under the Protection of Children (Scotland) Act 2003 and as part of the policy in respect of child protection, the Council has introduced a policy to ensure that any individual who is



appointed to a voluntary child care position is not fully listed on the Disqualified from Working with Children List.

This policy, which requires any adult appointed to a voluntary child care position, to undergo a criminal background check to ensure their suitability. The policy applies in particular to:

- parent volunteer helpers in schools who are considered to have regular contact with children and young people;
- parents and co-opted members of parent councils;
- parent members of local parent-teacher associations;
- elected members serving on committees relating to the development of children's services;
- any other individual working in a voluntary child care position within a service managed by East Dunbartonshire Council.

The policy builds on East Dunbartonshire Council's Child Protection Interagency Guidance (2002) which underpins all child protection work undertaken by local authority services. It also complements the Council's policy on the leasing of council premises to organisations which provide activities and services to children and young people.

