



Noble Primary

School Handbook

Session

2016/17



Noble Primary School



Department of Learning and Leisure School Handbook Session 2016/17

The education department takes as its motto:-

“Service and People First”

and pledges to do this by:-

- Improving teaching and learning
- Raising achievement and realising potential
- Encouraging lifelong learning
- Working with communities for a better future
- Listening and learning together
- Celebrating success
- Respecting the dignity and value of all
- Giving pupils and staff a safe, happy and attractive place to work

Noble Primary School

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Noble Primary School

Session 2016

Head Teacher's Introduction

I would like to welcome you and your child to the community of Noble Primary School. This handbook is designed to give parents and carers an insight into our school. The handbook highlights the vision, values and aims of Noble Primary School. It also tells you more about the curriculum, our priorities and our expectations. I hope you find the information in the handbook both helpful and interesting.

In Noble Primary School we aim to provide a happy, stimulating and secure environment that encourages positive working attitudes in all our pupils and fosters respect and tolerance for the beliefs and opinions of others.

As a school, we fully appreciate the importance of parental involvement and by working together we can develop a partnership that will enable each child to achieve his/her full potential. Many of you will already have close links with the school and I look forward to working with you to further strengthen existing relationships. I would also like to extend a warm welcome to those of you joining our school community for the first time. When your child joins us at Noble Primary School we are entering a new partnership where our aim is to provide an educational experience for all children which is of the highest quality.

We care about knowing, understanding and developing all our pupils and we work closely with other agencies to ensure all pupils are well supported. We have a dedicated and hardworking staff who strive to provide challenging and exciting learning opportunities for all.

Please do not hesitate to contact me with any ideas, suggestions or issues you may have. I feel one of the most valuable resources is the parent body and everyone at Noble is very proud and appreciative of the continuing, invaluable support we receive from the parents and the wider community.

In Noble Primary School we want children to enjoy an education that encourages them to be the best they can be and provide them with skills for learning, life and work.

Mrs Margaret Bruce
Acting Head Teacher

Noble Primary School Handbook Session 2016/17

School Information

School Name:	Noble Primary School
Denominational status:	Non Denominational
Address:	Shirrel Avenue, Bellshill. ML4 1JR
Tel. No:	01698 274907
E-mail Address	ht@noble.n-lanark.sch.uk
Present Roll:	268
Capacity:	366
Before School Club:	Breakfast Club from 8.30am
Stages Covered	P1 – P7

Parents should note that the working capacity may vary dependent upon the number of pupils at each stage and the way in which classes are organised.

Pupils may be placed in two-stage composite classes based on working groups mainly in language and in mathematics.

Noble Primary does not provide teaching by means of the Gaelic language.

Management Team

Acting Head Teacher	<p>Mrs M. Bruce</p> <p>Responsible for:- General Policy, School Development Planning, Standards and Quality report, Child Protection Co-ordinator, Quality Assurance, Target Setting, Absence Monitoring, Curriculum Overview, Discipline, Assessment and Record Keeping, Target Setting, Finance – Budget, Resourcing, Teaching Staff, Staff Welfare Co-ordinator, CfE Co-ordinator, Assemblies, Lunch Duty, Parents Forum & External Agencies. Support for learning and inclusion Primary 1-7.</p> <p>SIP- Peer Mediation/ Rights Respecting schools.</p>
Principal Teacher	<p>Mrs C. Mitchell</p> <p>Responsible for:- School Development Planning, Standards and Quality report, Timetables, Assemblies, Supporting Lunch Duty, Curriculum and Discipline overview, Staff Communication, Co-ordinating M.A.D. Groups, Active Schools links and after school club coordinator, Health and Wellbeing, Probationer Teacher Mentor, Quality Assurance – Target Setting, Requisition, Staff absence,</p> <p>Any other duties as detailed by HT</p>

Our current staffing is 13.41 FTE (Full Time Equivalent)

Class Teachers – Infant Department	
Mrs C. Crichton	Primary 1
Mrs M. Montgomery	Primary 1/2
Mrs S. Chadwick & Mrs E. Craigan	Primary 2
Miss J. Wilson & Mrs K. MacLeod	Primary 3
Miss C. Morrison	Primary 3/4
Mrs D. O'Neill & Mrs R. McDonald	Primary 4
Mrs J. Fraser	Primary 5
Miss L. Graham & Mrs S. Chadwick	Primary 5/6
Mr G. Kerr	Primary 6
Mr P. Sharkie	Primary 7A
Mrs Malcolmson	Primary 7B

Ancillary Staff	
Mrs E. Oliver	Senior Clerical Assistant
Mrs A. McNally	Clerical Assistant
Mrs J. Downs	Clerical Assistant
Mrs K. Martin	Classroom Assistant
Mrs F. McAlpine	Classroom Assistant
Mrs A. Fraser	Classroom Assistant
Miss M. Stoddart	A.S.N.a
Visiting Specialists	
Mrs R. Martorana	Psychologist
Mrs Murray	Music Teacher
Mrs H. Ewart	Kodaly
Mr I. Inglis	Forest Schools
Mr C. Stark	Minister
Mr B. Lowry	M.A.D. Ministries



August 2016

In-service day: Monday 15 August 2016

In-service day: Tuesday 16 August 2016

Pupils return to school: Wednesday 17 August 2016

September 2016

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

October 2016

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

November 2016

In-service day: Monday 21 November 2016

December 2016 - January 2017

Christmas and New Year holidays: Monday 26

December 2016 to Friday 6 January 2017 (inclusive)

February 2017

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

In-service day: Wednesday 15 February

April 2017

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

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

May 2017

May day holiday: Monday 1 May 2017

In-service day: Thursday 4 May 2017

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

June 2017

Wednesday 28 June 2017 (close 1.00pm)



School Hours

School Opens	8.55am
Morning Session	8.55am – 10.35am
Interval	10.35am – 10.50am
Morning Session	10.50am – 12.30pm
Lunch Break	12.30pm – 1.20pm
Afternoon Session	1.20pm – 3.00pm

New Enrolments

Primary 1 children attend school all day from 17th August 2016.

In an emergency

In the event of the school being closed in an emergency every precaution will be taken to ensure the safety of children.

It is vital that children are aware of whom the person designated as their emergency contact is. Please keep the school informed of any changes to telephone numbers or emergency contacts.

OUT OF SCHOOL CARE

Although not part of Noble Primary's provision the following local groups can be contacted for this service:

- Y.M.C.A. Tel. 843560
- Orbiston Neighbourhood Centre Tel. 842215

Arrangements for Enrolment

Registration of Infant Beginners

This takes place in January of each year for those children who are due to start formal primary education the following August.

Official dates are normally notified to parents in the local press and parents already associated with the school will be notified of dates through regular school newsletters.

Placing Requests

You have the right to make a placing request for your child to be educated in a school other than their catchment school. In December each year, the authority will advertise its arrangements for placing requests. There are sound educational reasons for trying to ensure that the transfer or admission of children to a school takes place at the start of a school session. Other than those who are moving home, to a new area, parents are advised to time any placing requests so that they take effect from the beginning of the new school session. Every effort will be made to try to meet the parental wishes, but you should note that it is not always possible to grant every placing request to a particular school

Placing requests to Primary School does not necessarily ensure that your child will have a direct entry into the associated secondary. Advice on this must be sought from the Primary School Head Teacher. Further information on placing requests and procedures is available from the school or the council's website.

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

Induction Programme for Primary 1 Pupils

A comprehensive induction programme has been devised and established. Parents are introduced to teaching materials in use and prepared activities are issued to all children.

To give them a first 'taste' of the types of activities they will meet on starting school the children will spend three sessions with the infant teaching team in April-June.



CURRICULUM FOR EXCELLENCE

What is Curriculum for Excellence?

Curriculum for Excellence aims to achieve a transformation in education in Scotland by providing an improved, more flexible and enriched curriculum for all children and young people from 3 – 18. The curriculum includes all of the experiences which are planned for children and young people through their education, wherever they are being educated. All schools and nurseries in North Lanarkshire are working hard to raise standards so that children and young people will develop all of the skills necessary to continue to be successful when leaving school and entering the world of higher education, training or work.

Curriculum for Excellence is underpinned by the values inscribed on the mace of the Scottish Parliament – wisdom, justice, compassion and integrity. The purpose of Curriculum for Excellence is encapsulated in the four capacities – to enable each child or young person to be a successful learner, a confident individual, a responsible citizen and an effective contributor.

What are the curriculum areas in Curriculum for Excellence?

There are eight curriculum areas:-

- Expressive Arts
- Health and Well Being
- Languages (literacy)
- Mathematics (numeracy)
- Religious and Moral Education
- Sciences
- Social Studies
- Technologies

Importantly, literacy and numeracy are given added importance because these skills are so vital in everyday life. All teachers will have responsibility to teach literacy and numeracy.

The opportunities for pupils to develop skills for learning, life and work, including literacy, numeracy and health and well-being in and out of the classroom.

The arrangements for how pupils will be given choices in what they learn, how they will be involved in planning what they learn; and how parents will be consulted.

Learning is divided into two phases.

The Broad Education (BGE) is from nursery to the end of Secondary School Year 3. Learning is divided into levels.

The levels are as follows:-

LEVEL	STAGE
Early	the pre-school years and P1 or later for some
First	to the end of P4 but earlier or later for some
Second	to the end of P7, but earlier or later for some
Third and fourth	S1-S3, but earlier for some

There are many ways of assessing each child's progress to make sure that their potential is achieved. New qualifications are:-

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

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

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

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Our curriculum follows National and North Lanarkshire Council Guidelines and reflects current good educational practice.

Children have the opportunity to study the following areas of learning –

Literacy

At Noble we structure our literacy planning around North Lanarkshire Council's Active Literacy Programme. We use a range of literacy resources to support reading, writing, oral expression, comprehension, observational skills and listening.

Mathematics:

Numeracy and Maths is planned using the NL Pathways and based on an active approach. Some of the resources we tap into for math are Heinemann, Tee jay and various resources sourced from the internet and information technology activities.

Mental Maths and problem solving activities are a regular part of children's experiences in class. Extension materials are used where appropriate to support and challenge pupils.

Health and Well being

Noble has a whole school approach to Health and Wellbeing. This is enhanced through the extended use of the cooking classroom where pupils develop their literacy and numeracy skills across learning. Aspects of Health and Wellbeing will be further enhanced through a whole school theme week approach and the implementation of the Making a Difference master class groups. Sensitive issues such as relationships, sexual, Health and Parenthood are also covered in stage specific groups. Prior to which parent/carers are invited to attend a workshop to view all resources used.

Interdisciplinary Studies – known as IDL:

These will include History, Geography, Science, Health Education and Technology but will also have a Maths, Language and/or Health and Wellbeing aspect and will also include Outdoor Learning.

We can plan outings and visits to enhance topic work and we to local and national events.

Expressive Arts: Music, Art, Craft, Dance, Drama

Children receive instruction in these skills and are given the opportunity to put them into practice. Theatre group visits to the school, and our class assemblies/showcases, further enhance this area.

Computer Skills:

Computer skills are taught and software programmes are linked with the curriculum throughout the school. The school has a range of computer hardware and all classes can access the internet. Interactive Smart boards are in use in all classrooms across the school. We hope to develop the use of Class Blogs. The school website helps us to share the pupils as well as improving communication with parents and others stake holders.

R.E. & Moral Education

Three religions are studied in school: Christianity, Islam and Judaism. We also cover Personal & Social Development through class discussion to encourage positive attitudes. Children are encouraged to develop self-esteem, confidence, resilience and an awareness of other's needs. Values are examined in the life and work of the school and through assemblies.

Modern Languages:

We teach French in all classes across the school from P1 – P7.

In Noble Primary school we provide opportunities for pupils to develop skills for learning, life and work helping young people develop into successful learners, confident individuals, responsible citizens and effective contributors.

Responsibility for all

All staff have a responsibility to develop, reinforce and extend learning in the following areas.

Literacy across learning, numeracy across learning and health and well -being across learning.

SCHOOL IMPROVEMENT PLANNING

Each year the school produces an improvement plan in consultation with staff, pupils and parent/carers.

These are the priorities for 2015/2016

PRIORITY NUMBER ONE

To enable children to progress in their learning by being actively involved in the assessment process.

PRIORITY NUMBER TWO

To continue to promote positive healthy attitudes and behaviours through our Health and Wellbeing programme.

PRIORITY NUMBER THREE

To enable children to progress in their learning by being actively involved in the self-evaluation process along with parents, carers and staff.

PRIORITY NUMBER FOUR

To continue to embed an inclusive ethos for pupils, by creating a Communication Friendly Learning Environment throughout the school.

Assessment and Reporting

Assessment, recording and reporting of pupil's progress, is ongoing within each session, to help teachers ensure that effective learning takes place. Methods of assessment include:-

- Formative Assessment
- Observation
- Written and oral tests (Summative Assessment)
- Practical assessment
- Formal testing using diagnostic materials

Parents are encouraged to visit the school if they have concerns about any aspect of their child's education. In addition, the following arrangements have been made to allow consultation between teaching staff and parents on a regular and more formal basis:-

- Consultation Times: November and May
- Final Progress Report: April/May

Homework

Although Homework is not compulsory in Scottish schools, we set out to involve parents more actively in their child's learning. Homework tasks are designed to involve closer partnership between home and school. Types of homework might include:-

- Project work (making parents more aware of on-going topics)
- Language & Maths activities (Number, Reading/Spelling)
- Reading (Home reader)

Parents know their individual child well and they should be aware of how long he/she can spend on a homework task.



Spiritual, Social, Moral and Cultural Values

Our school is linked with The West Church and the chaplain, Rev. C. Stark, is keen to develop and strengthen existing links.

Parents have the right to withdraw their children from Religious Observance by notifying the Head Teacher in writing. Alternative arrangements will be made where possible.

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

Equal Opportunities

Equal opportunities are provided for all children irrespective of race, colour, creed, gender or background.

All children are actively encouraged to pursue all curricular activities, extra curricular activities on offer and any special interests they may have.

The school is committed to assessing all policies and practices to ensure there are no negative impacts on any group of people.

The Equality and Human Rights Commission's Technical Guidance for Schools in Scotland is the essential guide for the school community to promote equality. This information can be accessed at:

<http://www.equalityhumanrights.com/news/2013/june/commission-publishes-equality-guidance-for-schools/>

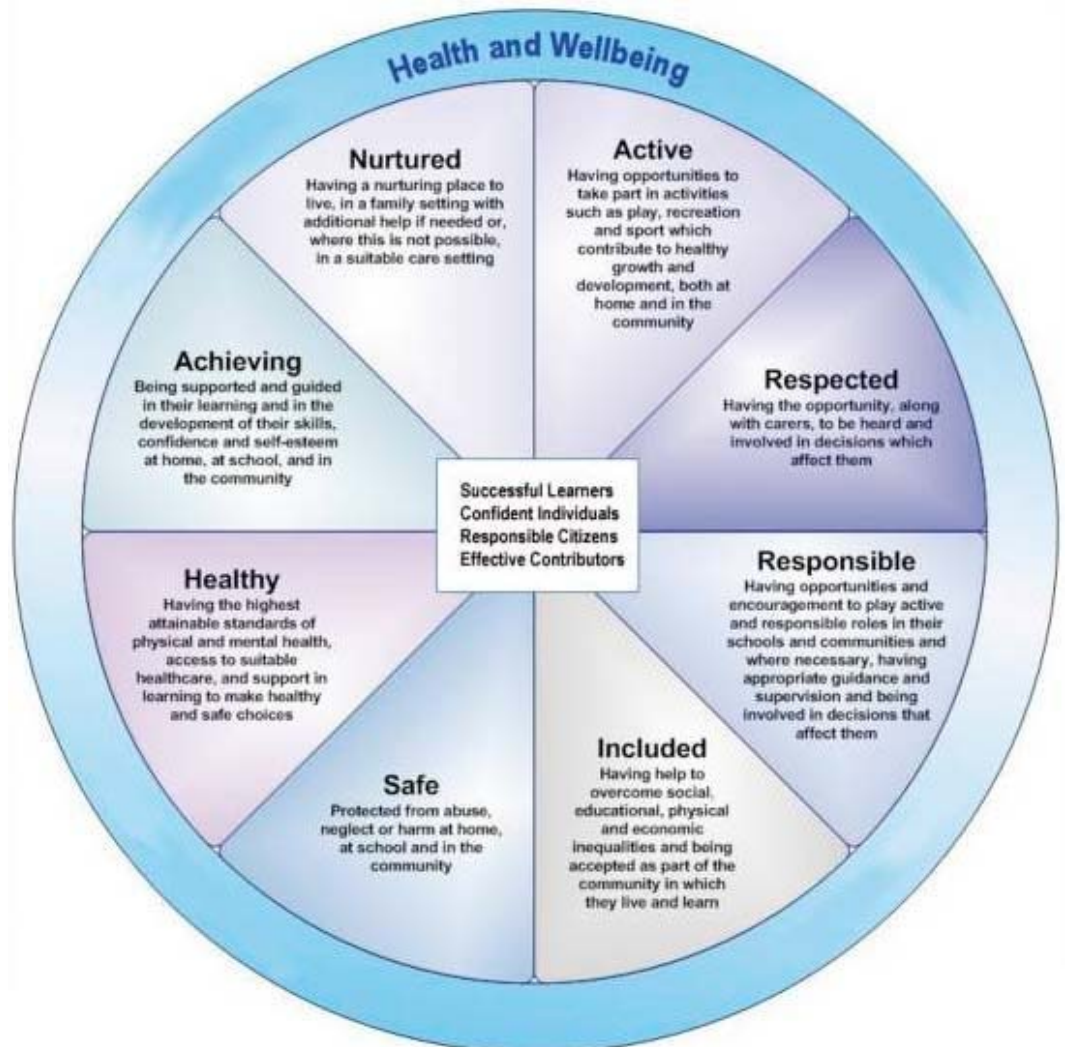


Educational Aims

Raising Achievement for All forms the overarching strategy for the service. Subtitled ‘Experiences to Last a Lifetime’, this strategy aims to harness the combined forces of Learning and Leisure Services to provide a rich set of learning opportunities and experiences for young people and adults which begin in the classroom, nursery or learning centre and extend out into the community and the wider world beyond. In seeking to offer ‘Experiences to Last a Lifetime’, we will also look to draw upon “a lifetime of experiences already there in the communities which make up North Lanarkshire.”

Children at Noble will be:

- Safe
- Healthy
- Active
- Nurtured
- Achieving
- Respected
- Responsible
- Included



Additional Support Needs

Noble Primary School complies with the Education (Additional Support for Needs Learning) (Scotland) Act 2004 as amended by the Education (Additional Support for Learning) (Scotland) Act 2009.

North Lanarkshire Council's policy is contained within "Support for Learning Policy into Practice 2", a copy of which is available in the School. The school has a Support for Learning Policy, available from the school on request, which is consistent with North Lanarkshire Council guidelines complies with the Education (Additional Support for Learning) (Scotland) Act 2004

Many children at some time during their education experience the need for additional support. However, as each child is being taught to develop at his/her own rate, any additional needs should be quickly recognised and the necessary support given following the N.L.C guidelines:

- Level 1 – Internal support, where education staff identify that a child or young person needs support or planning which can be met within the classroom or playroom setting.
- Level 2 – Internal support, where education staff identify that a child or young person needs support or planning from within the school or early years establishment.
- Level 3 – External support from within learning and leisure services, where it is identified that the child or young person requires support or planning from beyond the school or early years setting but within educational services
- Level 4 – External support provided on a multiagency basis, where the child or young person's needs are identified as requiring support or planning from multiagency services and these support needs are likely to last for more than one year.

Pupils with English as their second language will be offered support by the Bilingual Support Service as required.

Looked After Children i.e. children who are cared for directly or whose care is supervised by the local authority are deemed to have Additional Support Needs unless assessment determines otherwise. Mrs Bruce is the named person responsible for Looked After and Accommodated pupils at Noble Primary.

Parents and young people can request an assessment at any time to establish whether a child or young person has additional needs and/or requires a Co-ordinated Support Plan. Contact headteacher for further details.

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

Planning

Additional Support Plans (ASPs) enable staff to plan effectively for children and young people with Additional Support Needs.

Some children and young people may require significant support from education and at least one other agency, such as health, social work and/or voluntary agency to help them meet their learning targets. Where this support requires a high level of co-ordination, the opening of a Co-ordinated Support Plan (CSP) may be considered.

A CSP may be initiated by the school or another agency.

Parents and young people can, if they wish, request that a CSP be considered and would be involved in the process. Parents will receive letters from the Education Authority throughout the CSP process. Parents and young people will be invited to take part in multi-agency meetings and their views will be recorded in the plan.

Dispute Resolution

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

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

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

The **Additional Support Needs Tribunal** has been set up to hear appeals made by parents or young people on the decisions made by the Education Authority relating to Co-ordinated Support Plans, placing requests and post school transition. If you disagree with any decision relating to your child's Co-ordinated Support Plan, either the creation of a CSP, or the content of it, you may be entitled to refer to the Tribunal.



ATTENDANCE AT SCHOOL

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

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

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

Parents and carers are asked to inform the school by phone before 9.15am if a pupil is unable to attend from the start of the school day on the first day of absence. Failure to do so will result in school staff phoning all contact numbers for the child. In terms of child safety the attendance officer or police may be contacted if all attempts to locate the child have been exhausted.

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

Family Holidays During Term Time

Every effort should be made to avoid family holidays during term time as this both disrupts the child's education and reduces learning time. Parents/guardians should inform the school by letter of the dates before going on holiday.

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

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

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

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

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

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

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

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

Exceptional Domestic Circumstances

Parents may request permission for such leave in writing and the school may authorise such requests under the following circumstances:

- The period immediately after an accident or illness
- A period of serious or critical illness of a close relative
- A domestic crisis which causes serious disruption to the family home, causing temporary relocation.

The school attendance officer investigates unexplained absence and the authority has the power to write to, interview or prosecute parents, or to refer pupils to the reporter of the children's hearings, if necessary.

SCHOOL PROCEDURES FOR THE ENFORCEMENT OF ATTENDANCE

All attendance data is regularly monitored by the Head Teacher. Where there are concerns regarding attendance, parents are issued letters to confirm all unexplained absences and if there continues to be a concern then parents are invited to attend a meeting with the Head Teacher to discuss the on-going issues. The Attendance Officer is also in discussions weekly with the SMT and may make home visits where concerns continue.

The School in its Community

Schools nowadays are seen more and more as an integral part of the communities they serve and close links are maintained between Noble Primary and the following bodies:-

- Community Involvement Branch of Bellshill Police - give regular talks on road safety, drug awareness etc
- School Nurse/Health Visitors Personal & Social Development programmes
- Colleges and Universities - we are always pleased to offer placements to teachers in training, students and work experience pupils from local secondary schools
- Parents and friends of Noble give of their free time to help around the school.

Extra Curricular Activities



Many varied activities are offered as after school clubs during the course of the school year including:-

Art/Crafts

Football

Jewellery making

Netball

Film

Athletics

Dance

Drama



School Excursions

Children's learning will be enhanced regularly by school excursions linked to their learning.

In Primary 7 pupils are offered a residential excursion to Kilbowie Outdoor Centre in Oban.

Parent Helpers

The school is pleased to have the regular support and commitment of a group of parents who lend a hand with day-to-day activities. Any parent is welcome to help on a regular basis or as a helper on a class outing. The experience proves to be valuable for pupils, parents and staff.

Parents wishing to become included in these types of activities will have to become a member of the Protecting Vulnerable Group scheme. This is to safeguard pupils and parent helpers.

Promoting Positive Behaviour – Good to be Green

Our Promoting Positive behaviour scheme “Good to be Green” promotes and rewards positive behaviour. Pupils have 3 rules to remember:

- 1 Do as you are asked
- 2 Be polite
- 3 Keep hands, feet and objects to yourself.

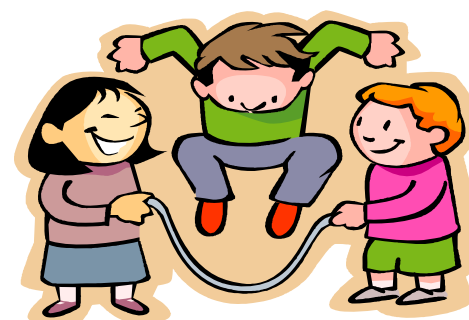
The scheme uses a traffic light system to grade behaviour and parents receive information about their child's behaviour (colour) regularly. Pupils who stay on green participate in weekly privilege time. Full details of the scheme can be obtained from the school office.

Stars Of The Week, Personal Achievement Awards and individual class rewards are all in line with the Council's initiative “Raising Achievement for All” designed to encourage effort, achievement and confidence. At Noble we strive to create a happy and positive ethos.

Supervision in Non-Class Times

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

The children are supervised by our classroom assistants, additional support needs assistants and Mr Leckie, the janitor.



ANTI-BULLYING

A School Policy for Noble Primary

Aim:

Noble Primary will not tolerate bullying - the message is:

“Nobody is allowed to make me feel miserable”----- therefore tell an adult.

What is Bullying:

This happens when a person is constantly harassed by repeated acts of aggression over a period of time, either by one person or a group. It can involve physical or verbal attacks, name calling, malicious gossip, nasty gestures, damaging or stealing belongings, blackmail or pressuring the victim into doing something they do not want to do.

Creating an Anti-bullying Climate

TEACHER’S ROLE

CLASSROOM ETHOS

HEADTEACHER’S ROLE

WHOLE SCHOOL ETHOS

- * Creating and maintaining an atmosphere of trust, fairness and justice for all, based on respect for others.
- * Reinforcing School Rules
- * Personal and Social Development programmes to promote the rights of individuals and explore the issues of anti-bullying (e.g. R.E. / Moral, Assemblies, Drama, Circle-time)
- * Constantly reinforcing the aim - “Nobody is allowed to make me feel miserable” _____ tell an adult.
- * Being observant and alert to changes in personality and habits in pupils.
- * Being there to listen to pupils and take immediate action.

Possible Signs to watch for in a child who may be being bullied:

- deterioration of work
- pretending to be ill
- attendance problems
- wanting to be on own
- wanting to always be with an adult

Action:

* Report immediately to the Headteacher who will then deal with all aspects of the problem - this needs quality time at every stage:

- a) immediate, in-depth investigation of the facts
- b) involvement of parents
- c) support for victim:
 - stop the bullying
 - strategies to raise self esteem
 - remove feelings of personal blame
 - reinforce friendships
 - verbal sentences to deal assertively with situations
- d) the bully:
 - stop the actions
 - use of strategies within school's Behaviour Guidelines
 - counselling to explore motives
 - outside agencies if necessary
 - apologise to victim
- e) continue to monitor the situation at all levels i.e., victim, bully and parents.

Information in Emergencies

We make every effort to maintain a full educational service, but on some occasions circumstances arise which lead to disruption.

For example, schools may be affected by severe weather, temporary interruption of transport, power failures or difficulties of fuel supply.

In such cases we shall do all we can to let you know about the details of closure or re-opening.

We shall keep you informed by using letters, notices in local shops and community centres, announcements in local churches and announcements in the press, on local radio and the North Lanarkshire Council's website and Twitter.



School Meals

We have excellent school lunches on offer at Noble Primary made in our kitchen. Winter and Summer menus are distributed to pupils and parents from Catering Services – Hungry for Success. Pupils can also bring a packed lunch and eat it in the dinner hall.

We run a cashless cafeteria at present with children purchasing their own lunch from the cafeteria staff.

The availability of special diets

Diets required as a result of a medical condition (a medically prescribed diet e.g. coeliac disease, diabetes, food allergy or intolerance) can be provided in school. A medically prescribed diet form must be completed by the child's Registered Dietician or General Practitioner. Procedures and forms can be accessed from the child's school or dietician, or from North Lanarkshire's catering service.

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

Some children with additional support needs may require food to be adapted to an appropriate texture and consistency. In this instance the child's Registered Dietician or Speech and Language Therapist will liaise with the Head Teacher and school catering service to ensure appropriate food provision.



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

As of January 2016, all P1-P3 pupils are entitled to a free school meal.

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

Children of parents receiving Income Support, Universal Credit, Job Seekers Allowance (income based), and Employment & Support Allowance (income related) are entitled to a meal without charge.

Information and application forms for free school meals may be obtained from schools, First Stop shops and Municipal Buildings, Coatbridge.

Parents are entitled to receive a clothing grant if they are in receipt of any of the following benefits: Income Support, Job Seekers Allowance (income based). Employment & Support Allowance (income related), universal credit, housing benefit, council tax rebate.

Clothing and Uniform

All North Lanarkshire schools must have a dress code which encourages pupils to dress in a way which is appropriate to attendance at school. This dress code must not lead to direct or indirect discrimination on the grounds of race, religion, gender or disability. Prior to drawing up the dress code the parents, pupils and staff were fully consulted. It is the expectation of the education authority that parents will be keen to support the dress code and written agreement may be sought.

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

- could potentially encourage factions (e.g. football colours)
- could cause offence (e.g. anti-religious symbolism or political slogans)
- could cause health and safety difficulties such as loose fitting clothing, dangling earrings, and other potentially dangerous jewellery.
- are of flammable materials which may be a danger in certain classes (e.g. shell suits)
- could cause damage to flooring
- carry advertising in particular for alcohol or tobacco, and
- could be used to inflict injury to other pupils or to be used by others to do so.

Parents of Primary aged children in receipt of a clothing grant from the Council will be encouraged to purchase items which are in accordance with the school dress code.

Approval of any requests for such grants in other circumstances is at the discretion of the Executive Director of Learning & Leisure Services. Information and application forms may be obtained from any school or First stop shop. Parents are entitled to receive a clothing grant if they are in receipt of any of the following benefits: Income Support, Job Seekers Allowance (income based).

Employment & Support Allowance (income related), housing benefit, council tax rebate

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

The Council wishes to minimise claims arising from the loss of pupils' clothing and/or personal belongings. Parents are asked to assist in this area by ensuring that valuable items and unnecessarily expensive items of clothing, jewellery, etc, are not brought to school. Parents should note that any claims submitted to cover the loss of such items are likely to be met only where the authority can be shown to have been negligent.

In Noble Primary the school uniform consists

of:-

Primary 1 to 6

- Grey trousers or skirt
- Blue cardigan or sweatshirt
- White polo shirt
- White shirt & tie

Primary 7

- Black trousers or skirt
- Black cardigan or sweatshirt
- White polo shirt
- White shirt & tie



Transport

The Council has a policy of providing free transport to all primary pupils who live more than one mile from their local school by the shortest suitable walking route. This policy is more generous than the law requires. This means that the provision of transport could be reviewed at any time. Parents who consider they are eligible should obtain an application form from the school or from Learning and Leisure Services. These forms should be completed and returned before the end of February for those pupils beginning school in August to enable the appropriate arrangements to be made.

Applications may be submitted at any time throughout the year but may be subject to delay whilst arrangements are made.

There is discretion in certain circumstances to grant privilege transport for pupils to travel in transport provided by the authority, where spare places are available and no additional costs are incurred. Not necessarily for the start of term.

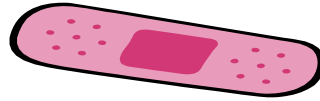
While free transport is provided it may be necessary for pupils to walk a certain distance to the vehicle pick-up point. Walking distance in total including the distance from home to the pick-up point and from the drop-off point to the school in any one direction will not exceed the authority's limits (see above paragraph). It is the parent's responsibility to ensure that their child arrives at the pick-up point in time. It is also the parent's responsibility to ensure their child behaves in a safe and acceptable manner while boarding, travelling in and alighting from the vehicle. Misbehaviour could result in a loss of the right to free transport.

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

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



Medical and Health Care



Routine medical examinations take place during the first year at school.

Dental inspections of every child are carried out and parents are offered any necessary treatment for them although they may choose instead to go to the family dentist.

If a child takes ill or has an accident during school hours, the Parents/Carers or emergency contact will be notified immediately to take him/her home or to the family doctor. If there is an emergency situation the child will be taken to the Emergency Unit at Monklands Hospital under the Head Teachers personal supervision.

First aid is administered by the school's first aider - a member of staff who has had the appropriate training: Mrs Oliver and Mrs McNally.

It is vital that Parents/Carers should inform the Head Teacher of any particular medical requirements relating to their child and then any special arrangements can be made for his/her own well being. We have strict procedures for the taking of medication during school hours and Parents/Carers must call at the office to sign the appropriate form and arrange for the handover of any medicines.

Parents/Carers should check their child/children's hair on a regular basis - any problems should be dealt with by them immediately. Advice can be sought from their family doctor who will also suggest correct medication or from the community nurse – Leanne Hoskins tel: 01698 810171

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

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

Children and young people resident in North Lanarkshire and in hospital in Glasgow, may access education through the Hospital Education Service (HES). The service is provided by Glasgow City Education Department and Social Work Services. For further information, please contact the school.

Child Protection

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

The Head Teacher is responsible for the schools actions in response to Child Protection concerns

If there are any Child Protection concerns the Head Teacher or the Child Protection Co-ordinator will follow North Lanarkshire Child Protection Procedures and Guidelines

Child Protection Co-ordinator is: Mrs Bruce
Telephone Number: 01698 274907

Home School links

In Noble Primary School we believe firmly that creating effective parental links is vital to support our young people as effectively as possible. If you wish to draw our attention to a matter regarding your child please either write a letter addressed to the Class Teacher or Head Teacher or telephone the school office (01698 274907) to make an appointment to speak to a member of staff. Alternatively you may wish to email the Head Teacher at ht@noble.n-lanark.sch.uk. A very positive link with families in this school is when parents or grandparents volunteer to help us either on a regular basis or when they can. Do you have a talent you could share? Volunteers are required to supervise educational visits, classroom activities, Home School activities, and on Sports Day. A new disclosure form called "Protecting Vulnerable Groups" must be completed by North Lanarkshire Personnel Department for all volunteers who are willing to help us.

Monthly Newsletters and our website, www.noble.n-lanark.sch.uk, provide information to parents about the ongoing activities in the school. Letters seeking parental consent are sent out prior to any trips requiring consent. The dates of

Parent Interviews are given at the beginning of the session and again prior to the interview date.

We have a very strong Parent Council who very much support the schools activities. They hold regular monthly meetings, which are announced on our school newsletters. In addition, they have sections within the school website where minutes of meetings and information on their activities can be found.

Pupil Voice

The pupil council meet with our Head Teacher and Principal Teacher regularly to work towards making our school better for all users.

The Parent Forum

As a parent of a child at Noble Primary you are automatically a member of the Parent Forum. The Parent Forum will be composed of all the parents and carers of children at the school.

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

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

The Parent Council

The Parent Council's rights and duties include:

- a. supporting the work of the school;
- b. representing the views of parents;
- c. consulting with parents and reporting back to the Parent Forum on matters of interest;
- d. promoting contact between the school, parents, pupils, providers of nursery education and the wider community;
- e. fundraising;
- f. taking part in the selection of senior promoted staff;
- g. receiving reports from the head teacher and education authority; and
- h. receiving an annual budget for administration, training and other expenses.
- i. improving home school partnership and facilitating parental involvement.

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



A Parent Council has been established at Noble Primary. The head teacher sends out an annual letter, at the start of the school session, requesting parent nominations. No more than ten parents will form the Noble Parent Council, with a member of the school staff. The head teacher is professional advisor to the Parent Council. Two members of the community can be co-opted onto the Council.

The Noble Parent Council for 2015/16:

Miss Morrison	-	Chairperson
Mrs Johnston	-	Secretary
Mrs Craig-Glasgow	-	Treasurer
Miss Moffat	-	Vice Chairperson
Mrs Cavin		
Mrs Lever		
Mrs Miller		
Ms Kerr		
Mrs Gallagher		
Mrs Murray		
Mr Sharkie	-	Staff representative
Mrs Bruce	-	Advisor

As advisor, Mrs Bruce has a right and duty to attend all meetings of the Parent Council.

The Parent Council notice board is to be found at the school office – information is on display. Meetings of the Parent Council are open to the public.

Community Facilities/Letting Procedures

It is Council policy for school accommodation to be made available for community use outwith school hours. Enquiries should be directed to:-

Learning & Leisure Services

Community Information & Learning

Municipal Buildings

Kildonan Street

Coatbridge ML5 3BT

Telephone: - 01236 812407 Fax: - 01698 302138

Let applications must be received at the above office at least one week prior to the date required.

A let required that may affect other users will require at least one month's notice. All let applications must be in writing to the above office before being processed. No lets will be granted by telephone.

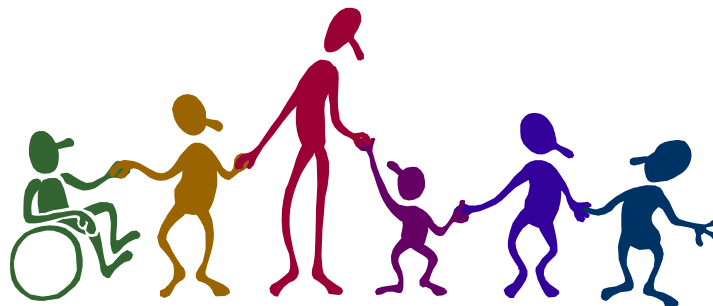
Data Protection Act

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

Freedom of Information

The Freedom of Information Act (Scotland) Act 2002 came into force in January 2005. The Act allows anyone to ask for information held by the Council and imposes a time-scale of 20 working days for the Council to respond. To deal with Freedom of Information requests, this Council has appointed a Corporate Freedom of Information Officer with the support of an officer in each Service.

The Freedom of Information and Records Management Officer can be contacted by telephone on 01698 524712.



Transferring Educational Data About Pupils

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

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

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

Why do we need your data?

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

- plan and deliver better policies for the benefit of all pupils,
- plan and deliver better policies for the benefit of specific groups of pupils,
- better understand some of the factors that influence pupil attainment and achievement,
- target resources better.

Your data protection rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act 1998. We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how we will use your data. This message can give only a brief description of how we use data. Fuller details of the uses of pupil data can be found on the ScotXed website (www.scotxed.net).

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

Concerns

If you have any concerns about the ScotXed data collections you can email school.stats@scotland.gsi.gov.uk or write to The ScotXed Support Office, SEGP, Area 1B, Victoria Quay, Leith, EH6 6QQ. Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, braille and large print.

Want more information?

Further details about ScotXed data exchanges are available on the ScotXed website, www.scotxed.net.

Transfer from Primary School to Secondary School

Pupils normally transfer between the ages of 11½ and 12½, so that they will have the opportunity to complete at least 4 years of secondary education. Parents will be informed of the arrangements no later than December of the year preceding the date of transfer at the start of the new session.

The associated high school for Noble Primary school is Bellshill Academy. We work very closely with Mrs Munro, Head Teacher and Mrs McGraw, Depute Head Teacher, to ensure a smooth transition from primary to secondary education.

Bellshill Academy
Main Street
BELLSHILL ML4 1AR.
Tel. Bellshill 274940
ht@bellshill.n-lanark.sch.uk

Although this information is accurate at time of printing, there could be changes affecting any of the matters dealt with in the document -

- (a) before the commencement or during the course of the school year in question*
- (b) in relation to subsequent school years.*

Education authorities by law are required to issue a copy of the school handbook to parents in December each year. It details the current policies and practices of both the council and the school.

Important Addresses and Telephone Numbers

Name	Address	Telephone No.
Director of Learning and Leisure Andrew Sutherland	North Lanarkshire Council Municipal Buildings Kildonan Street Coatbridge ML5 3BT	01236 812222
Chief Executive Paul Jukes	North Lanarkshire Council Members Services Civic Centre Motherwell ML1 1TW	01698 302222
Continuous Improvement Manager Joe McAvoy	North Lanarkshire Council Municipal Buildings Kildonan Street Coatbridge ML5 3BT	01236 812490
Continuous Improvement Officer Gillian Hanlon Jim Beers Stephen Moore	North Lanarkshire Council Municipal Buildings Kildonan Street Coatbridge ML5 3BT	01236 812452
Councillors Mr Curran Ms Lyle Mr McGuigan	North Lanarkshire Council Members Services Civic Centre Motherwell ML1 1TW	01698 302222
Community Learning and Development	Orbiston Business Centre Babylon Drive Bellshill ML4 2DN	01698 274666

Contacts in relation to Support for Learning

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

Ann Paterson
Bellshill Area
Additional Support Needs Manager
St Gerard's Primary School
Kelvin Road
Bellshill ML4 1LN
01698 841743

You can also get more help and advice from:

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

0845 123 2303

info@enquire.org.uk

www.enquire.org.uk for parents and practitioners

www.enquire.org.uk/yp for children and young people

Resolve

0131 222 2456

(Independent Adjudicator)

Scottish Independent Advocacy Alliance

London House

20-22 East London Street

Edinburgh

EH7 4BQ

0131 556 6443

enquiry@siaa.org.uk

www.siaa.org.uk

Reference to Additional Support Needs Tribunal (Scotland)

ASNTS

Europa Building

450 Argyle Street

Glasgow

G2 8LH

Helpline: 0845 120 2906

Fax: 0141 242 014

Social Work Bellshill

303 Main Street

Bellshill

01698 346666

NHS Lanarkshire

Bellshill Health Centre

01698 575700



Andrew Sutherland, Executive Director, Learning and Leisure Services, Civic Centre, Windmillhill Street, Motherwell, ML1 1AB

Service and People First
www.northlanarkshire.gov.uk