



‘LIVE, LEARN, WORK, INVEST, VISIT’

**Firpark Secondary School
Handbook**

2020-2021



Introduction by our Head Teacher

Firpark School is a non-denominational school situated at the upper end of the town of Motherwell, close to Civic Centre, Motherwell Football Club and New College Lanarkshire, Motherwell Campus. It is within walking distance of the main shopping precinct and has good transport links.

The school was purpose built in 1977 to accommodate pupils with additional support needs. It has good access facilities for persons with mobility needs and all the rooms are situated at ground level. The school has been installed with a security entrance system and perimeter fencing.

Within our school building there are three teaching blocks, medical suite, technical, art, and home economic rooms, computer suite, P.E. hall, swimming pool, physiotherapy gym, hair and beauty room, bistro and polytunnels.

At present there are 150 children on our roll (age range from 12-18 years) who are mainly drawn from a catchment area within North Lanarkshire with a small percentage of children from South Lanarkshire. The children are transported to school either by local authority buses or taxis. Some of our senior pupils travel independently to school, often on public transport.

There is input from specialist services – speech and language therapy, physiotherapy, occupational therapy, school medical officer, psychological services and hearing and visual impairment specialists.

Within Firpark much attention is focused on the local community and pupils throughout the school participate in a wide range of out of school activities. We use our two school mini-buses to enable our pupils to access the local and wider community. We have a supportive Parent Forum.

2020-2021

Aspirational Vision and Values

- To provide a happy learning environment where young people are valued and cared for.
- To provide a range of opportunities for pupils to develop their abilities and talents through a range of experiences and certificated courses.
- To support pupils to develop relevant skills for life and skills for work.
- To improve the pupils life chances and employment opportunities.

School Information

Name of school: Firpark Secondary School

Address: Firpark Secondary
Firpark Street
ML1 2PR

Telephone: 01698 522744

Email:

Head Teacher: Mr Ian McGurk (Acting)

Depute Head Teacher S1-S3: Mr Brian Gilmour

Depute Head Teacher S4-S6: Mr Sam Dunbar (Acting)

Denomination Status: Inter Denominational

Capacity of School: 150

Age Range - 12 - 18 yrs.

School Website:

<https://blogs.glowscotland.org.uk/nl/firparksecondaryblog/>

School Hours

8:55 am 3:30 pm Monday-Thursday
8:55 am 3:00 pm Friday
10:45 am 11:00 am Morning Interval
1:05 pm 1:50 pm Lunch

Letting Procedures

Any person wishing to hire a community facility within the school should apply to the Department of Community Services at:

Lorna Milligan
Culture NL Ltd
Community Facilities Section
9 Old Monkland Rd
Coatbridge
ML5 5EA
Tel 01236 632778
Fax 01698 302110

School holidays and term dates 2020/21

August 2020

In-service day: Tuesday 11 August 2020

In-service day: Wednesday 12 August 2020

Pupils return to school: Thursday 13 August 2020

September 2020

September weekend holidays: Friday 25 September 2020 to Monday 28 September 2020

October 2020

October break: Monday 12 October 2020 to Friday 16 October 2020 (inclusive)

November 2020

In-service day: Monday 16 Nov 2020

December 2020 – January 2021

Christmas and New Year Holidays: Wednesday 23 December 2020 - Tuesday 5 January 2021 (inclusive)

February 2021

Mid-term break: Monday 8 February 2021 and Tuesday 9 February 2021

In-service Day: Wednesday 10 February 2021

April 2021

Thursday 1 April 2021 and re-open on Monday 19 April 2021
(Good Friday 2 April 2021 and Easter Monday 5 April 2021)

May 2021

May Day holiday: Monday 3 May 2021

In-service day: Thursday 6 May 2021

May weekend holiday: Friday 28 May 2021 and Monday 31 May 2021

June 2021

School closes: Thursday 24 June 2021

Transfer/Enrolment

Transition from Primary to Secondary

Any parent wishing to visit should contact the school. Opportunities to aid and ensure a smooth transition are provided for both pupils and parents at the Primary 7-S1 transition stage. Official parental tours will be arranged once our intake for the following session has been received by the school. Information regarding these tours will be sent out via the feeder primaries. "Taster Days" are arranged for pupils to experience Secondary classes during this process and an information evening is also held for parents. The school works closely with feeder primaries and parents to gather relevant information. A 'Settling-In' review will be arranged with parents and take place before the end of October in a pupil's 1st year.

Senior Phase Transition

Transition meetings are held for all pupils 24 and 12 months prior to the pupil's school leaving date, and a further meeting is held approximately four months before the pupil is due to leave school. Update meetings are arranged by the P.T. S.4 – S.6 and in attendance are:- the school nurse, psychologist if appropriate, parents, pupil, careers service, college representative, therapists and any agencies that may be involved with the present or future placement of the pupil. The Depute Head S4-S6 will regularly be in attendance at these meetings.

School leaving dates

Pupils who reach the age of 16 on or between the 1st of March and the 30th of September can leave school on the 31st of May.

Pupils who reach the age of 16 on or between the 1st of October and the 28th of February can leave school on the 19th of December. Many of our pupils will remain in full time education until the end of their 6th year of Secondary Education.

Guidance

All staff are committed to the pastoral element of teaching within Firpark, the aim of which is to provide a caring, supportive and friendly environment which encourages pupils' educational, social and personal development. Firpark School endorses North Lanarkshire's Race Equality Policy. The school is committed to eliminating all forms of discrimination including disability, gender and religion.

Equal opportunities

The school is committed to ensuring its policies and practices do not impact adversely on any particular group(s) of people and opportunities to promote equality are actively pursued.

The Equality and Human Rights Commission's Technical Guidance for Schools in Scotland is the essential guide for the school community to promote equality. This can be accessed at <http://www.equalityhumanrights.com/en/publication-download/technical-guidance-schools-scotland>

What is Curriculum for Excellence?

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

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

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

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

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

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

Curriculum for Excellence is defined as:

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

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

These contexts are:

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

What are the Curriculum for Excellence levels?

There are five levels and these are flexible depending on pupils’ needs and abilities (some children and young people may achieve these levels earlier or later dependent on ability):

- Early level pre-school to P1
- First level to the end of P4
- Second level to the end of P7
- Third and fourth levels S1 to S3
- Senior phase S4 to S6 and other forms of study.

What is the Broad General Education?

The Broad General Education (BGE) is the first phase of two closely connected phases of education. The BGE phase stretches from age 3 until the end of S3 after which learners move into the Senior Phase which starts in S4.

Curriculum Areas and subjects

The BGE is delivered via 8 curricular areas which, in secondary school cover years S1 to S3, and may be subdivided further into individual subjects.

The 8 curricular areas are:

- Expressive Arts
- Languages and Literacy
- Health and Well Being
- Mathematics and Numeracy
- Religious and Moral Education
- Sciences
- Social Studies
- Technologies.

The Senior Phase

The senior phase curriculum, from S4 to S6, follows a young person's broad general education, building firmly on the experiences and outcomes they will have experienced and achieved by the end of S3. It enables them to extend and deepen their learning and continue to develop skills for learning, life and work, through qualifications and also through a range of opportunities for personal development such as awards and wider achievements. It is designed to support young people in moving on to positive sustained destinations, whether that is college, university, training or employment. In the Senior Phase, schools and their partners (such as colleges, employers or community learning and development providers) now have flexibility to offer a range of pathways that meet the needs and raise the attainment levels of all learners – including pupils who might previously have become disengaged from education.

Personal Support/Career Planning

From 3-18 years, learners are supported to achieve their full potential and, as they progress through broad general education into senior phase, to plan and prepare for further learning, training or employment. 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. As part of developing skills for learning, life and work, young people will be offered careers information advice and guidance to ensure they leave school and enter a positive post-school destination of higher education, further education, pre-employment training, employment (including modern apprenticeships), activity agreement or volunteering.

Assessment and Reporting

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

In turn, teachers and staff work with pupils to reflect on their results, looking at their strengths and learning needs, agreeing next steps and action based on these. As they progress, pupils become more involved in this process, as they develop the skills to make effective judgments on their own learning, developing personal expertise that will be important to them throughout life. Assessment also helps teachers plan learning experiences which are motivating and challenging. Children who may have additional support needs will be assessed using methods best suited to their individual requirements.

Reporting to Parents

Parents are informed of pupil progress by means of parents' evenings, reviews and end of term reports.

Skills Development Scotland – My World of Work

My World of Work is a web service for people to plan, build and direct their career throughout their lives.

Customers can see jobs in action; build their CVs; search for vacancies and explore training opportunities in a way that's personal to them. There are video clips of people explaining their job roles and a news magazine cover with some great up-to-the-minute tips on how to get a job or train for one. Delivered by Skills Development Scotland, it provides information on the jobs market as well as offering help with things like tackling tough interview questions.

My World of Work complements SDS's current face to face and telephone services, as well as those provided to be partners, so customers have access to a range of channels depending on the level of support they need.

To explore My World of Work and the range of tools on offer, visit www.myworldofwork.co.uk

Additional Support Needs

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

Through a process of assessment Firpark School will work towards providing these supports as identified whether internal, with the assistance of the education department or external, in conjunction with appropriately identified agencies. These supports may include psychological, medical, and social interventions.

All of our pupils have additional support needs. Assessment, planning and provision is under continual review. Assistance given to pupils reflects Education and Families staged intervention process, that is:

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

Requesting support from within Education and Families (services / resources out with school) e.g. Educational Psychologist, Community Learning and Development.

Requesting support from another agency (Joint working with partner agency/ agencies including 3rd sector).

Integrated and Compulsory working with other agency/ agencies. Targeted intervention(s) required to promote the wellbeing of the child would be identified by relevant agencies (child's Network of Support) and included in the Child's Plan. A Lead Professional would be identified. There would be an expectation that a statutory Child's Plan with integrated assessment, integrated chronology and Lead Professional be in place.

For pupils with English as an additional language we will seek support advice from the local authority.

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.

Parents/carers 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.

Getting it Right for Me Plans

(GIRFMe) enable staff to plan effectively for children and young people when interventions are required to support their learning and improve outcomes. Parents/carers and pupils are an essential part of the assessment; planning and review processes and their views will be actively sought.

Some children and young people may require significant support from education and at least one other agency, such as health, social work and/or voluntary agency to help 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/carers and young people can, if they wish, request that a CSP be considered and would be involved in the process.

Parents/carers will receive letters from the Education Authority throughout the CSP process.

Parents/carers and young people will be invited to take part in multiagency meetings and their views will be recorded in the plan.

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

Dispute Resolution

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

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

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

The Additional Support Needs Tribunal has been set up to hear appeals made by parents/carers 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.

The School Improvement Plan

Copies of the School Improvement Priorities are issued annually to parents. The school priorities will reflect local and national priorities in education.

Firpark School Improvement Plan priorities for 2020-21 will be as outlined below:

- 1 We will continue the review of the Broad and General Education.
- 2 We will use Pupil Equity Fund (PEF) money to support the development of Literacy, Numeracy and Health and Wellbeing.
- 3 We will continue to develop assessment moderation.

Homework

Pupils are expected to complete appropriate homework activities relating to their school work. The support and encouragement given by parents/ carers in this area is invaluable and helps to foster a positive home – school relationship.

We encourage our parents to promote the importance of literacy and numeracy.

Reading is a key skill to accessing the school curriculum, we encourage our parents to promote the value of reading at home. Reading to your child is a hugely valuable activity. Look for opportunities for them to use their reading in real life situations road signs, menus, television listings are ideal. Further information on the development of literacy skills is available on the school website.

In maths we promote the use of “Sumdog”. This is a maths programme that the pupils can access from mobile devices. Pupils can access this at home from a computer or mobile device and work at their own pace, their work can be monitored by the class teacher.

Spiritual, Moral, Social and Cultural values

The school is committed to supporting the development of pupils as rounded, secure individuals and therefore encourages their development in spiritual, moral, social and cultural terms.

It is recognised that the Education Act allows parents to withdraw their children from any instruction in religious subjects and any religious observance. Any parent who wishes to exercise this right should inform the Head Teacher by letter.

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.

Extra-curricular activities:

The school offers a range of clubs including:

Pool
Dance
She Bot
Multi Sports
Football

The school offers a range of swimming and athletic opportunities at local and national level.

Freedom of information

Freedom of Information (Scotland) Act 2002 came into force in 2005. The Act allows anyone to ask for information from the Council – and imposes a very tight time-scale for the Council to respond. To deal with Freedom of Information requests, the Council has appointed a Corporate Freedom of

Information Officer with the support of an officer in each Service. The Freedom of Information and Records Management Officer can be contacted by telephone on 01698 302484

General Data Protection Regulations (GDPR) Statement for Education

What is this statement?

This statement explains when and why we collect personal information about you, your child or young person and how this information is used, the conditions under which it may be disclosed to others and how it is kept secure.

Who are we?

North Lanarkshire Council is a Local Authority established under the Local Government etc. (Scotland) Act 1994. Education, Youth and Communities is located in Kildonan Street, Coatbridge ML5 3BT.

Why do we need your personal information and that of your child or young person?

The Council has a legal obligation to deliver an effective education service to all children and young people in North Lanarkshire. In order to do this we need to collect personal information about children, young people and their families so that we can help them to learn and keep them safe.

Legal basis for using your information

We provide this service as part of our statutory function as your Local Authority. Processing your personal information is necessary for the performance of a task carried out in the public interest by the Council. If the information we have asked for is not provided, then we will not be able to provide this service to your child or young person.

Your personal information

Education uses the national IT system, SEEMiS, to store personal information electronically. We ask parents/carers during registration and enrolment to provide us with their child's name, date of birth, gender, address, family contact details (phone/email). We will also ask you to update this information annually.

We may also ask you for information about medical conditions, additional support needs, religion, and ethnicity. We may also record information you might wish to provide about your family circumstances.

We require this information to ensure children and young people are educated appropriately, supported, and that we take account of their health and wellbeing.

During a child's journey through education a pupil's record is kept, this core record is mainly paper based and is stored securely in the child or young person's establishment. If the establishment has requested assistance from educational staff out with the nursery or school, key staff from these services may also store information securely about your child or young person.

How will we use this information?

Your personal information will be used:

- to enrol your child or young person in nursery or school
- to provide your child or young person with an appropriate education
- for teaching, assessment and planning purposes and to monitor educational progress of children and young people
- to support pupil learning, improve outcomes and identify where additional support is needed to help children and young people
- to provide appropriate pastoral care to support health and wellbeing of children and young people
- to keep children and young people safe
- to maintain records e.g. of attendance, absence, attainment and behaviour of children and young people (including exclusions)
- to support children and young people during transitions when moving on each year from nursery to primary, primary to secondary and when they move or leave school

- to enable schools and establishments to process personal data in support of SQA and Further Education
- to allow us to process Education Maintenance Allowance (EMA) applications
- to monitor and report on pupil attainment and achievement in relation to the national improvement framework issued by the Scottish Government
- to assure the quality of our education services in line with national expectations from Education Scotland
- when we require to contact you by post, email, telephone or text.

Who do we share information with?

To support your child or young person's access to appropriate education and meet our legal obligation, personal information may be shared internally between services of the Council. From time to time, education staff may also need to share information about you, your child or young person with another person from another agency or service, e.g. Health.

We also share information with Scottish Government and bodies such as Education Scotland, Scottish Qualifications Authority, Skills Development Scotland and other organisations that support children and young people's learning.

When a child or young person moves or transfers to another school the Council has an obligation to pass on information with regards to pupil records to the new school.

Only identified staff and those who require to have the information to enable them to carry out their job, will have access to you, your child or young person's information. We care about the information we hold in respect to the education of children and young people. We will keep this information safe and secure.

How long do we keep your information for?

We only keep personal information for the minimum period of time necessary. Sometimes this is set out in law, but in most cases it is based on what we need to fulfil our function. We maintain a 'records retention and disposal schedule' which sets out how long we hold different types of information for. You can view this on our website at <http://www.northlanarkshire.gov.uk/index.aspx?articleid=15003> or you can request a hardcopy of this from Education and Families, Kildonan Street, Coatbridge ML5 3BT.

Your rights under GDPR

You can:

- Request access to your information – you have the right to request a copy of the personal information that we hold about you, your child or young person. You can ask us to confirm what personal information is being used and with whom it has been shared with.
- Request a correction to your information – we want to make sure that all personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information that you believe does not meet these standards.
- Request the restriction of processing – this enables you to ask us to suspend the processing of personal information about you, your child or young person, for example if you want us to establish its accuracy or clarify the reason for processing it.
- Request the transfer – you can request the transfer of your information to another party.
- Deletion of your information – you have the right to ask us to delete personal information about you, your child or young person where:
 - you think that we no longer need to hold the information for the purposes for which it was originally obtained
 - you have a genuine objection to our use of personal information
 - or, use of personal information is contrary to law or our legal obligations.

If you wish to update any personal information, retrieve it, or have it removed from records please contact your child or young person's head teacher or head of establishment in the first instance.

The Council's Data Protection Officer

If you have any questions or are unhappy about the way that we use the personal information of your child, young person or yourself you can contact the Data Protection Officer.

Data Protection Officer (DPO)
Civic Centre,
Windmillhill Street,
Motherwell ML1 1AB
or by email to AITeam@northlan.gov.uk

The Information Commissioner

You also have the right to complain to the Information Commissioner about the way the Council has handled your rights, to enquire about any exercise of these rights or to complain about the way the Council has dealt with your rights (or any other aspect of data protection law).

Information Commissioner's Office,
45 Melville Street,
Edinburgh, EH3 7HL
or by e-mail to
casework@ico.org.uk

Transferring educational data about pupils

Education authorities and the Scottish Government

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

The data collected and transferred covers areas such as date of birth, postcode, and registration for free meals and whether a pupil is looked after by his local authority. It also includes information on additional support needs including disability, attendance, absence and exclusions from school. Pupil names and addresses are collected by their school and education authority but they are not passed to SGEP. The postcode is the only part of 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 exam results. Accurate and up-to-date data allows SGEP, education authorities and schools to:

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

Your GDPR rights

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

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

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

Concerns

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

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

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

Want more information?

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

Child protection

Every adult in Scotland has a 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: Mr Ian McGurk DHT
Telephone Number: 01698 522744

Adult protection

The Council has responsibility under the Adult Support and Protection (Scotland) Act 2007 for the protection and support of adults at risk of harm within North Lanarkshire. Its employees therefore have the responsibility to ensure the welfare of all adults at risk of harm with whom they come into contact, as well as providing the highest possible standard of care for some of the most vulnerable members of our society. If there are any Adult Protection concerns the Head Teacher or the Adult Protection Co-ordinator will follow North Lanarkshire Adult Protection Procedures and Guidelines

Adult Protection Co-ordinator is: Mr Ian McGurk DHT
Telephone Number: 01698 522744

School discipline

Firpark School's discipline structure operates in a basic pragmatic fashion. Pupils are expected to conform to the school's code of conduct, which is outlined to pupils in a positive way, highlighting the educational benefit to all, and it is consistently reinforced by all members of staff. Parental support is key to good discipline.

In the event of pupil misdemeanour, while the school will always aim to focus on the positive, sanctions may well be brought into play. These sanctions could include removal from an outing or from a recreational activity.

In a more serious situation, a review would be convened which would involve the pupil, parent / carer, relevant school staff and possibly social work and / or psychological services. This forum would discuss the extent of the pupil's misbehaviour and strategies to prevent the circumstances happening again.

Where a pupil is excluded by the school, parents have the legal right to appeal against the exclusion to the appropriate Education Officer at Kildonan Street, Coatbridge.

Anti-bullying

The school recognises that bullying is a complex and widespread problem throughout society and consequently has an anti-bullying policy which promotes a positive behaviour ethos and is in line with North Lanarkshire Council's Anti-bullying policy guidance.

Supervision in non class time

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

Breaks and lunchtimes are supervised by SMT and non-teaching staff.

External Provider Staff

School disciplinary policy and procedures should be invoked when there is an incident involving any member of external staff (not employed by NLC) within an NLC establishment.

External staff within allocated classes in schools should be met by a school senior manager before the first lesson to confirm the policy and procedures on how disruptive behaviour will be managed.

Any misconduct should be reported to a member of the school SMT before the close of the business day.

Home and School Links

Parents are invited to attend all parents' evenings throughout the year to discuss their child's progress. Parents are also invited to an annual review where progress and targets are discussed. If for any reason a parent is unable to attend they are invited to telephone the appropriate D.H.T. or P.T. to arrange another meeting at a mutually agreed time.

Parents are sent an annual report towards the end of the academic session to update them on the progress of their son / daughter. This report also highlights appropriate next steps within individual subjects and includes an overview from the pupil's PLP teacher.

Parent Information evenings are held for parents of pupils starting S1 and S4.

Curricular and school information can be found within the school website as well as through the school App. Parents will also receive regular news, diary dates and alerts through the App which will keep them up to date with relevant school information.

Please ensure the school has the most up to date mobile phone number for the main contact(s) as text messages are regularly sent to parents regarding information and attendance.

Attendance at School

If your child is going to be absent, it is important to inform the school as soon as possible by letter or telephone. If your son / daughter is transported to school by bus or taxi it is important that you contact the relevant transport to inform them that they are not required that day. If the duration of the absence is already known this should be passed on but if not it would be expected that the pupil will not be picked up until the parent / carer calls back to inform the transport that they are well enough to return.

Authority Bus Transport Number – 01698 506273

Section 30 of the 1980 Education Act lays a duty on every parent of a child of 'school age' to ensure that their child attends school regularly.

Attendance must be recorded twice a day, morning and afternoon.

Regulation 7 of The Education (School and Placing Information) (Scotland) Amendment, Etc, Regulations 1993 requires each child's absence from school to be recorded in the school register as authorised: 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 school year.

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

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

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

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

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

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

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

Extended leave with parental consent

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

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

Exceptional Domestic Circumstances

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

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

It should be emphasised that the school investigates unexplained absence, and that the authority has the power to write to, interview or prosecute parents/carers, or to refer pupils to the Reporter of the Children's Panel, if necessary.

Clothing and Uniform

Firpark School uniform is black trousers or skirt and a white shirt and school tie. Some pupils prefer to wear a white poloshirt and a black jumper.

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 Education and Families that parents will be keen to support the dress code and written agreement may be sought.

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

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

Parents/carers 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 are at the discretion of the Executive Director of Education and Families. Information and application forms may be obtained from any school or First Stop Shop. Parents/carers 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 (with an income below £610 per month), housing benefit, council tax reduction.

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 attire, persistent refusal to respond to a reasonable dress code might be deemed to be a serious challenge to the head teacher's authority and be detrimental to the well being of the whole school community. In such circumstances a head teacher could justify the use of the school discipline procedure.

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

Meals

School meals are prepared on the premises. Parents wishing to provide their child with a packed lunch may do so. Lunch breaks are supervised by Additional Support Needs 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 by our catering staff. A medically prescribed diet form must be completed by the child's Registered Dietician or General Practitioner. Procedures and forms can be accessed online through North Lanarkshire Council's website, 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.

For information a vegetarian meal option is offered on a daily basis.

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.

Forms that have not been signed by a medical professional will be rejected. The form will be returned to the parent along with a letter stating the reason for the refusal and also they will be issued with a new form.

Any change in the child's dietary requirements must be advised through a Registered Dietitian or Medical Practitioner to the Facilities Support Services (FSS) Nutritionist. When children move to a High School or change schools FSS will need to be informed as soon as possible.

Children of parents/carers receiving Income Support, Job Seekers Allowance (income based), and Employment & Support Allowance (income related), Universal Credit (with an income below £610 per month), are entitled to a meal without charge.

Students aged between 16 and 18 and who are in receipt of any qualifying benefits can apply for free school meals in their own right.

Information and application forms for free school meals may be obtained from schools, first stop shops and Kildonan Street, Coatbridge.

Parents/carers 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 (income below £610 per month), housing benefit, council tax rebate.

Lunch Arrangements

S1 – S6 participate in our cafeteria-style facilities within Block 4 at 1.05 p.m. Due to larger numbers at lunches are served in two sittings. This is done on a weekly rotational basis S1/S3 and S4/S6.

Pupils choose from a range of options and sit in their own social groupings. Pupils who have been identified as requiring closer supervision are assigned ASNA support. A timetable for ASNAs is drawn up and a member of SMT supports in the cafeteria during the busiest period before supporting another member of SMT in the playground. Some of our Post 16 pupils use their own base at lunchtime as we try to encourage their independence.

If you have any concerns regarding our lunchtime arrangements please contact the school.

Placing Requests

You have the right to make a placing request for your child to be educated in a school other than the local school.

In December each year, the authority will advertise its arrangements for placing requests.

There are sound educational reasons for trying to ensure that the transfer or admission of children to a school takes place at the start of a school session. Other than those who are moving home to a new area, parents are advised to time any placing requests so that they take effect from the beginning of the new school session.

Every effort will be made to try to meet the parental wishes but you should note that it is not always possible to grant every placing request to a particular school.

Once a pupil has reached the school leaving age the pupil, not the pupil's parents may choose which school to go to.

Placing requests to primary school does not necessarily ensure that your child will have a direct entry to 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 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.

Educational maintenance allowance (EMA)

Students who have reached the statutory school leaving age of 16 may be eligible for an Education Maintenance Allowance (EMA) to allow them to remain at school.

In session 2020-2021 students who are born before 1 March 2005 will be eligible to apply for an EMA.

The EMA guidelines explain the criteria which must be met in order to be eligible for an EMA and the rules which must be adhered to for the EMA to be paid throughout the year.

Eligibility

All applications are individually assessed. Students must attend a school within North Lanarkshire Council, regardless of where he or she is resident.

The income used as the basis of the assessment is the gross household income for the preceding financial year.

The income thresholds used in assessing applications in session 2019/2020 are as shown below. These levels may be subject to change in session 2020/2021.

For applicants in single student households - £30 per week is paid where the income is up to £24,421; where the income is above that level no award will be made.

For applicants in multiple student households - £30 per week is paid where the income is up to £26,884; where the income is above that level no award will be made.

Attendance

Students in receipt of an EMA must attain 100% attendance in any week to receive payment for that week. Where the student is absent through illness a medical certificate must be submitted. In addition, self-certification forms are accepted for a maximum of 5 days sickness absence in the academic session. Any illness which would take the pupil over the 5 days self-certification would continue to require submission of a medical certificate.

Application forms

A letter will be sent to the parent or guardian of all students who are in the eligible age-band to apply for EMA in May each year, providing details of the main eligibility criteria.

Application forms and guidance documents are sent to all secondary schools and some special schools in North Lanarkshire in June each year. The school is also given a number of posters and DVD's publicising the scheme and advertising the availability of forms. Students who may be eligible should obtain an application form and guidance document from the school. Applications forms and guidance notes are only available from Schools, Council Offices, Kildonan Street and First Stop Shops or they may be downloaded from the North Lanarkshire Council website.

Students who are eligible for EMA for the full academic session should apply as early as possible. Students who are eligible for EMA from January to June, should apply from November.

Any student who is unsure whether they meet the EMA criteria should contact the EMA Section for advice.

Transport

The Council has a policy of providing free transport to secondary pupils who live more than two miles from their local school by the shortest suitable walking route. This policy is more generous than the law requires. This provision may be reviewed at any time.

Parents/carers 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 the 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.

Pick up Points

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

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

It is the parent's responsibility to ensure their child arrives at the pick-up point in time. It is also the parent's responsibility to ensure the child behaves in a safe and acceptable manner while boarding, travelling in and alighting from the vehicle. Misbehaviour could result in a loss of the right to free transport.

Placing Request

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

Appropriate transport arrangements are in place according to the needs of each individual pupil. Please note that alterations to taxi runs can only be made by the school.

Medical and Healthcare

Firpark has access to a team of school nurses who attend to the daily medical requirements of the pupils and liaise closely with the parents regarding pupil health and welfare. There are also trained First Aiders among the school staff. The school medical officer visits the school to carry out routine medicals on the pupils.

There is speech and language provision within the school and other visiting services include physiotherapy and occupational therapy.

Should a child take ill in school we will telephone the parent or emergency contact to make arrangements for uplifting the child.

Parents should inform the school nurse of any particular medical requirements.

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 that 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 a school.

Illness at school

If a pupil takes ill at school or has sustained an injury, every effort is made to contact parents at home or at work to arrange for the pupil to be taken home.

A sick pupil will not be sent home until it is ascertained that a parent or responsible person is available.

In an emergency, the school may order an ambulance to take a sick or injured pupil to hospital - parents would be notified immediately.

Emergency contacts

On a pupil's admission to Firpark School, parents are asked to provide the names, addresses and telephone numbers of two people whom we can contact during the day should an emergency arise.

As it is important that these details are kept up-to-date, any alterations should be notified immediately to the school.

Administration of medicines in school

Staff cannot issue any medication to a pupil, unless parents have completed a request form.

Medicine should be labelled showing your child's name and the dosage to be taken - this should be passed directly to a member of staff.

Information in Emergencies

We make every effort to maintain a full educational service, but on some occasion's 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, on the NLC website and twitter

The Parent Forum

As a parent of a child at this school you are automatically a member of the Parent Forum. The Parent Forum is composed of all the parents 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/carers at the school
- be invited to identify issues for the Parent Council to work on with the school.
-

The school currently does not have a Parent Council.

The Parent Council's rights and duties include:

- supporting the work of the school;
- representing the views of parents/carers;
- consulting with parents/carers and reporting back to the Parent Forum on matters of interest;
- promoting contact between the school, parents/carers, pupils, and the wider community;
- fundraising;
- taking part in the selection of senior promoted staff;
- receiving reports from the head teacher and education authority; and
- receiving an annual budget for administration, training and other expenses.
- Improving home school partnership and facilitating parental involvement

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

Qualifying Statements

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

Important addresses and telephone numbers

Department of Education and Families
North Lanarkshire Council
Municipal Buildings
Kildonan Street
Coatbridge
Tel: 01698 403140

Councillor James McCabe
Councillor Robert Burrows
Councillor Duncan McShannon
C/O Municipal Buildings
Kildonan Street
Coatbridge
Tel: 01698 403140

Community Learning and Development Office
Bellshill Locality
Bellshill Academy
Main Street
Bellshill
ML4 1AR
Tel: 01698 274685

Contacts relating to Additional Support Needs

Help and advice on any matters relating to Additional Support Needs are available from:

Donna McCann
Bob Duncan
Additional Support Manager
c/o St. Aidan's High School
Waverley Drive
Wishaw
ML2 7EW
Tel- 01698 274656

You can also get more help and advice from:

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

0345 123 2303
info@enquire.org.uk
www.enquire.org.uk for parents and practitioners
www.enquireorg.uk/yp for children and young people

Resolve
0131 313 8844
(Independent Adjudicator)

Scottish Independent Advocacy Alliance
London House
20-22 East London Street
Edinburgh
EH7 4BQ
0131 510 9410
enquiry@siaa.org.uk
www.siaa.org.uk

Reference to Additional Support Needs Tribunal (Scotland)
ASNTS
4th Floor

1Atlantic Quay
45 Robertson Street
Glasgow
G28JB
0141 302 5960
Email: inquiries@asntsscotland.gov.uk

NHS Lanarkshire

Bellshill
Bellshill Health Centre 01698 575700

Motherwell
Motherwell Health Centre 01698 242610

Wishaw
Wishaw Health Centre 01698 355511

Social Work

Bellshill 01698 346666
303 Main Street
Bellshill
ML4 1AW

Motherwell 01698 332100
Scott House
73/77 Merry Street
Motherwell
ML11 1JE

Wishaw/Shotts 01698 348200
Kings House
King Street
Wishaw
ML2 8BS

Community Learning & Development

Bellshill CLD Locality Office Tel: 01698 274685
Orbison Business Centre E: CLD-Bellshill@northlan.gov.uk
Babylon Drive
Orbison
Bellshill
ML4 2DN

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

Wishaw/Shotts CLD Locality Office Tel: 01698 274343
Coltness High School E: CLD-Wishaw@northlan.gov.uk
Mossland Drive
Wishaw
ML2 8LY