

No.	Title
MC 01	School Administration
MC 03	Admissions to Schools
MC 03a	Placement Application Form
MC 04	School Leaving Dates
MC 05a	A Positive Approach to the Promotion of Attendance in Glasgow Schools
MC 05b	Children Missing from Education
MC 07	Transfer of Children and Young People from Primary to Secondary School
MC 08	Procedures Governing the Exclusion of Children and Young People from School
MC 09	Mid-session Children and Young People Transfers
MC10	Emergency Closure of Schools and other Educational Establishments
MC10a	Early Closure of Schools for an Evening Event and or Educational Activity
MC 11	Children and Young People Progress Report
MC 15	Ionising Radiation in Schools
MC 16	Recruitment to Teaching Posts
MC 19	Number of Young People and Children in Rooms
MC 20	Application of Health and Safety at Work Act 1974 in Education Services
MC 21	Deferment of Young People at Secondary Stage
MC 22	Guidance on Legal Request for Disclosure of Information
MC 23	School Fund and Toy Funds
MC24	Dealing with Meals Debt
MC 25a	Maintenance and Repairs (For Heads of All Non-PPP Establishments)
MC 25b	Maintenance and Repairs (For Heads of All PPP Establishments)

MC 26	School Security
MC 27	Modifications to Buildings
MC 28	Official Openings and Inaugural Functions
MC 29	Secondary Schools Access to Library Accommodation
MC 30	Emergency Closure of Schools
MC 31	Insurance for Participants, Teachers and Other Adults Taking Part in Educational Excursions and Activities
MC 32	Alteration of School Hours
MC 33	Safety in Educational Outdoor Activities
MC 34	Industrial Action by Teachers and Support Staff
MC 35	Energy Management Programme
MC 36	Request for Financial Assistance for Educational Trips
MC 37	Significant Events in Educational Establishments that Merit Civic Recognition or Hospitality
MC 38	Copyright and Licences
MC 39	Log Books
MC 41	School-Owned Minibuses
MC 42	Safer Selection
MC43	Connected Learning – iPads
MC 44	Procedures Regarding Defalcations in Educational Establishments
MC 45	The Admission of Children & Young People Ordinarily Resident Outwith Glasgow
MC 48	School Excursions and Educational Visits
MC 48b	School Excursions and Educational Visits - Overseas Travel Authorisation Form
MC 49	School Registers and Children and Young People Absent from School but Regarded as Being Present
MC 50	Absence cover arrangements

MC 51	Support for Probationer Teachers, the Probationer Induction Scheme and the Flexible Route to Full Registration
MC 53	Data Protection (This is being reviewed. For any queries contact the Data Protection Team)
MC 54	Inventory Procedures
MC55	Community Letting in Educational Establishments
MC 57	Child Welfare and Safety
MC 57a	Child Welfare and Safety - Record of Concern Alert
MC 57b	Child Welfare and Safety - Intimation of Concern
MC 57c	Child Welfare and Safety - Intimation to Executive Director of Children and Families
MC 59	School Software Application Licensing Register and Procedure
MC 60	The Capacity of Primary Schools
MC 61	Secondary School Capacities
MC 62	The Safety and Supervision of Pupils (Scotland) Regulations 1990: Supervision of Pupils by Janitors
MC 64	Procedures Governing Parental/Guidance Access to Pupil Educational Records
MC 65	Management Structures in Secondary Schools
MC 66	Management Structures in Primary and ASL Schools
MC 67	Equal Opportunities
MC 68	Leave of Absence for Teachers (Paid and Unpaid)
MC 69	Leave
MC 70a	Making a Placing Request to a Mainstream Establishment
MC 70b	Making a Placing Request to an Additional Support for Learning Establishment
MC 70c	School Admission - Over Subscription for Local School Full
MC 71	Managing Incidents of Drug Use in Education Establishment (Including Reporting Alcohol Related Incidents)
MC 73	Maximising Attendance Policy

MC 74	Contractors Working in School Buildings
MC 75	Early Closure of Schools Prior to Holiday Periods
MC 76	Violence Towards Staff
MC 80	Guidance and Information on Composite Classes
MC 81	Sexual Health and Relationships Education in Glasgow Educational Establishments
MC 82	Emergency Collection of Children and Young People from Educational Establishments
MC 83	Secondment Arrangements for Staff
MC 84	Guidance on the Use of Consultants
MC 87	School Website - Web Hosting and Online Consent Guidance and Policies
MC 89	Dealing with Complaints
MC 90	Freedom of Information in Scotland
MC 91	Change of Pupil's Surname
MC 91a	Request for Change of Pupil Surname - Parental Information
MC 92	Equal Parents - Involving Non-Resident Parents in their Children's Education
MC 93	Procedure for Dealing with and Investigating Hate and Discriminatory Material
MC 94	Payment to Visiting Artists, Consultants, Coaches etc
MC 94a	Payments to Visiting Artists, Consultants, Coaches, Invigilators etc - National Insurance Exemption
MC 95	Guidance on Accepting Commercial Sponsorship and Other Activities in Educational Establishments
MC 96	Breakfast Clubs
MC 97	Arrangements for the Supervision and Administration of Medication and Support of Healthcare Needs
MC 98	Sheriff Court Family Actions