

Crookfur Primary and Nursery Class



Handbook 2019 / 2020



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Message from the Head Teacher



Welcome to our school and Nursery Class. In Crookfur we aim to provide a happy and safe environment, where your son or daughter will be encouraged and helped to reach their potential.

We foster in pupils a positive attitude to work and achievement and encourage them to be independent and motivated to learn.

The partnership between home and school is central to achieving this and we aim to ensure all parents are fully informed and involved in their child's education.

If you have not already visited the school, we would be delighted to welcome you and show you around.

Sheena McGuigan
Head Teacher

Introduction from the Council

We are proud of the performance of our schools. Across the country East Renfrewshire is widely regarded as having the best and most improving schools in Scotland. Whatever its size or location, every single school is a key part of that success story.

Across East Renfrewshire schools our targets are higher than the national average and actual performance regularly outdoes the rest of the country in many areas. But, education in East Renfrewshire isn't all about league tables and results. It's about putting in place the kind of education service where creativity is encouraged to do well, where parents trust us to educate their sons and daughters and where teachers and school staff strive for and achieve excellence every single day.

In short, we want to see every single boy and girl achieve their true potential. By giving challenges to pupils where they are needed, offering extra support at the right time and regularly checking and monitoring performance and with the support of parents in the home and working with the school we can make sure the next generation are fully equipped for their life outside school.

I hope this handbook gives you an insight into your local school.

My kindest regards
Councillor Paul O'Kane
Convener for Education and Equalities
East Renfrewshire Council

Mission Statement for East Renfrewshire Council Education Department

The Department will aim to meet the Corporate Goals of the Council by seeking to:-

- enable all individuals to achieve their potential
- supply suitable premises and resources
- encourage access to education throughout life
- foster genuine partnership in education
- promote equal opportunity and social justice
- support economic growth and prosperity
- provide a full range of courses and services

Our aims

In Crookfur we aim to promote the rights of all children as described in the UN Convention Rights of the Child;

- enabling all children to benefit from their education, promoting enthusiasm and motivation for learning and allowing them to achieve their potential.
- valuing the learning and achievements of all children, promoting a sense of self-respect, aspirations and ambition.
- supporting children to develop concern, tolerance, care and respect for themselves and others, by enabling them to have an understanding of different cultures and beliefs.
- equipping children with the knowledge and understanding to enable them to communicate effectively and confidently in a variety of contexts.
- giving children the confidence, attributes and capabilities to make valuable contributions to society.



School and Nursery Information

Address

Crookfur Primary School and Nursery Class
Capelrig Road Newton Mearns
East Renfrewshire
G77 6LF

Phone: 0141 570 7120

e-mail: headteacher@crookfur.e-renfrew.sch.uk

website: <https://blogs.glowscotland.org.uk/er/Crookfur/>

Denominational Status: Multi-denominational: children of any religion / ethnic group may enrol

Co-educational Status: the school is co-educational

Associated Secondary School: Eastwood High School

Stages Covered: Nursery and P1 – P7

Present Roll: 90:90 and 461

Head Teacher: Mrs Sheena McGuigan

Nursery session times

Morning nursery session: 8:50am – 12.00pm/ *9am -12pm

Afternoon session: 12.50pm – 4.00pm/*1pm - 4pm

*The different start times of the sessions depend on whether the parent/carer has chosen to use the additional 30 hours detailed in the Children Scotland Act 2014 as part of their session for the year or flexibly.

The nursery session lasts for 3 hours 10 min, and your child will be actively engaged from the beginning of the session until the end. We encourage parents to ensure their children arrive on time and do not leave the session early. Crookfur Nursery has separate parental policy documents and these can be found in the nursery reception area to be viewed by parents.

Nursery

If you wish a Nursery place for your child, you should apply directly to East Renfrewshire Council's Education Department. Full information on how to apply and application forms are available by phoning 0141 577 3288, or you can e-mail at pre.five@eastrenfrewshire.gov.uk.

Settling in at Nursery

Starting nursery is often the first major separation of children and parents and our aim is to make it as natural as possible. As your child gets to know staff, other children and which activities they like best, so their dependence on their parents wanes and their confidence in themselves grows enough to let you go for increasingly larger periods of time. As we only admit a few children per week, staff have time to devote to this settling in period, and we ask parents to play their part by returning at the stipulated time. As children are catered for individually, this gradual intake system takes varying lengths of time and parents should be prepared for as long as it takes.

Arrival and Collection of Children at Nursery

It is expected that a responsible adult (aged at least 16) will bring a child to and from nursery. Parents will be asked to complete a collection sheet with details of authorised people for collection. A child will not be handed over to someone the nursery does not know of or have been informed about. It is vital that you keep staff informed of any changes to your details.

You will be asked to sign in and out with your child on a daily basis. Please indicate on the signing sheet if the person collecting your child differs from you or, in extreme circumstances, contact the school by telephone if someone we do not know is collecting your child.

If a child is not collected by a certain time and no-one has informed the nursery of any reason, then the Head Teacher will contact the Social Work Department on their emergency telephone number to arrange care for the uncollected child.

School Hours

Start	9.00am (doors open 8.50am)
Morning Interval	10.40 – 10.55am
Lunch	12.35 – 1.35pm
Close	3.15pm

School description

Crookfur is situated in Newton Mearns, East Renfrewshire. The associated high school is Eastwood High School and the other cluster primaries are Uplawmoor Primary, Neilston Primary and Mearns Primary.

Crookfur is a non-denominational school, spanning Primary One to Primary Seven. The school roll is presently 461. The teaching compliment of the school is 25.96 FTE including a head teacher, two depute head teachers and two principal teachers. Each post carries curricular, management and pastoral care responsibilities which change in accordance with the school priorities, as identified through the School Improvement Plan. We also have a support for learning teacher.

All teaching staff in Scotland work a maximum of 22.5 hours class contact time per week. The remainder of the time your child will work with another member of the teaching staff.

We have a number of bilingual pupils. We operate a policy of inclusion and equality. The school has some Pupil Support Assistants and a Bilingual Support Worker, who works one day per week.

The school has excellent links with the local community and has a very supportive Parent Council and a fundraising sub-group (Parent Fundraising Committee). The school has a devolved budget from the local authority; a major part of this is utilised in support of the school improvement plan.

In Crookfur Primary we aim to provide a happy, safe environment, where all pupils will be encouraged and helped to realise their potential. We foster a positive attitude to work and achievement and encourage them to be independent and motivated to learn, by providing high quality learning experiences.



Registration

Children who are starting for the first time usually apply in January. Advance notice of dates will be placed in the local press and information will be available from Crookfur Nursery Class, local nurseries and playgroups. Notice is also given through school newsletters and displays in the local community.

Parents who wish to apply for a place for a child at any other time of the school year, should apply using the following link:

<https://www.eastrenfrewshire.gov.uk/admissionsinfo>

School Admission Arrangements

Before a child enrolls in Crookfur Primary School, the Education Department will seek documentary evidence to validate a child's entitlement to a catchment place at this school. If appropriate evidence is not submitted the Education Department will withdraw the offer of a place. Documentary evidence can be submitted to the Education Department via the school office. Further detail on required documentary evidence and change of circumstances is available in the Education Department's school admission policy which is accessible on the Council's website via the web address below:

<https://www.eastrenfrewshire.gov.uk/admissionsinfo>

When a child who was enrolled in the school as a catchment pupil ceases to reside within the Crookfur Primary delineated catchment area and his/her parents wish the child to continue to attend the school the parent must submit a placing request to remain. Where it is found that a child is no longer entitled to a catchment place in Crookfur Primary since they no longer reside in a property in the delineated catchment area associated with the school, and a placing request to remain has not been submitted and approved, the Council may seek to exclude that child from the school.

A child's parents(s)/carer(s) is/are responsible for providing the Education Department with full and correct information about their child(ren) and any changes to that information which may affect their status as a catchment child. In the event that parent(s)/carer(s) fail to do this, the Education Department will view this as a refusal to comply with the rules and regulations of the school; this lack of cooperation will result in the Council seeking to exclude the child(ren) from Crookfur Primary School.

If information that is submitted is found to be fraudulent the Council may pass the matter to the Procurator Fiscal's Office. The Council will use all means available to

it in order to investigate suspicions or allegations of fraud, including but not limited to, surveillance in cases where it is necessary and proportionate to do so.

Attendance Nursery

Parents should inform us if their child is likely to be absent from nursery at any time. Attendance information is recorded and passed on to the primary school as part of the transition record.

If your child is having problems in attending regularly we will be happy to discuss any difficulty that you may have. If you move from the area, please find the time to let us know that your child will no longer require their place.

School

Parents have a legal duty to make sure that their children attend school as stated in Section 30 of the 1980 Education Act.

The school records attendance twice a day (once in the morning and again in the afternoon).

Regulation 7 of the Education Regulations 1993 Act require each child's absence from school to be recorded in the school register as authorised or unauthorised (as defined by the Scottish Government). Parents must let the school know about any authorised absence, which could include sickness, religious observance or bereavement, among others. Parents are asked to telephone the school office in the morning if their child is going to be absent. If we have no information about your child by 9.15am the school office will contact you.

We ask that you avoid taking time off for holidays during term time as this disrupts the child's education. 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 well-being and cohesion of the family, following serious or terminal illness, bereavement or other traumatic events.

In Crookfur, we advocate strongly, good attendance at school. The authority and school reward excellence in attendance in various ways. We closely monitor the attendance of all pupils and inform parents when concerns emerge.

Uniform Nursery

Your child will be working with various medium, including glue, paints and dough.



We will make sure they wear aprons when appropriate but accidents do happen, so please dress your child in easy to wash clothes.

Nursery polo shirts and sweatshirts are available from most school suppliers.

Try to have a spare pair of pants and jogging trousers in your child's bag in case he/she does not make it to the toilet in time. If they are busy playing they can sometimes forget to go. We do have spare clothes in

the school for such emergencies. Please launder and return any items your child borrows.

Make life easy for your child by putting on clothes and shoes they can manage themselves. Velcro or slip-on shoes are best to start with.

Children have the opportunity to play outdoors on a daily basis. Please ensure your child is clothed appropriate to the weather. In summer it is advisable to supply sunscreen prior to the start of the nursery session.

School

In East Renfrewshire we strive to achieve our vision of Everyone Attaining, Everyone Achieving through Excellent Experiences. Supporting schools to robustly implement school uniform / dress codes is an important way of reinforcing this



drive for excellence.

East Renfrewshire's Education Department expects and strongly encourages its schools to have high standards of uniform in order to contribute to school security; instil pride in the school and contribute to its values; promote a positive and professional work ethic; help pupils to see schools as places of learning; support positive behaviour and discipline; encourage identity with, and support for, school ethos; promote equality of opportunity and social justice; protect children and young people from social

pressures to dress in a particular, fashionable or expensive way; nurture cohesion and promote good relations between different groups of pupils; and foster partnership among pupils and staff, between home and school, and between community and school.

Dressing for Excellence is a policy approved by East Renfrewshire's Education Committee and was formulated following discussions with head teachers and Parent Council chairpersons.

In promoting the wearing of uniform, account must be taken in any proposals to prevent any direct or indirect discrimination on the grounds of sex, race, age, disability, sexual orientation and religion or belief. Any proposals should be the subject of widespread consultation with parents and pupils.

There are forms of dress which are unacceptable in school, such items of clothing which: fail to identify children / young people as a pupil of their school; are not in keeping with the school ethos; potentially, encourage faction (such as football colours), could cause offence (such as anti-religious symbolism or political slogans); could cause health and safety difficulties, such as loose fitting clothing, dangling earrings; could cause damage to flooring; carry advertising, particularly for alcohol or tobacco; could be used to inflict damage on other pupils or be used by others to do so.

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

Parents of children receiving particular benefits will normally be entitled to monetary grants for footwear and clothing for their children. Follow the link below for further information:

<https://www.eastrenfrewshire.gov.uk/freeschoolmeals>

All of our pupils wear school uniform. Parents are asked to assist in this area by ensuring valuable items and unnecessarily expensive items of clothing, jewellery, etc are not brought into school. Parents should note that the authority does not carry insurance to cover the loss of such items and any claims submitted are only likely to be met where the authority can be shown to have been negligent. More information can be found on the East Renfrewshire Council website.

<https://blogs.glowscotland.org.uk/er/Crookfur/files/2012/02/Dressing-for-Excellence-Colour-Leaflet.pdf>

Crookfur Uniform

The school blazer is black and the basic colour of trousers, skirts and woollens is



grey. Children wear white shirts and the tie is red with a silver stripe. P1- P5 pupils may also wear red polo shirts and sweatshirts with or without the school name and badge on them on gym days. All these items can be purchased in many high street stores and supermarkets. Further information and links to suppliers can be found on our school website

<https://blogs.glowscotland.org.uk/er/Crookfur/information/school-uniform/>

PE Kit

To allow children to enjoy PE activities, black shorts, black cuffed jogging bottoms or leggings, a red t-shirt and appropriate shoes should be provided. A PE kit, including shorts, t-shirt and gym bag, is available to order online via the school website. Children should not wear jewellery during PE lessons.

School Improvement

In Crookfur Primary and Nursery Class, we continue to pursue the achievement of excellence in all aspects of our work. Our main aim is to embrace the values and principles of Curriculum for Excellence to provide an education of high quality that will enable all young people to be: successful learners; confident individuals; responsible citizens; effective contributors.

This will equip our learners with skills and attitudes for lifelong learning and will prepare them for life beyond the school. Each year pupils, staff and parents work together to evaluate the work of the school and identify action points and targets for the coming session. Staff, pupils and parents are involved in helping us take forward our School Improvement Plan. Some of the targets will be developed with the nursery class and school; other will involve our associated early learning and childcare establishments, primaries and secondary school.

Summary copies of the School Improvement Plan and annual Standards and Quality Report are posted on the school website each year.



Staff

Head Teacher:	Mrs Sheena McGuigan	
Depute Head Teachers:	Mrs Claire Jamieson and Mrs Kimberley Slorach	
Principal Teachers:	Ms Angela Biggart/ Mrs Lynn Nisbet (Job Share) Miss Lisa David (maternity leave) Mrs Lucy Melville and Ms Angela Biggart will fulfil Lisa David's maternity leave (0.5 FTE each) during session 2019/2020	
Teachers:	<div>Miss Lucy Adair</div> <div>Miss Amy Regan</div> <div>Miss Mariya Amin</div> <div>Mrs Lorraine Rattray</div> <div>Mrs Julie O'Meara</div> <div>Mrs Wilma Dougall</div> <div>Mrs Lynne Allan</div> <div>Miss Rhona McCann</div> <div>Miss Elizabeth Muir</div> <div>Mrs Kirsten Grieve</div> <div>Mr Andrew McMillan</div> <div>Miss Sophie McKendrick</div> <div>Mrs Jennifer Denholm (maternity leave)</div> <div>Miss Claire Bishop (maternity leave)</div> <div>Mr Blair Smith</div> <div>Mrs Claire Lamont</div> <div>Miss Jemma Estlick</div> <div>Mr Grant Atkinson</div> <div>Mrs Christian Norman</div> <div>Miss Paula Kelly</div> <div>Miss Katie Gourlay</div> <div>Miss Kirstie Wallace</div> <div>Mrs Lynne McKim</div> <div>Mrs Stephanie Fry</div> <div>Mrs Shagufta Nasar</div> <div>Miss Rebecca Murchie</div>	
Child Development Officers:	<div>Mrs Pamela Walker (Senior)</div> <div>Mrs Fiona Rochford/ Mrs Suellen Howie</div> <div>Mrs Karen Cohen</div> <div>Mrs Elaine Bryers</div> <div>Miss Kimberley Corish</div> <div>Miss Yasmin Ayel</div> <div>Miss Chloe Wilson</div> <div>Miss Katy McGuire</div>	
Early Years Playworkers	<div>Mrs Jo-Ann Welsh</div> <div>Mrs Nazia Shah</div> <div>Vacancy</div>	
Pupils Support Assistants:	<div>Mrs Ruth Faulkner</div> <div>Mrs Janis Iddles</div>	<div>Miss Wendy Murray</div> <div>Mrs Michele Liddle</div>
Clerical Staff:	<div>Office Manager:</div> <div>Clerical Assistants:</div>	<div>Mrs Karen Stewart</div> <div>Mrs June Mack</div> <div>Mrs Maureen MacKay</div> <div>Mrs Karen Brennan</div>
Bi-lingual Support Worker:	Mrs Qudsia Khan	
Educational Psychologist:	Mrs Siobhan Drummond	
Visiting music specialists:	<div>Mrs Jennifer Duggie – music tuition</div> <div>Mr Harry Derrett- Woodwind</div> <div>Ms Rachel Davis - Strings</div> <div>Mr Kenneth Blackwood - Brass</div>	
Active Schools Co-ordinator:	Mr Tony Bryson	

Janitor: Mr Jason Weir

Cleaners: Miss Katy Vance (Janitor Cleaner)
Mrs Liz Eastcroft
Mrs Teresa Montgomery
Miss Lindsay Cowan
Miss Janet Winterbottom

Catering manager: Mrs Sylvia Bryan

Catering assistants: Mrs Sharon Henderson Mrs Sianne Taylor
Ms Michelle McMurray Ms Morag McCormick

School Holiday Dates

SCHOOL HOLIDAY ARRANGEMENTS
2019-20

Term	Dates of Attendance	
First	<p>Teachers return <i>In-Service</i> <i>In-Service</i> Pupils return</p> <p>Last day of school <i>September Weekend</i> <i>September Weekend</i> Re-open</p> <p>Last day of school <i>In-Service</i> Re-open Last day of school</p>	<p>Thursday 15 August 2019 <i>Thursday 15 August 2019</i> <i>Friday 16 August 2019</i> Monday 19 August 2019</p> <p>Thursday 26 September 2019 <i>Friday 27 September 2019</i> <i>Monday 30 September 2019</i> Tuesday 1 October 2019</p> <p>Friday 11 October 2019 <i>Monday 21 October 2019</i> Tuesday 22 October 2019 Friday 20 December 2019</p>
Second	<p>Re-open</p> <p>Last day of school <i>In-Service</i> <i>Mid Term</i> <i>Mid Term</i> <i>In-Service</i> Re-open</p> <p>Last day of school</p>	<p>Monday 6 January 2020</p> <p>Thursday 6 February 2020 <i>Friday 7 February 2020</i> <i>Monday 10 February 2020</i> <i>Tuesday 11 February 2020</i> <i>Wednesday 12 February 2020</i> Thursday 13 February 2020</p> <p>Friday 3 April 2020</p>
Third	<p>Re-open</p> <p>Last day of school <i>In-Service</i> <i>May Day Holiday</i> Re-open</p> <p>Last day of school <i>May Weekend</i> <i>May Weekend</i> <i>In-Service</i></p> <p>Re-open</p> <p>Last day of school</p>	<p>Monday 20 April 2020</p> <p>Wednesday 6 May 2020 <i>Thursday 7 May 2020</i> <i>Friday 8 May 2020</i> Monday 11 May 2020</p> <p>Thursday 21 May 2020 <i>Friday 22 May 2020</i> <i>Monday 25 May 2020</i> <i>Tuesday 26 May 2020</i></p> <p>Wednesday 27 May 2020</p> <p>Friday 26 June 2020</p>

The Curriculum



In Crookfur Primary and Nursery Class we offer children a broad general education, in line with Curriculum for Excellence, to help them develop as individuals. Curriculum for Excellence brings learning to life in the way education is delivered for all 3-18 year olds – in nursery, primary, secondary, at college, workplace or community learning. It takes a fresh approach to what, how and where young people learn. It aims to raise standards, improve knowledge and develop skills, closing

the gap between the lowest and highest performers. Ultimately it aims to nurture young people as successful learners, confident individuals, effective contributors and responsible citizens, focussing on the eight curricular areas: Language (including French) and Literacy; Mathematics and Numeracy; Health & Wellbeing; Religious & Moral Education; Technologies; Sciences; Social Studies and Expressive Arts.

Curriculum for Excellence is all about bringing real life into the classroom or playroom and taking lessons beyond it. Learning and teaching will still focus on subjects and knowledge. Experiences and outcomes have been prepared in every subject area. The needs of each individual child are catered for regardless of their ability, level, gender or race. Our key goal is that each and every child will achieve their true potential.

The Curriculum is planned from 3 – 18, with 5 levels of attainment:

Early Level: the pre-school years and P1, or later for some.

First Level: to the end of P4, but earlier or later for some.

Second Level: to the end of P7, but earlier or later for some.

Third and Fourth Level: S1 to S3, but earlier for some.



Learning and teaching is planned at Early Level for our children in nursery and primary 1. Careful tracking and monitoring takes place to ensure key experiences, skills and knowledge are built upon at transition and that there is no repetition. Not all children work at the same pace, therefore some children may be working at a different level from their peers. If the school has a concern about the pace of learning, the class teacher will speak to parents/carers and provide information, on how home and school can work together to support the child. In some cases a referral will be made to the school support for pupils' co-

ordinator and a separate plan for learning may be required. In the same way, if a parent has a concern about their child's learning and progress, they should contact the class teacher, where an appointment will be arranged to discuss.

The curriculum is skills based, with a focus on children learning skills for learning, skills for life and skills for work. We work hard to create opportunities where children can practise, consolidate and transfer these skills out with the context of the classroom. These include homework projects, school performances, educational visits, design challenges, local and national competitions.

In general, in enrolling a child at Crookfur Primary and Nursery Class, a parent accepts that the child will receive the curriculum offered, which meets the national guidelines. This means that, with very limited exception, pupils cannot be withdrawn from particular subjects / parts of the curriculum or specific activities forming part of the curriculum at the school. The limited exceptions, when a pupil may be withdrawn by parental request, exists in relation to (i) religious observance and instruction and (ii) sex education programmes. Other than these two excepted areas, however, pupils are required to participate in all parts of the approved curriculum.

Parents may wish to note that in the event of the school seeking to make major changes to the curriculum on offer, consultation will be carried out with them and other stakeholders through the Parent Council, Pupil Council and by other appropriate means.

Nursery Groupings

The children are allocated to a particular group and member of staff prior to, or as soon as, they start nursery, so that they can be introduced to their key member of staff. They join their group for both a welcome and a goodbye time each session. These sessions are used to tell stories, encourage discussion, build self-confidence and perhaps share events that have happened during the session.

The entire nursery is based on play. In order to achieve, as far as possible, total growth for each child, the staff take a positive role by developing the children's interest, encouraging language development and controlling the environment so that the children enjoy choice and meet successive challenges. It is important to encourage the development of a positive self-image so that a child may realise their full potential in later life. Children gain confidence by succeeding at tasks, which are all carefully graded in order that children may be encouraged by success to try new and more difficult activities.



Curricular Areas

Literacy and English

In nursery we encourage children to develop their listening and talking skills. We do this by sharing and enjoying stories and rhymes and using information books. We also listen, recognise and repeat sounds and words. We do this in a fun way through familiar songs, rhymes and riddles. Children are also encouraged to experiment with writing, using a range of tools. We discuss children's stories with them and celebrate their imagination and creative detail.

Phonological awareness is also a focus in nursery, where we encourage the children to hear sounds as well as say them. This starts with nursery rhymes, where children are encouraged to identify the rhyming word, make up words starting with the same sound, play eye spy etc.

Our language programme in the school aims to further develop children's skills in listening, talking, reading and writing.

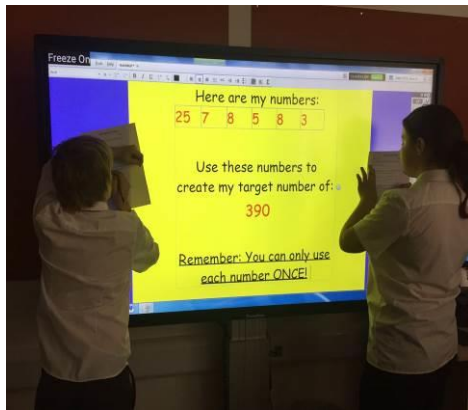
Reading is a very complex process, involving many skills. Children are taught phonics or sounds and blend these to make words. They are also introduced to the most common sight words.

In writing, children write for different audiences and in the early stages we encourage them to try writing with the correct letter formation being developed later. Children spend time learning about language every day. A minimum of 6 hours is spent on Literacy and English per week.

Modern Languages

French is taught to all pupils following guidance within Curriculum for Excellence. We have a number of teachers trained in the delivery of this area of the curriculum. The use of modern technology enables teachers to deliver interactive lessons with assist pupils with their knowledge and understanding. In support of the 1 +2 Languages Strategy children also learn about Spanish language and culture.

Numeracy and Mathematics



From their early days in Crookfur, Nursery Class children begin to explore numbers, shapes, colours, sizes, etc. They identify similarities and differences and are able to name, sort and classify. This is learnt through real life and play situations. As they move into Primary 1 our aim is to provide pupils with a knowledge and understanding of number, shape, measurement and information handling. We also develop children's ability in problem solving. The children have the opportunity to use their mathematical

skills in everyday situations.

Like Literacy and English, mathematics teaching and learning takes place each day, with a minimum of 6 hours spent on this area per week.

Health and Wellbeing

Learning in Health and Wellbeing ensures that our children develop the knowledge and understanding, skills, capabilities and attributes which they need for mental, emotional, social and physical wellbeing now and in the future. Children will learn about food and health, planning for choices and changes, relationships, sexual health and parenthood and substance misuse. There are times when we will draw on the expertise of specialists to ensure that children and young people learn in the most effective way.



Physical Education

All pupils have a minimum of 2 hours of PE per week. In Nursery this is a daily experience, taking place mainly outdoors. In Primary 1 to Primary 7, children will have PE twice per week. PE lessons provide children with opportunities to develop physical skills, encourage confidence and co-operation with others and to foster a positive attitude to health and fitness. Class teacher and specialist PE teachers from Eastwood High School, teach PE lessons to classes.

Social Studies

Through Social Studies, children and young people develop their understanding of the world by learning about other people and their values. They also develop their understanding of their environment and of how it has been shaped. Our nursery children explore real life events and link them to their own experiences. This includes visits to the local shops, parks, etc.

Children take part in activities to develop their understanding of people, past, events and societies, people, place and environment and people in society, economy and business. Sometimes children may be taught these as part of a specific topic or theme, other times as a discrete lesson. The children are encouraged to select relevant contexts for their learning and experiences can be enhanced through educational trips and visits.

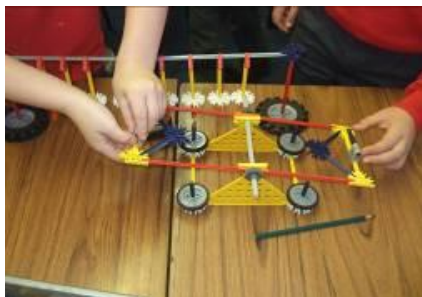


Sciences



Science is an important part of our heritage and we use its applications every day in our lives at work, at leisure and in the home. Children engage in a wide range of collaborative investigative tasks, enabling them to become creative, inventive and enterprising and develop their understanding of planet earth, forces, electricity and waves, biological systems and materials.

Technologies



The Technologies curriculum relates particularly to contexts that provide scope for developing skills, knowledge, understanding and attributes through creative, practical and work-related activities. Children take part in research, problem solving, and exploration of new and unfamiliar concepts. They are encouraged to develop their creativity and entrepreneurial skills.

Digital skills are directly taught and practised within the context of other curricular areas.

Expressive Arts

The Expressive Arts include drama, dance, music and art & design. An appropriate range of resources and guidelines are available to encourage development in this important part of the curriculum. Musical specialists visit the school and offer tuition in a range of instruments including clarinet, flute and violin.



Religious and Moral Education

In Crookfur we provide a programme of religious education and religious observance. Religious Education makes a distinctive contribution to the curriculum in helping pupils towards a consistent set of beliefs, attitudes and practices within the community and beyond. Religious and Moral Education is taught in Crookfur

with these broad aims in mind and reflects Council and national policies as set out by the Education (Scotland) Act 1980.

In nursery, they learn about different religious festivals and the traditions associated with these. Our children have a lot of fun celebrating these.

All children are made aware of the significance of religion in the world and are enabled, through the caring ethos of the school, to develop a sense of spiritual and moral values. By encouraging good personal relationships between everyone in the school it is hoped to achieve a sense of collective and individual responsibility. In the primary school there is a structured programme, which is taught by class teachers and invited guests. Included in the RME programme is the study of Christianity and other world religions. This encourages harmony, appreciation and consideration for the beliefs of others. To enhance their learning experiences children may visit to local places of worship.

A school chaplain service is provided by Newton Mearns Baptist Church, representatives visit the school regularly to take part in assemblies throughout the year.

Parents have a legal right to withdraw their children from religious education and observance (Section 8, Education Act 1980) and this can be put into effect by notifying the school of their decision.

Assessment and Reporting

Assessment is a central part of everyday learning and teaching for children and young people. Teachers gather evidence on an ongoing and informal basis through asking questions, observing children working together and making comments on their work. Research in assessment suggests that learners learn best, and attainment improves, when learners:

- understand clearly what they are trying to learn, and what is expected of them;
- are given feedback about the quality of their work, and what they can do to make it better
- are given advice about how to go about making improvements
- are fully involved in deciding what needs to be done next, and who can give them help if they need it.

In order for children to be able to best demonstrate their abilities and progress, we look for ways in which they can Say, Make, Write or Do something which best suits the child and the learning. This may be giving a talk or making a model or creating a poster as well as the more traditional means of demonstrating learning.

Some of the ways teachers assess children's progress as they learn include:

- Marking/correcting and assessing the work in children's jotters
- Questioning
- Talking with children about their learning
- Supporting self and peer assessment
- Observing children
- End of topic and/or part way through topic check ups
- Formative assessment strategies e.g. talking partners, no hands up, traffic lights, extended wait/thinking time

The purpose of assessment is to gather evidence of your child's progress in learning. This is to judge where they are in their learning and the steps that need to be taken in order to help them improve. Assessment informs teachers' planning and is used to shape the learning experiences of your child. It is also used to provide information to children and their parents/carers about learning, attainment and achievement.

In East Renfrewshire, all Primary 1 children complete a Baseline Assessment in Literacy and Numeracy. This assessment is carried out in the first few weeks of term. The results are analysed and next steps in learning identified. Children in Primary 3, 5 and 7 undertake Standardised Testing in the core skills of Reading and Numeracy & Mathematics. Scores range between 70 and 130, the authority average is 100. Scores will be shared with parents on report cards in these stages. Information from Standardised Testing results is used to help teachers plan future learning providing appropriate support and challenge. Standardised Testing is paper based and is carried out in the classrooms in February each year. Staff take appropriate measures to ensure that pupils view this process as routine and enjoyable.

Parents receive a copy of the child's Summative Report (pre-school nursery children) and School Report (Primary 1 – 7) in June of each school year.

Scottish National Standardised Assessments

Every academic session our Primary 1, Primary 4 and Primary 7 children participate in the Scottish National Standardised Assessment process. Each child in Primary 1 is assessed in Literacy and Numeracy, while our Primary 4 and Primary 7 children are assessed in Reading, Writing and Numeracy. The assessments help to identify children's progress and provide diagnostic information to support teachers' professional judgement. These assessments have been specifically designed to reflect the way we deliver education in Scotland and are aligned with Curriculum for Excellence.

Support for Learning

Support for learning is provided to many children at some time during their time at school. It particularly applies to those pupils who are having difficulties and to those who are more able. Members of the schools learning support team provide general advice and guidance for teachers to make sure learning is suited to every child's needs and that the most effective resources and methods are being used. Occasionally, after full consultation with parents, the school may call on the services of the council's professional psychological services or other specific services such as speech and language therapists or occupational therapists. The aim will be to identify any barriers and plan individualised support strategies. If at any time you have concerns about your child's progress, please contact the school immediately to arrange an appointment.

Support for Pupils

When children are experiencing specific learning difficulties, parents will be invited to the school to discuss progress and explore ways in which further support may be given. A Wellbeing Plan may be established to capture planned support and intended outcomes. Where a number of agencies are working together a Coordinated Support Plan may be appropriate.

Although the Head Teacher has overall responsibility for the care and welfare of pupils, the Depute Head Teachers (DHT) and Principal Teachers (PT) have responsibility for key stages in the school. Please contact the DHT or PT if you have any questions or concerns.

A copy of our Support for Pupils Policy is available on our school website.

GIRFEC

Getting it right for every child (GIRFEC) is the national approach aimed at improving outcomes for all children and young people in Scotland. GIRFEC is underpinned by the recognised need for shared principles and values and a common language among practitioners who provide services for children and families. It is recognised the rights of children and young people, focuses on developing and supporting wellbeing and builds on the good practice evident in services across Scotland.



Joint Support Team

All schools in East Renfrewshire have a Joint Support Team (JST), which is a multi-disciplinary group to ensure that Pupil Support is planned and delivered effectively through a multi-agency approach.

In Crookfur our team consists of our Educational Psychologist, School Nurse, the School Social Worker and other staff as appropriate. The team meets at least twice a term to discuss progress of pupils who are already known to the team, or to introduce pupils who have been referred.

Before a pupil is referred to the school psychologist, the team gives consideration to the grounds for referral. You will be asked for your permission for us to discuss your child's need at a JST meeting and the outcome of the meeting would be reported to you.

If it is decided that there is a role for the Educational Psychologist, a consultation meeting is arranged for the parents and pupil. The Educational Psychologist will usually observe the pupil in class, gather evidence of assessment and attainment from teachers and may arrange to do some individual assessment with the pupil. Sometimes a referral is made to another agency such as Speech and Language Therapy or a clinical psychologist. School staff are then advised on the best way to support the pupil and parents are kept informed of progress.

Child Protection



At Crookfur Primary and Nursery Class we work hard to keep our children safe. We take care, welfare and protection of our children very seriously. We believe all children have a right to feel safe within school, home and community.

With our school and nursery we strive to provide a safe, secure and nurturing environment for our pupils, which promote inclusion and achievement. All staff in Education have a statutory and professional responsibility to take action if we have reason to believe a child is suffering, or is at risk of abuse.

Our child protection policy and procedure sets out what we will do if we have reason to believe a child is being abused or is at risk of abuse, either within the home or the community. These policies are designed to ensure that children get the help they need when they need it.

Every staff member undergoes a minimum of one child protection training activity every session. Many of our staff are more extensively trained in specific areas of child protection to support and identify potential child protection concerns.

All school in East Renfrewshire have comprehensive Pupil Support systems in place and we work closely with our partners in Social Work, Health and the Police. The school operates a multi agency Joint Support Team to ensure that the best possible supports are available to pupils when they need them.

The Child Protection Co-ordinator for the school is the Head Teacher: Mrs McGuigan. If you wish any further information or a copy of the school policy, please contact the school office. If you wish to discuss this important matter further, please make an appointment to meet the Head Teacher.

If you are worried or know of a child who could be at risk of abuse or neglect please speak to the Child Protection Co-ordinator or to a member of staff at one of the following numbers:

Barrhead Social Work Office: 0141 577 8300

Clarkston Social Work Office: 0141 577 4000

Strathclyde Police Family Protection Unit: 0141 532 4900

Standby Social Work Out of Hours: 0800 811 50

Communication

The school uses a wide range of communication to contact and inform parents of events and information. As well as the school website and Twitter, a termly newsletter is issued. The newsletter details the work of the school as well as sharing important dates, holidays etc. From time to time your child may receive a letter about a specific event. As an Eco-friendly school we encourage parents to sign up to our email service and receive letters electronically. Paper copies are available on request. We also use a text messaging service, which allows instant messages to your mobile phone.

It is very rare for a school to close, however, if a decision was made for this to happen, the school would use the following communication to inform parents: SMS (Text Messaging), School website update, Email, Twitter.

It is almost impossible to contact all parent individually by telephone; however, we have systems in place to contact individuals by SMS or Email. For this reason we would ask that if you haven't already done so, you provide this information to the school office. You will appreciate the school telephone line may be very busy during such times, and other forms of communication should be checked first. The local authority's website page, along with twitter accounts will be updated on a regular basis, ensuring that you are well informed of any closure decisions. The local press and radio may also have information.

When the weather takes such an unexpected turn for the worse, the safest place for your children is the school building until you can get here safely to collect them. Children will be supervised and released, only when you or an identified adult collects them. A letter will be issued at this time for your child to take home,

explaining the reasons for closure and indicate the methods by which they will be informed of the date for the re-opening of the school. This letter may be provided by e-mail or text and will be supported on the school and East Renfrewshire Council's website. Emergency Closure of Schools and Establishments – Severe Weather Conditions:

<https://blogs.glowscotland.org.uk/er/Crookfur/information/severe-weather-contingency/>

Parental Representation

Parents and carers are the most important influence throughout a child's education and parental involvement in learning makes a real difference to children's achievements. Everyone benefits (children, parents and staff) when parents and schools work effectively together to support learning. Parent Councils help parents and carers to become more actively and effectively involved in the children's learning. They were established under the Scottish Schools (Parental Involvement) Act 2006 in recognition of the important role that parents can play, both in their own children's learning, and in the life of the school.

Parent Forum is the collective name for every parent, carer or guardian at school. The Act gives each school's Parent Forum the right to set up a Parent Council. Under the 2006 legislation the role of the Parent Council is to support the school and nursery in its work with pupils, represent the views of parents and carers, encourage links between nursery and school, parents and carers, pupils and the wider community.

The legislation supports parental involvement in a much wider sense than before. It aims to help all parents to be:

- Involved with their child's education and learning
- Welcomed as active participants in the life of the school
- Encouraged to express their views on school education generally and work in partnership with the school.

The Parent Council for our School and Nursery is known as:

"Crookfur Primary and Nursery Parent Council"

All members can be contacted through the school or by emailing CrookfurParentCouncil@gmail.com. The Head Teacher and local councillors may attend all meetings as advisors to the Parent Council and have the right to speak, although, not being members of the Parent Council, have no right to vote.

The Parent Fundraising Committee is a sub-group of the Parent Council, who lead fundraising for the school and support a wide range of activities for the children.

Parental Involvement

As a member of the Parent Forum you may wish to contact the Parent Council.

An 'open classroom' event takes place in September, allowing parents to visit their child's classroom and work with them that environment.

Parent/Teacher meetings are organised twice per year. These meetings take place in November and March and provide an opportunity to discuss learning progress. A formal report is issued at the end of the session.

We host Coffee and Chat mornings for each stage throughout the session. These are informal opportunities to meet the teachers and members of the Leadership Team.

In Crookfur Primary we encourage parents to become involved in the education of their child. We are proud of the level of parental involvement throughout the school and are constantly looking for ways in which many parents can become involved in school life. We use a range of methods throughout the year to find out your views, including questionnaires, audits and parent workshops. Your views are most welcome and help us prioritise improvements for our School Improvement Plan.

Supporting Learning at Home

Homework is an important way of helping children to continue their focus on learning outside school. As a parent it also gives you an opportunity to help your child in their formal learning and to see your son or daughter's progress. The core homework focuses on children practising key literacy and numeracy skills. Tasks set may include reading, practice of number and maths work, spelling and comprehension. The tasks will be linked to work covered in class. Homework gives children extra practice at home and receiving the approval and encouragement of parents helps them to become more confident in the skills they are learning.

Home School Partnership

Curriculum for Excellence is designed to provide our children with knowledge and skills for learning, life and work. The school holds regular workshops for parents to find out about how they can support their children's learning and to inform them of the content of the curriculum. In nursery we encourage parents to add their ideas for contexts for learning. Regular newsletters are sent home to inform parents of forth-coming events, to report on activities that have taken place and to celebrate the achievements of our children.

Children bring their jotters home once a term and parents are encouraged to discuss aspects of their work with them. Each class performs at least once a year to parents eg Christmas performances..

Parents are welcome at any time to discuss their child's learning, either by telephone or in person.

Parentzone



Parentzone Scotland is a unique website for parents and carers in Scotland, from early years to beyond school. The website provides up-to-date information about learning in Scotland, and practical advice and ideas to support children's learning at home in literacy, numeracy, health and wellbeing and science. Information is also available on Parentzone Scotland regarding additional support needs, how parents can get involved in their child's school and education. Furthermore, the website has details about schools including performance data for school leavers from S4-S6; and links to the national, and local authority and school level data on the achievement of Curriculum for Excellence levels. Parentzone Scotland can be accessed at <https://education.gov.scot/parentzone>.

Recognising Attainment and Raising Achievement

In Crookfur we foster a positive attitude to work and achievement and use many opportunities to track and celebrate success, highlighting children's achievements in a variety of different ways.

We encourage children to share their wider achievements, from both within and outwith school and we track and celebrate this. Wall displays recognise many achievements of our pupils.

Pupil Voice

In school we have many ways for children to be involved in decision making. A representative from each class acts for the Pupil Council. The council meets frequently, with Mrs Melville, to discuss issues of importance to the pupils and they play an active role in improving the school and organising events. Two members meet with the Director of Education twice a year.

Our school Eco Committee work with Mrs Allan and Mr Atkinson on the Green Schools agenda.

We also have active Pupil Leadership Team, Rights Respecting School Committee, Junior Road Safety Officers and Sports Committee.

Useful Information

Complaints, Suggestions and Compliments

Often parents wish to discuss an issue face-to-face with a member of staff. An appointment can be made at any time by calling the school office.

We work hard to ensure that your child is happy, safe and learning, however, if you have a particular concern or complaint, we will treat this with the upmost importance and follow the steps in our Complaint Policy or via the ERC Website.

Complaints: <http://www.eastrenfrewshire.gov.uk/index.aspx?articleid=1573>



Promoting Positive Behaviour

In Crookfur we work to create a positive and supportive ethos. There is a whole school approach in which children and adults work together to create an environment where bullying is not tolerated. Our policy is based on mutual respect and positive relationships. We aim to encourage

children to have self-discipline and promote and develop children's self esteem.

Anti Bullying

We take a proactive approach to anti-bullying by having whole school assemblies, workshops in classrooms and a wide range of resources that help all of our pupils develop strategies to cope with difficult situations. There is an annual anti-bullying week, where all classes focus on issues. Further information can be found here

<https://blogs.glowscotland.org.uk/er/Crookfur/files/2019/03/ParentGuideAntiBullying.pdf>

Equal Opportunities and Social Justice



In Crookfur Primary and Nursery Class we recognise the importance of equal opportunities and are committed to inclusive education. We recognise the importance of promoting equality and fairness for everyone. We believe that no one should be treated unfairly because of gender, race, colour, ethnic and national origin, religion, disability, marital status, age, illness or because of the poverty of their background.

The Education Department has a specific duty to gather information on the effect of policies and practices on the education opportunities available to disabled pupils and on their achievements. It also has

this duty in relation to race and gender. It is for this reason that pupils and their parents and carers may be asked to respond to questions, which require them to share information that may be personal and sensitive.

Equalities

East Renfrewshire Council Education Department is committed to ensuring equality and fairness for all. In accordance with the requirements set out by the Equalities and Human Rights Commission, we seek to:

Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by Equality Act 2012

Advance equality of opportunity between people who share a relevant protected characteristic and those who do not

Foster good relations between people who share a protected characteristic and those who do not.

Crookfur Primary and Nursery Class has clear guidelines and procedures for dealing with incidents of inequality, as advised by the Education Department. We encourage that any concerns be raised with us. Our Equalities Co-ordinator can be contacted by emailing or by telephoning the school.

Partnerships in the Community

The school prides itself in playing an active, positive role within the community. We have formed very effective links with local organisations, which are keen to be involved in a wide range of events.

Transitions

Transitions in all our lives are important. The move from Nursery to Primary and P7 to S1 are among the most important of educational transitions. It is critical that the moves to different styles of education and learning is made smoothly. Within East Renfrewshire strong cluster arrangements are in place to ensure that children are supported at all stages of transition. In Crookfur we are committed to developing the full potential of these transitions and ensuring that strong, clear links are in place. As your child moves through the stages in the nursery and school, detailed information is recorded and shared, ensuring that your child's education and experience with us is progressive and builds upon their prior knowledge and skills.

Primary / Nursery Transition

The enrolment of new entrants takes place in January each year. This is well advertised in the local press. Whether the school chosen is Crookfur or another, the careful sharing of information still takes place to ensure your child's continued progress. In addition staff from the primary school visit your child in nursery, and get to know them prior to starting school in August. Parents are also to attend several meetings prior to their child starting Crookfur Primary. Information about our transition programme is available on our website.

Primary / Secondary Transition

Crookfur has strong partnerships with our associated secondary school, Eastwood High School, and with the associated primary schools. The positive cluster working ensures continuity in learning and teaching across curricular areas. Primary 7 pupils visit Eastwood High over a two day period in June. During this time they follow a secondary school timetable and gain valuable experience of their new school. There is an information evening for parents each year in October.

Transfer from stage to stage

We recognise the importance of ensuring a smooth transition within the primary school, e.g. moving from P3 to P4. We have a robust induction programme, where pupils are given two opportunities in June to work with their new teacher.

Parents who wish to enrol their child at a stage other than P1 are invited to contact the school so that a visit can be arranged.

School Travel

East Renfrewshire Council provides free transport to all primary pupils who live more than two miles (by the recognised shortest walking route) from their local school. If free transport is provided pupils may need to walk a certain distance from home to the vehicle pick-up point. It is the responsibility of parents to make sure their child is at the pick-up point on time and that they behave in a safe and acceptable way getting on and off and travelling on the bus. Free School Transport:

<https://www.eastrenfrewshire.gov.uk/article/1810/Free-school-transport>

Walking to School

If you live within walking distance, please avoid taking your car to school. Most East Renfrewshire schools weren't built to accommodate the number of cars on the roads nowadays. This can mean traffic jams, blocked streets and stress for parents, children and neighbours. Walking to school can be healthier for you and your child and could mean a more relaxed start to the day for you, your child and for other parents.

Parking

Where parents wish to walk their child to the school playground they should use the ample parking facility located at Eastwood High School. This allows parents to park and walk the short distance to the school. The staff car park must not be used to drop off /pick up children.

Security and Supervision of Playgrounds

The school building is fitted with a secured entry system – the door can only be opened from indoors. It is only as safe as the people who use it.

All visitors should press the buzzer at the office at the main entrance, where you will be directed appropriately. Parents dropping off or collecting children from the nursery should report directly to the nursery entrance. They should follow as directed below: To enter, press the buzzer, and do not let any unknown person in with you; they should go to the school office for entry. Make sure the door is closed firmly behind you. Your child is your responsibility once collected from the playroom.

Playground Supervision

An adult presence is provided in playgrounds at break times in terms of the Schools (Safety and Supervision of Pupils) (Scotland) Regulations 1990. At Crookfur Primary, our janitor, Mr Weir, pupil support staff and senior leadership team supervise our playground, both at interval and lunchtime.

There is adult supervision provided outside the school from 8.50 am. In the event of extreme weather, this supervision is moved inside and children are allowed indoors. Please note that children are not allowed into the school until the supervision is in place.

School Meals

At Crookfur we use a 'Cashless' catering service, ie. your child pays for their lunch using an allocated Pin number. This pin number is unique to your child. We encourage parents/carers to make payment on line via the ParentPay website or by following the link on the Crookfur website.

Every P1-3 pupil is entitled to free school meals.

For all pupils, the lunch room operates a choice of snack and main meals, and either a starter or dessert. All foods are freshly prepared each day, with all dishes prepared on the school premises. The menu varies from day to day and week to week. A copy of the menu is posted on the council website, with a link from the school website. <http://www.eastrenfrewshire.gov.uk/index.aspx?articleid=1816>

We aim to have a healthy eating approach. If the school catering staff has prior notification, any child needing a special diet can be catered for. Children who bring packed lunches are also accommodated in the dining room. In Crookfur, the eating of lunch is a social occasion where staff and children meet in a less formal setting. We ask that parents support this policy by encouraging good table manners and eating habits at home.

Please note that Crookfur Primary is a nut free school and we would ask parents/ carers to support us in this. Should any child bring in a snack from home that does contain nuts, it will be removed and a suitable alternative will be offered in its place.

ParentPay – online school payment service

We accept payments online using a secure website called ParentPay. Payment can be made using your credit or debit card. ParentPay will be our preferred method of making payments to school.

- ParentPay is easy-to-use and will offer the freedom to make online payments whenever and wherever you like, 24/7
 - Payments can be made by credit/debit card
 - Full payment history and statements are available
 - Meal and tuck selections will be available to view online for primary pupils only.
- For more information go to www.parentpay.com/Parents

Nursery Voluntary Fund

We ask parents give a small donation each week, which allows us to provide extra special activities and healthy snacks for the children. If your child attends nursery for five sessions per week, we ask that you donate £2 to the Toy Fund. The Nursery staff will collect this money at the beginning of each term. Nursery staff will advise you of the amount at the start of each term.

Medical and Health Care

Parents should always inform the school of any medical problems that may affect their child's schooling, or if their child needs regular medical treatment. Where a child requires medication during the school day, please ensure that you contact the school to complete an administration form, which is available at the office or from the website. Please note that medication cannot be administered without this form being completed.

On occasions, it may be necessary for a child to be taken home due to ill health. In all cases, the school makes every effort to contact a parent in the first instance. If a parent is not available, the school will make contact with the child's emergency contact for the necessary arrangements to be made. It is essential, therefore, for the school to have an emergency contact that can be reached by telephone should any child have to be taken home unexpectedly. Under no circumstances, will a child be sent home/allowed to leave the school unaccompanied.

Reducing the risk of transmission of infection

Children who have an infectious disease should not be at school or nursery. They should only return after the risk of spreading infection to others has passed. It should be noted that certain infections, if caught by a pregnant member of staff or parent, can pose a danger to her unborn baby. You are therefore asked to notify the school office if your child has one of the following infections:

German Measles (Rubella)

Chickenpox

Slapped Cheek (Parvovirus)

Measles

Shingles

Thank you for your cooperation.

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 will do all we can to let you know about the details of closure or re-opening.

General Data Protection Regulation

Privacy notice – Education

Who will process your information?

The personal information you give to us through any of our forms relating to Education and any other pupil administrative information we hold about you in this context will be processed by East Renfrewshire Council, Eastwood Park Giffnock, G46 6UG for the administration of Education and any additional support you or your child may require.

Why do we process your information?

Your information is processed to help us administer education provision and related functions within East Renfrewshire. Your information may be shared with other departments within the council and other organisations for the same purposes and also to check the information we have is accurate; prevent and/or detect crime; and protect public funds. Other organisations may include bodies responsible for auditing or administering public funds, other councils, public sector agencies, government departments, exam bodies and other private companies or partners we use to process information and distribution services for the issue of correspondence.

What is the legal basis for us to process your information?

The council processes your information in order to perform a task carried out in the public interest and also to fulfil its legal obligations to ensure proper administration of the council's financial affairs in terms of the Local Government (Scotland) Act 1973.

The law gives certain types of information special significance because of its sensitivity eg health information. If we process this type of information about you in relation to Education we do so on the basis that it is necessary for reasons of substantial public interest.

Do you have to provide your information?

Education needs your information to allow us to carry out public tasks in the public interest that is set out in law such as teaching in primary and secondary schools. It allows us to organise and administer classes, lunches, exams etc.

How do we collect information about you?

Most of the information the council holds about you will come from you as an individual and it provided at your first encounter with education whether it is applying for a place in an early learning and childcare establishment, support in the early years or applying for a place in one of our schools.

Such information includes:-

Child's Forename

Child's Surname

Child's gender

School Stage

Details of child's medical condition

Any other name child is known by

Child's date of birth

Address including postcode

Mother's/Carer's Name
Father's/Carer's Name
Mother's/Carer's address including postcode
Father's/Carer's address including postcode
Mother's/Carer's telephone number
Father's/Carer's telephone number
Mother's/Carer's email address
Father's/Carer's email address
Single Parent/Carer family
Name of Brother/Sister
Date of Birth of Brother/Sister
School stage of Brother/Sister
Additional Information Support Application
School applying for
Preferred Alternative School
Early Learning and Childcare place applied for
Council Tax Evidence
Mortgage Statement
Rental Agreement
Rental Agreement End Date
Landlord Registration Number
Birth Certificate
Baptism Certificate
Date of Baptism
Name of Church venue
Child Benefit Statement
Utility Statements
Other Catchment Evidence

How long will we keep your information?

The council will hold your information from when your child first has contact with one of our services through to five year beyond them leaving school.

Who is your information shared with?

Your information will be accessed by council staff who need to do so to administer education and the many services that run alongside it. If such administration is provided on the council's behalf by an external agency, that agency will also have access to your information. The information will be shared with SEEMiS, CRB, ParentPay, the Diocese of Paisley (in Roman Catholic schools), Scottish Government including their Analytical Services, Education Scotland, Glow (Scotland's national education network), SQA, 2Cqr, BAM FM (Carlibar Primary, Barrhead Mearns Castle, Williamwood, Woodfarm High Schools), Bellrock FM (Mearns Primary and St Ninian's High), Skills Development Scotland, Scholar (Heriot Watt University) and East Renfrewshire Culture and Leisure Trust.

The council also needs to ensure proper administration of its funds so details will be checked internally for fraud prevention and verification purposes. Information is also analysed internally in order to provide management information and inform future service delivery. Your information may also be shared with other departments within the Council. The council also generally complies with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate.

Do we transfer your information outside the UK?

In general we do not transfer personal information outside the UK but on the rare occasions we do we will inform you. We will only transfer information outside the UK when we are satisfied that the party that will handle the data and the country it is being processed in have adequate safeguards for personal privacy comparable to those which are in place in the UK.

Profiling and automated decision-making

The Education Department does not use profiling or automated decision-making for administration.

Your rights

You have the right to be informed of the council's use of your information. This notice is intended to give you relevant information to meet this right.

Access personal data held about you

You have the right to access personal information the council holds about you by making what is known as a subject access request. You can receive a copy of your personal data held by the council, details on why it is being held, who it has been or will be shared with, how long it will be held for, the source of the information and if the council uses computer systems to profile or take decisions about you.

1. Request rectification of your personal data

You have the right to request that the council corrects any personal data held about you that is inaccurate.

2. Request that the council restricts processing of your personal data

You have the right to request that the council restricts processing your personal data if you think the personal data is inaccurate, the processing is unlawful, the council no longer need the personal data but you may need it for a legal purpose or you object to the council processing for the performance of a public interest task.

3. To object to the processing of your data

You have the right to object to the council's use of your personal data. The council will have to demonstrate why it is appropriate to continue to use your data.

Complaints

If you have an issue with the way the council handles your information or wish to exercise any of the above rights in respect of your information you can contact the council's data protection officer by post at:

The Data Protection Officer
East Renfrewshire Council
Council headquarters
Eastwood Park
Giffnock
G46 6UG

or by email at DPO@eastrenfrewshire.gov.uk

You have the right to complain directly to the Information Commissioner's office (ICO).

The address of their head office is:

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5EF

Telephone: 0303 123 1113

Alternatively, you can report a concern via their website at www.ico.org.uk

The ICO also have a regional office at:

45 Melville Street, Edinburgh EH3 7HI

Telephone: 0303 123 1115 e-mail: scotland@ico.org.uk

While you can go directly to the ICO, the council would welcome an opportunity to address any issues you have in the first instance.

House System

In Crookfur, we operate a House System. There are four houses:

Livingstone

Fleming

Slessor

Stevenson

Each child and a member of staff are allocated to a House on arrival to the school. The House System is co-ordinated by Mr McMillan and the House and Vice Captains. House points can be earned by pupils who display the school values. House points are awarded throughout the school 9in the playground, corridors, cafeteria, assembly etc.) Throughout the year there are House Spirit Afternoons and each term the House with the most points receives a reward afternoon. At the end of the school year, the House who have collectively received the most points throughout the year are given a reward day and awarded a House shield.

Vision, Values and Aims



Within Crookfur Primary and Nursery Class, our aspirational vision is *Learning, caring and working together to be all we can be.*

Our vision and values underpin all that we do and are supported our school House System.

Use of photographs

The school is very proud of its successes and, from time to time, will contact the local press to celebrate with the community. Your child may be in some of the photographs. The consent of parents/ carers will be sought at the beginning of each session and will cover the following categories:

- Photography and display in school
- Public display (local and national press, TV and media)
- Online within the school website, Twitter feeds and Glow