

# Netherlee Primary School Handbook



**Working With and For Children**

**Friendship and Fairness, Respect and Responsibility, Courage and Compassion**

# Netherlee Primary School

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## Leadership Team

Head Teacher  
Depute Head Teacher  
Depute Head Teacher  
Principal Teachers

Mrs. Yvonne Donaldson  
Mrs. Julie Roberts  
Mrs. Lynn Sweeney  
Mrs. Angela Kerr (Nursery)  
Mrs. Lorna Wharton  
Ms. Linda Bell  
Mr. Stuart Bryce

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## From the Head Teacher...

Dear Parent/Carer

On behalf of all staff, children and parents of Netherlee Primary School and Nursery Class, may I extend to you a very warm welcome to our school.

At Netherlee we aim to ensure that there is a positive, welcoming and inclusive ethos where all are valued and have a voice. The way we work, talk and interact with each other should be based on our agreed core values of *fairness and friendship, respect and responsibility, courage and compassion*. We will work together, as a whole school community, to fulfill this expectation. The decisions we make as a school will be based on a commitment to ensuring that our children's health, wellbeing and progress are our prime concern; Children First!

During your child's stay with us, it is our wish that your child is happy and successful. Our school seeks to foster in our children a positive attitude to learning and respect for ourselves, others and the environment. This is central to developing the whole child and as such we will focus on the academic, aesthetic and personal development of all children. This will support our children to achieve all they can in being successful and confident life-long learners and helping them achieve and be responsible citizens in their community.

A strong partnership with parents is central to supporting our children's progress and we would wish you to be actively involved in our school through the various events and activities that occur throughout the school year. We look forward to meeting you and working with you at as many of these as you can manage. Please be involved and play an active role in the life of our school.

Be assured that no worry about your child is too small to share with us, please do not hesitate to contact our school at any time and we will do all we can to help.

We hope that the following pages will give you a flavour of our school.

Kindest regards

Yvonne Donaldson  
Head Teacher

## OUR SCHOOL... OUR VISION... OUR VALUES

Our work in Netherlee Primary School is grounded in a vision for a school that puts our children first and embraces our agreed values of

**Fairness and Friendship, Respect and Responsibility, Courage and Compassion**

We are focused on creating and maintaining a culture and ethos based on these values that will support our community in making the right decisions as we work with and for our children.

We are committed to working closely with all of our partners and in particular ensuring that our children's voice is valued, respected and considered in the decision making process.



## **OUR SCHOOL**

Netherlee Primary School and Nursery Class is a non-denominational school which serves the community of Netherlee, Stamperland and Clarkston within East Renfrewshire Education Authority.

We provide for all ages from 3-12 years. We currently have approximately 740 primary children and 200 places in the nursery. We usually have four classes at each stage of the school.

Our school building has been constructed over 3 very different periods, the earliest dating from the original school in 1933 to the more recent extension which was completed in 2001.

We have 28 classrooms, with the Early Years rooms positioned together with a large, shared, open area. There are 2 nursery buildings which are separate but close to the main school building. A large playground and access to Netherlee pitch and pavilion allow for adequate play and outdoor areas.

### **School Hours**

Opening	9am
Interval	10.40 – 10.55
Lunch	12.35 – 1.35pm
Close	3.15pm

### **Nursery Hours**

Morning Session	8.50am – 12.00pm
Afternoon Session	12.50pm – 4.00pm

### **School Security**

Your children's safety and wellbeing are our prime concern whilst they are in our care. In the interests of security, all parents and visitors must report to the main entrance in the first instance. The office staff will be happy to help you. Parents should not enter the school via pupil entrances that are opened to allow children access at appropriate times.

## Our School Day

The school day begins at 9am and ends at 3.15pm

Morning interval 10.40am – 10.55am

Lunch 12.35pm – 1.35pm

### Entry to School

Our youngest children, Primaries 1 and 2 are invited to use the flexible entry and come into school between 8.50 and 9am. There is supervision from Support Staff at this time. There may not always be a teacher in the classroom until 9am. Should parents be concerned with this level of supervision their children should come to school at 9am.

On very wet mornings and if we have sufficient supervision, we will ring a bell at 8.50am to allow all pupils an early entry. Children are expected to behave well in these situations. Whilst there will be an adult presence in corridors there may not be a teacher in all classrooms at this time as teachers may be preparing for the day ahead. If parents are concerned with this level of supervision then children should remain in the playground until 9am.

### Play Time

Children have a 15 minute break at 10.40am. Many children will bring their own snack for this time, others will purchase an item from 'Tuck' via the cashless catering system.

### Supervision at Playtimes

At morning interval and lunchtime there is adult presence across all our play areas. The school janitor and support staff are on duty in the playground areas during morning breaks and lunch times. The janitor is also in the playground from 8.50am onwards.

### Inside Intervals

When the weather is very poor children will remain indoors in their classrooms. At these times the children are supervised by our support staff. In the interests of health and safety all pupils are encouraged to sit with friends in their class whilst carrying out a safe activity.

### Lunch Time

Our children have an hour for lunch and this allows for plenty of play time too. Parents can choose to allow their children to remain in school or go home for lunch. Otherwise children are not permitted to leave the school during interval or lunchtime unless you have given us **written notification acknowledging your parental responsibility in this matter.**

## Lunch at School

We use a cafeteria system which allows children to have their choice of a hot meal or a snack. East Renfrewshire Council operate a cashless cafeteria system. Parents are requested to pay on-line through the new Parent Pay system, [www.parentpay.com](http://www.parentpay.com) where you can check your child's balance and school meal orders.

Menus for school meals can be found on the East Renfrewshire Council website – [www.eastrenfrewshire.gov.uk/schoolmeals](http://www.eastrenfrewshire.gov.uk/schoolmeals). Facilities management aim to provide a healthy lunch for the children. Any child with special dietary needs who take school lunches should inform the school, and special arrangements will be made.



## Free School Lunch for P1-P3

All children in Primaries 1 – 3 in Scotland, will receive a free school lunch due to a Scottish Government initiative.

Milk is available for purchase in school during the lunch period.

Children from P4-7 whose parents receive financial support from the government are entitled to a free mid-day meal. Information and application forms for free school meals may be obtained from the education offices. No mention is made in school of pupils having free meals. With “Cashless Catering” pupils entitled to free meals have their accounts credited.

Children may choose to bring a packed lunch to school. Parents should take care not to allow their children to carry glass or breakable containers to school. Fizzy drinks are not allowed.

## Food Allergies

Some of our children do suffer from food allergies and in particular a serious and potentially life threatening allergy to peanuts. We would respectfully ask parents to support our policy of being **nut free** to ensure all children's health and wellbeing.



## Our School Uniform

As a result of consultation East Renfrewshire Education Committee has a detailed policy on school uniform entitled 'Dressing for Excellence'. This is to encourage the wearing of school uniform across all East Renfrewshire schools, although account must be taken to prevent any direct or indirect discrimination on the grounds of race or gender. Further information on East Renfrewshire's 'Dressing for Excellence' policy can be found at <http://www.ea.erenfrew.sch.uk/curriculum/Links/Parents/Parental%20Leaflets/DressingForExcellence.pdf>

Following consultation with parents /carers it has been established that there is strong parental approval of uniform at Netherlee, and all children are fully encouraged to wear our school uniform. Parents are also encouraged to support the wearing of school uniform at Netherlee.

Our school uniform details and list can be found on our school website or is available from the school office.



Our PTA hold uniform sales a few times a year. Order forms and information letters are given out prior to sale day.

**Items that are not appropriate:**

There are forms of dress which are unacceptable in school, such as items of clothing which:

- ✓ 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 ear-rings etc
- ✓ could cause damage to flooring
- ✓ carry inappropriate advertising ( eg alcohol or tobacco)
- ✓ could be used to inflict damage on other pupils or be used by others to do so
- ✓ Pupils should not wear make-up to school.

Parents in receipt of income support, family credit, housing benefit or council tax rebate may be entitled to monetary grants for footwear or clothing for their children. Information and application forms may be obtained from the Education offices.

Under no circumstances will pupils be deprived of any educational benefit as a result of not wearing uniform.

**Home and School Links**

Our school welcomes and encourages parents/carers to be actively involved with us in the important task of the children's educational development. Taking a supportive interest in your child's school work, including homework and school activities is something that we hope you will do regularly. The school and home together valuing our children's achievements and progress will have a significant impact on their success.

We also welcome the involvement of parents/carers to a wide variety of school activities, including school outings, concerts and assemblies. Sharing your expertise related to class contexts for learning, for lunch, after school and early evening clubs are all on offer for parents/carers to be fully involved.

Formal parent/teacher evenings are arranged twice during the school year.

Newsletters share information about what's been happening in school and of forthcoming events. These can also be viewed on our school website.

## Parent Council

Scottish Schools (Parental Involvement) Act 2006

This Act makes provision for all parents to be members of the Parent Forum at a school, and to have their views represented to the school, Education Authority and others, through a representative Parent Council for the school.

The Act aims to help all parents to

- Be involved with their child's education and learning
- Be active participants in the life of the school
- Promote contact between school, parents/carers
- Be involved in the appointment of senior school staff
- Fundraise for the school

The Parent Council will share with parents, via email, the agenda for forthcoming meetings. In response, parents are invited to share their views with Parent Council Members so that their views can inform any discussion.

Further information about the work of the Parent Council can be viewed on their website [www.netherleeparentcouncil.org](http://www.netherleeparentcouncil.org)



## Our Parent-Teacher Association (PTA)

The Scottish Parent Teacher Council is the national organisation for Parent Teacher Associations in Scotland and runs an independent helpline service for all parents. You can contact them by phone on 0131 226 4378, by e-mail on [sptc@sol.co.uk](mailto:sptc@sol.co.uk) or write to SPTC, 53 George Street, Edinburgh, EH2 2HT.

Our school has a PTA which organises a wide range of events for social interaction and to raise funds to support the school. The PTA has regular meetings throughout the year and will distribute a programme of planned events to parents.

[netherlepta@gmail.com](mailto:netherlepta@gmail.com) or [www.facebook.com/netherleepriamaryschoolpta](http://www.facebook.com/netherleepriamaryschoolpta)



## THE CURRICULUM

### Curriculum for Excellence - Bringing Learning to Life.

Scottish education follows the **Curriculum for Excellence**, which aims to develop the four capacities in our children and young people. The four capacities that we are striving to help our children to develop are

- Confident individuals
- Successful Learners
- Effective Contributors
- Responsible Citizens.

These four capacities reflect the purpose of Curriculum for Excellence, the aim of which is to provide our children with the best possible teaching and learning experiences that are more relevant to our changing world.

Curriculum for Excellence has been designed to ensure that children and young people are as fully engaged in their learning as possible whether in early years, primary or secondary school and at all crucial stages. It brings real life into the classroom and takes lessons beyond the classroom. It strives to support children in every way possible so that they can fulfil their potential and make the most of their opportunities.

Learning and teaching maintains focus on key subjects and knowledge. The curriculum offers breadth and balance across the eight key subject areas:

- Expressive Arts
- Health and wellbeing
- Languages
- Mathematics
- Religious and moral education
- Sciences
- Social studies
- Technologies

However there is a strong emphasis on linking learning between subjects and this is carefully planned by teachers alongside pupils. It is important that learning in school relates to real life and helps our children to be effective participants in society with well-developed skills for learning, life and work.

## How is Curriculum for Excellence Organised?

Children's learning will progress through six levels from the age of 3 to 18. Each of the levels generally spans three years. However, children progress at different rates and some may need support, while others will achieve confident learning skills sooner.

Curriculum for Excellence Level	Stage
Early Level	Early years in nursery and Primary 1
First Level	P2 , P3 and P4 with increasing depth
Second level	P5, P6 and P7 with increasing depth
Third and Fourth Level	Secondary 1 to Secondary 3
Senior Phase	S4 to S6 in school and college, or other means of study, up until the age of 18.

## Where can I find out more about the curriculum?

The curriculum is planned around the eight key areas and experiences and outcomes for each of these areas have been developed. This gives a picture of what our learners will experience and achieve as they progress through the levels.

Full details on the experiences and outcomes for all curricular areas are available at the following link:

[www.ltscotland.org.uk/curriculumforexcellence/experiencesandoutcomes/index.asp](http://www.ltscotland.org.uk/curriculumforexcellence/experiencesandoutcomes/index.asp)

## Literacy and English

Teaching in Language includes the key elements of Listening and Talking, Reading and Writing. This is taught in a variety of ways, both discreetly and within the context of other curricular areas. Carefully planned learning will give children opportunities to learn in meaningful, relevant and interesting contexts. This will be supported by the use of textbooks, novels, media and other relevant and appropriate resources.

## Numeracy and Mathematics

We provide a carefully structured and balanced programme of study for all children.

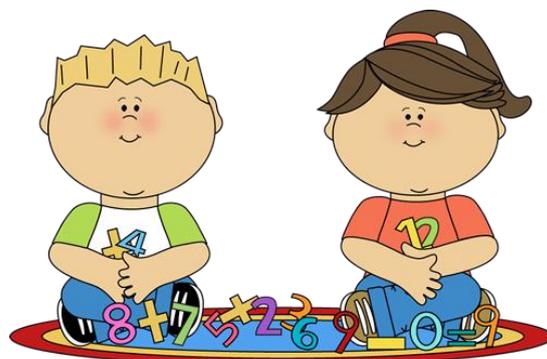
Learning and teaching in mathematics involves the key aspects of:

- ✓ Number, Money and Measurement (including Financial Awareness)
- ✓ Shape, Position and Movement
- ✓ Information Handling

We place particular importance on children developing numeracy skills, the ability to solve problems and a sound understanding of mathematical concepts.

Equally important is an awareness of the usefulness and relevance of mathematics in life and the nurturing of a positive and confident attitude towards numeracy and mathematics.

A variety of methods and resources are used to ensure that children have a broad and balanced learning experience as individuals, in groups and as a class. Learning and teaching is matched to children's learning needs.



### **Health and Wellbeing**

We follow the Health and Wellbeing programme outlined within the Curriculum for Excellence, focusing on mental, emotional, social and physical wellbeing. This work is implemented throughout the curriculum in a variety of ways: through a range of different contexts for learning, Sciences, and where appropriate, discretely.

All of our children benefit from at least two hours of PE per week. The programme includes gymnastics, athletics and a wide variety of games as well as skills related to tennis, badminton, netball, basketball and hockey. In addition to this we hold sports festivals, organised in conjunction with Active Schools and East Renfrewshire Council; in these our pupils have regular opportunities to participate in competitive events with other East Renfrewshire pupils. There is also a range of after-school, lunchtime and evening sports clubs which are extremely well-attended by the children.

### **Other Areas of the Curriculum**

In all other areas of the curriculum we follow the experiences and outcomes set out in Curriculum for Excellence. We aim to offer the children a well-structured and progressive learning experience through interesting and relevant contexts.

## **ASSESSMENT AND PROGRESS**

Assessment is a key feature of learning and is significant in supporting children to achieve their goals and maximise their potential.

Teachers will plan learning and assessment in relation to the Experiences and Outcomes that they expect learners to achieve. To ensure that learners are making progress their development is reviewed at appropriate points. This is ongoing assessment.

This will enable us to

- ✓ Support children's learning effectively
- ✓ Identify learners' strengths and achievements
- ✓ Monitor and track children's progress
- ✓ Plan suitable next steps for learning
- ✓ Engage learners in their own learning
- ✓ Improve the quality of learning and teaching
- ✓ Inform learners and parents/carers of progress

Assessment takes place through every day learning activities and through specific assessment tests. Various methods of assessment are used; both informal and formal.

This includes

- ✓ Formal and informal observations
- ✓ Discussion and questioning
- ✓ Evaluation of final products
- ✓ The evaluation of written tasks
- ✓ Presentations
- ✓ Class/group tests

In addition, East Renfrewshire Education Department has a range of assessments that all East Renfrewshire schools implement. This includes:

- ✓ Baseline Assessment at Primary 1. This Baseline Assessment is undertaken during August and September.
- ✓ Developmental Milestones Assessment at P1 in October.
- ✓ Standardised Testing in Primary 3, Primary 5 and Primary 7 in Numeracy and Mathematics and in Reading. This is carried out in February.

### **National Assessments**

The Scottish Governments' initiative of National Assessments is implemented in all Scottish schools. Children in P1, P4 and P7 will undertake electronic assessments in reading, writing and numeracy.

## Reporting On Progress

### How will progress be reported to parents/carers?

Reporting will take many forms and we will use appropriate ways to share our children's learning and progress with you. This includes the following:

- ✓ Written reports/work
- ✓ Children presenting at events
- ✓ Open days/evenings
- ✓ Samples of children's work
- ✓ Parent information events
- ✓ Parent consultation events
- ✓ Ongoing verbal discussions

At Netherlee, we have scheduled twice yearly Parent/Carer Consultations with the class teacher, where children are also invited to attend. A written report is also shared with parents/carers towards the end of each school year.

Should there be any concerns with a child's progress, the school will contact parents/carers and similarly parents/carers are encouraged to contact the school should they have concerns or questions and not wait for a scheduled Parents/Carers' Consultation.



## **SUPPORT FOR PUPILS**

### **Inclusion and Supporting Learning**

Inclusion is about all learners and about taking action to remove the barriers to participation and learning, or to support the opportunities to stretch individuals who are particularly able in certain aspects. At Netherlee, we promote inclusion and equality through developing positive relationships and behaviour by;

- ✓ creating an ethos of achievement for all pupils within a climate of high expectation
- ✓ valuing a broad range of talents, abilities and achievements
- ✓ promoting success and self-esteem by taking action to remove barriers to learning
- ✓ countering conscious and unconscious discrimination that may prevent individuals, or pupils from any particular groups, from thriving in the school
- ✓ actively promoting understanding and a positive appreciation of the diversity of individuals and groups within society
- ✓ creating a learning environment that will have a positive effect on our children.

### **Additional Support Needs**

At times, and for a variety of reasons, a child may benefit from additional support. For some children this may only be needed for a short time and for others it could be longer. East Renfrewshire Council uses the GIRFEC (Getting it Right for Every Child) model to support our children.

GIRFEC (Education) is the framework by which we assess wellbeing and plan strategies and supports to meet the needs of our learners. We also systematically review and refine those plans to secure the best outcomes for our learners.

Inclusion: <http://www.ea.e-renfrew.sch.uk/curriculumlinks/Links/Teachers/inclusion.htm>

## Home Learning

Our current 'Homework' practice is related to supporting and consolidating the learning that happens in school.

Homework is given regularly at all stages of the school. Predominantly, this homework will be issued Monday to Thursday, but at certain times/stages homework will be allocated over a longer timescale.

We would ask parents to supervise homework, where possible, and that any mistakes are left for the teacher to see. This helps identify where extra support may be necessary to enable the pupils to fully grasp work covered. Parents are asked to sign the completed homework.

Homework: <http://www.ea.erenfrew.sch.uk/curriculum/Links/Parents/Parental%20Leaflets/homeworking%20leaflet.pdf>

## Extra-Curricular Activities

At Netherlee we offer a wide range of extra-curricular activities both at lunch time and at the end of the school day. Clubs are focused on a diverse range of activities catering for the varied interests of the pupils. Clubs are organised and run by school staff, pupil leaders, parent volunteers and coaches from East Renfrewshire Sports Development.

## Educational Visits / Visitors

Children's learning experiences in school are supported and enhanced by a wide variety of high quality educational visits. Pupils visit museums, historic buildings and areas of natural and scientific interest. In addition, we frequently invite expert visitors into school to share their specialised knowledge and skills with the children through presentations, assemblies and hands-on workshops. We endeavour to source activities that offer the most worthwhile experiences at the most reasonable cost and many of them are paid for or subsidised by the school or PTA. If the cost of visits poses difficulty for parents and carers we do encourage them to approach the school, in confidence, so that supportive arrangements can be made.



## School Admission Arrangements

Before a child enrolls in Netherlee 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:

<http://www.eastrenfrewshire.gov.uk/CHttpHandler.ashx?id=19102&p=0>

When a child who was enrolled in the school as a catchment pupil ceases to reside within the Netherlee 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, which can be found on the East Renfrewshire Council website. Where it is found that a child is no longer entitled to a catchment place in Netherlee 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.

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.



## **Transition Arrangements**

The transition to a new establishment is a significant event for all children whether this is from home to nursery, from nursery to school or from primary school to high school. It is essential that the needs of all children are taken into account when planning these events.

## **Extended Transitions**

Some children may require support during transitions. This includes between classes at the end of each year. We work together with our parents and pupils to put supports in place to try and alleviate the anxiety that change can sometimes bring to us all.

Extended transitions can include:

- ✓ Additional visits to the primary, high school or class they are moving to
- ✓ Meetings with the teachers who will be involved with the children the following year
- ✓ Meetings with the Educational Psychologist, if appropriate
- ✓ Transition booklets, their changes set out in pictures
- ✓ Visits from Primary 1 and high school teachers to the children's nursery or primary school to introduce themselves
- ✓ A meeting with parents and pupils at the high school to explain ways to support the children during the transition

All of these supports go towards creating a calm and settled environment to help children achieve their potential as they continue on their journey.

## **PROMOTING POSITIVE BEHAVIOUR**

We work hard to create a secure, caring and positive environment where children can learn effectively, using our agreed values as a base, we encourage children to develop self-discipline, co-operation, teamwork, fair play and respect.

### **Positive Behaviour Strategies**

We wish to encourage a partnership with parents and carers to ensure the best possible standard of pupil behaviour. We recognise there are times when school can be a challenging social setting for everyone and that there may be times when children need support. They may feel frustrated, angry or upset. Our aim is to support our children and we use restorative approaches to do this. This involves:

- Helping young people make good choices
- Encouraging them to think about what to do to put things right
- Encourage them to think about the feelings of others
- And for all of us to consider how our behaviour impacts on others

**Our whole-school approach to promoting positive behaviour is closely aligned to the House System and Fantastic Friday.**

### **Our House System**

The House System enables children to form friendship bonds and to identify with children of other classes and stages through a shared sense of belonging. Younger children can aspire to emulate the behaviour and achievements of older pupils, whilst older children in turn have the opportunity to assume a pastoral role towards the younger ones. Through a range of activities (both within and between the Houses) a strong sense of community and friendship is fostered, in addition to a healthy competitive spirit. Siblings are allocated to the same house as one another.

### **Who is involved?**

Every child in the school from Primary 1-7 belongs to one of six Houses:

- **Shetland**
- **Bute**
- **Mull**
- **Cumbræ**
- **Orkney**
- **Skye**

### **House Captains**

Each House is headed by two Captains who are guided and supported in their work by the Head Teacher and other staff members.

## Community Learning

Community Learning gives children from P4-7 the opportunity to learn new skills of their own choice and make friends with children from different classes.

Taking place twice a session, pupils are firstly consulted on what they would like to learn, and from this, a menu is created offering a wide choice of activities not normally offered within the curriculum, such as cookery, cross-stitch, jewellery making, nature study, sports coaching or musical theatre. The pupils then undertake a four or five week course on Friday afternoons, learning and developing new skills in this area.

Children speak very positively about their experiences of Community Learning and show real enthusiasm about the new skills they have learned. We are particularly fortunate to have a large number of parent volunteers and members of the local community who give up their time to support us with this, helping us to deliver the enriching, high-quality learning experiences that make Community Learning so very worthwhile and successful.



## SCHOOL IMPROVEMENT

### Standards and Quality Report

Each year we publish a Standards and Quality Report that highlights our school's major achievements. All reports can be found on our school website.

### School Improvement Planning

Our School Improvement Plan details the focus of our development work. A summary of the key priorities for each session is available on our school website.

## PUPIL PARTICIPATION

### Pupil Council

Netherlee has an active Pupil Council, giving pupils a chance to voice their views and talk about important issues. Each stage has a representative who attends frequent meetings run by the Chairperson who ensures that everyone has their say. After the meeting, the representatives report back to classes to ensure that every child in the school feels involved. We try to encourage participation from everyone and our motto is- **Your Voice, Your Choice!**

The Pupil Council takes forward initiatives in school, taking account of the views of all children. We hold whole school consultations where the children are encouraged to say how we could make our school a better place.



### School Monitors

In order to foster leadership, commitment and teamwork within our school community, all of our Primary 7 children are monitors. They support and make a positive contribution to the smooth running of our school by

- being good role models
- helping younger children
- supporting wet playtimes and lunch times
- assisting with simple administration tasks

The children carry out a range of duties on a rotational basis, ensuring that they have a variety of experiences and responsibilities, as well as well-earned breaks.

### **Eco Committee**

We are proud of our well-established membership of the Eco-Schools programme, which aims to make environmental awareness and action an intrinsic part of the life and ethos of the school for pupils, staff and the wider community. Pupil representatives from across the school and nursery and members of staff form our Eco Committee; regular meetings and stage assemblies are held in order to discuss, plan, publicise and implement ways in which we can reduce litter, waste and energy use, promote healthy lifestyles and encourage active citizenship. The Eco Committee has a record of working very successfully in partnership with other pupil groups, for example on school grounds improvement. Our commitment to improving the environment in and around the school, as well as more widely, was recognised by the award of a sixth successive Eco-Schools Green Flag. Following our latest annual Environmental Review, the Eco Committee formulated Action Plans for targeting sustainability, litter and waste minimisation as key areas for development. These targets afford us many opportunities for mobilising pupil voice in our school community and for working in our local environment. We are particularly looking forward to strengthening our partnerships with the Friends of Linn Park and the social exchange initiative ApparelXChange.



### **Peer Mediation**

Many of our children are trained in mediation skills and provide an additional support system for our younger pupils. Children can ask mediators for help if they fall out with their friends, feel left out or are worried about something. Mediators will help pupils to find mutually acceptable solutions to problems without blaming or judging others. The service is voluntary and each mediator has the support of an adult mentor. As well as helping others, mediators benefit by developing skills such as speaking and listening, negotiation, teamwork, respect and tolerance.

### **Global Rights Group**

Since 2011, our school has had a strong Global Citizenship Committee, which has led numerous fundraisers, supporting a range of global charities such as the Global Minorities Alliance and Mary's Meals. It has developed strong links with Pokola Primary School in Zambia and has worked in partnership with Williamwood High School.

The RRSA Committee aims to raise awareness of the United Nations Charter on the Convention of the Rights of the Child (UNCRC). With superb effort and hard work, the group has successfully highlighted the importance of children's rights, both in our local community and globally, which resulted in our school being awarded our Silver status.

Every class in Netherlee now has a class charter which links positive behaviour systems with articles from the UNCRC; all children and staff were involved in agreeing and negotiating this. We also have a playground charter to promote positive relationships in our outdoor environment.

Both groups decided that if they worked together towards their shared goals, they would be stronger. The group continue to highlight the importance of children's rights, alongside pupils, staff and parents. Our aim is to increase our school community's awareness of the Global Goals and their impact on our lives and the lives of others.



### **Twitter**

The main aim is to share with our learning community as many examples as possible of our children's many experiences in and out with school. We work hard to promote different ways in which the school can use Twitter to enhance and share our children's learning and celebrate their successes.

Please have a look at our Twitter feed. Feel free to follow us and to comment:

@NetherleePS

### **Sports Council**

Our Sports Council holds regular meetings and is attended by representatives from each stage, our Active Schools coordinator, our PE specialist and teaching staff. The Council has a clear focus on pupil voice and sports provision at Netherlee. Representatives ask the classes for their input on sporting opportunities and activities so that every child in the school feels involved.

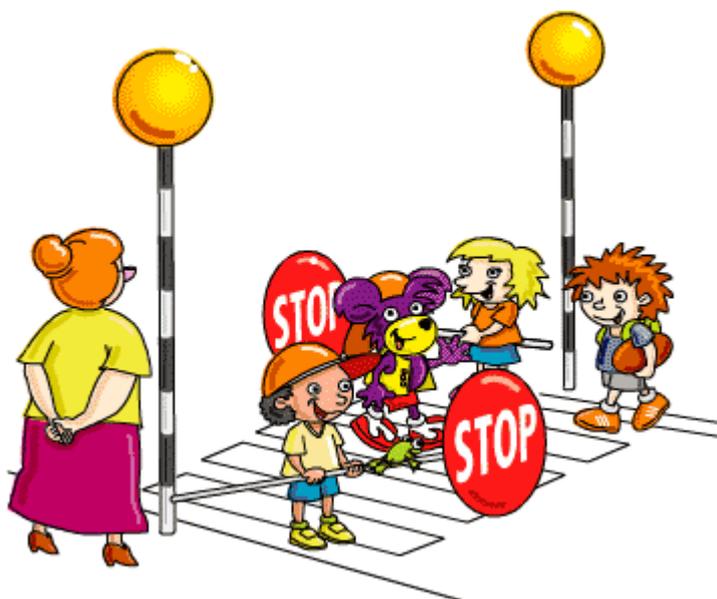
Information about our meetings and current projects is displayed on our Sports News Board and updated regularly on the school's Twitter account and website.

We are delighted and proud to have been awarded our second consecutive SportScotland Gold Award – a wonderful achievement for the school!



## Junior Road Safety Officers

Our Junior Road Safety Officers help to promote road safety issues within our school and local community. Our JRSO representatives work in close partnership with teachers, our Parent Council, the Community Police and local councillors to highlight the importance of road safety amongst pupils, parents and school staff and to develop innovative ways of sharing road safety messages.



## **SCHOOL POLICIES AND PRACTICES**

### **Attendance/Reporting Absence**

If it is clear that a child will not be attending school we would ask parents/carers to let the school know by calling the school office on each day of absence. When calling the school office there is the option to speak directly to a member of staff, or leave a message on our answering service (this can also be done out with office hours). By 9.30am registers are checked and if there is no explanation of a child's absence then office staff will follow this up by contacting parents.

Appointments – if an appointment is known in advance please send an email to school letting us know about this as soon as possible. Should a child be taken from school to keep a medical/dental appointment parents are asked to sign out their child at the school office.

Parents are encouraged to ensure children come to school on time. Late attendance is monitored and if this becomes a regular occurrence parents will be informed of the monitoring process, their child's late occurrences to date and reminded of the importance of being in school on time. Instances of absences and lateness are recorded in the child's end of session report.

### **Anti-Bullying Policy**

At Netherlee Primary School, we are committed to providing a caring, friendly, and safe environment for all of our pupils, so they can learn in a relaxed and secure atmosphere. The school has a very clear anti-bullying policy which can be found on the schools website, located under the 'Information' section.

## CHILD PROTECTION POLICY AND PROCEDURES



At Netherlee we take the care, welfare and protection of our children very seriously. We believe all children have a right to feel safe within the school, home and community.

Within our school we strive to provide a safe, secure and nurturing environment for our pupils, which promotes 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 schools 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 Child Protection Coordinator for the school is the Head Teacher, Mrs. Yvonne Donaldson. If you wish to discuss this important matter further, please contact our Head Teacher via the school office.

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

Barrhead Social Work Office: 0141 577 8300
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Eastwood Health and Care Centre: 0141 451 0500
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Strathclyde Police Family Protection Unit: 0141 532 3965 or 532 3903
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Standby Social Work Out of Hours 0300 343 1505
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## Equal Opportunities

Our school has a duty to ensure that no child is disadvantaged because of race gender or religion. We seek to foster a climate of social justice and fairness to all, ensuring that all have equality of opportunity. We promote a values based approach to our work with children, staff and parents working together to support this is an important feature of successful partnership working.

## Application for a Place in Primary One

Applications for a place in Primary One usually take place during the month of January. Specific details will be advertised locally on East Renfrewshire Council website and on the school website. Prospective parents/carers and children will be invited to spend time in the school during the final school term to have an opportunity to meet staff. There is a transition programme in place that supports our new Primary Ones to make a smooth and confident transition. Parents wishing to apply for a place for their children, other than at Primary One stages, should contact the school to arrange a visit and a meeting.

## 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 the 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.

Netherlee Primary's Equalities Coordinator is Mrs. Julie Roberts, she can be contacted by telephoning the school.

## Making a Placing Request

Most school children attend their local primary or secondary school, but parents can choose to apply for a place for their son or daughter in another school.

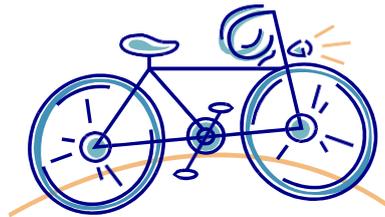
If you are interested in making a placing request for a school in East Renfrewshire and want to find out more, visit the council website where you can read all the information on how placing requests are decided apply for a placing request online.

If you require any advice regarding making a placing request please use the following link: <http://www.eastrenfrewshire.gov.uk/placingrequest>



### Travel to and from School

Our school has achieved Cycle Friendly School Status and we strongly encourage our children to cycle to school. For safety reasons, we would ask that children always wear cycle helmets. There is a bicycle shelter and bicycle stands for the storage of bicycles. We do encourage children to use bicycle locks. It should be noted that neither the school nor East Renfrewshire Council takes responsibility for any bicycles in the school playground. Children and adults should dismount bikes and scooters at the school gate and walk through the school to ensure the comfort and safety of all.



### Travel by Car

Where children are brought to school by car they should be dropped off in the car park attached to the Pavilion. Parents are asked to park safely and responsibly and to move on as quickly as possible to minimise traffic congestion. **Parents should not use the school/ staff car park.**

### Dogs in the School Grounds

In the interests of comfort of all children in our school and nursery, we would urge parents/carers not to bring dogs into the vicinity of the school. Dogs should not be left tethered in the school grounds.



### Unexpected Closure/ Adverse Weather

In the event of an emergency such as a power cut or severe weather that prevents our school from opening in the morning or results in an early closure we will use a range of communication channels to let parents know. Further details in relation to this matter can be found on our school website under Adverse Weather.

### **Lost Property**

There is a regular “mountain” of items in our lost property boxes. Please feel free to come into school to look through the boxes for any of your missing items of clothing. Please ask the office for access. **We urge parents/carers to label children’s belongings.** Such is the build-up of unclaimed property that each term we donate items to charity shops.

### **General Information**

A range of other general information is available through our school website at:

<http://blogs.glowscotland.org.uk/er/Netherlee>

### **Medical and Healthcare**

#### **Accidents in School**

Where a child has an accident requiring significant medical attention or takes very ill in school we make every effort to get in touch with parents or an emergency contact. We have no medical or nursing personnel in school and if we are unable to contact parents, where medical attention is required we would, if necessary, take a child to hospital. Parents should inform the school of any ongoing health condition that may affect the child in school

e.g. asthma, diabetes, allergies etc. When a child takes ill in school or has an accident we may have to contact parents quickly. It is important that the school has up to date emergency contact numbers and that these contacts are able to get to school quickly if needed. Please inform the school **IMMEDIATELY** of any changes to emergency contacts.

#### **Administration of Medicines**

Before any medication can be administered by school staff, it is necessary for the parent to complete a form. These forms are available from the school office.

#### **Reducing the Risk of Transmission of Infection**

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 why your child is off school and of any infections that your child may have.

## MISCELLANEOUS

### Comments and Complaints

Whilst we will be making every effort to achieve quality in all areas of our work, there may be occasions when you feel you have cause for complaint. We would encourage parents/carers to share their concerns with the Leadership Team. We will respond promptly, consider fully and investigate, as appropriate, any matter brought to our attention.

### Photography in School

We use displays of photographs and video film of pupils at work, on educational visits, etc.

When your child starts at Netherlee Primary School, you will be issued a welcome pack with consent forms etc. Within this pack there will be a consent in regards with use of pupil photographs. If at any point in time you wish to change your level of consent on this, we ask that you please put it in writing and send it in to the school office.



### Late Collection

Should a child not be collected at the end of the school day and they are expecting to be, we always advise children to come back into school and report to the school office. We would appreciate you regularly reminding your child about this too.

We would expect such situations to be rare and would ask parents if they are held up at home time that they try to call the school, if it is safe to do so. This way we can reassure the children that someone is on their way to collect them.

## Important Contacts / Information

Customer First	Council Headquarters Eastwood Park Rouken Glen Road Giffnock G46 6UG	0141 577 3000
Social Work Services	Clarkston Social Work Busby Road Clarkston G76 7AT	0141 577 4000

We hope that you have found this handbook helpful but if you have any further questions please do not hesitate to get in touch with us at Netherlee Primary School and Nursery Class.

Finally let us once again wish you a very warm welcome.

