

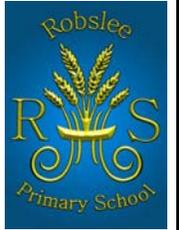
Progress Report on Transition Arrangements: Giffnock Primary and Robslee Primary

February 2013 to June 2013

- The transition steering group has made very good progress in implementing the transition plan for 2012-2013. The steering group and school staff have worked together very well to plan the transition arrangements and support the process of uniting the school communities.
- Free transport operated effectively for six families who have 6 children at both Robslee and Giffnock Primary Schools during 2012-13. For session 2013-14, free transport will be provided for 6 families who will have 8 children at both Robslee and Giffnock Primary Schools.
- The deployment of management and teaching staff across both sites this session has been very successful. The management team had remits and responsibilities across both sites. They have been very visible in both campuses and have established their profile as leaders of both school communities and secured very good relationships. The deployment of teaching staff across both sites had a very positive impact on relationships and the confidence of pupils and parents. This very good practice will continue in session 2013-14.
- The staff continue to demonstrate a strong commitment to uniting both school communities. They work very well as a team for the benefit of all the children and young people. All staff welcome opportunities to share practice, exercise leadership through their involvement in working groups at school and cluster level and their active participation in professional dialogue and a wide range of professional development activities. Professional development opportunities have impacted positively on learning and teaching as evidenced in learning visits undertaken by the management team.
- The 2012-13 transition plan for February to June details the preparations to support pupils and staff and realise the educational benefits. For example:
 - The wide range of joint opportunities that continue to be provided for the children to work collaboratively to enhance their learning, further improve the relationships established and initiate relationships with new peers. The Pupil Councils planned events, such as Red Nose Day and the Inclusion Service.
 - The learning of pupils is regularly reported in school newsletters and demonstrated at school events and performances. This session, all pupils in both campuses had the opportunity to perform for their parents and the community through a Christmas show and the summer pantomime. In addition, class blogs were introduced, at all stages across both campuses, to provide pupils with the opportunity to share their learning with parents and the community in a different medium.
 - The appointment of 2 science champions has led to a renewed enthusiasm for teaching science. The science champions participated in high quality CPD provided by SSERC and have played a key role in providing advice, guidance and support to their colleagues. They have delivered CPD and provided support to staff around the key topics of inheritance, forces, energy, aspects of chemical science and topical science. All classes participated in interactive Science workshops and senior pupils experienced a range of science activities delivered by secondary staff in Woodfarm HS. Science will feature in the 2013-14 United School Improvement Plan in order to improve learning and teaching further.
 - The appointment of 2 maths champions this session helped to ensure a continued focus on methodology in order to improve learning and teaching further. The maths champions have undertaken high quality CPD provided by the authority and the school has planned a programme of CPD for next session.
 - The curricular development work undertaken in the areas of reading and ICT has improved further children's experiences and staff practice. For example, almost all staff reported a

significant improvement in their ICT skills (Audit June 2012 and February 2013) following targeted CPD and team teaching support.

- In both schools, there has been an improvement in teachers' judgements of children's attainment of *Curriculum for Excellence* levels in reading, writing and mathematics. Both schools are on track to achieve the 3 year average targets set by the authority in reading, writing and mathematics.
- Members of the Transition Steering Group and Parent Council have been actively involved in the homework working group. The working group sought and shared the views of pupils, parents and staff on homework and produced two homework newsletters to inform parents of the group's progress. The group has produced a homework information leaflet for parents which will be issued in August 2013.
- Weekly parent drop in sessions continued to take place across both sites offering support to parents with day to day and transition issues. From January to June 2013 no parents attended the sessions to discuss transition issues.
- The joint Parent Council continues to support the implementation of the transition plan very well. They are very committed to working in partnership with the head teacher, school staff and Transition Steering Group to unite the school communities and ease the transition. The Parent Council has organised a range of joint social events for pupils and parents e.g. discos, car boot sale and craft fair. The Parent Council have agreed their fundraising efforts will support playground improvements in session 2013-14.
- Janice Collins, Head Teacher of Giffnock and Robslee Primary Schools, was successful in securing a Quality Improvement Officer post in East Renfrewshire. On 16 May 2013, the Director of Education wrote to the Parent Council Chair to inform her of the management arrangements for Giffnock and Robslee schools:
 - Janice Collins will continue as Head Teacher until the start of the new session
 - Pauline Ferguson will take on the role of Acting Head Teacher from the start of the new session.
- In the June Newsletter, parents were informed of the management team for session 2013-14. These arrangements will ensure the continued success for the children, staff and parents of Giffnock and Robslee Primary Schools.
 - Miss Kirsty Rawley will continue in her post as Depute Head Teacher
 - Mrs Gillian Frew will be Acting Depute Head Teacher replacing Mrs Pauline Ferguson while she is Acting Head Teacher
 - Ms Michele Livingstone and Mrs Judith Brown were both successful at interview and will be Acting Principal Teachers replacing Gillian Frew and Alasdair MacDonald.
- The transition steering group will continue to operate during session 2013-14 in order to plan and manage the transition arrangements under the leadership of the Acting Head Teacher, Mrs Pauline Ferguson.
- A draft transition plan has been prepared for session 2013-2014. The views of pupils, parents and staff will be sought further in order to inform the plan. The plan will continue to be regularly updated to reflect the views of all stakeholders and progress will be monitored.
- The Education Department will continue to support the transition arrangements and the uniting of the school communities. To further support the transition arrangements, Mrs Janice Collins, Quality Improvement Officer will become a member of the Transition Steering Group, replacing Marie Kelly, Quality Improvement Manager. The senior management team, Quality Improvement Officer and the Transition Steering Group will continue to meet on a regular basis to make improvements to the transition arrangements, respond to feedback from stakeholders, plan further activities and steps to ease the transition and provide support to pupils, staff and parents as appropriate.



United School

Transition Plan and Progress 2012 – 2013

**Giffnock and Robslee Primary
Transition Plan and Progress 2012 – 2013**

Month	Children	Staff	Learning & Teaching	Traffic Management and Building	Parents
February	<ul style="list-style-type: none"> • Primary 5 Netball festival. • Parent Council – adventure course fundraiser for both campuses. • Primary 7 Cross-country event. 	<ul style="list-style-type: none"> • Joint in-service day programme – Science. • ‘Science Champions’ two days in-service training. • Weekly staff development sessions with a focus on Literacy, Numeracy and ICT. • Maths Champions training. • Audit of staff ICT skills. 	<ul style="list-style-type: none"> • Quality assurance visits across both campuses: Numeracy. • Numeracy working party established to review learning and teaching approaches and advice of Maths Champions. • Joint teacher learning community (Year 2) to include all staff. • Standardised testing – Primary 3, 5 and 7. 		<ul style="list-style-type: none"> • Class blog posted. • United School Newsletter issued. • Transition Newsletter issued. • SMT ‘drop-ins’: Thursday at Robslee PS and Friday at Giffnock PS. • Transition Steering Group Meeting on 21.2.13.
Progress	<ul style="list-style-type: none"> • Tasks completed. • All classes participated in interactive Science workshops. 	<ul style="list-style-type: none"> • Tasks completed. • 2 staff identified as ‘Science Champions’ participated in high quality CPD provided by SSERC. • See Appendix 1 for cluster February In-service Programme on Science delivered by specialist tutors. • 2 staff identified as ‘Maths Champions’ participated in high quality CPD provided by the authority. 	<ul style="list-style-type: none"> • Tasks completed. 	<ul style="list-style-type: none"> • Car park area reduced, thus increasing the playground space. • Playground surface improved – ground raised and levelled. • Fencing at the front of the building replaced. 	<ul style="list-style-type: none"> • Tasks completed. • Class blogs introduced to allow pupils to share their learning with their parents and the community. • See Appendix 2 for United School Newsletter, February 2013. • See Appendices 3 & 4 for Agenda and Minute of Steering Group Meeting on 21.2.13. • See Appendix 5 for Transition Newsletter, February 2013. Invitation to join the playground improvement steering group. • See Appendix 6 for Homework Newsletter 1.

**Giffnock and Robslee Primary
Transition Plan and Progress 2012 – 2013**

Month	Children	Staff	Learning & Teaching	Traffic Management and Building	Parents
March	<ul style="list-style-type: none"> • Primary 6 Tartan Event. • Class libraries updated to reflect pupil choice. • Cluster athletics festival. • United school JST, 19.03.13. • Primary 7 participate in BBC Reporting Day, 21.03.13. • Easter services. • Parent Council Spring Disco. • Cluster Netball Festival. 	<ul style="list-style-type: none"> • Weekly staff development sessions with a focus on Literacy, Numeracy and ICT. • Maths Champions further training. 	<ul style="list-style-type: none"> • Joint teacher learning community (Year 2) to include all staff. • Professional dialogue – pupil tracking / target setting. 		<ul style="list-style-type: none"> • United School Newsletter issued. • Parent and Teacher interviews, 20.03.13 and 21.03.13. • SMT 'drop-ins': Thursday at Robslee PS and Friday at Giffnock PS. • Pupil Numeracy work sent home to parents. • Easter services.
Progress	<ul style="list-style-type: none"> • Tasks completed. 	<ul style="list-style-type: none"> • Tasks completed. 	<ul style="list-style-type: none"> • Tasks completed. 	<ul style="list-style-type: none"> • Funding in place to: <ul style="list-style-type: none"> ○ increase the fire exit door in the gym / dining hall from a single width door to a double width door ○ create a storage area to store gym equipment. 	<ul style="list-style-type: none"> • Tasks completed. • See Appendix 7 for United School Newsletter, March 2013. • See Appendix 8 for Parent Council Spring Newsletter.

**Giffnock and Robslee Primary
Transition Plan and Progress 2012 – 2013**

Month	Children	Staff	Learning & Teaching	Traffic Management and Building	Parents
April	<ul style="list-style-type: none"> ● Auditions across both campuses for summer pantomime. ● Rehearsal programme drawn up. 	<ul style="list-style-type: none"> ● Weekly staff development sessions with a focus on Literacy, Numeracy and ICT. ● Stage / Departmental meetings. 	<ul style="list-style-type: none"> ● Joint teacher learning community (Year 2) to include all staff. ● Professional dialogue – forward planning. 		<ul style="list-style-type: none"> ● United School Newsletter issued. ● SMT 'drop-ins': Thursday at Robslee PS and Friday at Giffnock PS. ● Parent Council Car Boot Sale.
Progress	<ul style="list-style-type: none"> ● Tasks completed. 	<ul style="list-style-type: none"> ● Tasks completed. 	<ul style="list-style-type: none"> ● Tasks completed. 		<ul style="list-style-type: none"> ● Tasks completed. ● See Appendix 9 for United School Newsletter, April 2013.

**Giffnock and Robslee Primary
Transition Plan and Progress 2012 – 2013**

Month	Children	Staff	Learning & Teaching	Traffic Management and Building	Parents
May	<ul style="list-style-type: none"> • Primary 4 – 7 show at Eastwood Theatre. • Pupil Council meeting with the Director of Education. 	<ul style="list-style-type: none"> • Joint in-service day programme. • Weekly staff development sessions with a focus on Literacy, Numeracy and ICT. • Cluster Health & Wellbeing working party. • Planning for Playground Improvement Project. 	<ul style="list-style-type: none"> • Joint School Improvement Plan and S & Q report produced for session 2013-14. • Quality assurance visits across both campuses: ICT. • Joint teacher learning community (Year 2) to include all staff. 		<ul style="list-style-type: none"> • Primary 4 – 7 show at Eastwood Theatre. • United school Newsletter issued. • SMT 'drop-ins': Thursday at Robslee PS and Friday at Giffnock PS. • Parent Health & Wellbeing event, 08.05.13. • Transition Steering Group meeting on 9.5.13. • Planning for playground improvement project.
Progress	<ul style="list-style-type: none"> • Tasks completed. 	<ul style="list-style-type: none"> • Tasks completed. • See Appendix 16 for May In-service programme. • See Appendix 17 for Planning Prompt for Playground Improvement Project. • Staff and parents visited 2 schools to view playground improvements. 	<ul style="list-style-type: none"> • Tasks completed. 		<ul style="list-style-type: none"> • Tasks completed. • See Appendix 10 for HTs letter informing parents of securing QIO post. • See Appendices 11 & 12 for Agenda and Minute of Steering Group Meeting on 9.5.13. • See Appendix 13 for Director's letter to PC Chair informing of Management Arrangements. • See Appendix 14 for HTs letter to parents advising of Acting Head Teacher. • See Appendix 15 for United School Newsletter, May 2013. • Parents and staff visited 2 schools to view playground improvements.

**Giffnock and Robslee Primary
Transition Plan and Progress 2012 – 2013**

Month	Children	Staff	Learning & Teaching	Traffic Management and Building	Parents
June	<ul style="list-style-type: none"> • Primary 1 Induction – 6.6.13. • Primary 1 Induction Lunch – 10.6.13. • Nursery Induction – 12.6.13. • Sports day – Robslee Campus, 7.6.13 and Giffnock Campus, 14.6.13. • Primary 7 Leaving Dance / Ceilidh. 19.6.13. • Children meet new class and their teacher – 17 & 18.6.13. • Woodfarm HS Induction Days – 20 and 21.6.13. • Class blog posted. • Summer services – Robslee Campus, 25.6.13 and Giffnock Campus, 26.6.13. • Launch of Playground Improvement Project. 	<ul style="list-style-type: none"> • Weekly staff development sessions with a focus on Literacy, Numeracy and ICT. 	<ul style="list-style-type: none"> • Joint teacher learning community (Year 2) to include all staff. 		<ul style="list-style-type: none"> • United school Newsletter issued. • Class blog posted. • Pupil progress reports issued. • Parental questionnaire issued regarding transition arrangements. • SMT 'drop-ins': Thursday at Robslee PS and Friday at Giffnock PS. • Sports day – Robslee Campus, 7.6.13 and Giffnock Campus, 14.6.13. • Summer Services – Robslee Campus, 25.6.13 and Giffnock Campus, 26.6.13.
Progress	<ul style="list-style-type: none"> • Tasks completed. • Playground Buddies from both campuses treated to a games afternoon with the DHT and Active Schools Co-ordinator. • See Appendix 18 for PowerPoint launch of Playground Improvement Project. 	<ul style="list-style-type: none"> • Tasks completed. 	<ul style="list-style-type: none"> • Tasks completed. 		<ul style="list-style-type: none"> • Tasks completed. • See Appendix 19 for Transition Questionnaire. • See Appendix 20 for United School Newsletter, June 2013. • See Appendices 21 and 22 for Homework Newsletter 2 and Parent Information Leaflet.

