



United School

Progress Report August 2013 – January 2014

**Giffnock and Robslee Primary
Progress Report**

Progress Report on Transition Arrangements: Giffnock Primary and Robslee Primary

August 2013 to January 2014

- The transition plan attached for 2013 – 2014 is a working document. The plan continues to be regularly updated to reflect the views of all stakeholders and progress continues to be monitored.
- Free transport is being provided for six families who have 8 children at both Robslee and Giffnock Primary Schools. The arrangement is operating effectively.
- The deployment of management and teaching staff across both sites continues to be very successful. The management team have remits and responsibilities across both sites. They continue to be very visible in both campuses and their profiles as leaders of both school communities is well established. Relationships amongst pupils, staff and parents continue to be very positive as teaching staff work with children in both Robslee and Giffnock.
- 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. The joint collegiate agreement lends itself to professional development opportunities that impact on learning and teaching. This is evidenced in learning visits and professional dialogue meetings undertaken by the management team and staff. Cluster and school working parties continue to provide opportunities for staff to share practice, develop shared approaches and undertake a wide range of professional development activities.
- The transition plan for August to January details the preparations to support pupils and staff and realise their educational benefits. For example:
 - The playground project which provides opportunities for children to collaboratively work together and improve and establish relationships, while designing a joint owned playground.
 - The progress of pupil learning is reported home in a range of ways including, class blogs, school and transition newsletters, meet the teacher events, teacher/parent interviews and weekly assemblies.
 - The planned opportunities to seek the views of pupils and parents and act upon those views. For example, P1 to P7 children's views and parent's views on school dress code.
 - The curricular development work being undertaken in areas of writing, science and PE in order to improve further children's experiences and staff practice in planning learning, teaching and assessment.
 - The newly devised homework guidelines which support learning at home.
- The joint Parent Council continue to support the Head Teacher and are committed to supporting the transition plan and related activities. The Parent

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Council continues to financially support a range of social events for pupils. The energy of the fundraising activities this session will be dedicated to the playground improvements.

- The local authority has committed £20,000 towards the playground refurbishment.

- The Education Department will continue to support the transition arrangements and the union of the school communities. 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.

Month	Children	Staff	Learning & Teaching	Traffic Management and Building	Parents
August	<ul style="list-style-type: none"> • Primary 7 children at Safety in the Park. • Formation of joint Pr. 7 Charity Committee. • Primary 5 children both campuses work on Travelling Green project. • Pr. 5 – 6 children form playground improvement committee and sub-committees. • P1 and new pupils matched with peer buddy • Pr.6 children receive Playzone training from Active School's Co-ordinator and devise a programme of playground activities 	<ul style="list-style-type: none"> • Collegiate agreement in place. • Management remits and timetable for the session in place. • Staff provided with opportunities to plan and teach across both campuses on a regular basis. • Joint in-service day programme. • Additional staff deployed to raise attainment and support the lowest 20% of pupils. • Stage partners timetabled to plan together during NCCT. • Joint programme of PSA training ongoing throughout the session. • Weekly Management Team meetings planned throughout the year. 	<ul style="list-style-type: none"> • Staff identified as Moderation Facilitators in order to attend a programme of authority Quality Assurance and Moderation training. • Responsible User launch – internet safety lessons for all classes. • Cluster working groups developing local assessment materials in Literacy, Numeracy, Health & Wellbeing and Science. • Programme planned of Cluster CPD for PE. • Programme planned of Cluster CPD training in Seasons for Growth. 	<ul style="list-style-type: none"> • Appoint new JRSOs and raise the profile of the Travel Plan. • School transport in place for families with siblings at both campuses. 	<ul style="list-style-type: none"> • School Newsletter issued. • Continue SMT weekly drop in sessions: Robslee Thursday & Giffnock Friday. • Parents invited to launch/drop in of revised homework guidelines. • School websites updated and on Glow.
Progress	<ul style="list-style-type: none"> • Task completed. • Task completed. • Postponed to summer term to link to Commonwealth Games. • Playground committees established and meet on regular basis. (appendix 1) • Task completed. • Training completed. 	<ul style="list-style-type: none"> • All tasks completed. 	<ul style="list-style-type: none"> • All tasks completed. 	<ul style="list-style-type: none"> • JRSOs appointed in both campuses and Travel Plan available. • School transport still in place, and extended to siblings joining Primary 1 this session. 	<ul style="list-style-type: none"> • Task completed. • Task completed. • Homework drop in session took place during Meet the Teacher evening. • Task completed.

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September	<ul style="list-style-type: none"> • Joint Educational Psychologist programme and JST timetable established. • Primary 7 Charity Committee: children from both campuses meet to plan Harvest/Inclusion service. • Children receive visits from school chaplains prior to Harvest Service. • Pr. 5 – 6 children form playground improvement committee and sub-committees. • Pr. 6 children all attended Diversity Day. • Pr. 6 pupils visited by MSP Stuart Maxwell as part of Scottish Parliament topic. • After school / extra curricular co-ordinators meet to plan school programme for the session. • All classes post class Blog. • Provost visits upper school pupils on both campuses. 	<ul style="list-style-type: none"> • Joint collegiate programme. • CPD for staff on EXPLORE (research skills) 	<ul style="list-style-type: none"> • SMT leading stage professional dialogue meetings: Target Setting and Forward Planning. • Moderation Facilitators attend authority training. • Cluster working groups developing local assessment material in Literacy, Numeracy, Health & Wellbeing and Science. 		<ul style="list-style-type: none"> • Re-convene Transition Steering Group: evaluate progress and agree next steps. • Meet the Teacher meetings – both campuses, 19.09.2013 • School Newsletter issued. • Curriculum workshops for new primary 1 parents. • SMT 'drop-ins': Thursday at Robslee PS and Friday at Giffnock PS. • Parent Council meeting. • Parents invited to feedback on revised homework guidelines at Meet the Teacher meetings. • Class Blogs Posted.
Progress	<ul style="list-style-type: none"> • All tasks completed. 	<ul style="list-style-type: none"> • All tasks completed. 	<ul style="list-style-type: none"> • Tasks completed. • Moderation event planned with authority in February. • Cluster group work ongoing. 		<ul style="list-style-type: none"> • Meeting took place 23.09.13. (appendix 2) • Meet the teacher well attended on both campuses. (appendix 3) • Newsletters issued monthly. (appendix 4) • Curricular workshops well attended and positive feedback. • Parent council meet monthly. (appendix 5) • Task completed. • Task completed.

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October	<ul style="list-style-type: none"> • Joint Harvest/Inclusion Service, 10.10.13 • Children from joint choir for Harvest / Inclusion Service. • Primary 1 to 7 children receive Resilience training as part of their Health & Wellbeing programme. • Pr. 5 – 6 children playground improvement committee and Sub-committees meet and share – fortnightly meetings. • Pr. 6 children across both campuses to attend the Scottish Parliament. • Pr. 7 children invited to the Provost Debate, Eastwood Council Offices. • Pr.5 – Pr. 7 children and parents invited to school open event at Woodfarm High School. • All classes post class Blog. • Charity Committee • Parent Council discos. 	<ul style="list-style-type: none"> • Joint collegiate programme. • Joint in-service day programme. • Stage / departmental meeting. • Appointment of new Head Teacher. 	<ul style="list-style-type: none"> • Quality assurance visits: Literacy across both campuses. • Moderation Facilitators attend authority training. • Cluster working groups developing local assessment material in Literacy, Numeracy, Health & Wellbeing and Science. 	<ul style="list-style-type: none"> • Extension of fire exit at Giffnock Gym Hall. • Creation of storage area in school gym hall. • Resource organisation and decluttering – GPS. 	<ul style="list-style-type: none"> • Joint Harvest/Inclusion Service • School Newsletter issued. • Transition Newsletter issued. • Parent Council meeting. • Recruitment and selection training for parents. • Feedback to Parent Council on progress with Transition Plan. • SMT 'drop-ins': Thursday at Robslee PS and Friday at Giffnock PS. • Transition Steering Group meeting. 7.11.13. • All Class Blogs posted. • Pr.5 – Pr.7 Open Event at Woodfarm High School. • Parent Council organise discos for all pupils
Progress	<ul style="list-style-type: none"> • All tasks completed. 	<ul style="list-style-type: none"> • All tasks completed. • Pauline Ferguson appointed as HT. 	<ul style="list-style-type: none"> • All tasks completed. 	<ul style="list-style-type: none"> • Postponed to January 2014 to allow architect to make alterations to design. • Postponed to January 2014 to allow architect to make alterations to design • Task completed. 	<ul style="list-style-type: none"> • All tasks completed. • Transition Newsletters (appendix 6)

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November	<ul style="list-style-type: none"> • Primary 7 Design Challenge at WFH, 28.11.2013. • Joint visit with Pupil Council representatives and the Director of Education. • All classes post class Blog. • Primary 1 to 7 children receive Resilience training as part of their Health & Wellbeing programme. • Pr. 5 – 6 children playground improvement committees and sub-committees continue to meet. • Glow vote to prioritise zones • Joint campus presentation of 'Lockerbie Manor', 22.11.13. • Pupil Council representatives attend Cluster Council meeting 22.11.13 • Cluster Football Tournament (upper school) 	<ul style="list-style-type: none"> • Joint collegiate programme. • Cluster Literacy, Numeracy, Health & Wellbeing and Science working groups. • Staff Glow Meet planned for 8.11.13. 'Fun with Forensics' • Cluster ASN co-ordinators meeting. • Seasons for Growth CPD- 2 members of staff newly trained, 2 updated training 	<ul style="list-style-type: none"> • Professional dialogue meetings – pupil tracking / target setting. • Moderation Facilitators attend authority training. 	<ul style="list-style-type: none"> • Audit and transfer of resources from RPS to GPS to meet the needs of pupils in both campuses. 	<ul style="list-style-type: none"> • Parent and Teacher Interviews, 21.11.13 & 22.11.13. • Class Blog posted. • School Newsletter issued. • SMT 'drop-ins': Thursday at Robslee PS and Friday at Giffnock PS. • Feedback to Parent Council on progress with transition plan. • Transition Steering Group Meeting. • Joint campus presentation of 'Lockerbie Manor', 22.11.13. • Parent Council Christmas Fayre, 23.11.13
Progress	<ul style="list-style-type: none"> • All tasks completed. 	<ul style="list-style-type: none"> • Task completed. • Cluster groups ongoing. • Task completed. • ASN co-ordinators meetings ongoing. • Increase in capacity within United Campus to deliver Seasons for Growth. 	<ul style="list-style-type: none"> • All tasks completed. 	<ul style="list-style-type: none"> • Audit ongoing as children move closer to being in one building. 	<ul style="list-style-type: none"> • All tasks completed.

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December	<ul style="list-style-type: none"> • Christmas parties Nursery to Primary 6. • Nursery to Primary 4 attend theatre production 'Cinderella'. • Primary 5 – 7 attend 'Dick Whittington' theatre production. • Primary 7 children to attend cluster Ceilidh. • Primary 7 children to attend Christmas Lunch, Boaters 10.12.13 • Carol Service, Robslee Campus. • Christmas Church service – Giffnock Campus. • Primary 1 to 7 children receive Resilience training as part of their Health & Wellbeing programme. • Pr. 5 – 6 children playground improvement committee and sub-committees. • All classes post class Blog. • United School mini netball tournament • United Choir perform in community. 	<ul style="list-style-type: none"> • Joint collegiate programme. • Cluster Literacy, Numeracy, Health & Wellbeing and Science working groups. 	<ul style="list-style-type: none"> • Professional dialogue meetings – pupil tracking / target setting. • School working groups meet. 	<ul style="list-style-type: none"> • Audit of further RPS resources to be transferred 	<ul style="list-style-type: none"> • School Newsletter issued. • Transition Newsletter issued. • School handbook produced – electronic and hard copy. • Parent Council meeting. • Feedback to Parent Council, progress on transition plan. • SMT 'drop-ins': Thursday at Robslee PS and Friday at Giffnock PS. • Pupil's literacy work issued home across both campuses. • Carol service – Robslee Campus. • Christmas Church service – Giffnock Campus. • Enrolment notices displayed in schools and community. • Class Blogs posted.
Progress	<ul style="list-style-type: none"> • All tasks completed. 	<ul style="list-style-type: none"> • Task completed. • Cluster working groups ongoing. 	<ul style="list-style-type: none"> • All tasks completed. 	<ul style="list-style-type: none"> • Tasks completed. 	<ul style="list-style-type: none"> • All tasks completed.

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January	<ul style="list-style-type: none"> • Primary 6 & 7 Burns' Supper. • Primary 1 to 7 children receive Resilience training as part of their Health & Wellbeing programme. • Pr. 5 – 6 Playground Improvement Committee and Sub-Committees meet and share – fortnightly meetings. • Pr. 7 children to attend Woodfarm High School performance of 'Greece' at Eastwood Park Theatre, 07.01.14. • Consultation with staff, pupils and parents of 'Dressing for Excellence' and school uniform for 2014-15. • All classes post class Blog. • RPS P6 pupils tour GPS • HT drop in for children. introduced to discuss issues / suggestions for move. to GPS. 	<ul style="list-style-type: none"> • Joint collegiate programme. • Cluster Literacy, Numeracy, Health & Wellbeing and Science working groups. • Consultation with staff, pupils and parents on 'Dressing for Excellence' and school uniform 2014-15. • Cluster CPD on PE. Better Movers Better Thinkers (BMBT) 	<ul style="list-style-type: none"> • Professional dialogue – reviewing teacher plans. • Quality assurance visits across both campuses; Numeracy. • Moderation Facilitators attend authority training. • School working groups meet. 	<ul style="list-style-type: none"> • Audit or resources and equipment in Robslee Campus. • Deep Clean Gym Hall. • Extension of fire exit at Giffnock Gym Hall • Creation of storage area in school gym hall. • Arrange tour with QIO D. Leask re. building plans / next steps. 	<ul style="list-style-type: none"> • School Newsletter issued. • Enrolment notices displayed within schools and community. • SMT 'drop-ins': Thursday at Robslee PS and Friday at Giffnock PS. • Parent Council meeting. • Feedback to Parent Council on progress with transition plan. • Class Blogs posted.
Progress	<ul style="list-style-type: none"> • All tasks completed. 	<ul style="list-style-type: none"> • Task completed. • Cluster working groups ongoing. • Letter, timeline and Survey Monkey created and ready for issue in February. (appendix 7) • Task completed. 	<ul style="list-style-type: none"> • All tasks completed. 	<ul style="list-style-type: none"> • Audit and transfer ongoing. • Task completed. • Work started 29.01.14. • Task completed. 	<ul style="list-style-type: none"> • All tasks completed.

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Appendices

- 1 Playground Committees/Meetings
- 2 Meet the Teacher Invite
- 3 Meet the Teacher parent comments
- 4 Newsletters
- 5 Parent Council Minutes
- 6 Transition Newsletter
- 7 Uniform Timeline/letter
- 8 Collegiate diary
- 9 Management Team Remits
- 10 Inset Programmes
- 11 Homework Leaflets
- 12 Quality Assurance Calendar
- 13 CPD Calendar
- 14 Transition Steering Group Minutes