

# Maidenhill Primary School

## Handbook



Opening August 2019



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## **Welcome to Maidenhill**

Maidenhill Primary School and Nurse Class will be a brand new school for East Renfrewshire, located in the new Maidenhill area of Newton Mearns. The school opens in August 2019 in a purpose-built, state-of-the-art building which looks set to offer our children a learning environment that is second-to-none.

The school will obviously be at the very heart of the Maidenhill community and it is that sense of community that will ensure the school's success in the years to come. This handbook will be of interest to the prospective pupils, parents, carers and staff members who I am sure share my excitement about their future roles within this community and the fantastic new opportunities it provides.

This handbook is a work in progress. As we continue to action our transition plan for the school and work towards our grand opening in August we will have further information that we will be able to add. We are committed to working with a range of stakeholders to develop our vision, values and aims as well as the key policies which will shape our school. I look forward to collaborating with you in the coming months and years as we create a school that truly puts our learners at the heart of our decision-making.

*Alasdair McDonald*

**Head Teacher**

## **Privacy Notice – East Renfrewshire Education Department**

### **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 (information handling and processing only)**

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](mailto: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](http://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](mailto: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.

## School Information

**When opened in August 2019, the school's address will be:**

2 Maidenhill Grove,

Off Ayr Road,

Maidenhill

Newton Mearns

G77 5GW



**Please note, communication to the school should not be sent via post to this address until after August 12 2019.**

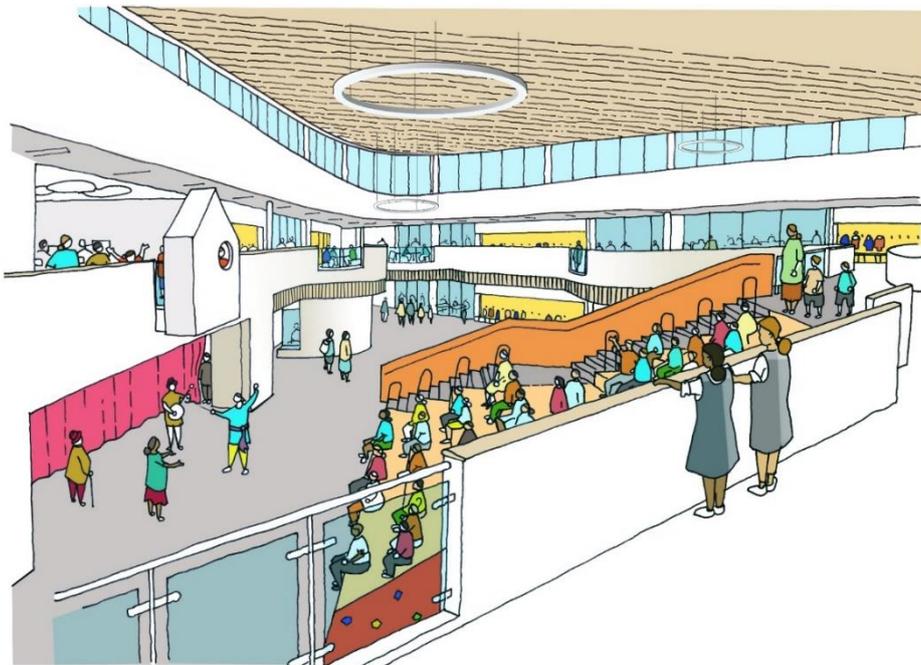
In the meantime, communication can be sent via e-mail to:

e-mail: [SchoolMail@](mailto:SchoolMail@)

From January-March 2019, our Transitions Manager, Mrs Lesley Menzies, can be contacted by telephone via the office at Thornliebank Primary School: 0141 570 7440

Web site: <https://blogs.glowscotland.org.uk/er/maidenhill/>

Twitter: @



## The School Day

As of January 2019, the operational hours of the school day have not been confirmed. Most schools within East Renfrewshire operate between 9am and 3pm approximately with some slight variations. It is likely that the school day will follow a pattern of 8.55-3 or 9.00-3.05 or a very similar variation. Supervision for children will be provided by education staff from 10 minutes before the morning bell. It is likely that our school's lunch break will last for 50 minutes with an additional 15-minute interval in the morning. We will seek views from a range of stakeholders on this issue and aim to confirm the pattern of the school day by May 2019.

In line with East Renfrewshire Council policy, our nursery class will operate different hours from the school, including two ½- day sessions from 9-12 and from 1-4 approximately.

## Classes

The statutory class size for P1 is a maximum of 25 pupils. A table of maximum numbers at each stage of the primary as advised by the Scottish Executive is shown below:

Primary	Number of pupils
P1	25
P2	30
P3	30
P4	33
P5	33
P6	33
P7	33
Composite classes	25



Depending on the number of children who have had their applications accepted we hope to be able to confirm how our classes will be organised for Session 2019/ 2020 by May/ June 2019.

## Our Nursery Class

Children will be able to attend our nursery class from the age of 3 onwards. Our nursery class will operate during term time from its own dedicated wing of the Maidenhill building and will feature its own office and ancillary facilities and areas for lunch and outdoor play. All children will have daily access to a qualified teacher, supported by a team of Child Development Officers. The emphasis will be very much on child-led learning and the importance of play. We aim to ensure that children are able to move from indoor to outdoor learning environments without any barriers.

## **Maidenhill Primary School Within East Renfrewshire Council**

*'East Renfrewshire's vision for education is Everyone Attaining, Everyone Achieving through Excellent Experiences. Underpinning our vision is a clear focus on raising the bar for all groups of learners whilst closing the attainment gap between our most disadvantaged and most affluent young people. We have exceptional performance in terms of closing the gap, our young people from the most deprived areas regularly outperform their peers across Scotland and attainment of our young people from the most deprived backgrounds has improved by 23% over the last 5 years. East Renfrewshire remains the highest attaining mainland council area as measured by national examinations. In 2018-19 we will be investing an extra £437,000 in our schools, continuing to develop our digital infrastructure with the provision of additional tablets and laptops, supporting early intervention for pupils who are having difficulty reading through our Reading Recovery scheme, and refurbishing school facilities. Our schools continually support and develop our children and young people's skills, capabilities and drive to be successful learners who contribute economically and socially to their communities. We currently have the second highest proportion of leavers entering positive destinations from all mainland councils. In striving for our vision we seek to ensure that all available financial resources are well directed and efficiently used to meet needs and to improve learning experiences.'*

### **East Renfrewshire Council Outcome Delivery Plan 2018-2021**

#### **Strategic Outcome 2- Learning, Life and Work**

## **Maidenhill Primary School Within the Mearns Castle High School Cluster**

Maidenhill Primary is located within the Mearns Castle High School Cluster. This means that most children who live within the boundaries of the catchment area will make the transition from Maidenhill to Mearns Castle at the end of Primary 7. The establishments within the Mearns Castle Cluster will take account of and build upon the experiences of your children and young people to ensure continuity and progression across the broad general education. Robust cluster arrangements are in place to provide support for all children and young people as they move within and across establishments.

#### **Aims:**

- information received from the previous learning experiences informs our transition planning
- transition practices are well planned and focused on the learning experiences of our children and young people, they promote effective partnership working between pupils, parents, school staff and other agencies
- all of our children and young people are given every opportunity to reach their full potential in attainment and achievement in an inclusive environment
- there is equality in terms of opportunity, social background, race, gender and disability. Religious beliefs of pupils and their families are respected at all times
- parents are actively involved in the transition process and their views in relation to this are valued as part of continuous self-evaluation process.

Transition timelines are reviewed each year to ensure they continue to meet the needs of all children and young people across the cluster.

## Equal Opportunities and Social Justice

The Education Department now 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.

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.

All East Renfrewshire schools have clear guidelines and procedures for dealing with incidents of inequality, as advised by the Education Department.

## Parental Involvement

The Scottish School (Parental Involvement) Act 2006 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 legislation supports parental involvement in a much wider sense than before.

It aims to help all parents and carers 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 also has a role in the appointment of Head Teachers and Depute Head Teachers. 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 Council for Maidenhill Primary School will be established through consultation with the wider parent body following the opening of the school in August 2019. The council will have the responsibility for developing their own constitution.

East Renfrewshire have published their Parental Engagement and Involvement Strategy, which can be found using the link below.

<https://www.eastrenfrewshire.gov.uk/CHttpHandler.ashx?id=23526&p=0>



## 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>.



## 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.renfrew.sch.uk/curriculumlinks/Links/Parents/Parental%20Leaflets/DressingForExcellence.pdf>

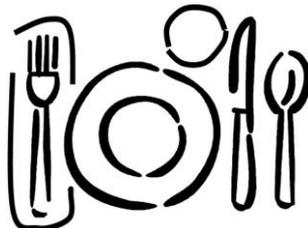
Details of Maidenhill's school uniform will be added following the development of the school badge, tie and other aspects of pupil dress, in consultation with staff, pupils and parents. This is a key aspect of our transition plan and a shared commitment to the new uniform will be instrumental in helping form the identity of our school community.



## School Meals

Maidenhill will have a Cashless Cafeteria system which will allow children to have their choice of a hot meal or sandwich. Pupils and parents can top-up their account balance via the ParentPay system (more information on this will follow in August 2019). Pupils may bring packed lunches if this is preferred.

The aim of the cafeteria is to provide your child with a lunch which is enjoyable, well balanced and nutritional. Information on the menus is issued at the beginning of each term. Special dietary needs can be catered for. Parents should inform the Head Teacher of any needs and if necessary a meeting will be arranged with our catering manager.



Some children in P4-7 may be entitled to a free school meal. Information and application forms for free school meals may be currently obtained East Renfrewshire Education Department or council offices.

All pupils in P1-3 are entitled to a free school meal.

## **Child Protection Policy and Procedures**

At Maidenhill Primary School we will aim to 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 procedures will set 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. This will be designed to ensure that children get the help they need when they need it. Our draft Child Protection Policy will be published by June 2019.

Every staff member will undergo 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 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 will be the Head Teacher, Mr Alasdair McDonald. If you wish to discuss this important matter further, please make an appointment to see Mr McDonald.



## Anti-bullying Policy

East Renfrewshire Council has guidelines for investigating, reporting and recording allegations of bullying behaviour. Bullying behaviour can be categorised under the following headings: written, physical, verbal, damage to property, incitement, cyber-bullying or exclusion.



Any parent who believes their child is experiencing bullying behaviour can report this directly to the school for investigation and the outcome will be reported back to the parent promptly. Issues around bullying behaviour and a strong anti-bullying message permeate the Health and Wellbeing curriculum at all stages. Our draft policy will be written in collaboration with pupils and parent representatives and this will sit alongside our forthcoming Promoting Positive Behaviour Policy.

## The Curriculum

All Scottish schools follow A Curriculum for Excellence (CfE) produced by the Scottish Government and Education Scotland.

The Curriculum encompasses learning through:

- The ethos and life of the school
- Curriculum areas
- Inter-disciplinary projects and studies
- Opportunities for personal achievement

A Curriculum for Excellence encourages schools and parents to work together to help all children become:

- Successful learners
- Confident individuals
- Responsible citizens
- Effective contributors

## How is Curriculum for Excellence Organised?

Children’s learning will progress through 6 Levels or Stages from the age of 3 to 18. Each of the Levels or Stages 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 Level 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.

The curriculum offers breadth and balance across the 8 key subject areas:

- Expressive Arts
- Health and Wellbeing
- Languages
- Mathematics
- Religious and Moral Education
- Sciences
- Social Studies
- Technologies



There will also be a strong emphasis on linking learning between subjects and this will be carefully planned by teachers. 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.

As well as spacious and light classrooms, the school will feature a dedicated Innovation Suite and outstanding facilities for sports, Physical Education, Art and Design, Drama, Music and Digital Technologies. This is enhanced by carefully planned and designed outdoor facilities for both the school and the nursery class. There can be no doubt that the environment at Maidenhill will play a key part in driving the curriculum and learning for our young people.

### **Pupil Voice**

As we establish the school and community of Maidenhill, pupil leadership and participation will be important aspects to be developed. Our local cluster primary schools all have a wide range of pupil groups, extra-curricular activities and have built strong links with the local community and we can learn from their successes. For the pupils who are in at the very start of Maidenhill's journey, there is a unique opportunity to play a leading role in shaping their school and the learning experiences and pathways that will impact upon their daily lives. Pupil voice will always be our starting point as we develop and grow.



*As we get closer to the opening of Maidenhill Primary School more information will be added to this handbook. Aspects of school life such as the Promoting Positive Behaviour Policy, staff and class allocations and administrative procedures will be developed and included for your information.*