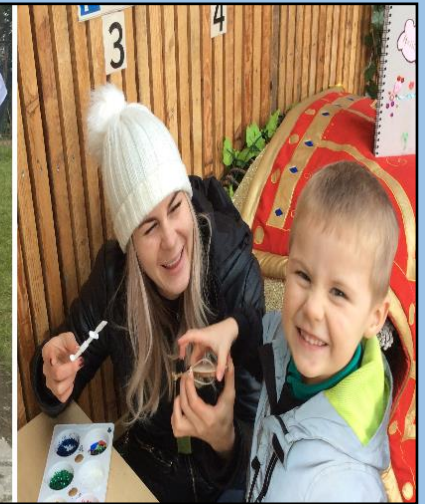




# Busby Primary School and Nursery



## Handbook Session 2021 – 2022

**Respect**

**Responsibility**

**Honesty**

**Fairness**

**Courage**

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## Message from the Head Teacher

On behalf of all staff, parents and pupils of Busby Primary School, I would like to extend you a very warm welcome to our school and Nursery. The purpose of this handbook is to provide you with information regarding Busby Primary and Nursery. The handbook sets out Busby's Vision, Values and Aims and gives further information on the organisation and administration in order to facilitate your child's transition to our school or nursery.

Busby Primary is at the heart of the local community that it serves and is very much a community school. We work hard to create a safe, welcoming and positive ethos, which ensures that all pupils have the opportunity to have their individual learning needs met. We strive to achieve the highest possible standards for all our pupils and to provide them with a happy, secure and stimulating environment.

The education and welfare of your child is always our first consideration and all parents/carers are very welcome. Please do not hesitate to contact the school or nursery if you have any questions or concerns. Staff will be pleased to discuss issues relating to your child. We actively encourage partnership with parents and welcome your positive role in the education of your child.

Please contact the school via the school office if you require any further information or to arrange an appointment to have a tour of our school. Further information is also available on our school website.

We look forward to working with you in order that your child may enjoy a happy and fulfilling school life where they are challenged to reach their full potential.

Yours sincerely,

*Gillian McRobb*

Mrs. Gillian McRobb

Head Teacher



## Vision, Value and Aims



### Vision

At Busby Primary School our vision is to be a happy, caring and inclusive school where everyone is valued and encouraged to reach their full potential.

### Values

Our core values are: Respect, Responsibility, Honesty, Fairness and Courage.

At Busby, we seek to foster a positive attitude to learning, citizenship, self, others and the environment. We focus not only on the academic and aesthetic development of our pupils, but also on their personal and social development. We wish to work in partnership with our parents/carers, as well as the wider community, in the important task of developing our pupils to their fullest potential, helping prepare them as a lifelong learners and active citizens in today's Scotland.

Our core values form the basis for the Busby Primary **Code of Conduct**:

We will be **kind** and **caring**

We will be **polite** and **show good manners**

We will **try out best** in everything

We will **let others learn**

We will **make safe choices**

### Aims

It is the aim of everyone at Busby Primary School and Nursery to ensure that we:

- Promote the health & wellbeing of Busby Primary School and its Community.
- Provide a broad, balanced and innovative curriculum with high expectations of achievement and equal opportunities for all pupils.
- Work as a team to recognise and celebrate achievement.
- Follow the code of conduct to contribute to the positive school ethos.
- Provide high quality learning and teaching experiences within a bright and stimulating environment.
- Provide an inclusive, nurturing environment for everyone in the school community.

## School Information



### School Address

Busby Primary School  
Church Road  
Clarkston  
East Renfrewshire  
G76 8EB

Telephone 0141 570 7040

Fax 0141 570 7041

Email [schoolmail@busby.e-renfrew.sch.uk](mailto:schoolmail@busby.e-renfrew.sch.uk)

Website: <https://blogs.glowscotland.org.uk/er/Busby/>

### School Description

Busby Primary School is a non-denominational, co-educational school. At present, the school has a roll of 299 pupils from P1 to P7 with a roll of 59 in the Nursery. Parents should note that the working capacity of the school may vary dependent upon the number of pupils at each stage and the way in which the classes are organised.

The main building was built in 1904 and has two levels that house seven classrooms, a central hall and administration area. We have a purpose built extension linked to the main school by a corridor which houses a further six classrooms, a General Purpose room and a gym/dining hall. We also have a purpose built Nursery, completed in 2021 located to the rear of the school car park. There are ample playground facilities with a MUGA (Multi-Use Games Area). A security system and CCTV system operates in the school. For the school, all visitors should enter via the main entrance and report upstairs to the school office. For the Nursery, all visitors should report to the main Nursery entrance. To find out if you are in the catchment area for Busby Primary, please visit the council website:

<https://www.eastrenfrewshire.gov.uk/placing-requests>

### School Hours

Open: 9.00am

Interval: 10.40am – 10.55am

Lunch: 12.35pm – 1.20pm

Close: 3.00pm

### Nursery

Open: 8.00am

Close: 6.00pm

## Playground Supervision

An adult presence is provided in playgrounds at break times in terms of the Schools (Safety and Supervision of Pupils) (Scotland) Regulations 1990. At Busby Primary, our janitor, pupil support staff and senior leadership team supervise our playground, both at interval and lunchtime. There is adult supervision in the playground from 8.45am, in the event of extreme weather this supervision is moved inside and children are allowed indoors. Pupils are able to enter the building and classrooms from 8.55am to settle ready for a 9am start. Please note that children are not allowed into the school until the supervision is in place.

## After School Care

As a school we have good connections with the services who are able to provide wrap round facilities for school age children.

MACS: <https://www.macs.uk.com/>

CASS: <http://www.clarkstonafterschool.com>

CHILDMINDERS: <https://www.facebook.com/ClarkstonandBusbyChildmindersAssociation>

OFF GRID KIDS: <http://offgridkids.co.uk/>



## Busby Nursery

As the Nursery is an integral part of the school, all information stated in this handbook applies to the whole school. Specific information for the Nursery is detailed here.

### Nursery Application

You can apply for a place in the Nursery, when your child is two years old. Notification of your child's place within the Nursery is given in the March of the year when your child is three. If you wish a Nursery place for your child, you should apply directly to East Renfrewshire Council's Education Department. Full information on how to apply and application forms can be found on the council website. For further information, please visit the school website or: <https://www.eastrenfrewshire.gov.uk/choosing-elc>

### Transition into the Nursery

When your child starts the Nursery, it is important that they are given time to become comfortable in their new environment. Please remember some children will take longer than others to settle. With parental support we can undertake this transition together. This settling period is very important and ensures your child is happy and secure in the Nursery environment.

### Attendance

Parents should inform us if their child is likely to be absent from nursery at any time. Attendance information is recorded and passed on to the primary school as part of the transition record. If your child is having problems attending regularly, we will be happy to discuss this and support towards a resolution.

When we welcome new families, we feel it is useful to provide some information regarding infection control as this will help limit the spread of infection. If your child attends any other day care settings, please inform a staff member.

Please be assured that we follow national guidance to protect the health of all the children in our care; and ask that you support us by following the guidelines below. If you are unsure, please phone us before you bring your child to Nursery

- If your child is ill, they must not attend the Nursery
- If your child becomes unwell whilst in our care, we will phone you to agree a time to collect them
- Please tell us if your child has been ill while they are away from Nursery
- If your child has had symptoms of vomiting or diarrhoea (or both), it is essential that they do not attend Nursery until 48 hours after the symptoms have stopped

As your child will be mixing more with other children, you should be aware that being up to date with the United Kingdom immunisation schedule will protect your child from a range of illnesses. For advice about immunisation, speak to your health visitor or GP.



## What Your Child Needs to Bring

When you bring your children to the Nursery, we ask you to help them in the early days to take off their outdoor clothing. Part of the child's learning is to try to do this for themselves. It can sometimes take a while, but they will get there in the end.

When you arrive, you should look for your child's name on a peg in the cloakroom and leave any belongings on their peg. Try to also have a spare underwear and trousers in your child's bag for accidents, which can sometimes happen when the children are too engrossed in their play. We do have spare clothes in school and nursery for such emergencies.

Parents are asked to bring their children in 'play' clothes which can be washed easily, sleeves which roll up and trousers which allow independence. Shoes with Velcro or ones that slip-on are best to start with. Although not compulsory, sweaters and polo shirts with the Nursery class logo can be purchased. The uniform allows the children to feel part of the community. Also, at times the children can be doing messy work in the playrooms and the uniform helps ensure 'good' clothes do not get dirty. Please label all items of clothing that your child is likely to take off. Please do not allow your child to bring toys to the Nursery as lost or broken toys can cause many anxious moments.

As we have many opportunities for outdoor learning, we would ask that your child comes prepared for all weathers in order to benefit from these experiences. In summer it is advisable to apply sunscreen before the start of the nursery session and complete the consent form to allow staff to reapply throughout the day.

## Learning Experiences

The children are allocated to a group and a member of staff prior to their first session in nursery. As the session progresses we may introduce ways for them to 'sign' in - such as highlighting their name on a list, forming their name with play dough, or in the sand. These opportunities for mark making are relevant and developmentally appropriate for each child.

The children will then spend some time engaging in free play activities of their choosing. This allows a settling in time and social interaction with their group and Keyworker. The children will have many opportunities for free flow play or working with an adult at a planned activity which is responsive to the current interests of the children to further develop skills and extend learning. Many learning opportunities may take place outdoors. Children will be encouraged to develop risk awareness when interacting with loose parts and equipment outdoors to foster problem solving skills, resilience and creativity.

During the course of the session, they will have a healthy snack and brush their teeth. There will be opportunities for 'Nurture/Together' times at natural breaks in the rhythm of the day. This allows staff and children to share their experiences and interests to ensure that the environment is engaging, relevant, challenging and encourages the development of a wide range of skills.



## **Safety and Security**

We operate a secure entry system. A member of staff will open the door to welcome you each day.

Should someone different be collecting your child, please inform the Keyworker as the child will not be allowed to leave with any other adult unless it has been pre-arranged. Please keep the Nursery informed of any changes to your emergency contact information.

## **Health Care**

At the start of the session, you will be asked to complete a form giving emergency contact information. When a minor accident occurs, the child will be supported, reassured and cared for. The parent/carer will be informed when picking up and, if appropriate, asked to sign an accident report form. When a child has an accident requiring medical attention or takes ill in the nursery class, we make every effort to get in touch with the parent/carer or the emergency contact using the information given.

Routine visits by medical staff such as the dentist and optometrist will be made during the session. You will be notified by letter when this is taking place.

Please refer to current guidance relating to infection control and exclusion when your child has a particular illness. <https://www.nhs.uk/your-health/public-health/public-health-protection-unit-phpu/health-protection/>

We have a policy that any food we provide for children will be as nutritional as possible, following national guidelines. We are also a 'nut free' school and nursery campus.

## **Please alert staff to any allergies or dietary requirements your child may have.**

We currently operate a tooth brushing programme where all of our pupils brush their teeth after their snack with their group. Each child has their own toothbrush and we reinforce positive dental hygiene habits. We are supported in this by the NHS and by outreach programmes and activities promoting tooth brushing.

### Lunch and Snack Provision

All children are entitled to a hot lunch, free of charge. The menu is shared with parents/carers regularly so that there can be a discussion about the choices available before each session. We also provide fruit snack and milk/water.

If you decide that your child will not be having the hot lunch provided, they should bring a healthy packed lunch. Please ensure the lunch box has a cool pack inside to keep the lunch at the appropriate temperature and also please respect our 'nut free' policy by not including any items containing nuts. Please also support our healthy eating policy by avoiding sugary drinks and snacks.



### Busby Nursery Class Parent Support Group

Parents are encouraged to become involved in the life of the Nursery and our well established parent support group plays a vital role in supporting the needs of the parents through organising and supporting events. They support the Nursery through organising a host of fundraising activities and this, in turn, allows us to provide trips for the children and invite specialists such as drama groups to visit. Extra home link activities such as 'Maths Bags' have been created and are organised by the group. They also support the staff by providing an extra pair of hands at our open evenings or information sessions. If you would like to support the Nursery on a regular basis, with activities such as outings to the library or being a helping hand, please speak to a member of staff.

### Stay and Play



Stay and Play sessions which allow parents, carers or family members the opportunity to join their child in play are offered each term.



## Nursery Fund

There is a voluntary weekly nursery fund of **up to £5 per month** asked for each child. It is possible to pay at the beginning of the term for the whole term as we appreciate that this may be more convenient. This money goes towards baking ingredients, photographs, plants and replacing perishable equipment. It also particularly helps at Christmas time when all the children have a party and receive a present.



## Breastfeeding Friendly

*Breastfeeding is recognised as the preferred way to feed infants and is associated with improved health outcomes for both mother and child. The Scottish Government therefore, in line with the World Health Organisation (WHO) recommends exclusive breastfeeding for the first six months of an infant's life.*

## Breastfeeding Welcome

East Renfrewshire Council recognises breastfeeding as the most favourable means of infant feeding, and one which has considerable benefits for both mother and child. It is therefore the policy of East Renfrewshire Council to actively welcome mothers who wish to breastfeed their babies in public areas of our premises.

We aim to make our mums feel comfortable should they wish to breastfeed their babies whilst they are here and so we provide a comfortable seat anywhere within the Nursery or somewhere private if requested. We offer hand washing facilities and access to refreshments. Our resources promote breastfeeding as the most favourable way of feeding a baby; we do not use bottles in our house corner or use books which depict bottle feeding as the norm.

In Busby Primary School and Nursery we recognise the importance of promoting breastfeeding due to the many benefits breastfeeding has for both mother and child. As such we have a Breastfeeding Policy which is available on our school website.

## Pupil Progress and Achievement

At the start of each session, every child will start a Learning Journal (a portfolio of significant learning) which contains information about themselves and their achievements in learning. The valuable information gathered from you during the induction process and on the 'Being Me' mind map is the foundation of the child centred record of learning. The journal gives staff an opportunity to record observations of your child and identify their next steps. It also gives the child an opportunity to select their favourite pieces of work for inclusion. The journals, or 'special books' as the children tend to call them, will go home regularly throughout the year for the children to share with their families. This is often another opportunity to find out about the activities your child has been engaging in and can lead to rewarding discussions as your child talks about the photographs and Keyworker comments. The Learning Journals are part of our Reporting to Parents Framework and are a record of individual achievement.

Our assessment procedures take account of the child's physical, social, emotional and cognitive development and previous experiences. The information is gathered through observations, careful questioning and listening throughout the child's learning. It is team based, involving all staff, the parents and the child. There are also two parents' meetings each year and you will receive a summative report at the end of your child's pre-school year.



## Transition to Primary 1

Curriculum for Excellence promotes effective learning for children and young people from 3 to 18. The curriculum in Primary 1 will build on the skills, knowledge and attributes your child has developed. Dates for registering children for primary school appear in the local press, usually in January.

If your child is born in January or February, you can have automatic right of deferral. Nursery staff can give you further advice about this.

The staff at Busby Nursery have established positive links with our associated primary schools exchanging visits and information, maintaining regular contact to ensure that each child's education has the continuity that is essential to his/her learning & development. We have an excellent transition programme between the Nursery and Primary School, as well as very strong links with our local primary schools including St. Joseph's and Carolside Primary.

At the end of the session, parents receive a summative report. A copy of this is also passed on to the Primary 1 teacher to ensure continuity in your child's learning and development.

For copies of the Nursery Inspection Reports, please visit the Care Inspectorate website.



## Busby Primary and ELCC Staff List

<b>Head Teacher</b>	Mrs Gillian McRobb	(Pastoral Care Nursery – P7)
<b>Depute Head Teacher</b>	Mr Mark Weir	(Pastoral Care P3-5/ ASN Parent Contact)
<b>Principal Teachers</b>	Mrs Pauline Houston	(Pastoral Care P6-7)
	Mrs Jackie Toman	(Pastoral Care Nursery – P2)

### Class Teachers

**Nursery** Ms Maria Cairnie(0.5)/ Miss Holly Wight

**P1a** Mrs Brydon Forsyth

**P1b** Miss Eilidh Lawson

**P2a** Miss Campbell (NQT)/Mrs Lindsey McNee

**P2b** Mrs Lauren Brysland(0.5) /Mrs Ashley Guy(0.5)

**P3** Mrs Heather Nilsen-Nygaard(0.5)/Mrs Lindy Dallas(0.5)

**P4** Miss Kathryn Paisey

**P5/4** Miss Lisa Morgan

**P5** Miss Katie McVitie

**P6a** Mr Michael McDonald (NQT)/Miss Alison Doris

**P6b** Mrs Elizabeth Farrant

**P7a** Mrs Pauline Houston/Mrs Emma McLean(0.5)

**P7b** Mrs Nicola Thomas

### Additional Supporting Teaching Staff

Miss Holly Wight (Nurture)

Miss Alison Doris (P5, P6, P7 Support)

Mrs Lindsey McNee (P2 Reading Recovery)

Mrs Danielle McDonald (P6 and P7 Support)

Mr Mark McLaughlin (ICT)

Mrs Elaine Galt (P4 and P5 Support)

Mrs Lindy Dallas (P3 Support)

Miss Jacalyn Dunlop (P2 and P3 Support)

### Pupil Support Assistants

Mrs G Garcia

Mrs T Stewart

Ms L Macrae

Mrs N Hastings

Miss K Dunn

### Child Development Officers

Mrs Lynne Small (**Senior CDO**)

Mrs MC Branco

Ms Y Baikie

Miss S McInnes

Mrs G Boyd

Ms A Walker

Miss S McFarlane

Mrs A Ahmed

Miss S Henderson

Mrs S Murphy

Mrs L MacLeod

Mrs E Marshall

### Early Years Support Workers

Mrs A Whittington

Mrs E Cormack

Mrs C Menzies

### Clerical Staff

**Senior Business Support**

Mrs Norma Sanderson

Business Support

Mrs Ashleigh Barcella (Nursery)

Mrs Allison Wilson

Mrs Amy Baker

Ms Linda Macrae

**Facilities Management**

**Janitor**

Janitor / Cleaner  
Cleaner

Mr Phil Maxwell

Ms Diane Stewardson (am)

Mr J Greville (pm)

Mr A Linton

Mrs C Winterbottom

Kitchen Supervisor

Mrs L Reston

Catering Assistants

Mrs S Alford

Mrs B McArthur

Mrs J McGowan

**Visiting Specialists**

Woodwind Specialist

Mr H Derritt

Violin Specialist

Mr F McNaughton

Guitar specialist

Mr J Finnigan

Active Schools Co-ordinator

Mr C Cox

School Chaplain

Rev J Eve



## Uniform

Within East Renfrewshire we strive to achieve the vision of **‘Everyone Attaining, Everyone Achieving Through Excellent Experiences’** in a variety of ways and supporting schools to robustly implement school dress codes/uniform is another way of reinforcing our drive for excellence in all that we do.

East Renfrewshire’s Education Department expects and strongly encourages its schools to have a high standard of uniform as it can. ***Dressing for Excellence*** is a policy approved by East Renfrewshire’s Education Committee and Busby Primary follows the guidelines from this. In encouraging the wearing of uniform, account must be taken of any proposals to prevent any direct or indirect discrimination on the grounds of race or gender. Any proposals will be the subject of widespread consultation with parents and pupils. Against this background, it should be noted that it is the policy of the Education Department not to insist on pupils wearing uniform or having specialist items of clothing as a prerequisite to their attending and engaging in all of the activities of the curriculum.

This choice of uniform was agreed after thorough consultation with parents and pupils.

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

- potentially encourage faction (such as football colours)
- could cause offence (such as anti-religious symbolism or political slogans)
- could cause health and safety difficulties, such as loose fitting clothing, dangling earrings
- could cause damage to flooring
- carry advertising, particularly for alcohol or tobacco
- could be used to inflict damage on other pupils or be used by others to do so

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

### **Busby Primary School Uniform**

Black trousers or skirt  
Black sweater/cardigan  
White shirt and tie  
Black shoes

### **P.E. Uniform**

Black shorts &/black cuffed jogging bottoms (for safety)  
White polo shirt/T-shirt  
Outdoor trainers  
Indoor trainers/gym shoes  
Light weight black outdoor/waterproof jacket

All items of clothing and shoe bags should be labeled with the child’s name.

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

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

## Attendance

East Renfrewshire has a clear policy on attendance, which is listed below.

Section 30 of the 1980 Education Act lays a duty on every parent of a child of 'school age' to ensure that their child attends school regularly. Attendance must be recorded twice a day, morning and afternoon. Regulation 7 of The Education (School and Placing Information) (Scotland) Amendment, etc. Regulations 1993 requires each child's absence from school to be recorded in the school register in four different ways:-

- as authorised: approved by the authority and this includes sickness, religious observance, bereavement etc.
- as extended leave with parental consent: i.e. when the family moves abroad for a short time
- as unauthorised: i.e. unexplained by the parent (truancy) or most family holidays during term time
- as temporary exclusion from school

Parents/Carers have a legal duty to make sure that their children attend school. The school records attendance twice a day (once in the morning and again in the afternoon). Parents/Carers must let the school know about any absence which could include sickness, religious observance or bereavement among others as early as possible by contacting the school office. This way we can keep accurate attendance records. Parents/Carers are asked to inform the school by phone, email or in person if their child is going to be absent from school. We ask that contact be made before 9am and 1:35pm if not returning to school in the afternoon. Failure to alert us to the absence will result in the school making contact with yourself or emergency contact numbers to ensure your child is safe at home. In order that we do not have to telephone unnecessarily we ask you to assist us by:

- ensuring that absences are reported to the school office by phone, email or in person by 9am on the first day of absence
- indicating the estimated length on non-attendance
- informing us of changes in mobile phone numbers or land lines
- making sure that children arrive at school on time

No child is allowed to leave the school between opening and dismissal time unless going home for lunch. Please inform the school if this is the case. If any appointments are made for your child during school hours, he/she must be collected by a parent/carer from the school office.

Every effort should be made to avoid family holidays during term time. Holiday absence during term time will usually be categorised as unauthorised and parents/carers must advise the school in writing.

The school will investigate unexplained absence and the authority has the power to write to, interview or prosecute parents, or to refer pupils to the reporter to the children's hearings, if necessary. If you have a question about the categorisation of attendance or absence please contact the school.

A guide for parents about school attendance which explains parental responsibilities with regard to children's attendance at school can be found here:

<http://www.scotland.gov.uk/Publications/2009/12/04134640/0>

## School Admission

Before a child enrolls in Busby 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: <https://www.eastrenfrewshire.gov.uk/admissions>

When a child who was enrolled in the school as a catchment pupil ceases to reside within the Busby Primary delineated catchment area and his/her parents wish the child to continue to attend the school the parent must submit a placing request to remain. Where it is found that a child is no longer entitled to a catchment place in Busby 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 parent(s)/carer(s) is/are responsible for providing the Education Department with full and correct information about their child(ren) and any changes to that information which may affect their status as a catchment child. In the event that parent(s)/carer(s) fail to do this, the Education Department will view this as a refusal to comply with the rules and regulations of the school; this lack of cooperation will result in the Council seeking to exclude the child(ren) from Busby Primary School.

If information that is submitted is found to be fraudulent the Council may pass the matter to the Procurator Fiscal's Office. The Council will use all means available to it in order to investigate suspicions or allegations of fraud, including but not limited to, surveillance in cases where it is necessary and proportionate to do so.

## Transitions

The move from Nursery to P1 and then again from P7 to S1 are amongst the most important elements of education.

Each year the dates for the registration of pupils are advertised in the local press. Posters advertising this will also be displayed in the local library and nursery. Parents offered or seeking a place in the school are asked to telephone the school if they wish to visit prior to enrolment. Registration of new entrants to Primary 1 will take place in January. Busby Primary strives to make the transition to school from nursery and to secondary school from primary as seamless as possible for all our pupils, regardless of needs. There are many opportunities for staff, pupils and parents/carers to visit for a variety of activities and liaise closely, particularly where extended transitions are thought beneficial.

Busby has a strong partnership with our Cluster Secondary, Williamwood High School. P7 –S1 transition information is issued in December. Please contact the school for any additional information required. P7 Pupils will be invited to transition events at Williamwood High School to allow them to gain valuable experience for their new school. For those pupils who may require it, there is also access to an extended transition programme. There is a parent information evening held at Williamwood at the beginning of a new session.

Parents who wish to enroll their child during the course of the year should make an appointment with the Head Teacher.

## Composite Class Information

At times, composite classes are a feature of our class organisation. Our school is staffed in relation to the school's roll. Composite classes occur when children from two (or more) different stages are grouped in one register class. This will happen when the numbers of pupils at a single stage are greater than the national statutory maxima, i.e. exceed 25, 30 or 33, or where the total number of pupils at a single stage is very small. The maximum size for a composite class is 25 pupils.

In forming classes in Busby, we consider a number of factors:

- The need for continuous, progressive education, which will build on the attainment and achievement of all children
- Class size maxima at each stage of the school
- Social factors, which will support a child's continuous development
- Effective use of resources including staffing and accommodation

We have rigorous monitoring and tracking systems in place to ensure all pupils are making appropriate progress. We group pupils of similar ability for learning and teaching purposes within classes for maths and language. Our guiding principal is to ensure that the individual learning needs of every child are met.

Parents and pupils will be informed about new classes during the summer term. However, there may be rare occasions when a re-classification of classes has to take place at the start of term or mid-term e.g. where the roll of the school has markedly risen or decreased unexpectedly during the year. The criteria used for class formation are based on ensuring the secure progress and well-being of each child.

## School Holidays

EAST RENFREWSHIRE COUNCIL: EDUCATION DEPARTMENT

SCHOOL HOLIDAY ARRANGEMENTS 2021/2022

TERM	DATES OF ATTENDANCE	
First	Teachers return <i>In-Service</i> <i>In-Service</i> Pupils return  Last day of school <i>September Weekend</i> <i>September Weekend</i> Re-open  Last day of school <i>In-Service</i> Re-open  Last day of school	Monday 16 August 2021 Monday 16 August 2021 Tuesday 17 August 2021 Wednesday 18 August 2021  Thursday 23 September 2021 <i>Friday 24 September 2021</i> <i>Monday 27 September 2021</i> Tuesday 28 September 2021  Friday 8 October 2021 <i>Monday 18 October 2021</i> Tuesday 19 October 2021  Wednesday 22 December 2021
Second	Re-open  Last day of school <i>In-Service</i> <i>Mid Term</i> <i>Mid Term</i> Re-open  Last day of school	Wednesday 5 January 2022  Thursday 3 February 2022 <i>Friday 4 February 2022</i> <i>Monday 7 February 2022</i> <i>Tuesday 8 February 2022</i> Wednesday 9 February 2022  Friday 1 April 2022
Third	Re-open  Last day of school <i>May Day Holiday</i> Re-open <i>In-Service</i> Re-open  Last day of school <i>May Weekend</i> <i>May Weekend</i> Re-open  Last day of school	Tuesday 19 April 2022  Friday 29 April 2022 <i>Monday 2 May 2022</i> Tuesday 3 May 2022 <i>Thursday 5 May 2022</i> Friday 6 May 2022  Thursday 26 May 2022 <i>Friday 27 May 2022</i> <i>Monday 30 May 2022</i> Tuesday 31 May 2022  Tuesday 28 June 2022

Good Friday 15 April 2022  
 Easter Monday 18 April 2022

Further information can be found at:

<https://www.eastrenfrewshire.gov.uk/article/1203/School-holidays>

## Curriculum

At Busby Primary we work with Curriculum for Excellence.

<https://education.gov.scot/Documents/All-experiencesoutcomes18.pdf>

This aims to nurture young people as successful learners, confident individuals, effective contributors and responsible citizens through subject based learning, interdisciplinary learning, the life and ethos of the school and opportunities for personal achievement.



Our curriculum is built on the design principles identified in Curriculum for Excellence: breadth, progression, depth, challenge and enjoyment, coherence, relevance, personalisation and choice. Children are encouraged to be participants and be actively involved in their learning journey, as well as being able to identify their own targets and next steps in their learning.

The curriculum is divided into 4 levels. The National Expectations are detailed below.

Curriculum Level	Stage
Early	The pre-school years and P1
First	To the end of P4
Second	To the end of P7
Third, Fourth	S1 to S3 (Fourth level broadly aligns to SCQF level 4)
Senior phase	S4 to S6, and college or other means of study

However, this depends on **each individual child's progress**. It is possible for children to be working within the Third Level in P7 or even earlier, or to be working within the Early Level during P2.

Within each level the Experiences and Outcomes describe the sorts of knowledge, understanding, attributes and skills that are expected. Progress through the levels is described using the terms ***making progress, progressing well and achieving***. These are stages in the learner's journey and not hurdles that have to be crossed. This includes:

### **Making Progress (M)**

The learner is beginning to make progress in an increasing number of outcomes across the breadth of learning described in the experiences and outcomes

### **Progressing Well (W)**

The learner has achieved a breadth of learning across many of the experiences and outcomes for the level and can apply what they have learned in familiar situations

### **Achieving (A)**

Has achieved a breadth of learning across almost all the experiences and outcomes for the level including significant aspects of the curriculum and can apply what he/she has learned in new and unfamiliar situations.

## **Broad, General Education**

One of the key entitlements of CfE is that all children should receive a rounded education, known as a broad general education, from early years through to the end of S3, before moving on to a senior phase in S4 to S6 which will include studying for qualifications. This broad general education should provide young people with a wide range of knowledge, skills and experiences that they can draw on as their lives, careers and job opportunities continue to change.

A key part of broad general education is the development of the knowledge, skills, attributes and capabilities set out in the Experiences and Outcomes. Learning may span a number of curriculum areas. For example a literacy project planned around science and technology, might include outdoor learning experiences, research and the use of ICT. There is likely to be more themed and project learning, as well as wider opportunities to show how skills and knowledge can be used in challenging, different and interesting ways.

At Busby Primary School, children have the opportunity of learning through:

- inter-disciplinary approaches
- discrete subject teaching
- the life and ethos of the school
- opportunities for personal achievement
- Skills Academy

In all areas of the curriculum, equal opportunities are offered to all children, irrespective of difference in sex or nationality. Each child is expected to participate in every subject, and will be encouraged to achieve the highest possible standard throughout. Careful tracking and monitoring takes place to ensure that skills and knowledge are built upon and there is no repetition in development at transitions from Nursery to P1 and from stage to stage throughout the school.



## Skills Academy

At Busby Primary School, "Skills Academies" form an exciting and innovative part of our curriculum. These allow the children to develop their skills for life, learning and work in a range of new and unfamiliar situations. This includes working with outside partners from the World of Work and local community. In the Skills Academy, pupils work in groups made up across different year groups. Skills Academies have been developed under five headings; Food Technology, Community, Design and Manufacture, Lifeskills and Creativity.



## Community Partnerships

At Busby Primary, we pride ourselves on being an active, and supportive, part of our local community. Over the years, we have forged real links within our locality, providing a wealth of opportunities to enhance our pupils learning. Our Skills Academy programme focusses on Skills for Learning, Life and Work and provides our pupils with real-life opportunities to develop employability skills. These lessons are supported by outside agencies/businesses such as Heartstart, The White Cart, Bonnyton House and Hawthorn Court. We also have close links with Busby Library, with all classes visiting regularly. The librarian is excellent in leading story sessions, and suggesting books to support ongoing classwork.

We work closely with our fellow schools as part of the Williamwood Cluster. Staff share expertise and the pupils benefit from opportunities to work with other pupils from across the other schools. Ongoing cluster partnership projects currently include the following:

- P7 Cluster Sports Day
- Williamwood STEAM Fair
- Cluster Science Club
- P5 Modern Languages Day
- P2, P5 and P6 Cluster Art projects
- P7 Poetry Slam
- P6 Technology Challenge

## Curricular Areas

### Literacy and English

Language and Literacy are of personal, social and economic importance. Our ability to use language lies at the centre of the development and expression of our emotions, our thinking, our learning and our sense of personal identity. Language and Literacy is central to learning and teaching in every area of the curriculum. We therefore attach the utmost importance to the development of the skills **of listening, talking, reading and writing**, so that each child progresses to the highest level he/she can achieve.

#### Reading

Important emphasis is placed on **Early Literacy** and the strategies needed to improve literacy in the early years and subsequently throughout the school. Spoken language has particular importance in the early years and our teachers will balance play-based learning with more systematic development and learning of skills and techniques for reading, including phonics. This builds upon the work already started before children come to school. From First Level onwards, the focus for teaching and learning moves to more complex skills of comprehension, and children are encouraged to 'interrogate' reading materials to ensure they fully understand what they have read. A variety of resources are used to meet the needs of learners.

We have strong links with the local library, every class has a fiction library, and there is a non-fiction school library where children are encouraged to work independently while learning and applying basic reference and research skills. We aim to ensure our pupils experience an environment which is rich in language and which sets high expectations for literacy and the use of language. Our pupils will spend time with stories, literature and other texts which should enrich their learning, develop their language skills and enable them to find enjoyment.

#### Writing

Children are taught the skills they need, and targets are set and worked towards. Displays are used in every classroom to support the work in this area of language and are a useful reference point for all children. Pupils are also given plenty of opportunities to practise and develop their writing skills across the curriculum, writing for a range of different purposes and are encouraged to link their reading to their writing.

#### Talking and Listening

Talking and listening are linked closely to reading and writing. Children are given a range of experiences to develop their talking and listening skills throughout the curriculum. This includes class-led assemblies, debates, pupil-led services, class discussions, presentations and leadership opportunities.

## Literacy and English (cont.)

### Modern Languages

Learning other languages enables children and young people to make connections with different people and their cultures and to play a fuller part as global citizens. At Busby, French is taught from Early Years to P7. Our French programme is enhanced with visits from French Language Assistants. P5-P7 pupils also have the opportunity to learn Mandarin as part of the Scottish government 1+2 language initiative. In doing so, our children enhance their understanding and enjoyment of other cultures and of their own and gain insights into other ways of thinking and other views of the world. They will develop skills that they can use and enjoy in work and leisure throughout their life.

## Numeracy and Mathematics

*“To face the challenges of the 21<sup>st</sup> century, each young person needs to have confidence in using mathematical skills, and Scotland needs both specialist mathematicians and a highly numerate population”* Building the Curriculum 1

All pupils will be given the opportunity to develop their understanding of Numeracy and Mathematics in a variety of motivating contexts as identified in Curriculum for Excellence. These are structured within three main organisers:

- Number, money and measure
- Shape, position and movement
- Information Handling

Pupils will be encouraged to develop highly positive attitudes to Numeracy and Mathematics through challenging, relevant and motivating learning experiences. They will develop an appreciation of numbers through planned active learning which provides opportunities to observe, explore, investigate, collaborate, experiment, play, discuss and reflect. Throughout the year, pupils' learning is enhanced through events such as National Maths Week and Science, Technology, Engineering and Mathematics Week (STEM). At all stages we will put an emphasis on collaborative learning and encourage our pupils to reason logically and creatively through discussion.

The fundamental nature of mathematics is one of problem-solving and enquiry. In order to become confident, pupils must have many opportunities to practise tackling problems and investigations at all stages from Early Level to Primary 7 across different areas of the curriculum. In all classes pupils will be given opportunities to tackle problems collaboratively and independently.

## Health and Wellbeing

Learning in health and wellbeing ensures that our pupils develop the knowledge and understanding, skills, capabilities and attributes which they need for mental, emotional, social and physical wellbeing for the present day and the future. Our school follows the experiences and outcomes in health and wellbeing which reflect a holistic approach to promoting the health and wellbeing of all our pupils. Good health and wellbeing is central to effective learning. Learning through health and wellbeing promotes confidence, independent thinking and positive attitudes and dispositions. It is the responsibility of every teacher in the school to contribute to learning and development in this area.

This area of the curriculum is also concerned with educating our children to cope with life. It is a vital area of learning and teaching and the work we do in this area helps our pupils to deal with difficult situations, but also helps in creating young, relaxed and confident learners. We have a comprehensive and progressive programme in place, which focuses on developing skills such as independence, interdependence, resilience, self-awareness and self-confidence. Staff and pupils will also discuss issues such as personal safety, sexual health and parenthood, drug and alcohol abuse, Road Safety, Anti-bullying and Keeping Healthy. We also provide pupils with leadership opportunities to develop their own skills and confidence. Senior pupils buddy younger pupils as Monitors, Playground Monitors and support reading through a paired reading programme.

All pupils currently have three 50 minute periods of PE a week, including an outdoor session. This provides them with opportunities to develop physical skills, encourage confidence and co-operation with others and to foster a positive attitude to health and fitness. Throughout the school year, pupils are also given the chance to experience a wide range of different sports. In the interest of health and safety children are not allowed to wear jewellery of any type during PE lessons – earrings must be removed.

Prior to teaching sensitive aspects of health and wellbeing, such as relationships, sexual health and parenthood, parents and carers will be invited to attend an information evening at the school. They will have the opportunity to learn how these issues are tackled in the school and chat to staff about how they can be involved at home.

## Social Studies

Through Social Studies, skills and concepts that are in constant use are developed, as well as knowledge and understanding of facts and events and how these affect our lives. Social studies are structured into the following three key areas:

- people, past events and societies
- people, place and environment
- people in society, economy and business

Educational visits may be arranged to places of interest and members of the local community are invited to the school to add practical and personal contributions and enhance the learning experience of all pupils.

## Sciences

Science is an important part of everyday life and allows children to develop important skills to become creative, inventive and enterprising. Through learning in science, children and young people develop an interest and understanding of the living, physical and material world. Key concepts are identified under the following eight significant aspects of learning

- Planet Earth
- forces, electricity and waves
- biological systems
- materials
- topical science
- inquiry and investigative science
- scientific and analytical thinking
- attributes of scientifically literate citizens

The School has been awarded the Primary Science Quality Mark Gold Level Award for our approaches to teaching Science. We are one of only a few schools in the West of Scotland to have achieved this.

## **Technologies**

Technologies is structured into the following key areas:

- Technological developments in society
- ICT to enhance learning,
- Business
- Computing science
- Food and textiles
- Craft, design engineering and graphics

We have a wide range of available devices, including laptops, Chromebooks and iPads. Interactive whiteboards are installed in all classes and a Wi-fi network operates for portable devices. Pupils use their ICT skills to access a number of other curricular areas such as Literacy, Numeracy and Social Studies. Pupils have further opportunities to develop their skills in food and textiles and craft and design outside of the classroom during our Skills Academies.

East Renfrewshire Council has a single connection to the internet for schools and maintains the systems which prevent pupils from having access to unsuitable material. However, no system can guarantee 100% protection. We therefore stress the importance of using the network and the internet safely and, as a school, ensure internet access is supervised. We discuss network etiquette principles and how to manage the increasing use of mobile technologies. We also ask all our pupils to complete an Acceptable Information and Communication Technology (ICT) User Agreement and ask our parents to sign these.

## **Expressive Arts**

### **Art and Design**

Through Art and Design, children are encouraged to express themselves visually and to appreciate and enjoy their own and the work of other artists. Their imaginations are stimulated through various media. All children are encouraged to develop their creative talents through participating in activities that include the use of different materials.

### **Drama**

From their earliest years, children use imaginative play to explore, order and make sense of themselves and the world about them. Drama extends and builds on this natural process and helps to build confidence and self-esteem. To help develop a range of dramatic techniques and skills, children have the opportunity to role-play, improvise, use movement and mime, and to use sound to express their own and others' ideas. The opportunity to develop these skills often arises through other curricular areas, and in Busby, these may often be linked to topic and language work.

### **Music**

Our aim in music is to foster a lasting interest in, and enjoyment of, musical skills. In Busby, all children have the chance to realise their full potential, whatever their musical talents and abilities. A music specialist works in the school on a fortnightly basis with the P3 classes. Music instruction is offered in woodwind.

## Religious and Moral Education

Religious Education makes a distinctive contribution to the curriculum in helping pupils towards a consistent set of beliefs, attitudes and practices within our own community and beyond. It is important for our pupils to become aware that beliefs and values are fundamental to families and to the fabric of our society in communities, local and global. We hope to develop our pupils' understanding of diversity in our society and their own roles in it. We have a structured programme, which is taught by class teachers and, where appropriate, includes input from the school chaplain. Our school's associated church is Busby Parish Church. Through the work in RME we encourage harmony, appreciation and consideration for the beliefs of others.

It is recognised that the Education (Scotland) Act 1980 allows parents to withdraw their children from any religious instruction and observance, and parents wishing to do so should contact the Head Teacher to allow any arrangements to be made.

Parents may request that their children be permitted to be absent from school in order to celebrate recognised religious events. Only written requests will be considered. Appropriate requests will be granted and the pupil noted as an authorised absentee in the register, on no more than three occasions.

For further information and websites to support your child's learning across the curriculum visit:  
<http://www.ea.e-renfrew.sch.uk/curriculumlinks/>



## Learning and Teaching

From our Early Learning and Childcare Centre to Primary 7 we are committed to ensuring that children experience the highest quality learning and teaching experiences possible. We promote active involvement of pupils in their own learning which should be motivating, challenging and fun!

### **What does this mean for learners in Busby Primary and Early Learning and Childcare Centre?**

- Children should have the opportunity of engaging with a broad range of learning experiences
- Pupils should be clear about the nature and purpose of learning activities. They should be involved in the setting and sharing of their goals
- Pupils need time and space to learn in order to consolidate and master learning
- Pupils should be encouraged to think creatively and encouraged to take responsibility for their own learning

For further information about the work and performance of the school please see the parent summary of the school's standards and quality report.

Further information on the school performance is available in the Education Scotland Report published in December 2014. You can find this on the school website:

<https://blogs.glowscotland.org.uk/er/Busby/information/>

## Assessment and Reporting

Assessment is an integral part of teaching and learning, and pupils are continuously assessed in an informal way as part of the daily class routine. At other times, standardised tests may be used to help teachers assess pupil progress and to identify any strengths and diagnose any barriers to learning. Pupils in Primary 3, Primary 5 and Primary 7 sit East Renfrewshire Standardised Tests for Reading and Mathematics in February each year. Pupils in P1, P4 and P7 will sit the Scottish National Standardised Assessments around May each year. Each child in P1 is assessed in Literacy and Numeracy, pupils in P4 and P7 are additionally assessed in writing. The assessments help to identify children's progress and provide diagnostic information to support teacher's professional judgement. These assessments are aligned with Curriculum for Excellence.

The curriculum is planned to provide an appropriate programme of learning experiences that are balanced, building on children's learning throughout each level of the curriculum. Teachers draw on a wide range of assessment approaches to support their judgement on pupil progress. Children are assessed on what they make, say, write and do. Assessment will focus on the application of standards and expectations of each child's progress and achievement in knowledge and understanding, skills, attributes and capabilities.

Parent and teacher conversations will provide an opportunity to report on children's progress. Parents will have an opportunity to discuss progress and to view their child's work twice a year at formal appointments. Parents are always welcome to discuss their child's progress at other times. Those wishing to do so should contact the school to arrange a mutually suitable appointment.

Twice throughout the session, Pupil Profiles in P1-3 will be sent home. P4 – 7 Pupils have an online profile accessed through GLOW. This illustrates the children's journey in their learning at Busby Primary across the curriculum. All parents will receive an official written school report in Term 4 of each school year. This describes how your child is progressing through the experiences and outcomes within Literacy and English, Languages, Numeracy and Mathematics and Health and Wellbeing. There are also learning workshops throughout the year when parents/carers are invited into their child's class to view their more recent work and participate in learning activities together.

## Recognising Attainment and Raising Achievement

In Busby Primary we use many different methods to track and celebrate pupil success and achievement. We encourage children to share their wider achievements from both within and outwith school. This is displayed in school and helps to link with our House System. You can notify the school of any achievements by clicking the image below:



The school is very proud of its successes and will often share these celebrations on the school website and Twitter feed. From time to time, we may also contact the local press to celebrate with the community. Your child may be in some of the photographs. The consent of parents/carers will be sought at the beginning of each session and will cover the following categories:

- Photography and display in school
- Public display (local and national press, TV and media)
- Personal photography at school events
- Online within the school website, twitter feed and Glow

## Homework

Busby Primary recognises the vital role that parents play in their child's education. We hope that parents, pupils and teachers will work in partnership to promote positive learning within and outwith the school. We aim to promote links between home and school, and homework is one way in which this can be done. A copy of the policy can be found here:

<https://blogs.glowscotland.org.uk/er/Busby/parents-2/information/>

### **Recommended time for homework tasks**

**Primary 1 and 2** – approximately 40-50 minutes per week

**Primary 3 and 4** – approximately 1 hour per week

**Primary 5** – approximately 1 hour and 15 minutes per week

**Primary 6 and 7** – approximately 1 hour 30 minutes per week

## Further Information



### Support for Pupils

At Busby Primary, we want all children and young people to get the support they need to reach their full learning potential. We ensure that children are provided with work that is appropriate to their stage and development. This may be achieved through class, group and individual teaching approaches enabling children to strive towards reaching their individual targets. However, many pupils may, at some point in their school life, will require additional support. It applies to pupils who are having difficulties and to those who are more able.

Class teachers are responsible for teaching and supporting all the children in their class. Sometimes support is provided by a Support for Learning Teacher, Pupil Support Assistants and the Management Team. This support may take the form of direct tuition, advice to the class teacher or provision of appropriate materials and practical help within the classroom.

The school's Support for Learning Co-ordinator ensures the school continues to have excellent relationships with the Health and Psychological Services and regular meetings are held with our Educational Psychologist. We work closely with these partner agencies to support pupils who require additional support by creating a Wellbeing Plan in consultation with parents/carers and where appropriate the young person. This plan is based on the values and principles of 'Getting It Right For Every Child' (GIRFEC). The Wellbeing Plans have been designed to allow school staff, partner agencies, pupils and parents to be active participants in the plan. Your child's teacher will discuss the strategies agreed to help support your child, and will welcome your views and any suggestions you might have. The very important review process, when the success of the agreed strategies is discussed is also an area where your views will be sought.

The school Additional Support Needs (ASN) Coordinator, Mr Weir, is responsible for assuring the whole school approach and bringing together the various aspects of pupil support including pastoral, behaviour and learning. When children are experiencing specific learning difficulties, parents will be invited to the school to discuss progress and explore ways in which further support may be given. Parents are encouraged to contact the school if they feel their child's needs are not being met, or could be addressed more appropriately.

### Joint Support Team (JST)

If it is found that your child needs extra support you would be asked for permission for us to discuss your child's needs at a Joint Support Team (JST) meeting. Our aim is to spot any potential difficulties and work with parents and pupils to support their needs as fully as possible. 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 JST to ensure that the best possible supports are available to pupils when they need them. The JST is made up of representatives from the school senior management team, pupil support staff, teaching staff, social work department, Psychological Services, school nursing service and any other appropriate agency. It is coordinated by a member of the senior management team. One of the important functions of the JST is to develop and implement strategies to help our young people. The school policy is to keep you and your child fully informed at all times. Mr Weir, DHT and ASN coordinator, would be happy to offer advice and information on aspects of your child's learning needs.

## Equal Opportunities and Social Justice

Our school is committed to the educational and social values of sustainability, equality and justice. We seek to support our community through fair, transparent, inclusive and sustainable policies and practices in relation to age, disability, pregnancy and maternity, gender and gender identity, race, religion or belief, and sexual orientation.

We take a values based approach to our work with children, staff, parents and the wider community. We respect all learners' rights and our work is underpinned by the United Nations Convention on the Rights of the Child (UNCRC).

The school regularly gathers and reflects upon the views of children, families and community partners in order to continually improve our approaches to promoting equality and equity. We work to remove or minimise all forms of disadvantage suffered by our learners, including economic disadvantage.

We value the diversity of the Busby Primary School community and wish for all parents to be involved in the life and work of the school.

In accordance with the Equalities Act 2010 we seek to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act
- 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.

Busby Primary School and ELCC has clear guidelines and procedures for dealing with incidents of inequality, as advised by the Education Department. We encourage that any concerns be raised with us. Our Equalities Coordinator is Mrs. Houston (PT) and can be contacted by emailing or phoning the school.



## Anti-Bullying Policy

Our school policy states that bullying is an unacceptable form of behaviour through which an individual or group of individuals feel threatened, abused or undermined by another individual. Bullying is behaviour which can be defined as a repeated attack of a physical, psychological, social or verbal nature by those who are able to exert influence over others.

We have developed a supportive framework in order to create an environment in which bullying is unacceptable and all its consequences are dealt with appropriately and promptly. Our aims are:

- To establish an atmosphere in which mutual respect and tolerance of an individual's right not to be bullied, emotionally, verbally or physically, will thrive.
- To encourage pupils to take responsibility for their own freedom from intimidation and the freedom of others in the same respect
- To encourage a consistent approach and attitude by all adults which creates an environment in which incidents can be dealt with appropriately and promptly
- To create an open atmosphere within the school where pupils can go to a variety of listeners for support

## Extra-Curricular Activities

Busby Primary offers a wide range of additional curricular activities to pupils. We recognise that pupils should have a wide range of opportunities and experiences from which they can realise success and achievement. We work closely with the Authority's Active Sports, sports coaches and staff to provide sporting and non-sporting clubs. Our Active Schools Co-ordinator has supported the school to set up after school clubs and supported classes within the PE Curriculum. After school activities include football, netball, basketball and Yoga. Primary 7 pupils participate in an outdoor activity residential visit.





## School Lunches

The school operates a cashless cafeteria system which provides pupils with a choice of a hot or cold lunch. Special diets required for medical or religious reasons should be brought to the attention of the head teacher so that appropriate arrangements can be made.

In line with national policy all P1, P2, P3, P4 and P5 pupils will receive a free meal each day at school.

For further information and copies of the primary school menus visit:

<https://www.eastrenfrewshire.gov.uk/school-menus>

We operate a cashless system where pupils and parents can pay online through the *Parent Pay* section on the East Renfrewshire website [www.parentpay.com](http://www.parentpay.com). A link to this can also be found on the school website. All school lunches should be paid in advance. The dining staff also operate a tuck shop in the school during the morning interval.

Packed lunches brought from home are taken in the school dining hall. Glass bottles and fizzy drinks should be avoided. Fresh water is available from our filtered drinking fountains and pupils are encouraged to drink water regular throughout the day.

Given the range of allergies within the school Busby is a NUT FREE School so we ask that no snack with nuts is brought to school.

## Free School Meals/Clothing Grants

Depending on circumstances, there may be eligibility for assistance in school meal and uniform provision. Further details of criteria and application forms can be found at the following address: <https://www.eastrenfrewshire.gov.uk/freeschoolmeals>

Alternatively, please ask for advice at the school office.

Helpful advice can also be found on our school website at the following link:

<https://blogs.glowscotland.org.uk/er/Busby/parental-advice/>

Members of the School Leadership Team are always happy to discuss individual needs in confidence, and we will support however we can.

## School Payments

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

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

For more information go to [www.parentpay.com/Parents](http://www.parentpay.com/Parents)

## Communication

The school uses a wide range of communication to contact and inform parents/carers of events, context for learning and other important information. We also use a text messaging service, which allows instant messages to your mobile phone, although we do try to limit this service to emergencies. A range of other forms of communication, such as our school Twitter Feed (@BusbyPrimary) and Class Blogs <https://blogs.glowscotland.org.uk/er/Busby/class-blogs-2019-20/>, provide a breadth of information about school life throughout the session.

It is very rare for a school to close, however, if a decision was made for this to happen, the school would use the following communication to inform parents:

- SMS (Text Messaging)
- School website update
- Email
- Twitter

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

If the weather takes such an unexpected turn for the worse, the safest place for you children is the school building until you can get here to safely collect them. Children will be supervised and released only when you, or an identified adult, can collect them. A letter may be issued explaining the reasons for closure and indicating the methods by which they will be informed of the date for the reopening of the school. This letter may be provided by email or text and will be supported on the school and East Renfrewshire's Council Website. Further information about severe weather can be found on our school website.

Often parents/carers wish to discuss an issue face to face with a member of staff. An appointment can be made by calling or emailing the school office where one of the Leadership Team will be happy to meet and discuss concerns with you.



## Promoting Positive Behaviour

In Busby Primary School, we actively promote positive behaviour and have a very clear policy that outlines our school's approach. We have a very well established Code of Conduct, which is the vision we have for behaviour within our school. The Code of Conduct is intentionally simplistic in language and can be applied to all stages. It applies consistently across our school; in classrooms, in the playground, in the corridors and in the dining hall.

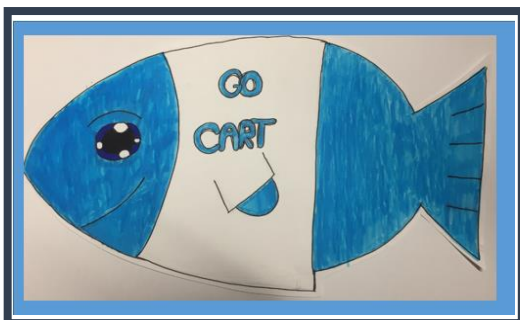
## School House System

A house system runs within Busby Primary School and is led by our House Captains.

We have four houses with families group together in the same house. These are:

- Cart (Blue)
- Mill (Yellow)
- Viaduct (Red)
- Paddock (Green)

The house system runs in conjunction with an individual points rewards system. Each house gains house points from a variety of activities and for following the school Code of Conduct. Each term the winning house gains a big reward and at the end of the session, our House Cup is awarded to the winning house.



## Pupil Voice and Leadership

At Busby Primary, the pupils are central to all that we do, and the contribution they make to our school is highly valued and are used as part of our analysis for our School Improvement Planning. Throughout their time with us, pupils are afforded many opportunities to shape their learning and their school by using both their individual, and collective voice. Examples of this may include:

- Completion of surveys/questionnaires regarding school improvement
- Participation in one of our many School Committees
- Securing one of our P7 Leadership Roles
- Planning and Evaluation of learning experiences in classrooms

Our pupils have the opportunity to be active within a wide variety of pupils groups. Details of all these groups, and their current Improvement Action Plans, can be found on the school website.

Our Current Pupil Groups consist of;

- House Captains
- Pupil Council
- Sports Committee
- Eco Committee
- Fairtrade Committee
- Digital Leaders
- Junior Road Safety Officers (JRSO)
- Rights Respecting Committee (RRSA)
- Media Team
- P7 Pupil Parliament

Our Pupil Groups support the staff to have the success of various aspects of school life recognised by external awards.

## Child Protection

**At Busby Primary School and Nursery  
We Work Hard to Keep Our Children Safe**



At Busby Primary School and Nursery 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 school operates a multi-agency Joint Support Team to ensure that the best possible supports are available to pupils when they need them.

**The Child Protection Co-Ordinator for the school is Gillian McRobb (Head Teacher).** If you wish any further information or a copy of the school policy, please contact the school office. If you wish to discuss this important matter further, please make an appointment to see the Head Teacher.

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

Barrhead Social Work Office: 0141 577 8300

Clarkston Social Work Office: 0141 577 4000

Strathclyde Police Family Protection Unit: 0141 532 4900

Standby Social Work Out of Hours: 0800 811 505



## Parent Involvement and Engagement

The support of parents is vital to the success of Busby Primary School. We believe, therefore, that we should do everything possible to provide parents regularly with information and opportunities to visit the school to learn of matters that relate to their child's education. At present, parental involvement takes many forms including:

- Newsletters
- Meet the Staff Evening
- Meetings to discuss pupils' progress in November and March
- Pupil Profiles and Big Books
- Annual Pupil reports in term 4
- Information Evenings
- Parent Council
- School website/Twitter
- Assemblies
- Learning Workshops
- Family Learning Workshops
- After School Clubs
- Parent Volunteers
- End of Term Services

At Busby we operate an 'open door' policy and encourage parents to get in touch with us about any matter concerning their child's education. We shall do our best to resolve any matters of concern.

Further information about Curriculum for Excellence and ways in which you can support your child at home can be found on the 'Parentzone' website: <https://education.gov.scot/parentzone>

### The Parent Council

The Scottish Schools (Parental Involvement) Act 2006 makes provision for all parents to be members of the Parent Forum at the 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 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 but, not being members of the Parent Council, have no right to vote. For further information visit: <https://education.gov.scot/parentzone>

At Busby, we have a very active Parent Council that supports the school in numerous ways. For further information about Busby Parent Council visit the website below:  
<https://blogs.glowscotland.org.uk/er/wwhbbpc/>



## School Improvements

Busby Primary and ELCC is proud of its many achievements. We continue to evaluate and progress to ensuring we provide a high quality education that will enable all young people to meet their full potential. Each year pupils, staff and parents work together to evaluate the work of the school and identify actions plans for developing our school.

Our Standards and Quality Report can be viewed on the school website.

Our School Improvement Plan together with the Williamwood Cluster Improvement Plan and Local Improvement Plan can be found on the school website. A Parent and Pupil version is created by our Pupil Council each year, and can also be located on the website.

We use a range of methods throughout the year to find out your views, including questionnaires, forms, audits, parent drops ins and focus groups. Your views are always welcome and support up to prioritise school improvements.

### Family Friendly

We are currently using the Family Friendly Toolkit to measure whole school and nursery progress towards meeting the East Renfrewshire Council Family Friendly Key Indicators. Both the school and Nursery Class have already achieved the Gold Award.

### Sustainability

Busby Primary is working towards the fifth renewal of its Green Flag status. The ECO Committee play an active part around the school and are supported by the Junior Road Safety Officers.



### Rights Respecting School Award

Our RRSA Committee supported our school in achieving the Gold Level of this award. The RRSA recognises achievement in putting the Convention on the Rights of the Child at the heart of a school's planning, policies, practice and ethos. Our Pupil Council enhanced this award by ensuring that the School Values reflected the principles of the [UNCRC](#) and putting children's rights at the forefront of our school ethos.

### **Sports Scotland Gold Award**

The Sports Committee continue to ensure that we are offering a wide range of sporting experiences to all of our pupils, resulting in a second renewal of our Sports Scotland Gold Flag award in 2018.



### **School Policies**

Links to our current school policies can be found on the school website. Policies are updated regularly to reflect local initiatives and educational guidance. Parent are invited to consult on policy changes through Improvements Groups with the Head Teacher. Information about when these will take place will be shared at appropriate times.





## General Information

### Emergency Situations

We make every effort to maintain a full educational service, but on some occasions circumstances arise which lead to disruption. Schools may be affected by, for example, severe weather, dislocation of transport, power failures or difficulties of fuel supply. In such cases, we shall do all we can to let you know about the details of closure or re-opening. We shall keep in touch by using the school website and twitter, East Renfrewshire website or Twitter site, letters, text service announcements in the press and local radio and school website: <https://blogs.glowscotland.org.uk/er/Busby/>

To view East Renfrewshire Council's advice on the emergency closure of schools and establishments due to severe weather conditions, please visit: <https://www.eastrenfrewshire.gov.uk/emergencies>

### Medical and Healthcare

Any medication that your child may need should be handed into the office and the appropriate medical form signed. Medicines have to be in the original chemist's bottle or packet with the child's name, dosage and instructions printed on the label. If your child usually self-administers any medication such as an inhaler, this should also be signed for at the school office.

There are strict regulations limiting the first-aid we are allowed to tender, e.g. we are forbidden to administer dispirin or aspirin. In cases where the pupils are so distressed that it is unwise for them to remain in school, contact is made with the parents with a view to having the pupils taken home. Fortunately, most cases are straightforward and pupils are restored to classes as soon as possible after receiving first aid. When pupils are involved in accidents, our first aid trained staff will take appropriate action and, if appropriate, contact the parents. This may include making arrangements to have the child taken or sent by ambulance to hospital. In all cases, the school makes every effort to contact a parent in the first instance. If a parent is not available the school will make contact with the child's emergency contact for necessary arrangements to be made.

It is in the interests of pupils that we ask parents to inform us of any medical problem or condition affecting their children. Such information is helpful and enables us to take prompt and appropriate action if a pupil is suddenly taken ill. Details of this nature are, of course, handled with sensitivity and in confidence. Routine medical examinations are carried out from time to time by the school nurse. Parents are informed when these examinations are to take place.

### School Safety

The school building is fitted with a secured entry system, and doors can only be opened from indoors. All visitors should press the buzzer at the main entrance to the school or either nursery building, where you will be directed where to go, or met directly by a member of school staff. Please make sure the door is closed firmly behind you when leaving to ensure safety for all pupils and staff.



## Privacy Notice – Education

### Who will process your information?

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

### Why do we process your information?

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

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

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

The law gives certain types of information special significance because of its sensitivity e.g. 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.

### **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.

### **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.

### **To object to the processing of your data**

You have the right to object to the council's use of your personal data.

The council will have to demonstrate why it is appropriate to continue to use your data.

### **Complaints**

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

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

or by email at [DPO@eastrenfrewshire.gov.uk](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.

## Complaints, Suggestions and Compliments

Busby Primary School and Nursery is an East Renfrewshire Council managed establishment. At all times, we must work to ensure that the school is an effective and efficient part of this service. The aim of the school is to provide a varied and balanced curriculum; raise standards by setting targets in learning and teaching and attainment; create a purposeful, friendly and challenging environment that includes all pupils; empower our children by enabling them to recognise their own and others achievements and celebrate success.

### Aim

The aim of this policy is to provide guidelines for staff, parents and other users of the service to raise complaints about the service provider.

### Objectives

Through this policy, staff, parents and other users of this service will be able to:

- Know how to raise a complaint
- Know the procedures involved in the complaints process
- Know how to take a complaint further

### Know how to raise a complaint

If at any time, a parent, staff member or any user of this service has a complaint or suggestion, this should be taken up with the Head Teacher. If the Head teacher is not available, then complaints can be raised with a member of the Management Team. The complaint can be presented verbally or in written format. Any complaint should be raised quickly so that immediate action can be taken to rectify the situation

### Know the procedures involved in the complaints process

The Head Teacher or Depute will deal with complaints in strictest confidence. The person making the complaint will be listened to so that full details of the concerned are presented. The Head Teacher or Depute will reassure that person that an investigation of their complaint will be carried out and a timescale for feedback suggested. The Head Teacher or Depute will then investigate the complaint in line with Council policies and guidelines. The Head Teacher or Depute will feed back to the staff any action that needs to be taken to rectify the situation. The person making the complaint will also be notified of any action to be taken. Staff will implement action to be taken to ensure that the situation does not arise again. The Head Teacher or Depute will monitor the implementation of the action.

### Know how to take a complaint further

If a person feels that their concern has not been dealt with effectively or efficiently, then the concern should be presented again to the Head Teacher. The steps outlined above will be followed again. If the person does not feel that the matter has been dealt with effectively, or the concern is regarding the Head Teacher, then the Head of Service should be informed.

### Head of Service

Quality Improvement Service

East Renfrewshire Council

St John's Campus

Commercial Road

BARRHEAD

G78 1AJ

Tel 0141 577 8635

Parents of ELCC children can also consult with the Care Inspectorate regarding queries, concerns or complaints. The Care Inspectorate can be contacted either by post or telephone.

**Care Inspectorate**  
**4<sup>th</sup> Floor**  
**No. 1, Smithhills Street**  
**Paisley**  
**PA1 1EB**  
**Tel 0141 843 4230**  
**[www.scswis.com](http://www.scswis.com)**

## **GDPR (General Data Protection Regulation)**

Information on parents and guardians is stored on a computer system and may be used for teaching, registration, assessment and other administrative duties. The information is protected by the General Data Protection Regulation 2018 (GDPR) and may only be disclosed in accordance with Codes of Practice. For further information please contact the school.

## Useful Weblinks

Busby Primary School –

<https://blogs.glowscotland.org.uk/er/Busby/>

Parentzone –

<https://education.gov.scot/parentzone/>

East Renfrewshire Council –

<http://www.eastrenfrewshire.gov.uk>

Choosing a School: A Guide for Parents – information on choosing a school and the placing request system –

<http://www.scotland.gov.uk/Publications/2010/11/10093528/0>

A guide for parents about school attendance explains parental responsibilities with regard to children's attendance at school –

<http://www.scotland.gov.uk/Publications/2009/12/04134640/0>

Curriculum for Excellence Factfile – 3-18 Transitions –

<https://learn.sssc.uk.com/observing/downloads/cfetransitions.pdf>

Curriculum for Excellence Factfile – Assessment and Qualifications –

<https://education.gov.scot/media/0g2cthxv/cfefactfileoverview.pdf>

Parenting Across Scotland offers support to children and families in Scotland –

<http://www.parentingacrossscotland.org/>

Information on how to access statistics relating to School Education

<http://www.scotland.gov.uk/topics/statistics/browse/school-education>

Respectme

[www.respectme.org.uk](http://www.respectme.org.uk)

Child Exploitation and Online Protection Centre (CEOPs)

[www.ceop.police.uk](http://www.ceop.police.uk)

Cyberbullying.org

<http://cyberbullying.org/>

Get Safe Online

<http://www.getsafeonline.org/>

Enquire- Scottish Advice Service for Additional Support

[www.enquire.org.uk](http://www.enquire.org.uk)



## Useful Contacts

Busby Primary School  
Church Road  
Clarkston  
East Renfrewshire  
G76 8EB  
Telephone 0141 570 7040  
Fax 0141 570 7041  
Email [schoolmail@busby.e-renfrew.sch.uk](mailto:schoolmail@busby.e-renfrew.sch.uk)  
Website: <https://blogs.glowscotland.org.uk/er/Busby/>  
Twitter: @BusbyPrimary

## Education Department

### Director of Education

Dr Mark Ratter  
Council Headquarters  
211 Main Street  
BARRHEAD  
G78 1SY  
Telephone: 0141 577 3000  
Customer First: 0141 577 3001

### East Renfrewshire Council

Council Headquarters  
Eastwood Park  
Rouken Glen Road  
East Renfrewshire  
G46 6UG  
Tel: 0141-577-3000

### East Renfrewshire Councillors may be contacted at:

East Renfrewshire Council Headquarters  
Eastwood Park  
Rouken Glen Road  
Giffnock  
East Renfrewshire G46 6UG  
Tel: 0141-577-3000

