

Netherlee Primary School Handbook



Working With and For Children

Friendship and Fairness, Respect and Responsibility, Courage and Compassion

Netherlee Primary School

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From the Head Teacher...

Dear Parent/Carer

On behalf of all staff, children and parents of Netherlee Primary School and Nursery Class, I would like to extend a very warm welcome to the Netherlee Community.

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

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

A strong partnership with parents is central to supporting our children's progress and we would wish you to be actively involved in our school through the various events and activities that occur throughout the school year. We warmly welcome you to, not only support your child with their learning at home, but also to play an active part in the life of our school.

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

Yvonne Donaldson
Head Teacher



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

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

Fairness and Friendship, Respect and Responsibility, Courage and Compassion

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

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



OUR SCHOOL

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

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

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

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

School Hours

Opening	9am
Interval	10.40am – 10.55am
Lunch	12.30pm – 1.30pm
Close	3.15pm

School Security

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

Our School Day

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

Morning interval 10.40am – 10.55am

Lunch 12.30pm – 1.30pm

Entry to School

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

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

Play Time

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

Supervision at Playtimes

An adult presence is provided in the playground at break times in terms of the Schools (Safety and Supervision of Pupils) (Scotland) Regulations 1990.

Inside Intervals

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

Lunch Time

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

Lunch at School

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

Menus for school meals can be found on the East Renfrewshire Council website –

<https://www.eastrenfrewshire.gov.uk/primary-menu>

Facilities management aim to provide a healthy lunch for the children. Any child with special dietary needs who take school lunches should inform the school, and special arrangements will be made.



Free School Lunch

All children in specified stages, will receive a free school lunch due to a Scottish Government initiative.

School Lunch Menus

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

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

Free school meals and clothing grants - East Renfrewshire Co...

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

Food Allergies

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



Our School Uniform

As a result of consultation East Renfrewshire Education Committee has a detailed policy on school uniform entitled 'Dressing for Excellence'. This is to encourage the wearing of school uniform across all East Renfrewshire schools, although account must be taken to prevent any direct or indirect discrimination on the grounds of race or gender.

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

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

Our PTA hold uniform sales several times a year. Order forms and information letters are given out prior to these dates.



Items that are not appropriate:

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

- ✓ potentially encourage faction (such as football colours)
- ✓ could cause offence (such as anti-religious symbolism or political slogans)
- ✓ could cause health and safety difficulties such as loose fitting clothing, dangling ear-rings etc.
- ✓ could cause damage to flooring
- ✓ carry inappropriate advertising (eg alcohol or tobacco)
- ✓ could be used to inflict damage on other pupils or be used by others to do so
- ✓ Pupils should not wear make-up to school.

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

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

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

Home and School Links

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

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

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

Regular emails, flyers and the use of Twitter are used to share information about what is and has been happening in school and of forthcoming events. These can also be viewed on our school website.

Parent Council

Scottish Schools (Parental Involvement) Act 2006

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

The Act aims to help all parents to

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

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



Our Parent-Teacher Association (PTA)

Connect is the national organisation for Parent Teacher Associations in Scotland and runs an independent helpline service for all parents. You can contact them by phone on 0131 474 6199, by e-mail info@connect.scot or write to Connect, Mansfield Traquair Centre, 15 Mansfield Place, Edinburgh EH3 6BB

Our school has a PTA which organises a wide range of events for social interaction and to raise funds to support the school. The PTA has regular meetings throughout the year and all are welcome.

netherleapta@gmail.com or www.facebook.com/groups/netherleapta



THE CURRICULUM

Curriculum for Excellence - Bringing Learning to Life.

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

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

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

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

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

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

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

How is Curriculum for Excellence Organised?

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

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

Where can I find out more about the curriculum?

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

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

www.ltscotland.org.uk/curriculumforexcellence/experiencesandoutcomes/index.asp.

Literacy and English

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

Numeracy and Mathematics

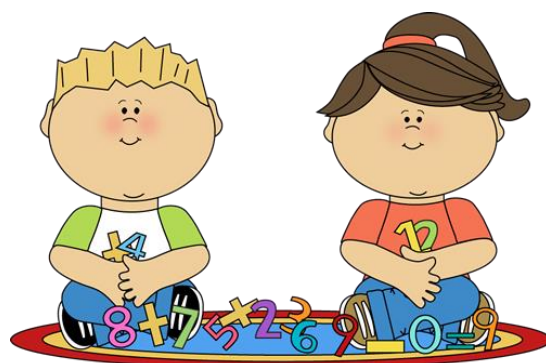
Learning and teaching in mathematics involves the key aspects of:

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

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

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

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



Health and Wellbeing

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

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

Religious Education

Parents have a legal right to withdraw their children from religious education and observance (Section 8, Education Act 1980) and this can be put into effect by notifying the school of their decision.

Other Areas of the Curriculum

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

ASSESSMENT AND PROGRESS

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

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

This will enable us to

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

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

This includes

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

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

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

National Assessments

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

Reporting On Progress

How will progress be reported to parents/carers?

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

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

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

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



SUPPORT FOR PUPILS

Inclusion and Supporting Learning

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

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

Additional Support Needs

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

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

Inclusion: <https://eastrenfrewshire.gov.uk/inclusive-support-services>

Home Learning

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

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

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

Extra-Curricular Activities

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

Educational Visits/Visitors

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



School Admission Arrangements

Before a child enrolls in Netherlee Primary School, the Education Department will seek documentary evidence to validate a child's entitlement to a catchment place at this school. If appropriate evidence is not submitted the Education Department will withdraw the offer of a place. Documentary evidence can be submitted to the Education Department via the school office. Further detail on required documentary evidence and change of circumstances is available in the Education Department's school admission policy which is accessible on the Council's website via the web address below:

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

When a child who was enrolled in the school as a catchment pupil ceases to reside within the Netherlee Primary delineated catchment area and his/her parents wish the child to continue to attend the school, the parent must submit a placing request to remain, which can be found on the East Renfrewshire Council website. Where it is found that a child is no longer entitled to a catchment place in Netherlee Primary since they no longer reside in a property in the delineated catchment area associated with the school, and a placing request to remain has not been submitted and approved, the Council may seek to exclude that child from the school.

A child's parents(s)/carer(s) is/are responsible for providing the Education Department with full and correct information about their child(ren) and any changes to that information which may affect their status as a catchment child.

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



Transition Arrangements

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

Extended Transitions

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

Extended transitions can include:

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

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

PROMOTING POSITIVE BEHAVIOUR

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

Positive Behaviour Strategies

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

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

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

Our House System

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

Who is involved?

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

- **Red**
- **Green**
- **Yellow**
- **Blue**

House Captains

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

Community Learning

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

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

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



SCHOOL IMPROVEMENT

Standards and Quality Report

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

School Improvement Planning

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

PUPIL PARTICIPATION

School Council

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

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



School Buddies

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

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

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

Eco Committee

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



Peer Mediation

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

Rights Respecting School

Our Global Citizens and Rights Respecting School groups have continued to collaborate to raise awareness of the United Nations Charter on the Convention of the Rights of the Child (UNCRC) not just in our own school community but also globally. They have also issued several family-friendly homework tasks based on the rights and the Global Goals.

Not only does every class in Netherlee have a class charter, linking positive behaviour systems with articles from the UNCRC, we also have a playground charter to promote positive relationships in our outdoor environment. This is now pride of place as you walk into our school.

We have campaigned within our local community to help tackle Global Goal 2: Zero Hunger and through the amazing support of local businesses and our wonderful families, we were able to make a spectacular donation to East Renfrewshire's Foodbank in Barrhead. The Global Rights group also met with other schools within the cluster to try and sustain this link in the future.

It has certainly been an exciting time in terms of learning about the Global Goals, with all classes in the school and nursery enjoying an assembly from the Department for International Development. The children have been exploring these Goals in their classwork and within their pupil groups. We even had some children leading a staff meeting to encourage staff to incorporate these into learning!

Our links with Pokola Primary School in Zambia is still going strong with many opportunities for all children to work collaboratively with the school to enhance our learning and understanding.



Twitter

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

Please have a look at our Twitter feed. Feel free to follow us and to comment: [@sand_nc](#)

Sports Leaders

Our Sports Leaders holds regular meetings which are attended by representatives from

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

Information about our meetings and current projects is displayed on our Sports News Board and updated regularly on the school's Twitter account and website. We are delighted and proud to have been awarded our second consecutive SportScotland Gold Award – a wonderful achievement for the school!



SCHOOL POLICIES AND PRACTICES

Attendance/Reporting Absence

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

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

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

Anti-Bullying Policy

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

CHILD PROTECTION POLICY AND PROCEDURES



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

Within our school we strive to provide a safe, secure and nurturing environment for our pupils, which promotes inclusion and achievement. All staff in Education have a statutory and professional responsibility to take action if we have reason to believe a child is suffering, or is at risk of abuse.

Our child protection policy and procedure sets out what we will do if we have reason to believe a child is being abused or is at risk of abuse, either within the home or the community. These policies are designed to ensure that children get the help they need when they need it.

Every staff member undergoes a minimum of one child protection training activity every session. Many of our staff are more extensively trained in specific areas of child protection to support and identify potential child protection concerns.

All schools in East Renfrewshire have comprehensive Pupil Support systems in place and we work closely with our partners in Social Work, Health and the Police.

The Child Protection Coordinator for the school is the Head Teacher, Mrs. Yvonne Donaldson. If you wish to discuss this important matter further, please contact our Head Teacher via the school office.

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

Barrhead Social Work Office: 0141 577 8300
Eastwood Health and Care Centre: 0141 451 0500
Police Scotland: 101
Standby Social Work Out of Hours 0300 343 1505

PoPP

Psychology of Parenting Project (PoPP) gives parents/carers of children 0-6 simple tips to help manage the big and small problems of family life. Problems like tantrums, self-esteem issues, bedtime battles. PoPP can deal with them all and more. PoPP courses are currently running across East Renfrewshire.

If you wish to attend a PoPP session speak to a health Visitor on 01414510777 or contact PoPP@eastrenfrewshire.gov.uk

Family First

Family First is a free, confidential advice and information resource in East Renfrewshire for Families. The Family First team can offer support & advice on issues surrounding school, health, home, money, parenting and confidence building. This service is open to families with children 0-8 years living in the East Renfrewshire area with no social work involvement

If you feel you need a little bit of help please call or text our Family First worker
Tel/Text:-07800 712706

Equal Opportunities

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

Application for a Place in Primary One

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

Equalities

East Renfrewshire Council Education Department is committed to ensuring equality and fairness for all.

In accordance with the requirements set out by the Equalities and Human Rights Commission, we seek to –

- Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2012
- Advance equality of opportunity between people who share a relevant protected characteristic and those who do not

Foster good relations between people who share a protected characteristic and those who do not.

Making a Placing Request

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

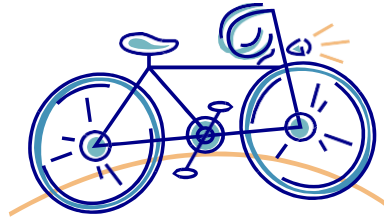
If you are interested in making a placing request for a school in East Renfrewshire and want to find out more, visit the council website where you can read all the information on how placing requests are decided apply for a placing request online. If you require any advice regarding making a placing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

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



Travel to and from School

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



Travel by Car

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

Dogs in the School Grounds

In the interests of comfort of all children in our school and nursery, dogs should not be brought into any playground or tethered to fences near school/nursery gates.



Unexpected Closure/Adverse Weather

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

Lost Property

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

General Information

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

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

Medical and Healthcare

Accidents in School

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

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

Administration of Medicines

Before any medication can be administered by school staff, it is necessary for the parent to complete a form. These forms are available from the school office or for your convenience these are available to download from either the Parent section on the school website or via the link below. Downloaded forms must be handed into the school office prior to any medication being administered by school staff.

<https://blogs.glowscotland.org.uk/er/Netherlee/files/2019/12/GDPR-Administration-of-Medicines-form-Aug2018.docx>

Reducing the Risk of Transmission of Infection

It should be noted that certain infections, if caught by a pregnant member of staff or parent, can pose a danger to the unborn baby. You are therefore asked to notify the school office why your child is off school and of any infections that your child may have.

MISCELLANEOUS

GDPR

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 and may only be disclosed in accordance with Codes of Practice. For further information please contact the school. East Renfrewshire Council's Privacy Notice can be found on pages 34-36.

Comments and Complaints

Whilst we will be making every effort to achieve quality in all areas of our work, there may be occasions when you feel you have cause for complaint. We would encourage parents/carers to share their concerns with the Leadership Team at the earliest point they can in order for your concerns to be dealt with and resolved.

Photography in School

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

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



Late Collection

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

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

Equality and Diversity

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 Netherlee 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.

Netherlee Primary School's Equalities Coordinators are Yvonne Donaldson and Julie Roberts. They can be contacted by telephoning or emailing the school.

Data Protection Act

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.

1. Request rectification of your personal data

You have the right to request that the council corrects any personal data held about you that is inaccurate.

2. Request that the council restricts processing of your personal data

You have the right to request that the council restricts processing your personal data if you think the personal data is inaccurate, the processing is unlawful, the council no longer need the personal data but you may need it for a legal purpose or you object to the council processing for the performance of a public interest task.

3. To object to the processing of your data

You have the right to object to the council's use of your personal data. The council will have to demonstrate why it is appropriate to continue to use your data.

Complaints

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

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 The ICO also have a regional office at:

45 Melville Street, Edinburgh EH3 7HI Telephone: 0303 123 1115 e-mail: 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.

Important Contacts

Customer First

Council
Headquarters
Eastwood Park
Rouken Glen Road
Giffnock

0141 577 3000

We hope that you have found this handbook helpful. If you have any further questions please do not hesitate to get in touch with us at any time.

Finally, once again we would like to extend a very warm welcome to you and your family.



Working With and For Children

Friendship and Fairness, Respect and Responsibility, Courage and Compassion