



**Our Lady of the Missions
Primary School**



**Handbook
2015 - 2016**





Our Lady of the Missions Primary

Values Statement

We worked together to create a core values statement. This reflects our shared vision and beliefs as part of a Catholic School Community as we strive to ensure that every child reaches his/her full potential by using their God given talents.

We value Honesty

We will be truthful and open to one another.

We value Respect

We will respect and care for one another and value everyone as an individual.

We value Positive Attitudes

We will encourage all to adopt positive attitudes to progress, change and improvement.

We value Love

We will treat one another with courtesy and kindness.
We will respect and care for each member of our school community.
We will do whatever we can to help others who are in need.

We value Equality

We will treat everyone fairly regardless of faith or beliefs.

We value Commitment

In everything we will do the very best we can.

**Our Lady of the Missions
Primary School
Robslee Road
Giffnock
East Renfrewshire
G46 7DD**

Telephone: 0141 570 7280

Fax: 0141 570 7281

Email: headteacher@ourladymissions.e-renfrew.sch.uk

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

Twitter: https://twitter.com/OLM_Primary



Green Flag
Award Holder
Since 2005



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Introduction

Dear Parent/Carer,

Welcome to our school.

The purpose of this handbook is to provide you with information regarding Our Lady of the Missions Primary school: our aims and objectives, our administration and organisation.

Modern primary school methods engage pupils in collaboration and cooperative learning where we interact and explore the world through new technologies and teaching styles. Some of the activities in a modern school will be different to your own experiences, but others remain very much the same. We are preparing through Curriculum for Excellence for our pupils to be active participants. More information about this will be given to you at our open afternoons where we are able to explain new learning and teaching methodologies and resources.

We value each child as an individual and hope that experiences gained at school will give your child a positive self image, confident in their valued contribution to the school and the wider community where we work to develop experiences to last a lifetime.

Parents are always welcome to come in and visit our school, or have a chat with the head teacher about any concerns they may have. We believe parents play a vitally important role in their child's learning and hope we can work together.

We are fortunate to live in a community where education and learning are valued. We aim to promote Home ~ School partnerships to the benefit of our pupils. Parent and adult helpers perform a valuable role at school. Real success lies in parents and teachers working together, developing mutual trust and respect in supporting young people.

We hope this handbook will provide pupils and parents with useful information about our school. This information is not exhaustive and is certainly not intended to replace direct contact between parents and school, which all staff members are keen to foster in developing a positive learning environment. Please do not hesitate to contact the school if you would like to discuss any issues concerning your child.

Best Regards

Charles Jamieson
Head Teacher



History of the School

Our Lady of the Missions came into being on the 19th August 1958 in the “Greek” Thomson building, “Holmwood”, now designated a listed building.

The present building was completed in June 1992 and an extension added in August 1995, followed by a second extension in 1998. We have recently created a junior department in the building adjacent to the original school.

The present school no longer has a direct link with the Order of Our Lady of the Missions although its association will always continue.

Our Lady of the Missions Primary School is a co-educational Roman Catholic school covering stages from P1 – P7. The present roll is 871 divided into 29 classes. Our aim is to provide a rich and rewarding broad curriculum for all pupils.

The School Badge



Virtus Scientiae Decus – Virtue is the sign of wisdom

The Symbolism of the crown and the laurel branches represents the achievement of those who, through a virtuous life, strive to gain knowledge of the true values of life.

School Ethos

Our Educational Aims

It is the aim of everyone at Our Lady of the Missions to ensure that:

- We present a broad general education that provides young people with the best possible learning opportunities and experiences.
- There is a welcoming atmosphere and a positive ethos throughout the school, and all children are educated in a safe, secure, happy and health-promoting environment.
- Within our Catholic school, founded as a Community of Faith, Our Lady of the Missions fosters tolerance, care, concern and respect for ourselves and others.
- Learning and achievement is valued and high aspirations and ambitions are promoted.
- Children are enabled to become successful learners, confident individuals, effective contributors and responsible citizens.
- Each child is brought to a deeper understanding of their rights and responsibilities and is helped to appreciate the diversity of other cultures and beliefs.
- A strong partnership with parents is established and they are kept fully informed and active participants in their children's progress.

School Information

Name and Address: OUR LADY OF THE MISSIONS PRIMARY SCHOOL
ROBSLEE ROAD
EAST RENFREWSHIRE
G46 7DD

Telephone Number: 0141 570 7280
Fax: 0141 570 7281
Email Address: headteacher@ourladymissions.e-renfrew.sch.uk
Web Address: <https://blogs.glowscotland.org.uk/er/OurLadyMissions/>

Present roll: 871
Capacity: 888
Working Capacity: 888

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.

Stages covered: Primaries 1 - 7
Denominational Status: Roman Catholic
Co-educational

Head Teacher: Charles Jamieson
Depute Head Teachers: Josephine McGrotty
Brendan Docherty
Jacqueline Devlin

Enrolment

Each year the dates for the registration of pupils are advertised in the local press, usually about mid January.

Parents who wish to enrol their children during the course of the year should make an appointment with the Head Teacher. The school telephone number is 0141 570 7280.

The School Day

The school day begins at 9am. In order to allow the children to be settled and ready for the school day, a bell rings at 8.55am and the doors are opened and there is an informal entry. A second bell rings at 9.00am signalling the start of the school day for pupils. The Primary One door is opened slightly earlier at 8.50am to enable the pupils to get ready for school starting at 9 o'clock.

Playtime begins at 10.40am with a warning bell ringing at 10.35am and finishes at 10.55am.

Lunch is from 12.35pm to 1.30pm.

When the weather is very poor children should enter via the main door from 8.45am. During wet intervals children will remain in their classrooms. At these times the children will be supervised by our support staff assisted by P7 monitors. In the interests of health and safety high standards of behaviour are required from all children. They are encouraged to sit with friends in their class whilst carrying out a quiet activity. Clearly it is better for children to have the opportunity to be outside for break, so it is important that children come to school prepared for the weather, e.g. jackets, boots, gloves, hats etc.

School finishes at 3.10pm with a warning bell being rung at 3.05pm in order that everyone can get packed up and ready for home and if necessary go for a school bus.

I would ask that parents who wait at exit doors for their children stand back towards the perimeter fence to allow pupils and staff an easy passage to the school buses as time is of the essence. Thank you for your support and patience in this regard. We shall remind children at assemblies that they cannot run through the playground or onto the grass at this time, even though they are "free" of school!

Our Local Parishes

Several parishes serve the catchment area of Our Lady of the Missions. If you are new to the area and unsure of your local parish please let us know and we can advise.

St Vincent de Paul, Thornliebank Rev. Gerry Hill Postal address: St Vincent's, 22 Main Street, Thornliebank, G46 7SH Telephone: 0141 638 0750	St Joseph's, Clarkston Rev. Jim Duggan Postal address: St Joseph's, 2 Eaglesham Road, Clarkston G76 7BT Telephone: 0141 644 2640 Email for pastoral matters: frjim@stjosephsclarkston.com
St Gabriel's, Merrylee Rev. Michael Woodford Postal address: St Gabriel's, 83 Merrylee Road, Glasgow G43 2QY Telephone: 0141 577 1323 E-mail: Michael.woodford@ntlworld.com	Holy Name, Mansewood Rev. Joseph Noel Burke Postal address: Holy Name, 200 Hillside Road, Glasgow G43 1BU Telephone: 0141 649 9668 E-mail: jnburke@lineone.net

Parental Involvement

The school places significant value on the contribution parents make to the life of the school and we encourage parents to take part in the many activities and special occasions which take place throughout the school year e.g. open afternoons, curricular meetings, evening workshops, concerts and school excursions.

The school aims to keep parents fully informed about its activities through our handbook, regular newsletters, leaflets, questionnaires, texts, e mails and through our website.
<https://blogs.glowscotland.org.uk/er/OurLadyMissions/>

Teachers discuss written and oral reports about pupils at parents' evenings held twice yearly.

Parents are invited to contact the school at any time to discuss a particular matter with a class teacher or member of Senior Management Team.

Initial contact should be made through the head of each department i.e:-

- Upper School (P6, P7) - Jacqueline Devlin, DHT
- Middle School (P4, P5) - Brendan Docherty, DHT
- Lower School (P1 – P3) - Josephine McGrotty, DHT

Messages can also be left with the school office at any time during the school day and your call will be returned as soon as possible.

Clothing & Uniform

This section gives guidance on why at Our Lady of the Missions Primary School we value school uniform, what the children wear and where you can buy it. If you have any further queries or suggestions, please contact the school for help.

Why should your children wear school uniform?

Wearing school uniform

- encourages a strong community ethos and pride in the school;
- ensures children wear appropriate, economical and practical clothing to school;
- reduces bullying / teasing and discourages competitive dressing/undue focus on brands;
- promotes the school's identity in the community;
- helps staff supervise pupils and keep unidentified visitors out of school;
- follows East Renfrewshire Council's Dressing for Excellence.



GIRLS UNIFORM	GIRLS SPORTS/GYM UNIFORM
<ul style="list-style-type: none"> • Navy v neck jumper / cardigan / tank top or navy sweatshirt with school badge • Pale blue school blouse • Navy or white socks, or navy tights • Black school shoes (no trainers) • Navy Skirt or pinafore (around knee length) or trousers • Summer dress (white and blue checks) – optional • School tie <p>P6 and P7 pupils must wear shirt and tie every day as per East Renfrewshire Council policy – this helps prepare for the transition to secondary school.</p>	<ul style="list-style-type: none"> • Pale blue polo shirt (preferably with school badge) or white t- shirt • Navy school sweatshirt or navy (or dark) tracksuit top / hooded top • Navy (or dark) tracksuit trousers / joggers • Navy (or dark) shorts • Cagoule or rain jacket • Trainers or plimsolls <p>All Gym Kit should be put into a labelled bag for storage at school</p>

BOYS UNIFORM	SPORTS/GYM UNIFORM
<ul style="list-style-type: none"> • Grey v neck jumper/cardigan/tank top or grey sweatshirt with school badge • Pale blue school shirt • School tie • Grey socks • Black school shoes (no trainers) • Grey trousers or shorts <p>P6 and P7 pupils must wear shirt and tie every day as per East Renfrewshire Council policy. This helps prepare for the transition to secondary school.</p>	<ul style="list-style-type: none"> • Pale blue polo shirt (preferably with school badge) or white t- shirt • Grey school sweatshirt (or dark) tracksuit top / hooded top • Navy (or dark) tracksuit trousers / joggers • Navy (or dark) shorts • Cagoule or rain jacket • Trainers or plimsolls <p>All Gym Kit should be put into a labelled bag for storage at school</p>

BLAZERS AND OUTDOOR COATS

- **School blazers** (royal blue) are strongly encouraged - a dark coloured cagoule in the school bag can help get more wear out of blazers in the Scottish weather.
- **Outdoor Jackets / coats** – Academy Uniforms provides a smart, practical range of school branded waterproof jackets. If not, jackets should be navy or dark, of a plain design and with no obvious logos.

What else should you know?

Gym days – younger children (up to and including P5) can wear polo shirt/sweat shirt rather than shirt and tie on gym days to avoid having to change. Bear this in mind when you buy shirts – they will only be needed 2 days a week as there are 3 gym days. Some of the gym periods are held outside hence the need for joggers and warm sweatshirt/cagoule.

Track suits - don't buy expensive sports gear – it might get lost and blue or black supermarket joggers/ tops are absolutely fine.

Skirts - skirts should be a navy, traditional, plain style and around knee length.

School tie - should be worn to a decent length and knotted neatly.

Shirts – it can be helpful to have at least one long sleeved shirt for school photos/representing the school (eg in the school choir).

Footwear – black, sensible school shoes (not trainers or trainer style shoes) should be worn. Footwear should not damage flooring. Children do not change into gym shoes when they are in school and will wear their school shoes all day so they should fit well and be comfortable. Smart dark leather (or similar) boots can be worn in winter though not Ugg type or other loose fitting / welly boots for day to day wear. In extreme weather wellies/snow boots may be necessary – in those cases, you may want to give your child a change of shoes for the class room. No high heels are permitted.

Jewellery / make up – no jewellery (other than plain studs for children with pierced ears), make-up or nail polish should be worn at school. These can cause health / hygiene issues. Watches are permitted.

Label everything – and replace labels when they fall off. It is astonishing how much expensive, unlabelled clothing ends up in lost property. Sew-on labels are harder work but last longer. There are many shops / web sites selling labels – one set will usually last for the duration of your child's time at school. Unclaimed school items go to a local charity shop 2/3 times a year!

Valuables – don't send your children in wearing expensive clothing or valuables. East Renfrewshire Council is not insured for this and is unlikely to meet claims for losses.

Use common sense – some things that might be worn elsewhere are unacceptable in school, for example, anything that could

- encourage factions e.g. football colours;
- cause offence (e.g. anti-religious symbolism or political content slogans) or carry advertising (particularly for alcohol or tobacco);
- cause health and safety issues (e.g. flammable materials/loose clothing/dangly ear-rings); or
- could be used to hurt others

Where can you buy school uniform?

School uniform is practical and economical and there are many options for purchasing it

- Nearly New Sale - "nearly new" uniform sales are occasionally held in the school.
- Blazer sale - the Parent Council also holds a second hand blazer sale in the summer term – great value for buyers and a way to recoup costs (or donate to the school) for sellers.

- Supermarkets/chains - there are loads of excellent offers in the chains/ supermarkets even from early summer and all the big supermarkets stock navy/blue/grey basics.
- Academy Uniforms - have a uniform night in school in the summer term and they are also in school on Parents' Nights. Academy sells the broadest range of school branded clothing including polo shirts / sweat shirts / coats / fleeces / bags / hats / shoe bags etc. but not blazers.
As well as buying at the uniform night (which can be very busy), Academy has a showroom you can visit at 4a Rennie Place, College Milton North, East Kilbride, G74 5HD 01355244879 to buy / try for size and a web site at <http://www.academyuniformsltd.co.uk> for online orders. You can also place orders at the school office (order forms are held in the office) – these are delivered into school for collection by you the following week.
- Man's World – at 192 Fenwick Road, Giffnock G46 6UE sells blazers, school branded polo shirts / sweat shirts and ties as well as non branded school uniform such as skirts / trousers etc. They also have a web site at <http://www.mansworldglasgow.co.uk> Man's World is - as far as we know - the only source for our royal blue felt blazers and ERC has negotiated a discounted price for blazers there.
- Clothing grants (under certain conditions) are available to help with cost - to apply please go to <http://www.eastrenfrewshire.gov.uk/index.aspx?articleid=1808>

Our policy on uniform has been formulated through consultation between the school and the Parent Council and follows East Renfrewshire Council's Dressing for Excellence policy. Though no pupil can or will be excluded from school for not wearing the correct uniform, there is strong support within the school and in the parent community for school uniform to be worn in promoting and maintaining standards. We hope you and your children will support these aims.

SCHOOL 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: i.e. 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 temporarily excluded from school.

Every effort should be made to avoid family holidays during term time.

If you have a question about the categorisation of attendance or absence please contact the school.

Notification of Absence

It is essential that the school is notified prior to 9.30am on the first morning of a child's absence from school. A telephone call, letter or personal visit to the school office detailing the reason for the absence is required in order that class registers are accurate and up to date. We propose to check all class registers at 9.30am each day and to text parents of children for whom we have no notification of absence. Hopefully with the full cooperation of parents the office staff will have few if any texts or calls to make each morning.

Communications Strategy

Our communication goals

At Our Lady of the Missions, our communication goals are:

- to ensure that you have the information you need
- to ensure our notes are clear and provide you with all the key information
- to be as open as we can in dealing with you
- to respond promptly when you raise queries or issues
- to be environmentally friendly where possible.

Contacting the school

You can get in touch with us in the following ways:

- by phone to the school office – number 01415707280
- in person at the office
- at the head teacher's surgery – this is a drop in on the first Monday of each Month from 3.30pm until 5.00pm, no appointment necessary.
- by email headteacher@ourladymissions.e-renfrew.sch.uk

If you get in touch with us, we will do our best (if your query is not resolved straight away)

- within 1 day - to acknowledge you have been in touch and to confirm what further response you should expect from us
- within 7 days – to have looked into and responded fully to your query.

However, please bear with us if it is not possible to respond as quickly as we might like e.g. due to staff absence or where a more complex issue needs to be looked into.

Contacting teachers

As you will understand, teachers are busy with classes during the school day – they need to be able to focus on class work as a first priority. Phone calls can't therefore be put through directly and in most cases, many issues can be dealt with in other ways.

Please remember it is extremely helpful for the teacher and whoever is handling your call / request to have a general idea of what you wish to discuss. This helps them work out how best to respond. If you feel that it is something that you only want to discuss face to face, that is obviously fine too.

- **use of deputies** - in many cases, your query will be handled firstly by one of our deputies. They are closely involved in your child's education and may be able to help without you having to wait. This is an important part of their job. Please do not feel you are imposing on them or that the issue is being escalated in any way. If of course you would prefer to liaise directly with the class teacher, a message can be given or a meeting arranged. We would however encourage you where possible to liaise with the deputies in order to resolve your query and give teachers the maximum support in dealing with their classes.
- **meetings** – if you would like to meet with your child's teacher, the office will be happy to arrange this for you, usually at around 2.45pm, towards the end of the school day.
- **at the school door** - whilst it is obviously possible to speak to your child's teacher at the school door, this is best only for quick queries. It would not be appropriate for the teacher to speak about specific issues affecting your child when others are nearby and it is best to phone or arrange a meeting in those cases.
- **phone calls** – if you have a query or comment which can more easily be dealt with by phone, a message can be given to your child's teacher .
- **notes** – please also feel free to send in a note to your child's teacher if you have any queries or concerns.

Who should you speak to?

- If your child is ill – please call the office before 9.00am if possible. If we do not hear from you and your child is absent, we will *send a text message* after 9.30am
- If you have a specific query about your child in class - contact the school as above
- If you have a query about the curriculum – contact the relevant deputy
- If you want to discuss general issues once again contact the relevant deputy or the head teacher
- If you have a complaint – please contact Mr Jamieson directly

Contacting you:

It is extremely important that you ensure we have current details for you – particularly phone numbers and (if you wish to receive emails), an email address which you should check regularly.

We will update our database by sending you information to check at the beginning of each school year - **if any of that information changes at any time, please let us know immediately.**

- Email – we are trying to communicate as much as possible by email. If you have confirmed you are happy to hear from us in this way, we will email as many of your school communications as we can. However, you should of course check your email regularly to ensure you pick up relevant messages. If you would prefer not to use email, you will have the option to “opt out” and will continue to receive letters as before.
- Text – we will use texts occasionally where we need to get in touch with you more urgently but as there is a cost to the school in doing so, this will only be used occasionally.
- Twitter - we send out general messages via twitter and would encourage you to “follow” us particularly when there are weather issues. https://twitter.com/OLM_Primary This is also a great way to keep in touch on school trips.
- Web site - we will try to keep our web site at <https://blogs.glowscotland.org.uk/er/OurLadyMissions/> as up to date as possible. If you have any stories or news which could be posted on the web site, please contact Mr Docherty.

Letters – there will be times when letters are absolutely necessary apart from those who have “opted out” from receiving emails.



Safety in the Park

The School Year 2015 – 2016

TERM	DATES OF ATTENDANCE	
First	<p>Teachers return In-Service In-Service Pupils return</p> <p>Close at 3.10pm September Weekend September Weekend Re-open</p> <p>Close at 3.10pm In-Service Re-open</p> <p>Close at 2.30pm</p>	<p>Tuesday 11th August 2015 Tuesday 11th August 2015 Wednesday 12th August 2015 Thursday 13th August 2015</p> <p>Thursday 24th September 2015 Friday 25th September 2015 Monday 28th September 2015 Tuesday 29th September 2015</p> <p>Thursday 8th October 2015 Friday 9th October 2015 Monday 19th October 2015</p> <p>Tuesday 22nd December 2015</p>
Second	<p>Re-open</p> <p>Close at 3.10pm In-Service Mid Term Mid Term Re-open</p> <p>Close at 2.30pm Good Friday Easter Monday Re-open</p> <p>Close at 2.30pm</p>	<p>Wednesday 6th January 2016</p> <p>Thursday 11th February 2016 Friday 12th February 2016 Monday 15th February 2016 Tuesday 16th February 2016 Wednesday 17th February 2016</p> <p>Thursday 24th March 2016 Friday 25th March 2016 Monday 28th March 2016 Tuesday 29th March 2016</p> <p>Friday 1st April 2016</p>
Third	<p>Re-open</p> <p>Close at 3.10pm May Day Holiday Re-open</p> <p>Close at 3.10pm May Weekend May Weekend In-Service Re-open</p> <p>Close at 1.00pm</p>	<p>Monday 18th April 2016</p> <p>Friday 29th April 2016 Monday 2nd May 2016 Tuesday 3rd May 2016</p> <p>Thursday 26th May 2016 Friday 27th May 2016 Monday 30th May 2016 Tuesday 31st May 2016 Wednesday 1st June 2016</p> <p>Friday 24th June 2016</p>

School Holidays Dates: <http://www.eastrenfrewshire.gov.uk/school-holiday-dates-2014-2016>

Health and Medical Care

During your child's school life a number of checks are available. They may be carried out by the School Nurse, School Nurse Assistant or Community Paediatrician (School Doctor).

Eyesight – P7 and at other times if there is a concern

Hearing – If required

Height – P1 and at other times if required

Weight – P1 and at other times if required

Health Interview – P7 and at other times if required

Immunisation

Immunisation is carried out in the case of children who have not previously had their immunisation booster. Parents/Guardians receive a consent form before this test is carried out.

Hygiene - routine inspections are no longer carried out. Information leaflets are available.

Dental Inspection

Primary 1-7 children are examined by a school dentist. A form is sent to parents if treatment is required. This treatment may be carried out privately or at Govanhill Health Centre.

Medicines

Parents and children must inform the school of any medicine required to be taken during school hours.

The medicine should be handed in to the office with the parent's written request for the medicine to be given on the parental request form. Oral information from the pupils should not be acted upon. The original pharmacy container must be clearly labelled with:

- The child's name;
- The date of dispensing;
- The name of the medicine;
- The dosage and frequency; and
- The expiry date.

It is advisable to keep up to date records of parents' (home and work) telephone numbers so that they may be contacted at any time, it is especially important in connection with medication administered in school.

Emergency

If a child is unwell during school hours every effort will be made to contact the parent, should it be considered necessary. In a case of an accident, should urgent medical aid be required and a parent is not immediately accessible, the child will be taken to the Victoria Infirmary Casualty Department, Tel. No.0141 201 6000. Every effort will be made to contact the parents. Parents are requested to inform the school of any particular medical requirement relating to their children.

Reducing the Risk of Transmission of Infection

Children who have an infectious disease should not be at school or nursery. They should only return after the risk of spreading infection to others has passed.

It should be noted that certain infections, if caught by a pregnant member of staff or parent, can pose a danger to her unborn baby. You are therefore asked to notify the school office if your child has one of the following infections: German Measles (Rubella), Chickenpox, Slapped Cheek (Parvovirus), Measles, Shingles.

Transport

The Education Authority has a policy of providing free transport to all primary pupils who live more than two miles from their local school by the recognised shortest walking route. This policy is more generous than the law requires. This means that the provision of transport could be revised at any time. Parents who consider that they are eligible should obtain an application form from the school or council offices.

These forms should be completed and returned before the end of February for those pupils beginning school in August to enable the appropriate arrangements to be made. Applications may be submitted at any time throughout the year, but may be subject to delay while arrangements are made. Where there are vacant seats on a dedicated school vehicle these can be offered as privileged places to

pupils not eligible for free school transport. There is a charge for this and full details and an application form can be obtained from the Education Department Offices, Main Street, Barrhead (0141 577 3258/3279). These places are normally allocated in September once it has been established if there are any seats available. Should there be more applications than places available a ballot will take place.

Free School Transport

<http://www.eastrenfrewshire.gov.uk/index.aspx?articleid=1810>

PICK UP POINTS

Where free transport is provided, it may be necessary to walk a certain distance from home to the pick-up point and from the drop-off point to the school in any one direction. This distance will not exceed the authority's limits (see paragraph 1 above). It is a parent's responsibility to ensure their child behaves in a safe and acceptable manner while boarding, travelling in and alighting from the vehicle. Misbehaviour could result in your child losing the right to free transport.

Children are normally transported to and from school to allow arrival before 8.50am and return at approximately 3.35pm.

Placing Requests

East Renfrewshire's Education Department does not provide transport for those pupils in receipt of a placing request other than in exceptional circumstances. In the case of under-age placing requests if the child is offered a place in his catchment area school, transport will be provided in accordance with the regional council policy stated above.

Many of the children who attend this school receive a bus pass. The children are given an application form towards the end of the school year which parents are required to send to the Education Department as soon as possible so that the pass is available for the beginning of the new school year.

Parents who bring their children to school by car are asked to use the car parks adjacent to the school – Woodfarm All-weather Pitches and Woodfarm Pavilion in Berryhill Drive. It is essential for the safety of children that this rule is strictly adhered to.

In the interests of safety, parents are asked to inform the Head Teacher or Class Teacher by phone or in writing if a child is not travelling home on the bus on a particular day. Experience dictates this precaution. Please help us to keep your children safe.

Car Park and Bus Bays

There are 4 buses providing transport to and from the school which necessitates the use of both sides of the car park and the dropping off area on the bend in front of the school. The bus bays are necessary to enable buses to manoeuvre and I must advise you of the importance of not using them for car parking after 8.30am. We take road safety education very seriously and stress its importance to the children. I would therefore ask for your support in ensuring that children do not have to walk between cars which are double parked in front of the school. **Please drive slowly in the school grounds. Cars should not be parked on pavements and impede pedestrians. Bays for disabled drivers should be respected as such.**

I would ask that drivers making use of the car parks adjacent to the pavilion and the all weather pitches ensure that you park with due care, attention and courtesy to other drivers and pedestrians in order to ensure the safe free flow of traffic both in the mornings and at the close of school.

I hope that the spirit of cooperation and courtesy continues and that parents who bring children to school by car follow the guidelines suggested above. This will ensure the safety of pupils and visitors. Please make full use of the three designated car parks, two at the front and one at the rear of the school.

Our Junior Road Safety Officers have worked hard to produce a "Guide to Parking Safely" which can be accessed through the link below. The leaflet gives a comprehensive guide to safe parking at all the relevant car parks in addition to advice for walking and cycling to school.

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

Our slogan is "STOP, DROP, DRIVE" – Keep that traffic moving in our very busy car park!

Meals

East Renfrewshire Council has recently introduced a cashless lunch system. It has been a great success here at Our Lady of the Missions. Pupils are reporting reduced queuing times and catering staff have noted a significant increase in the uptake of school meals.

As of January 2015 all primary 1 to 3 pupils will be provided with a healthy lunch that meets the requirements of the Health Promotion and Nutrition (Scotland) Act 2007 free of charge. All parents are encouraged to send their child for lunch and so take up their entitlement and try the various foods available.

Your child has been allocated an identification number (pin) and you will also need to know your child's Scottish Candidate Number (SCN). These numbers are given in August.

Making Payments

We would like to take this opportunity to explain the methods of payment.

- Pupils can bring a desired amount of lunch or tuck money to school and pay this into the Revaluation Machine. This can be paid daily or can be a pre-payment of your choice. It is often more advantageous for your child to have their account preloaded with a larger amount as the credit can then last them for a longer period of time. If sending cash to be loaded the machine can only accept 10p, 20p, 50p, £1 coins, £2 coins or notes. *The machine does not accept 5p coins or bronze.*
- When making an online payment the number to be used is the 8 or 9 digit number e.g. 13578492 (do not prefix it with SCN: number only). Please remember to include your child's name when making an online payment, our preferred method of payment is online.
- The 4 digit pin number is used when the pupils are paying cash into the Revaluation Machine outside the office. We have a record in the office of every child's PIN number.
- Children can check their balance at the Revaluation Machine using PIN number
- If your child is absent the money will still be kept on the system, they will not lose their money.
- Parents/Carers can make payment on line via the Payment4Schools system. This can be found on ERC home page "Online Services" or via the link on the school website. If you do not have access to a computer to make online payments, Customer First at ERC Headquarters can help – 577 3008.
- For further information visit <http://www.eastrenfrewshire.gov.uk/index.aspx?articleid=2793>



A special diet is available for children who require it (e.g. diabetic children.) The choices available are:

Sample Menu P4 – P7			
Cold Lunch	Soup	Hot Meal	Soup
	Sandwiches or baguette		Choice of 3 main meals including daily vegetarian option
	Choice of dessert eg Fruit salad, ice cream or yoghurt		Drink
	Drink		Choice of dessert eg Fruit salad, ice cream or yoghurt
For further information go to http://www.eastrenfrewshire.gov.uk/index.aspx?articleid=1816			



There is accommodation in the dining area for children who bring a packed lunch. Lunch boxes should be labelled with the child's name.

The Dining Experience

The lunchtime warning bell rings at 12.30pm with lunch starting at 12.35pm. The infant pupils are first to be served lunch in the dining hall, with P4-7 being served on a rota basis. Pupils in P1-3 enjoy table service from the dining hall staff and their meals are brought to the tables. The dining hall operates on a self-service basis for the middle and upper school pupils.

Packed lunches are usually eaten in the gym hall where there is a happy and relaxed atmosphere. On occasions, it is necessary for pupils to eat their packed lunches in classrooms.

Tuck Shop

Pupils in P2-P7 are able to visit the tuck shop during playtime and lunchtime. A variety of snacks are sold at morning interval and fruit is on offer at lunchtime. School tuck shop operates the same cashless catering system as the school lunches.

House System

The House system is proving to be a great success! The pupils have all been allocated a house and are busy winning points which will enable their houses to become 'House of the Week'. The point system is based on the Gospel Values and the Rights Respecting School. Each week the house points are tallied up by our House Captains and Vice Captains and the winners of 'House of the Week' are announced at the weekly assemblies. The ribbons on the House Cup are changed to those of the winning house. The House Captains and Vice Captains meet with House Leaders who are class teachers, to put together an itinerary of events throughout the year that will allow each house member to engage fully with their house. These events will include house assemblies and house competitions. We have five coloured houses: St Margaret, red; St Andrew, purple; St Conval, blue; St Mungo, yellow and St Mirin, green.

<p>The House Rules</p> <ul style="list-style-type: none"> Being helpful Looking after school resources and playground equipment Being respectful and courteous Showing kindness Caring for others Working to the best of your ability Showing good manners Participating fully in class activities and school events 	<p>Gospel Values</p> <ul style="list-style-type: none"> Being truthful and honest Being forgiving and saying sorry Striving to do what is right and just Being prayerful Respecting and using the talents that God has given to us
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Our Lady of the Missions Eco Team

Eco-Schools is an international initiative designed to encourage whole-school action on sustainable development education issues. It empowers young people to take action towards an economically, socially and environmentally just world.

The Eco Team in Our Lady of the Missions consists of pupils from every Primary 2 to 7 class as well as members of staff from infants, middle and upper school. Although topics change from year to year the Eco team will always look for new and creative ways to encourage pupils to keep our school litter free.

We are in a very fortunate position at Our Lady of the Missions as we now have our very own allotment plot in Eastwood Park. The Eco Team will be responsible for maintaining this area and hopefully growing lots of vegetables.

The Curriculum

3 - 18 Curriculum for Excellence

The purpose of the programme is to improve the learning, attainment and achievement of children and seeks to ensure that they achieve on a broad front. They will enjoy greater choice and opportunity to help them realise their individual talents.

Curriculum for Excellence has created a unified set of purposes and principles for the whole curriculum in Scotland, throughout the early years, primary school and secondary school.

Purposes of the curriculum 3 – 18 to develop the 4 Capacities within pupils as:

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



Our curriculum is designed on the basis of the following set of key principles:

Challenge and enjoyment

Children and young people should find their learning challenging, engaging and motivating. The curriculum should encourage high aspirations and ambitions for all.

Breadth

All children and young people should have opportunities for a broad, suitably weighted range of experiences. The curriculum should be organised so that they will learn and develop through a variety of contexts within the classroom and in other aspects of school life.

Progression

Children and young people should experience continuous progression in their learning from 3 to 18 within a single curriculum framework. Each stage should build upon earlier knowledge and achievements.



Depth



There should be opportunities for children to develop their full capacity for different types of thinking and learning. As they progress, they should develop and apply increasing intellectual rigour, drawing different strands of learning together.

Personalisation and choice

The curriculum should respond to individual needs and support particular aptitudes and talents. It should give each child and young person increasing opportunities for exercising responsible personal choice as they move through their school career.

Coherence

Taken as a whole, children and young people's learning activities should combine to form a coherent experience. There should be clear links between the different aspects of children and young people's learning.

Relevance

Children and young people should understand the purposes of their activities. They should see the value of what they are learning and its relevance to their lives, present and future.

In general, in enrolling a child at this school a parent accepts that the child will receive the curriculum offered, which meets the national guidelines. This means that, with very limited exception, pupils cannot be withdrawn from particular subjects/parts of the curriculum or specific activities forming part of the curriculum at the school. The limited exceptions, when a pupil may be withdrawn by parental request, exist in relation to (i) religious observance and instruction and (ii) sex education programmes.

For further information:

<http://www.educationscotland.gov.uk/thecurriculum/whatiscurriculumforexcellence/index.asp>

Curriculum Information



Literacy and English

The development of literacy skills plays an important role in all learning. Children develop and extend their literacy skills when they have opportunities to enrich their vocabulary through listening, talking, reading and writing. We encourage children to engage with and create a wide range of texts in different media, taking advantage of the opportunities offered by ICT. They develop appropriate skills that allow them to communicate, collaborate and build relationships. At all times, teachers are active in developing listening skills with children through taking part in discussions, reporting back on experiences in oral and in written form and of course the teaching and reinforcement of reading skills.

Children engage with a wide range of texts and develop an appreciation of the richness and breadth of Scotland's literacy and linguistic heritage.

Each stage has access to a fiction/non-fiction library where books are borrowed on a weekly basis.

At the early stages Jolly Phonics and Storyworlds are the main resources used by staff to deliver Literacy and English

Language. As children progress through the school Literacy World, Ginn Readers and Novel Studies in addition to Nelson Thorne Comprehension are the core resources.

Numeracy and Mathematics

Early Numeracy - As with Early Literacy an important emphasis is placed on strategies to improve numeracy at the early years and subsequently throughout primary school through an interactive, participative approach to oral/mental mathematics activities. A carefully structured and balanced maths programme is followed by each child. This involves number, money and measurement, shape, position and movement, information handling and problem-solving and enquiry.

The emphasis is on interactive maths and practical work with children taking an active part in their own learning. A wide range of

resources are used, so that mathematical skills and concepts can be developed. We use mathematical games, calculators, computer software and mathematical equipment to introduce and reinforce ideas and concepts. The children's learning is regularly assessed through formative and summative assessments. The core textbook is a mathematics scheme known as Heinemann Maths, which is now in place from Primaries 1-6 and Maths in Action for most of our pupils in the upper primary.



Expressive Arts

Expressive Arts include Art and Design, Dance, Drama and Music. Through the study of these subjects we aim to recognise and nurture creative talent and allow children to develop skills and



techniques that are relevant to specific art forms. Experiences in the expressive arts involve creating and presenting and are mainly practical in nature.

Children have many opportunities to take part in music and drama performances and activities throughout their seven years at our school.

From Primary 4 onwards children have the opportunity to receive instrumental tuition in music provided by the Local Authority Music Service both during the day and on Saturday mornings in Williamwood High School. In Primary 4 the violin/viola are available and in later stages children can be considered for guitar, cello, clarsach, brass and woodwind instruments.

Social Studies

Social Studies is essentially concerned with, "the study of how people live and adapt to their environments in different places and at different times." A further aim is to assist in acquiring knowledge and skills which will help children to make sense of their own and other environments. This approach to learning and teaching is achieved through active learning, problem solving, finding and recording and reporting information and may be approached individually, in a series of lessons or form the basis of a theme or topic which can vary in duration.

At the early stages, children might learn more about themselves or their surroundings, building on their previous experiences and by Primary 7 the focus may have moved to global issues researching other cultures and developing an understanding of the principles of democracy and citizenship.

Learning within social studies will also enable children to develop their understanding of the history, heritage and culture of Scotland, and an appreciation of their local and national heritage within the world.

Sciences

Within our Science programme of study children follow structured investigations in Planet Earth, Forces, Electricity & Waves, Biological Systems, Materials and Topical Science. They are presented with a range of different contexts for learning which draw on important aspects of everyday life and work. Children are encouraged to develop curiosity and understanding of the environment and their place in the living, material and physical world. Through practical, interesting and fun investigations children are made more aware of the impact the sciences make on their lives, the environment and on society.

Health and Wellbeing

Children will participate in a wide range of activities which promote a healthy lifestyle while in Our Lady of the Missions. They will develop a better understanding about what they eat, how active they are and how decisions they make about behaviour and relationships affect physical and mental wellbeing.

All children are engaged in a minimum of 2 hours of P.E each week as well as extra curricular opportunities which include football, netball, street dance, yoga, cross country running and many others.

Learning in health and wellbeing ensures that children and young people develop the knowledge and understanding, skills, capabilities and attributes which they need for mental, emotional, social and physical wellbeing. We will work with partners and take a holistic approach to promoting health and wellbeing, one that takes account of the stage of growth, development and maturity of each individual.

Through the health and wellbeing curriculum children will also come to understand that adults in their school community have a responsibility to look after them, listen to any concerns and involve others where necessary.





Technologies

The study of technologies includes creative, practical experiences and outcomes in business, computing science, food, textiles, craft, design, engineering and graphics. Children will gain confidence and skills to embrace and use technologies now and in the future, at home, at work and in the wider community.

It is important to remember that as children and young people play and learn about technologies, they will also develop an interest, confidence and enjoyment in ICT skills that can be transferred and applied in different learning contexts. In so doing they will develop an understanding of the role and impact of technologies in changing and influencing the society of the future.



Safe Use of ICT:

<http://www.ea.e-renfrew.sch.uk/curriculumlinks/Links/Parents/ICTsafety.htm>

Modern Languages

The teaching of French is an integral part of the curriculum and takes place throughout the school. A French teaching assistant visits the school regularly.

At present children in P7 receive lessons in Mandarin as St Ninian's High School is part of the Confucius Hub initiative here in Scotland. This has been extended to include P5 and P6 classes. Learning a new language encourages children and young people to broaden their horizons as they explore the language and its associated culture. They also enhance their understanding and enjoyment of other cultures, gain insights into other ways of thinking and other views of the world.

Religious Education



Learning through Religious Education enables children to develop their knowledge and deepen their understanding of the Catholic faith.

The staff in our school will nurture prayer life as part of the life of the entire school community. Children will come to understand and appreciate significant aspects of other Christian traditions and major world religions while making a positive difference to the world by putting their beliefs and values into action.

It is the privilege and duty of the school to promote the religious education of its members since our Religion is essentially a way of life and not merely a subject to be studied.



Active Maths



P7 at Lockerbie Manor

Promoting Positive Behaviour

We recognise that effective learning and teaching is dependent on positive relationships established at school and classroom level through interactions between staff and pupils and between pupils themselves.

Our ultimate aim is for each individual within the school to become successful learners, confident individuals, responsible citizens and effective contributors. In Our Lady of the Missions we will:

- Ensure the ethos and expectations are explicit and owned by all
- Promote an ethos of mutual respect and understanding between all staff, parents and children
- Promote learning and positive behaviour
- Promote positive relationships and develop skills to manage relationships successfully
- Promote positive self-esteem and confidence
- Inform parents and pupils of sanctions that will be taken for negative behaviour

In order to achieve these, the following objectives are set:

- Praise pupils for good behaviour
- Praise good work and effort
- Celebrate pupil's achievements and success
- Respect pupil's views and values
- Encourage self-discipline
- Adopt a fair and consistent approach throughout the school
- Encourage honesty and openness
- Work in partnership with parents

General Conduct

We promote positive behaviour in all aspects of school life. All members of the school community are expected to respect each other. Pupils are expected to conduct themselves in an orderly manner at all times. Pupils are expected to care and value school property and equipment. Pupils are not allowed to leave the school grounds during normal school hours. Pupils are not allowed to bring any potentially dangerous objects to school that could cause harm to themselves or others or distract them in class. Electronic games, iPods etc are not encouraged as these could be lost or destroyed. Mobile phones should remain switched off and in bags until the end of the school day.

Mediation: <https://blogs.glowscotland.org.uk/er/parentalinvolvement/additional-support-for-learning-information-and-support-for-parents/mediation/>

Transitions

Moving to Primary school

The curriculum in primary schools will build on what your child has learned before starting school. Play will still be important in Primary 1, but some approaches to learning will gradually change - for example, your child will begin to read and write more independently. The nursery will pass on a copy of your child's summative report, so that the teacher in Primary 1 can plan the next stages in your child's learning. Pupils normally transfer to primary school between the ages of four and a half and five and a half years. If your child is born in January or February, you can have automatic right of deferral.

Information on registration/enrolment procedures for primary school will be given in the local press early in the calendar year and can also be found on our plasma screen.

Transitions – Nursery to Primary

Curriculum for Excellence provides a valuable opportunity to enhance the transitions between nursery and primary. The Early Level spans pre-school to the end of primary one (for most children) and naturally promotes collaborative working between the primary and nursery sector.

In school we ensure that an effective liaison programme is established with our associated nursery establishments in East Renfrewshire. This includes:

- Primary staff visiting associated nurseries
- Associated nursery staff visiting school
- Transfer of information through summative reports and Pupil Profiles

- Pupil Induction Afternoons
- Parent Information Meetings
- Meet the Teacher Afternoon for Parents in August



Provost's Debate

Moving to Secondary school

Staff members from our associated primaries and St. Ninian's High School convene Cluster Group meetings to discuss shared issues. We ensure that there is a common methodology within the main curricular areas.

Our Outward Bound visit in October is an important part of our transition programme. All children and staff work on team building exercises and set challenges for themselves. We build on the great experiences from this week throughout the year.

As part of cluster working, Primary 7 pupils visit St. Ninian's High School for an extended programme of work in three departments; Design & Technology, Science and Art & Design. High school staff members come into Primary 7 to work alongside primary colleagues to set up the topic in Design & Technology. We have a Cluster Ceilidh in January to allow children from all the associated primaries to meet together informally.

Mr Docherty and members of the Senior Management Team of St Ninian's High School visit our primary seven pupils, to discuss issues and convey information prior to transition. It is always a pleasure to meet former pupils who come along and give an insight into high school from their perspective.

Pastoral Care and Support for Learning teachers visit to share information. Children who require additional support in certain areas may have an extended transition which begins in Primary 6 with a meeting for parents and school staff from both schools.

An information evening is held in the high school for parents and pupils in the final term.

Pupils normally transfer to secondary school at the end of their primary 7 year.

Pupils living within the catchment of Our Lady of the Missions Primary, transfer to St. Ninian's High School, however a placing request can be made to attend any other school.

Pupils living out with the catchment area will be expected to return to their local catchment secondary school; therefore a placing request must be made if you wish your child to attend any other school, including St. Ninian's High School.

A placing request will be needed in order to move a pupil attending a denominational school to a non-denominational school (or vice versa).

Parents will be advised of the transfer arrangements in December of the pupil's Primary 7 year.

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



Catholicity

The whole ethos of our school is built upon the fundamental issues of peace, justice and tolerance with which this major area of the curriculum is concerned. We aim to develop a caring, Christian attitude in all our pupils, relevant to the demands of a changing society and yet which continue to uphold the values and moral standards of our Christian beliefs. We aim to help children to discover and personally deepen their faith and their understanding of their membership of the Church and the Sacraments.

With the cooperation of family members, the children in Primary 4 are prepared to receive the Sacraments of Reconciliation and Holy Communion. Confirmation is once again conferred on pupils in Primary 7.

'This Is Our Faith' Religious Education Programme is used throughout the school.

'This Is Our Faith' stresses the importance of being inclusive to all learners and details the distinctive purpose of religious education in the Catholic school and invites schools to provide for children and young people structured opportunities to encounter Jesus' presence.

Father Gerry Hill is our School Chaplain, Father Jim Duggan and Father Noel Burke also visit the school.

Mass is celebrated in school and on Holidays of Obligation and on the school Feast Day of 8th September, Our Lady's Birthday.

We have Stage Masses and primary 4 to primary 7 pupils also attend First Friday Mass in St Vincent's Church.

We have regular Religious assemblies for all stages.

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.

Religious instruction and observance however form part of the religious tradition and ethos in Catholic schools and play an important part in the education provided in this school.

Parents from ethnic minority religious communities may request that their children be permitted to be absent from school in order to celebrate recognised religious events. Only written requests detailing the proposed arrangements will be considered. Appropriate requests will be granted on not more than three occasions in any one school session.

Homework

The school has a clearly defined policy on homework, a copy of which can be obtained from the school. Pupils are regularly given homework to support their learning and to encourage them to become more organised and self-supporting in their learning. The homework will be organised according to the stage and ability of each child, it can arise from all curricular areas, and it may include written, oral or practical activities. The tasks set will be interesting, worthwhile and challenging for the child.

Parents are encouraged to help pupils with their homework as a means of keeping them up to date with the work of the class and the child's progress and to promote partnership between the school and parents. Homework provides an opportunity to consolidate what has been learned in class. Homework is also an integral part of school work. Parental interest and cooperation in ensuring homework is completed is appreciated.

Our aim in setting homework is as follows:

- To reinforce current learning and teaching
- To develop confidence in applying their knowledge to tasks
- To develop organisational skills and responsibility for managing homework tasks around other commitments e.g. Scouts, training sessions
- To set the habit of independent study
- To keep parents aware of their child's progress

Parent's Signature: We prefer a parent to sign all written homework. Where a child has made an error in their homework, parents may, if they wish, ask them to re-do the work correctly underneath and then sign. The teacher will then see any weaknesses and be able to take appropriate action.

Homework: <http://www.ea-erinfrew.sch.uk/curriculumlinks/Links/Parents/Parental%20Leaflets/homeworking%20leaflet.pdf>





Assessment and Reporting

Assessment practices in our school will follow and reinforce the curriculum and promote high quality learning and teaching approaches. We adopt a wide range of assessment strategies to promote learning and so meet the needs of all pupils. Assessment of children's progress and achievement during their broad general education to the end of S3 will be based on teachers' assessment of their knowledge and understanding, skills, attributes and capabilities.

Children will progress through the following levels from pre -school to secondary education.

Level	Stage
Early	the pre-school year and P1 or later for some
First	to the end of P4, but earlier or later for some
Second	to the end of P7, but earlier or later for some
Third and Fourth	S1 to S3, but earlier for some The fourth level broadly equates to SCQF level 4
Senior phase	S4 – S6 and college or other means of study

East Renfrewshire Standardised Testing in language and mathematics will be carried out in Primaries 3, 5 and 7 as part of the target setting activities which take place in the school. Baseline Assessment takes place in primary 1.

Formative Assessment techniques are also employed in order to fully involve children in their own learning and to challenge and motivate them as masters of their own learning.

Research shows that children learn best when they:

- Understand clearly what they are trying to learn
- Know what is expected of them
- Are given feedback about the quality of their work
- Are given advice about how to improve their work
- Are involved in deciding what needs to be done next
- Know who can help them if they need it

Blogging (Learning Log) – Primary 1 to Primary 4

All classes from P1 to P4 have a class blog which can be accessed via Our Lady of the Missions' pupil site within Glow. The purpose of this is to allow pupils to reflect on their learning, achievements and the progress they are making. It is designed to challenge, motivate and support all children. The class teacher will regularly post updates after dialogue with the children about what they have learned and the skills they have developed. The blogs will also record achievements in and out of school.

E-portfolios –Primaries 5, 6 and 7

All children in P5 and P7 have their own e-portfolio. E-portfolios are intended to allow pupils to reflect on their learning, achievements and the progress they are making.

Every child has a profile of themselves summarising their strengths and personal qualities. The children learn how to post updates, regularly recording what they have learned and the skills they have developed. They also record their achievements in and out of school.

Individual profiles can only be accessed through Our Lady of the Missions' Pupil Site via Glow Scotland. Children cannot access other children's e-portfolios – they can only be accessed by the individual pupil and staff. Parents will only be able to view their child's e-portfolio by their child logging onto Glow.

Each child's progress will be regularly assessed in order to diagnose difficulties and to discover their capabilities. At the end of each academic year you will receive a copy of your child's report.

Parents' evenings will be held in November and March to give an update on your child's progress including strengths and development needs.

Parents can make an appointment at any time to discuss a child's progress.

In addition curriculum evenings, open afternoons, regular homework activities and other opportunities will be used to share information on pupil progress and achievements.

Support for Pupils

Additional Support for Learning

In the first instance the class teacher will identify children who need support. Where a child is identified as requiring support for learning, the class teacher would meet with the head of department to discuss the child's learning profile and devise appropriate intervention. Usually this help will be provided within the classroom situation but additional input from a support teacher may be necessary. Pupil Support Assistants also support some pupils within class. Additional bilingual support is provided for some pupils for whom English is an Additional Language (E.A.L.).

Staged Intervention (STINT) is the framework by which ERC education establishments assess additional support needs. STINT is a 5 level structure which reflects the level of intervention and coordination required to meet identified pupil needs at any given time. It is used to support pupils at the appropriate level and should not be considered as a linear process. Placement can be at any stage relative to the presenting need and will range from classroom based strategies at Stage 1 to more complex multi-agency strategies at Stage 5. Stages can be summarised broadly as:

- Stage 1 Classroom based, teacher led strategy
- Stage 2 Classroom based with additional educational supports in school
- Stage 3 Joint Support team. Multi agency involvement
- Stage 4 Complex multi agency involvements. Case management approach
- Stage 5 Legislative requirements, e.g. Coordinated Support Plan (CSP)

A Joint Support Team (JST) consisting of the Class Teacher, DHT, Educational Psychologist, School Nurse, school based Social Worker and other agencies or persons identified as appropriate e.g. Speech and Language Therapist/ Outreach Support Teacher meet regularly to discuss individual pupils and progress in the identified area of support. Psychological Services are available to give direct help to pupils and to support and advise teachers involved in the teaching of pupils with learning difficulties and additional support needs.

Specific Learning Difficulties (Dyslexia)

Dyslexia is a specific learning difficulty in its own right. We use the term when a child is having difficulties with aspects of reading and writing when there is a clear difference between these and the way they perform in other areas of school work. If you think your child may be dyslexic, your first step is to approach the school. Online advice and information about Dyslexia and how to support children with literacy difficulties can be found here: <http://www.addressingdyslexia.org/>

Assessments may be carried out to establish the nature of your child's needs. This may involve specialist help and advice from the Educational Psychologist. The school policy is to keep you and your child fully informed of the results of these assessments. For more advice and information from the authority's Psychological Service contact:

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

ASL Act: Information and Advice for Parents

The Education authority has renewed duties under the 2009 ASL Act to provide support and advice for parents of children with additional support needs. The new website for parents, <https://blogs.glowscotland.org.uk/er/parentalinvolvement/latest-news/> , provides important advice for parents as well as up-to-date information on parent forums and is up-dated on a regular basis.

Enquire - the Scottish Advice Service for Additional Support for Learning

Operated by Children in Scotland, Enquire offers independent, confidential advice and information on additional support for learning through: The *Parents' Guide to Additional Support for Learning*. To order hard copies of the parents' guide or any other publications please contact info@enquire.org.uk or telephone 0845 123 2303. This is now available to download at

<http://enquire.org.uk/publications/parents-guide>

Inclusion: <http://www.ea.e-renfrew.sch.uk/curriculumlinks/Links/Teachers/inclusion.htm>



Wider School Achievements:

- Our school choir performed successfully at the Glasgow Music Festival. They came fourth in hymn singing and third in Scot's song.
- Three pupils from P7 enjoyed their day at the annual Renfrewshire Association of Burns Club competitions. A P7, having addressed the haggis, delivered a fine recitation and narrowly missed gaining a medal. Another P7 gained second place on the piano and lastly a P7 won a gold medal and a trophy as well as bringing home the overall winners' cup for his performance on the piano. Building on this success a P7 secured first place for his piano playing at the National Primary Schools Festival hosted by the Robert Burns Federation.
- Our netball team recently put on a terrific performance in the East Renfrewshire Active School Netball Final. They enjoyed a well deserved win both for the team and the coaches.
- Our P7 team won both the East Renfrewshire and Regional Rotary Club Quiz.
- A number of P7 pupils took part in the Scottish Mathematics Challenge and competed in three very demanding rounds of questions. They excelled and returned with seven golds, four silvers and three bronze certificates.
- Some of our P7 pupils also took part in the UK Maths Challenge alongside students from first and second year in secondary school. The group returned with five silver and five bronze certificates.
- Twelve children from P7 exhibited work at the Glasgow Art Club Primary Schools' Exhibition.
- A P2 pupil did a sponsored cycle and raised over £400 for Rainforest Rescue.
- Two P7 boys secured a place in the National Boys' Choir.
- Our P7 team was successful in the Primary Badminton Championship.
- Our P4 team came third in the West of Scotland Tennis Finals after winning the East Renfrewshire Council Finals.
- The school was overall winner of the Giffnock North Cross Country Event.
- Two P6s came seventh and ninth in the Scottish Schools Cross Country Championship.
- A P7 took first prize for harp playing at the All Scotland Fleadh.
- A P7 performed in Joseph and his Amazing Technicolour Dreamcoat at the King's Theatre.
- A P5 pupil and a P7 teacher performed in Annie at the King's Theatre.
- A group of teachers completed Race for Life and collected £1300 for Cancer Research.



School and Community

At Our Lady of the Missions Primary School we work extremely hard to ensure that your son or daughter reaches his or her potential in every way. This includes developing as an active citizen who understands his or her rights and responsibilities and who wants to make a valuable contribution to the life of the community.

Citizenship

We ensure that our young people also learn about values and citizenship as part of their school experience from primary through to the end of secondary school.

Children are encouraged to become involved in their own communities, valuing people of other cultures, and even playing a part in local decision-making.

We teach and encourage pupils to think about and form opinions on:

- Religious, moral and social issues
- Political issues
- Environmental issues
- Respect for others
- Caring for their fellow pupils and their school
- Issues relating to the developing world

Initiatives

Pupils are encouraged to become involved in a wide range of activities and projects which help them to think about and work with other people and to benefit from new experiences.

Some of the projects include:

- Pupil Council P1 – P7
- Eco Committee P1 – P7
- Library Committee P1 – P7
- Health Committee P1 – P7
- P7 playground buddies and monitors
- Mentors and Peer Mediators
- P7 Provost's Debate in East Renfrewshire Council Debating Chamber
- P7 visit to the Scottish Parliament
- Fundraising for chosen charities
- Science / engineering ambassadors – K'nex Challenge
- Junior Road Safety Officers
- Gardening club and wormery
- School trips and educational outings
- Local visits to library, shops, synagogue, mosque, etc
- Community business links
- Health Promotion, health week and active lifestyles



Extra- Curricular Activities

Many children are interested in football, netball, cricket, badminton, dance and cheerleading. Football and netball clubs are organised by parents and staff. We have access to an all weather multi-use games area in addition to our playground. There is also a choir, gardening club and chess club.

Primary 7 pupils have the opportunity to take part in a residential trip and pupils of other stages make educational visits to places of interest e.g. Kelvingrove Art Galleries, Botanic Gardens, David Livingstone Centre, Glasgow Museums, Stirling Castle, Bannockburn etc.

East Renfrewshire Instrumental Music Service

Pupils from Our Lady of the Missions enjoy tuition on a wide range of musical instruments from staff from the East Renfrewshire Instrumental Music Service with many of them going on to participate in school ensembles and once more experienced, bands and orchestras run by the local authority. Instruments outlined below are taught with pupils coming out of class on a

rotational basis for their weekly lesson. Where instrumental groups are oversubscribed, classes can be offered at the Saturday Music Centre held at Williamwood HS. For those pupils wishing to learn percussion, bagpipes or pipe-drumming, they have the opportunity to learn these at the Saturday Music Centre held at Williamwood HS during term time.

Lessons are charged at £200 for the 2014/15 session with these fees increasing for the 2015/16 session. Pupils eligible for free school meals can receive instrumental lessons free of charge.

Tuition in the various instrument families commence at the following times with recruitment taking place in term 4 in the prior session:

Strings P4

Clarsach P5

Woodwind P6

Guitar P6

Brass P6

Bagpipes/Pipe Drumming at the Saturday Centre P5

Percussion at the Saturday Centre P7

Membership of authority bands and ensembles is free of charge, with residential courses being the only extra charge possible in addition to the annual tuition fee.

If you require fuller details please contact the Instrumental Music Service Manager on 0141 577 3835.



Supervision of Playground

An adult presence is provided in the playground at break times in terms of the Schools (Safety and Supervision of Pupils) (Scotland) Regulations 1990. The janitor, Mr Daly, and pupil support assistants supervise the playground during intervals and lunchtimes.

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 office 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 access at appropriate times.

Complaints, suggestions and compliments

How to complain:

The quickest and easiest way to complain is to contact the school directly and speak to a member of the Senior Management Team or in some instances the Office Manager, let them know what the problem is and what would put things right.

You can make a formal complaint:

In person

Make an appointment and call into the school in person.

By phone

You can phone and speak to a member of the management team detailing aspect(s) of the service you are unhappy about.

In writing

You can write to the head teacher detailing the nature of your dissatisfaction.

Our Lady of the Missions Primary School

Robslee Rd

Thornliebank

East Renfrewshire

G46 7DD

When making a complaint you should let us know:

- Your name.
- Your address.
- Your phone number.
- What you are complaining about.
- What we can do to put things right.

Three stages of the school's complaints process

Stage one

A member of the Senior Management Team will investigate your complaint and usually respond within a few days but certainly within 10 working days. Sometimes, if an issue is complicated we may take longer than this to respond, if this is the case we will write to you and let you know.

Stage two

If you are unsatisfied with the response we have made to your complaint you can ask the head teacher to review the issue. Complaints moving to stage two should be made in writing. Requests for reviews will be acknowledged within two working days and a response will be sent to you usually within 15 working days.

Stage three

This is the final stage of our complaints procedure. If you are still unsatisfied with our responses, it can be passed onto the director of education.

You should write to the director of education with details about what you are unhappy about and what would put things right. A member of the directorate team will review your complaint and issue a response to you normally within 20 working days.

For further information visit: <http://www.eastrenfrewshire.gov.uk/index.aspx?articleid=1573>

Free Meals and Clothing Grants

Who can apply

You can apply if your child attends an East Renfrewshire primary or secondary school and you receive a qualifying benefit.

Qualifying benefits

Will I qualify?	Clothing grant	Free school meals
Employment and Support Allowance (Income related)	Yes	Yes
Income Support	Yes	Yes
Job Seekers Allowance (Income based)	Yes	Yes
Child Tax Credit but not Working Tax Credit with a gross or projected annual household income of less than £16,010 for 2013/14 as assessed on your 2014/15 HM Revenue & Customs tax credits award letter (TC602)	Yes	Yes
Child Tax Credit and Working Tax Credit with a gross annual household income of less than £6,420 for 2013/14 as assessed on your 2014/15 HM Revenue & Customs tax credit award letter (TC602)	Yes	Yes
Child Tax Credit and/or Working Tax Credit with a gross annual income of below £16,010 but above £6,420 for year 2013/14 as assessed on your 2014/15 tax credit award letter from HM Revenues and Customs (TC602)	Yes	No
Support under part VI of the Immigration and Asylum Act 1999	Yes	Yes
Housing benefit	Yes	No
Universal Credit	Yes	Yes

How to apply

To apply for a clothing grant and/or free school meals please complete the online form. The closing date for applications is 29th May.

What happens next?

- Payment of £50.00 per Child will normally be made to your bank account within 15 working days of receipt of your application.
- If you are entitled to free school meals we will notify the school. We will not write to you separately to confirm this.
- If you have made a placing request or your child is entering P1 or S1 payment can not be made until after the 1st August.

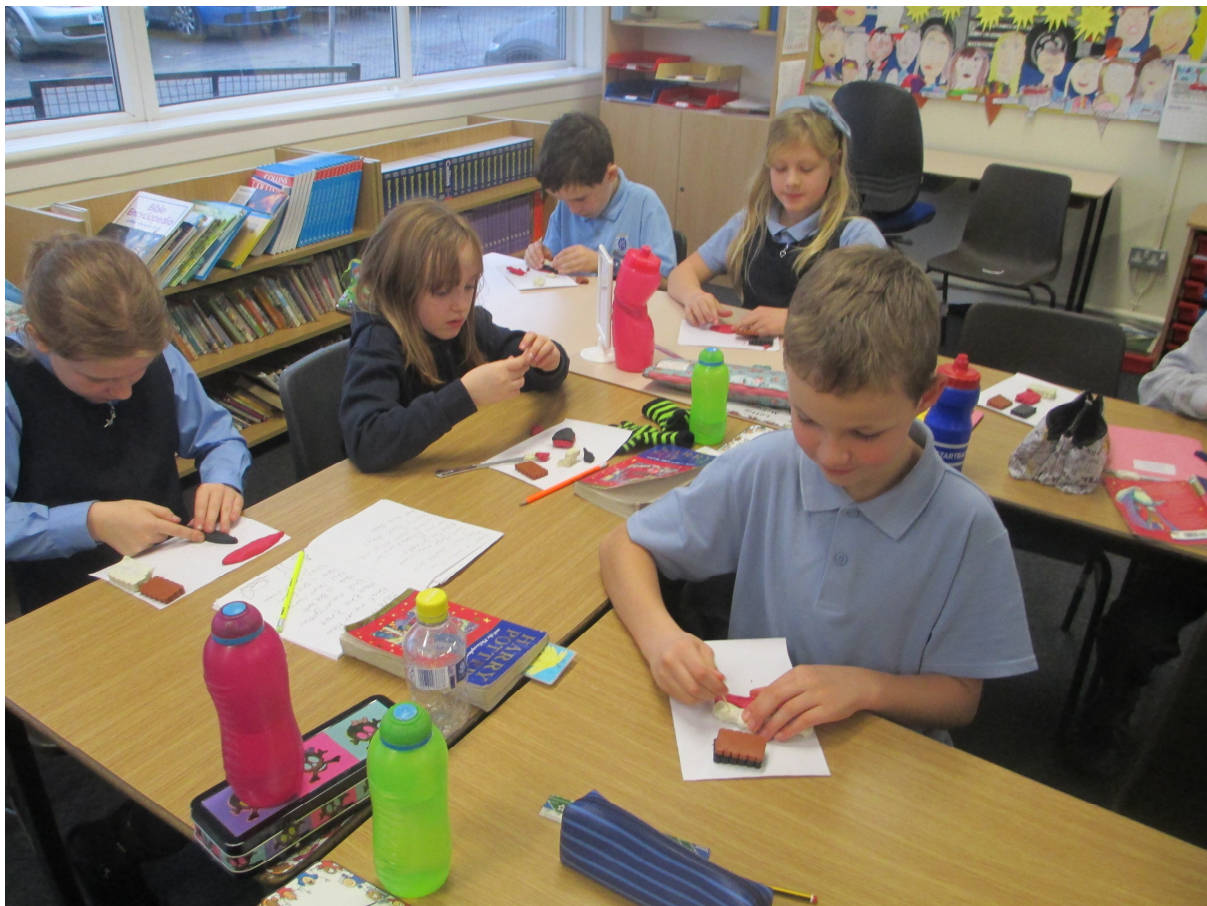
- If your child is entitled to leave school a clothing grant will not be paid until confirmation has been received from school that they have returned after the summer break

For more information visit <http://www.eastrenfrewshire.gov.uk/clothing-grant>

Emergencies

We make every effort to maintain a full educational service, but on some occasions circumstances arise which lead to disruption. School may be affected by, for example, severe weather, temporary interruption 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 you in touch by using letters, notices in local shops and community centres, announcements in local churches and announcements in the press and on local radio. We may also text, e mail or use Twitter.

Emergency Closure of Schools and Establishments – Severe Weather Conditions:
<http://intranet.erc.insider/CHttpHandler.ashx?id=4193&p=0>



Primary 5 were using different technology materials to construct models of the Titanic

CHILD PROTECTION POLICY AND PROCEDURES

Our Lady of the Missions Primary School

We Work Hard to Keep Our Children Safe



All children and young people have a right to be listened to and to have matters treated in confidence. Involving children and young people and upholding their rights is good practice and builds trust with children, young people and their families. Where there is no risk to a child's well-being, school staff should respect their right to confidentiality.

Where possible consent to share information should be sought from the child and their parent or carer, the exception to this is where there is potential of harm to the child or young person or where the child or young person has already been identified as being at risk through child protection procedures. In such circumstances then the need for consent is overridden and information should be shared with appropriate agencies.

Children and young people should be advised that there are no guarantees to confidentiality, where the school assesses them to be at risk.

At Our Lady of the Missions Primary School 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 promote inclusion and achievement.

All staff members 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 members 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 *Charles Jamieson*. 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 *Charles Jamieson*.

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
Clarkston Social Work Office: 0141 577 4000
Strathclyde Police Family Protection Unit: 0141 532 4900
Standby Social Work Out of Hours 0800 811 505



Child Protection

UNCRC links: Article 3 (Best interests of the child):

The best interests of children must be the primary concern in making decisions that may affect them. All adults should do what is best for children. When adults make decisions, they should think about how their decisions will affect children.

Article 19 (Protection from all forms of violence): Children have the right to be protected from being hurt and mistreated, physically or mentally.

Article 28: (Right to education): All children have the right to a primary education,

Article 36 (Other forms of exploitation): Children should be protected from any activity that takes advantage of them or could harm their welfare and development.

Article 37 (Detention and punishment): No one is allowed to punish children in a cruel or harmful way.

Background

All members of staff have a duty of care to protect and support pupils in Our Lady of the Missions Primary at all times of the school day and at other times as appropriate. We believe that all children have a right to feel safe within the school, home and community. This policy relates closely to our policies for Behaviour, Additional Support Needs, Anti-Bullying, R.E and Health and Wellbeing. Approaches taken with regard to Child Protection are also closely linked to the national practice model- GIRFEC and the wellbeing Indicators (SHANARRI)

Purpose

To review the existing policy in accordance with 'Safe and Well' guidelines
To clarify links with internal and external procedures
To define the types of child abuse and indicate how this might be observed
To promote the safety and protection of all children

Management

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

Internal procedures (see Appendix 2 flowchart)

All adults working within the school community are considered 'trusting adults', if they have concerns, worries, observations or disclosures about a child, they will share this immediately with the Head teacher. If abuse is suspected, the 'trusted adult' will complete the schools Child Protection (CP) record sheet (Appendix 1) to indicate clearly the observation (with sketches if physical abuse is suspected). All observations must be substantiated. The Head Teacher decides what further action is required. The Head Teacher countersigns the statement, takes the appropriate action and places it in the school's CP filing cabinet which is kept locked in the school office.

The Head Teacher will ensure that those adults within the school community who are closely associated with an 'At Risk' child are alerted to monitor the situation regularly (usually the class teacher, support assistants and the school office personnel).

Where appropriate the Head and/or depute will discuss any concerns with the parents/carers before informing external agencies. However, if the disclosure is of a very serious nature or the child is on the Child Protection Register, it may not be appropriate to inform parents at this stage. The Head Teacher and class teacher will inform the child's next teacher through a transfer of information record of any ongoing issues and ensure records are sent to future schools.

Children deemed to be in the 'at risk' or 'vulnerable' categories will have a chronology completed by the Head Teacher.

The Child Protection Co-ordinator is the Head Teacher: Charles Jamieson

Responsibility of C.P. Coordinator

- Respond as quickly as possible to identified C.P. issue
- **Follow instructions in Standard Circular 57 and Child Protection Manual**
- Complete paperwork as you go through the procedures
- Use appropriate referral and recording procedures
- Work collaboratively with other colleagues identified in supporting and protecting pupils
- Do not be judgemental, inquisitive or investigative
- Remain empathetic and listen carefully to pupils, giving reassurance that information will be dealt with properly
- Do not suggest or promise any specific outcome
- Do not promise to keep all matters secret
- Do not delay!
- **Keep staff who need to know, informed**

Responsibility of Staff

- Be familiar with Standard Circular 57
- Attend INSET in school at the start of every term when St C 57 is reviewed and policy & practice rehearsed
- Keep CP training up to date by attending quality, multi-agency courses
- Use appropriate referral and recording procedures
- Be prepared to provide HT with such information as he may require
- Work collaboratively with other colleagues identified in supporting and protecting pupils
- Do not be judgemental, inquisitive or investigative
- Remain empathetic and listen carefully to pupils, giving reassurance that information will be dealt with properly
- Do not delay!

External

The Head Teacher will contact the Social Service Department immediately by telephone if the child is on the 'At risk' register or in the case of a first disclosure being serious. If deemed necessary, to make a formal Child protection referral, the Head Teacher will complete the appropriate form (appendix 1) and follow procedures as set out in Standard Circular 57. A record of the conversation is kept in the school filing cabinet. The Head Teacher will usually inform the class teacher of the progress or outcome on an initiated external procedure.

Trusted Adult

All adults working regularly in the school are considered appropriate for whom a child should feel able to approach. The adult should talk quietly with the child but without leading them. The child's sense of trust in the adult is paramount in these situations therefore it is important to reassure the child that you believe his/her story. The adult should make the child aware that they cannot keep the information to themselves and will seek help from other appropriate adults.

The school recognises that the class teacher is the first stage in the pastoral care of the child in the school. Teachers are well placed to observe outward signs of abuse, changes in behaviour or failure to develop or thrive. Categories for concern are:

Physical Injury

Actual or attempted physical injury to a child, including the administration of toxic substances, where there is knowledge or reasonable suspicion that the injury was inflicted or knowingly not prevented.

Sexual abuse

Any child may be deemed to have been sexually abused when any person by design or neglect, exploits the child, directly or indirectly.

Physical neglect

This occurs when a child's essential needs are not met and this is likely to cause impairment to physical health and development. Such needs include food, clothing, cleanliness, shelter and warmth. A lack of appropriate care including deprivation of access to health care may result in persistent or severe exposure, through negligence to circumstances which endanger the child.

Emotional abuse

Failure to provide for the child's basic emotional needs such as to have a severe effect on their behaviour.

Non-Organic Failure to Thrive

Children who significantly fail to reach growth and developmental milestones (i.e. physical growth, weight, motor, social and intellectual developments) where physical and genetic reasons have been medically eliminated and a diagnosis of non-organic failure to thrive has been established.

Guidelines/Support

We keep the 'Safe and Well' folder in the CPD area. If a 'trusted adult' requires guidance on the implications of this policy statement they should consult the Head teacher or DHT. All staff have been issued the 'Safe and Well' booklet which summarises the procedures to follow and 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.

Monitoring/Evaluating

The Head Teacher will monitor and evaluate this policy in discussion with school staff.

Partnerships

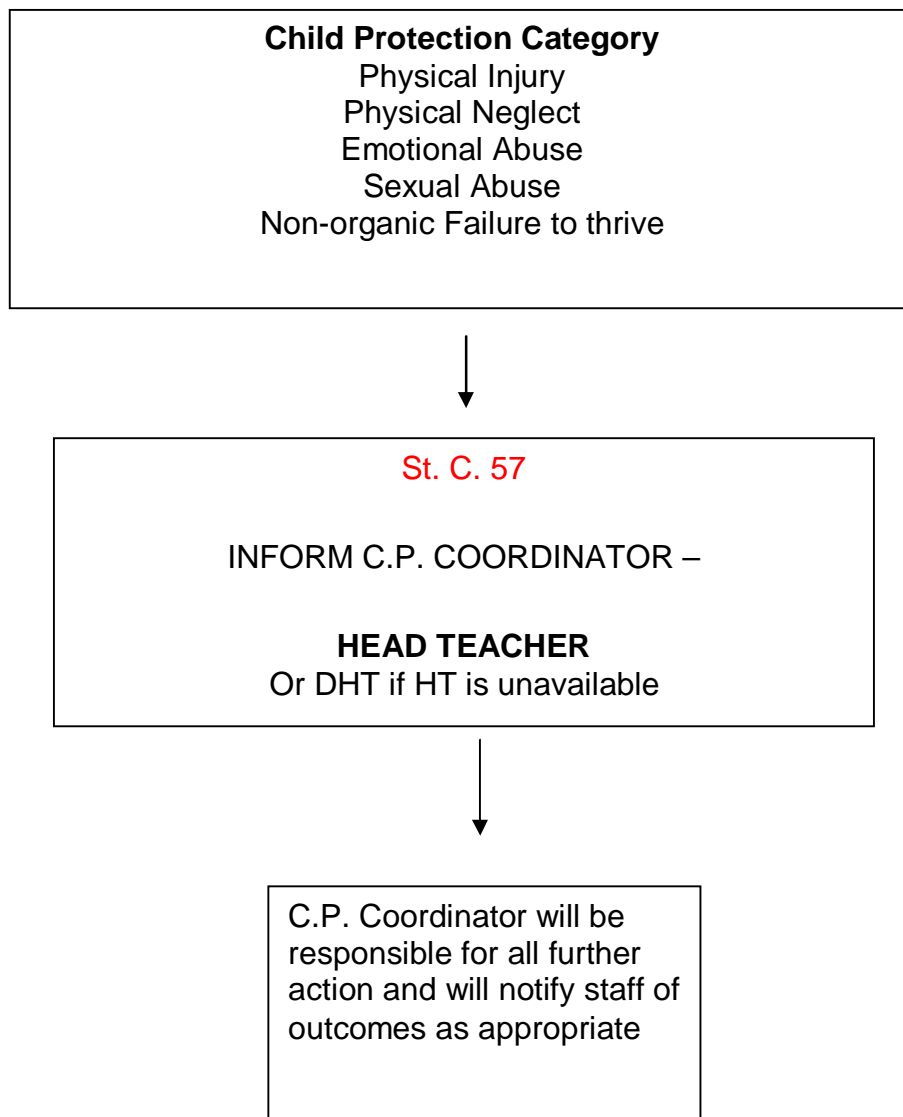
If you are worried about or know of a child who could be at risk of abuse or neglect, please speak to the Child Protection Coordinator (Mr Jamieson)

The school operates a multi- agency Joint Support Team to ensure that the best possible supports are available to pupils when they need it.

Appendix 1

East Renfrewshire Council: Education Department CHILD PROTECTION REFERRAL FORM

<i>Procedures as detailed in Standard Circular 57 should be followed. Child's Name</i>	School
Age	
Address	Other relevant information (i.e. siblings, additional support needs, communication difficulties etc)
Parent/ Carer(s)' details	
Female parent /carer	Male parent /carer
Relationship to child:	Relationship to child:
Address:	Address:
Telephone number:	Telephone number:
Emergency contact details:	
Other agencies known to be involved with child and family	
Name: Agency: Tel number:	Name: Agency: Tel number:
Nature of Concern, record any behaviour, allegations by the child (using <i>child's own words</i>), allegation or concerns raised by staff or other adult, any witnesses present etc	
Date	
Action Taken Date / Time	
Referred to: Contact details:	Date / Time
Signature of referrer: Signature of Child Protection Coordinator: Contact details:	



Parent Staff Association

There is an active P.S.A., whose aim is to promote co-operation between parents and teachers in everything relating to the efficient running of the school and the wider life of the school including educational and social events.

All parents and carers of children who attend the school are members by right.

A committee whose members are elected at the Annual General Meeting conducts the business of the Association.

Meetings are usually held in the school staff room on the first Tuesday of each month at 7pm.

The Chairperson, Secretary and Treasurer are elected for a period of two years.

Joint Chair	Mrs W MacLeod	wendymacleodpt@yahoo.co.uk
Joint Chair	Mrs J Miller	jmiller@icas.org.uk
Vice Chair	Mrs B Nordmann	bernadinenordmann@hotmail.co.uk
Treasurer	Ms S Grant	sarahmgrant315@hotmail.com
Secretary	Mrs E McAndrew	
Minute Secretary	Mrs T MacPherson	macphersonteresa@yahoo.co.uk

Scottish Parent Teacher Council

The Scottish Parent Teacher Council is the national organisation for PTAs and PAs in Scotland and runs an independent helpline service for all parents. You can contact them by phone/fax on 0131 226 4378, by e-mail on sptc@sol.co.uk or write to SPTC, 53 George Street, Edinburgh, EH2 2HT

Parent Council

The Parent Council represents the views of parents / carers:

- to support the school in improving the experience of our children and
- promote communication within the school community.

The group – largely comprising parents and staff – meets around 6 times a year. ERC Councillors also attend and smaller sub groups push forward specific projects like improving communication, supporting the transition to the merged campus, traffic management and parking and playground development.

The PC keeps in touch with you in newsletters and on its Facebook page (search on Our Lady of the Missions Primary School Parent Council and then “like” the page to follow PC news).

Parents/carers are also welcome to attend any meeting. These take place on a Thursday at 7pm in the school roughly every 6 weeks. Dates are advertised in advance by email and on the web site.

Members are self nominated only at the AGM (in August / September) – if you are interested, watch out for details at the beginning of each school year so that you can attend.

However, the Parent Council always wants to know your views, comments and suggestions. Please get in touch at any time on olm-parentcouncil@hotmail.com.

Chair: Anne Forsyth	07952 521303
Vice Chair: Gillian Boyle	07810 541250

School Improvement

What is our capacity for improvement?

The school, through its self evaluation processes, has identified a continuous programme of review and development which will ensure that the school moves forward with a clear vision.

The aims of the school set out clearly our intention to provide the highest quality of learning and teaching experiences for our pupils that shall be achieved through strong leadership and the commitment and dedication of all staff.

The views of all stakeholders will be taken into consideration in order to achieve our aims and objectives.

The targets included in this year's School Improvement Plan are:

School Improvement Priorities 2014- 2015

- Deliver 1+2 Language programme.
- To further develop Mandarin and French 3-18 within a Curriculum for Excellence framework.
- To fully utilise new STINT plan format and ensure greater teacher ownership.
- To further develop partnerships and communication with parents and carers.
- To produce health and wellbeing overview within a Curriculum for Excellence framework.
- To ensure that transition to additional building (Junior Dept) is smooth and well managed.
- To achieve Level 1 award within UNICEF's Rights Respecting Schools Programme.
- To refresh house system to ensure that children are motivated and have greater ownership of it.
- Ensure that E-portfolios and Blogs are used consistently as meaningful tools for reflection and pupil self-evaluation.
- To ensure continuity of practice and progression of learning in literacy.
- Implement the findings of the ERC Literacy and Maths & Numeracy Review and consider the findings of the SSLN review.
- Ensure that the full range of formative and summative assessment approaches in Building the Curriculum 5 are consistently applied at all stages.
- To refresh approaches to Inter Disciplinary planning and curriculum design.

The Education Department will aim to provide education of the highest quality and seek to:

Provide a full range of courses and services;

- Enable all individuals to achieve their potential;
- Provide suitable premises and resources;
- Encourage access to education throughout life;
- Foster genuine partnership in education;
- Promote equal opportunity and social justice;
- Support economic growth and prosperity.



Scottish Catholic Education Service



A Charter for Catholic Schools in Scotland

The mission of the Catholic school is to develop as a community of faith and learning, providing the highest quality of education, and offering formation through the promotion of Gospel values, through celebration and worship, and through service to the common good.

All Catholic schools in Scotland, in honouring Jesus Christ as the Way, the Truth and the Life, will feature the following characteristics:

- * a commitment to the integrated education and formation of the whole person, in close partnership with parents as the first educators of their children;
- * an inclusive ethos which aims to honour the life, dignity and voice of each person, made in the image of God;
- * a commitment to the search for wisdom in life and to the pursuit of excellence, through the development of each person's unique God-given talents;
- * a commitment to the spiritual formation of the school community, through the shared experience of prayer and liturgy, and in partnership with local parishes;
- * the provision of religious education programmes which will enable young people to develop their understanding of Gospel values and of how to apply them to life;
- * a commitment to uphold the moral teaching, faith tradition and sacramental life of the Catholic Church;
- * a commitment to communicate Catholic social teaching and thereby to promote social justice and opportunity for all;
- * a commitment to ecumenical action and the unity of Christians;
- * the promotion of respect for different beliefs and cultures and for inter-faith dialogue;
- * a commitment to support the continuing professional and spiritual development of staff.

All staff appointed to a Catholic school are expected to support and promote the aims, mission, values and ethos of the school, as illustrated in this Charter.

Published by the Scottish Catholic Education Service on behalf of the Bishops' Conference of Scotland



SCOTTISH CATHOLIC EDUCATION SERVICE

RELIGIOUS OBSERVANCE IN THE CATHOLIC SCHOOL

The Education (Scotland) Act 1980 imposes a statutory duty on local authorities to provide "Religious Observance" in Scottish schools. This is defined in a national R.O. Review Group report published in 2004 as comprising: *"community acts which aim to promote the spiritual development of all members of the school's community and express and celebrate the shared values of the school community"*.

In a letter of guidance issued by the Scottish Government in February 2011, it is acknowledged that Catholic schools take a distinctive approach to the provision of Religious Observance:

Scottish Government Ministers welcome the tradition that, in Roman Catholic denominational schools, Catholic Liturgy will largely shape the nature and frequency of religious observance activities in the classroom and in the wider school community. So, at times, children and young people will be invited to participate in, and sometimes to lead, prayer and reflection in classrooms and at assemblies. At other times, to honour particular occasions or feasts, chaplains will lead school communities in the celebration of Mass and other forms of liturgical celebration.¹

Catholic schools follow the customs and practices of the Church in order to nourish the spirituality and faith of pupils and staff. Our Catholic tradition is enriched by ancient rites, prayers and devotions which help young people to become aware of, and show reverence to, the sacred presence of the living God, Father, Son and Holy Spirit. Guided by this tradition, we celebrate various seasons and special feast days to honour God, Mary his Mother and the Saints.

Pupils are invited to pray with their teachers at times in classrooms and assemblies, as well as in liturgical services. Usually a classroom will display a Crucifix on the wall; in some classrooms and other areas of the school, a sacred space will feature a copy of the Bible and will be decorated with signs and symbols that reflect the changing seasons of the Church Calendar Year i.e., Advent, Christmas, Lent, Easter and Pentecost.

This regular practice of Prayer is complemented by religious services conducted, sometimes as part of an Assembly, to mark special occasions - e.g., the distribution of Ashes on Ash Wednesday, the seasons of Advent or Lent. To mark special Feast Days and Holy Days of Obligation, Holy Mass will be celebrated by the school chaplain, with the school community, in school buildings or in local parishes. Some pupils, at certain stages, may be able to participate in retreats and pilgrimages to places of special significance within the Catholic tradition.

While Religious Education is governed by separate Church guidance, it is complemented by Religious Observance practices and, together, these experiences help pupils to develop their understanding of the Catholic faith, to experience opportunities for spiritual growth and to commit to beliefs, values and actions in a positive response to God's invitation to faith.

In terms of pupil participation in R.O. Scottish Government guidance makes it clear that it makes an important contribution to pupils' development and that it promotes the ethos of a school by bringing pupils together and creating a sense of community. However, it also makes clear that parents have the right to withdraw children from participation in religious observance and that this right should always be made known to parents and their wishes respected. The Scottish Government also recognises that:

Where a parent chooses a denominational school for their child's education, they choose to opt in to the school's ethos and practice which is imbued with religious faith and religious observance. In denominational schools, it is therefore more difficult to extricate a pupil from all experiences which are influenced by the school's faith character.

¹ Curriculum For Excellence - Provision of Religious Observance in Schools, Scottish Government, 17 February 2011

Equal Opportunities Provision

The school has in place a range of policies and practices which reflect our support for equality and social justice. These include equal opportunities, promoting racial harmony and anti-bullying.

It is our belief that all children are entitled to equality of opportunity in all areas of life; academic, physical, social and pastoral and we as a staff are committed to “the promotion of equal opportunity and social justice”.

The Education Department now has a specific duty to gather information on the effect of policies and practices on the educational opportunities available to disabled pupils and on their achievements. It also has this duty in relation to race and gender. It is for this reason that pupils and their parents and carers may be asked to respond to questions, which require them to share information that may be personal and sensitive.

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

Our Lady of the Missions Primary School has clear guidelines and procedures for dealing with incidents of inequality, as advised by the Education Department.

We encourage any concerns be raised with us. Our Equalities Coordinator is Mrs Maureen Cumming PT and can be contacted by email or by telephoning the school.

Transferring Educational Data About Pupils

Education authorities and Scottish Government have collected data about pupils on paper forms for many years. We now work together with schools to transfer data electronically through the ScotXed programme. Thus Scottish Government has two functions: acting as a ‘hub’ for supporting data exchange within the education system in Scotland and the analysis of data for statistical purposes within Scottish Government itself.

Why do we need your data?

In order to make the best decisions about how to improve our education service, Scottish Government, education authorities and other partners such as the SQA and Careers Scotland need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better examination results. Accurate and up-to-date data allows us to:

- plan and deliver better policies for the benefit of all pupils,
- plan and deliver better policies for the benefit of specific groups of pupils,
- better understand some of the factors which influence pupil attainment and achievement,
- share good practice,
- target resources better.

Data policy

The ScotXed programme aims to support schools and Local Authorities by supporting the collection, processing and dissemination of statistical information required for planning, management and monitoring of Scottish education services.

A subset of this information is passed to Scottish Government for research and National Statistics publications. Education data within Scottish Government is managed effectively by secure systems and is exploited as a valuable corporate resource, subject to confidentiality restraints. As part of its data policy, Scottish Government will not publish or make publicly available any information that allows individual pupils to be identified, nor will data be used by Scottish Government to take any actions in respect of individuals. Data is held securely and no information on individual pupils can or would be published by Scottish Government. The individual data collected by Scottish Government is used for statistical and research purposes only. We hope that the explanations contained on the ScotXed website will help you understand the importance of providing the information.

Your data protection rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (1998). We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how we will use your data. This message can give only a brief description of how we use data. Fuller details of the uses of pupil data can be found on the ScotXed website (www.scotxed.net).

Scottish Government works with a range of partners including HM Inspectorate of Education and the SQA. On occasion, we will make individual data available to partners and also academic institutions and organisations to carry out research and statistical analysis. In addition, we will provide our partners with information they need in order to fulfil their official responsibilities. Any sharing of data will be done under the strict control of Scottish Government, which will ensure that no individual level data will be made public as a result of the data sharing and that these data will not be used to take any actions in respect of an individual. Decisions on the sharing of data will be taken in consultation with relevant colleagues and individuals within and outwith Scottish Government.

Concerns

If you have any concerns about the ScotXed data collections you can email the Senior Statistician, Peter Whitehouse, at Peter.Whitehouse@scotland.gsi.gov.uk or write to The ScotXed Support Office, Area 1B, Victoria Quay, Leith, EH6 6QQ. Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, Braille and large print.

Want more information?

Further details about ScotXed are available on the ScotXed website, www.scotxed.net.

Data Protection Act 1998 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 Data Protection Act 1998 and may only be disclosed in accordance with the Codes of Practice. For further information please contact the school.

Photography

The consent of parents/carers (and young people of appropriate age and capacity) will be sought before any photos are taken and displayed. This will be obtained 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 and Glow**

When consent has not been given the school will consider how best to manage arrangements to ensure this is respected and dealt with sensitively while enabling others to take authorised photos. Photos should only be taken by an authorised person who has a suitable reason i.e. they are a parent, a relative or member of staff. Personal photos of school activities such as; sports day, concerts, trips etc should be used for individual purposes and not public purpose e.g. not posted on the internet.

Use of Photography in schools: <http://www.ea.e-renfrew.sch.uk/curriculumlinks/Links/Parents/Parental%20Leaflets/PhotographingChildrenandYoungPeople.pdf>

Important Addresses

Director of Education	-	Mhairi Shaw Director of Education East Renfrewshire Council 211 Main Street Barrhead G78 1XB Telephone 0141 577 3404
Community Education officer	-	Community Facilities Section East Renfrewshire Council Eastwood Park Giffnock G46 6UG Telephone 041 577 3099
Clothing Grants/Free Meals	-	Customer First Telephone 0141 577 3001
Local Councillors	-	Gordon McCaskill Mary Montague Ralph Robertson Jim Fletcher Vincent Waters Gordon Wallace
Located at	-	East Renfrewshire Council Eastwood Park Giffnock G46 6UG Telephone 0141 577 3000

East Renfrewshire Council web address: <http://www.eastrenfrewshire.gov.uk/>

Although this information is correct at time of printing, there could be changes affecting any of the matters dealt with in the document:

- (a) Before commencement or during the course of the year in question.
- (b) In relation to subsequent school years.