



Our Lady of the Missions Primary

*Until you spread your wings,
you'll have no idea
how high you can fly*

Privacy notice – Education

Who will process your information?

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

Why do we process your information?

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

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

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

The law gives certain types of information special significance because of its sensitivity eg health information. If we process this type of information about you in relation to Education we do so on the basis that it is necessary for reasons of substantial public interest.

Do you have to provide your information?

Education needs your information to allow us to carry out public tasks in the public interest that is set out in law such as teaching in primary and secondary schools. It allows us to organise and administer classes, lunches, exams etc.

How do we collect information about you?

Most of the information the council holds about you will come from you as an individual and it provided at your first encounter with education whether it is applying for a place in an early learning and childcare establishment, support in the early years or applying for a place in one of our schools.

Such information includes:-

Child's Forename

Child's Surname

Child's gender

School Stage

Details of child's medical condition

Any other name child is known by

Child's date of birth

Address including postcode

Mother's/Carer's Name

Father's/Carer's Name

Mother's/Carer's address including postcode

Father's/Carer's address including postcode

Mother's/Carer's telephone number

Father's/Carer's telephone number

Mother's/Carer's email address

Father's/Carer's email address

Single Parent/Carer family

Name of Brother/Sister

Date of Birth of Brother/Sister

School stage of Brother/Sister

Additional Information Support Application

School applying for

Preferred Alternative School

Early Learning and Childcare place applied for

Council Tax Evidence

Mortgage Statement

Rental Agreement

Rental Agreement End Date

Landlord Registration Number
Birth Certificate
Baptism Certificate
Date of Baptism
Name of Church venue
Child Benefit Statement
Utility Statements
Other Catchment Evidence

How long will we keep your information?

The council will hold your information from when your child first has contact with one of our services through to five year beyond them leaving school.

Who is your information shared with?

Your information will be accessed by council staff who need to do so to administer education and the many services that run alongside it. If such administration is provided on the council's behalf by an external agency, that agency will also have access to your information. The information will be shared with SEEMiS, CRB, ParentPay, the Diocese of Paisley (in Roman Catholic schools), Scottish Government including their Analytical Services, Education Scotland, Glow (Scotland's national education network), SQA, 2Cqr, BAM FM (Carlibar Primary, Barrhead Mearns Castle, Williamwood, Woodfarm High Schools), Bellrock FM (Mearns Primary and St Ninian's High), Skills Development Scotland, Scholar (Heriot Watt University) and East Renfrewshire Culture and Leisure Trust.

The council also needs to ensure proper administration of its funds so details will be checked internally for fraud prevention and verification purposes. Information is also analysed internally in order to provide management information and inform future service delivery. Your information may also be shared with other departments within the Council. The council also generally complies with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate.

Do we transfer your information outside the UK?

In general we do not transfer personal information outside the UK but on the rare occasions we do we will inform you. We will only transfer information outside the UK when we are satisfied that the party that will handle the data and the country it is being processed in have adequate safeguards for personal privacy comparable to those which are in place in the UK.

Profiling and automated decision-making

The Education Department does not use profiling or automated decision-making for administration.

Your rights

You have the right to be informed of the council's use of your information. This notice is intended to give you relevant information to meet this right.

Access personal data held about you

You have the right to access personal information the council holds about you by making what is known as a subject access request. You can receive a copy of your personal data held by the council, details on why it is being held, who it has been or will be shared with, how long it will be held for, the source of the information and if the council uses computer systems to profile or take decisions about you.

Request rectification of your personal data

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

Request that the council restricts processing of your personal data

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

To object to the processing of your data

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

Complaints

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

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

or by email at DPO@eastrenfrewshire.gov.uk

You have the right to complain directly to the Information Commissioner's office (ICO).
The address of their head office is:

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5EF
Telephone: 0303 123 1113

Alternatively, you can report a concern via their website at www.ico.org.uk

The ICO also have a regional office at:

45 Melville Street, Edinburgh EH3 7HI
Telephone: 0303 123 1115 e-mail: scotland@ico.org.uk

While you can go directly to the ICO, the council would welcome an opportunity to address any issues you have in the first instance.

**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



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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.



Primary school pedagogy engages pupils in collaboration and cooperative learning where we interact and explore the world through technologies and teaching styles.

We value each child as an individual and hope that experiences gained at school will equip your child with skills for learning, life and work.

We are fortunate to live in a community where education and learning are valued. We aim to promote parental engagement to the benefit of our pupils. We believe parents play a vitally important role in their child's learning and hope we can work together. 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.

Please do not hesitate to contact the school if you would like to discuss any issues concerning your child.

Best Regards
Catherine Dillon-Ruddy
Head Teacher

2017-2018 OUR LADY OF THE MISSIONS PRIMARY SCHOOL – VISION, VALUES AND AIMS



Our ultimate aim is for each individual within the school to become a successful learner, confident individual, responsible citizen and effective contributor. 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 among all staff, parents and children

Our Vision, Values and Aims		
We value Honesty	<i>God's Gifts</i>	We value being honest with one another
We value Respect	<i>God's Gifts</i>	We will respect one another and value everyone as an individual
We value Kindness	<i>God's Gifts</i>	We value showing kindness to everyone in the school community
We value Teamwork	<i>Terrific Talents</i>	We value working together in all the different teams and groups in the school
We value Independence	<i>Excellent Effort</i>	We value supporting one another to be independent in learning and in life
We value Positivity	<i>Amazing Attitude</i>	We will encourage everyone to adopt a positive attitude to learning, progress and change
We value Friendship	<i>Fantastic Friends</i>	We will care for and support one another

- ✓ Promote learning and positive behaviour
- ✓ Promote positive relationships and develop skills to manage relationships successfully
- ✓ Promote good self-esteem and confidence
- ✓ Communicate our values and approaches clearly to the whole school community

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 905 divided into 30 classes. Our aim is to provide a rich and rewarding broad curriculum for all pupils.



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 teamwork, 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 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	OUR LADY OF THE MISSIONS PRIMARY SCHOOL
Name and Address:	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:	905
Capacity: Working	935
Capacity:	935

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 Roman
Denominational Status:	Catholic
Co-educational	

Head Teacher:	Catherine Dillon-Ruddy
Depute Head Teachers:	Angela O'Connor Josephine McGrotty Clare Duns

School Admission Arrangements

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 contact East Renfrewshire Council Education Department on 0141 577 3578.

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

<http://www.eastrenfrewshire.gov.uk/CHttpHandler.ashx?id=19102&p=0>

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

A child's parents(s)/carer(s) is/are responsible for providing the Education Department with full and correct information about their child(ren) and any changes to that information which may affect their status as a catchment child. In the event that parent(s)/carer(s) fail to do this, the Education Department will view this as a refusal to comply with the rules and regulations of the school; this lack of cooperation will result in the Council seeking to exclude the child(ren) from Our Lady of the Missions Primary School.

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

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.

The procedure for *informal entry* during inclement weather is as follows:

Pupils may wait in the **Mensa** in the main school and the **Porch** area in the Junior Department on mornings when it is too wet to wait outside. Adult supervision from school staff is available from 8.45am and doors will be open from 8.50am. Parents are welcome to supervise their children prior to the stated times. No child should be left unattended in the school building. 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 Father Stephen Baillie Postal address: St Joseph's, 2 Eaglesham Road, Clarkston G76 7BT Telephone: 0141 644 2640 Email for pastoral matters: stjosephclarkston@rcdop.org.uk
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. John Carroll 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/> or on Twitter: https://twitter.com/OLM_Primary

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:

- P6 & P7 - Angela O'Connor, DHT
- P4 & P5 - Josephine McGrotty, DHT
- P1, P2 & P3 - Clare Duns, 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.



P6 Art Class

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.

<https://blogs.glowscotland.org.uk/er/OurLadyMissions/?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?

Outdoor Learning - Please remember that although your child may be brought to and collected from school by car, they will always be outdoors at interval and during lunchtime unless we have particularly adverse weather. Please ensure your child has a jacket to protect them from showers. In our part of the country it sometimes seems like we have several seasons in one day and pupils must be appropriately dressed for all curricular outdoor learning opportunities. Scotland has a long history of engaging children and young people with the outdoors and Curriculum for Excellence places great value on outdoor learning. By capitalising on the potential of the full spectrum of outdoor learning experiences, from simple learning activities close to the school through to residential experiences, we can contribute positively to the learning journey of our children.

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 (e.g. 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 classroom. 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 / websites 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.
- Stevensons – 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 www.stevensons.co.uk Stevensons is - as far as we know - the only source for our royal blue felt blazers.
Email giffnockbranch@stevensons.co.uk Tel 0141 638 7689
- 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

Our school has an attendance target of 97.5% and of this we are extremely proud. 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 a paper free school.

Contacting the school

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

- by phone to the school office – number 0141 570 7280
- in person at the office
- 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 should be given in their communication diaries. We would 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.
- **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.
- **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 using their diaries.

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 the Head Teacher 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.
- Website - we will try to keep our website 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 website, please contact the school

The School Year 2019 – 2020

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>Thursday 15th August 2019 Thursday 15th August 2019 Friday 16th August 2019 Monday 19th August 2019</p> <p>Thursday 26th September 2019 Friday 27th September 2019 Monday 30th September 2019 Tuesday 1st October 2019</p> <p>Friday 11th October 2019 Monday 21st October 2019 Tuesday 22nd October 2019</p> <p>Friday 20th December 2019</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</p>	<p>Thursday 6th January 2020</p> <p>Thursday 6th February 2020 Friday 7th February 2020 Monday 10th February 2020 Tuesday 11th February 2020 Wednesday 12th February 2020</p> <p>Friday 3rd April 2020</p>
Third	<p>Re-open</p> <p>Close at 3.10pm May Day Holiday In-service Re-open</p> <p>Close at 3.10pm May Weekend May Weekend Re-open</p> <p>Close at 1.00pm</p>	<p>Monday 20th April 2020</p> <p>Friday 1st May 2020 Monday 4th May 2020 Tuesday 5th May 2020 Wednesday 6th May 2020</p> <p>Thursday 21st May 2020 Friday 22nd May 2020 Monday 25th May 2020 Tuesday 26th May 2020</p> <p>Friday 26th June 2020</p>

Easter: Good Friday – 10th April 2020, Easter Monday – 13th April 2020

School Holiday Dates: <https://www.eastrenfrewshire.gov.uk/article/7434/School-holiday-dates-2019-to-2020>

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

Flu immunisation by nasal spray is given by the Health Board in October. Parents/Carers receive a consent form before this is carried out.

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

Dental Inspection

Primary 1 and Primary 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.

Eyesight Test

Primary 7 children are tested by a school optometrist.

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 QUEH Tel. No.0141 201 1100. 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

Free School 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. <http://www.eastrenfrewshire.gov.uk/article/1810/Free-school-transport>

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.

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.

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.

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. Parents who access the Junior Department via Woodfarm Road must not park across driveways and should exercise due care and attention at all times.**

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. 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 operates 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.

All primary 1 to 3 pupils are being 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.

Making Payments

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

- Parents/Carers should make payment on line via the Parentpay system at <https://www.parentpay.com/> Links can found at <http://www.eastrenfrewshire.gov.uk/learning> or <http://www.eastrenfrewshire.gov.uk/index.aspx?articleid=2793> or on the school website. If you do not have access to a computer to make online payments, a bar code for Paypoint payments will be issued.

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 e.g. Fruit salad, ice cream or yoghurt		Drink
	Drink		Choice of dessert e.g. Fruit salad, ice cream or yoghurt
For further information go to http://www.eastrenfrewshire.gov.uk/menus			



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.

Promoting Positive Behaviour –

<https://blogs.glowscotland.org.uk/er/OurLadyMissions/files/2017/12/OLM-Promoting-Positive-Behaviour-Policy-2017.pdf>

In Our Lady of the Missions we pride ourselves on the outstanding ethos of the school. Our policy is based on respect and high expectations

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

- Celebration of pupils' achievements and successes
- Respecting pupils' views and values
- Celebrating children's work through class/whole school assemblies
- Encouraging self-discipline
- Using praise proportionately and appropriately to recognise positive behaviour, work ethic and effort.
- Adopting a fair, consistent and transparent approach throughout the school
- Embedding 'Restorative Practice' strategies throughout the school
- Encouraging honesty and openness
- Working in partnership with parents

The whole school 'Children on a Mission: We're Reaching for the Stars!' display in the Mensa is used to promote positive behaviour. Pupils are rewarded stars within 5 key categories: Excellent Effort, Amazing Attitude, Terrific Talents, Fantastic Friends and God's Gifts.



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.

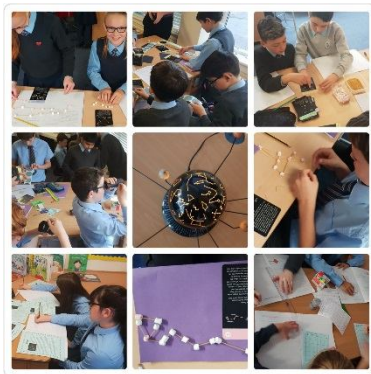
In general, in enrolling a child at this school a parent accepts that the child will receive the curriculum offered, which meets the national guidelines. This means that, with very limited exception, pupils cannot be withdrawn from particular subjects/parts of the curriculum or specific activities forming 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.gov.scot/Topics/Education/Schools/curriculum>

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 in 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 textbooks are Heinemann Maths and Tee Jay. Big Maths is used to develop mental agility.

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. The new STEM room is fully equipped with resources to support learning and teaching.



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.



Digital Technologies

This year has seen a huge increase in the range of digital devices that we have available for use in the school. Pupils are Laptops and Kindle Fire tablets to enhance their learning across the curriculum and develop vital digital skills. They have access to a range of software and apps through Glow and are looking forward to sharing more of their learning and achievements on our class blogs in the new year.

Our Digital Leaders have lots of exciting ideas to develop digital learning across the school in the coming term. P7 pupils will share their expertise in coding with younger pupils and lunchtime clubs will be on offer to



develop a range of digital skills and support learning across the curriculum. We are delighted that many classrooms will soon be receiving state of the art interactive ActivPanels which will provide even more opportunities for pupils to learn in an engaging and stimulating way. We are also looking forward to receiving a set of Virtual Reality headsets. These fabulous devices will allow us to provide a range of immersive learning experiences across the curriculum.

You can keep up date with all of our exciting digital learning experiences and achievements by regularly checking the class blogs in the pupil section of our website.

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:

<https://blogs.glowscotland.org.uk/er/curriculumlinks/links-for-parents/ict-links-for-parents/>

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 P5, 6 and 7 receive lessons in Mandarin as St Ninian's High School is part of the Confucius Hub initiative here in Scotland. 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. The Pope Francis Faith Award is initiated at P6.

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.

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-5 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

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.

Lockerbie Manor

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 inform ally.



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.

St. Ninian's High School, Telephone: 0141 577 2000
Eastwood Park,
Rouken Glen Road,
Giffnock,
East Renfrewshire G46 6UG <https://blogs.glowscotland.org.uk/er/StNinians/>



St Ninian's Sports Hall

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 Stephen Baillie and Father Noel Burke also visit the school.

The Pope Francis Faith Award is initiated at P6.

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 wishing to withdraw their children from Religious Education and Observance (Section 8, Education Act 1980) should call the Head Teacher to discuss the matter.

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.

Class Assembly



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.e-renfrew.sch.uk/curriculum/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-5 to secondary education.

Level	Stage
Early	the pre-5 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, as does Developmental Milestones assessment. This year the new Scottish National Standardised Assessment is being introduced at P1, P4 and P7.

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 7

All classes from P1 to P7 have a class blog which can be accessed via Our Lady of the Missions' Website. 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 6 and 7

All children in P6 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.

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.).

As of January 2017, the GIRFEC Child's Wellbeing Plan is the framework by which the additional support needs are assessed and replaces the Staged Intervention Process (STINT). This new ERC framework is a 3 level structure with a Universal support level sitting underneath it. As with the previous STINT framework, the stages reflects the level of intervention and coordination required to meet identified pupil needs at any given time. This 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 (s) and will range from small group support to more complex multi-agency strategies at stage 3. The stages can be broadly summarised as follows:

Universal: Delivered by class teacher through class/group planning and differentiation

Stage 1: Individualised/small group support with support for learning staff involvement

Stage 2: Part of Joint Support Team with Support for learning involvement and possibly involvement from other agencies such as Speech and Language Therapy

Stage 3: Complex Multi-agency involvement and pupils with Co-ordinated Support Plans

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:

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, provides important advice for parents as well as up-to-date information on parent forums and is up-dated on a regular basis. <http://www.gov.scot/Topics/Education/Schools/welfare/ASL>

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

Support for Families

There are many ways in which families of young children can seek support with a range of issues. The Psychology of Parenting Programme (PoPP) is available for parents of children aged 2 to 6 who reside within east Renfrewshire. The programme aims to support parents in dealing with challenging behaviour. Parents can self-refer to this service but schools can also, in partnership with parents, request the help of this service. Sessions run at various locations throughout East Renfrewshire. To find out more about this service, please call PoPP on 0141 577 4804 or email PoPP@eastrenfrewshire.gov.uk

The Positive Parenting Programme (Triple P) is also available for parents of children aged from 2 to 6 years and more information can be obtained about this through contacting the Additional Support Needs Co-ordinator.

Families First is a service aimed at supporting families (0-8) which will be available from January 2017 and help and advice can be sought on a range of issues ranging from sleep, routines, behaviour, benefits and financial advice. Schools can refer families to this service.

The school also run parenting classes at various times throughout the session and parents are informed of this.

Wider School Achievements

Our pupils take an active part in our school community and support key targets in the school's development plan through an extensive range of wider achievement activities and leadership opportunities. These include: Pupil Council, Eco Committee, Health and Wellbeing Committee, Young Leaders, Rights Respecting Committee, Librarians, Monitors, Peer Mediators, House Captains and Vice Captains, Dyslexia Ambassadors, Buddies and Junior Road Safety Officers.

Awards

We have a stimulating wall display '**Children on a Mission: We're Reaching for the Stars!**' which is used to celebrate achievement within the school. Due to the wide range of achievements pupils experience, they are awarded stars within 5 key categories: Excellent Effort, Amazing Attitude, Terrific Talents, Fantastic Friends and God's Gifts. Monthly House Achievement certificates are also presented at departmental assemblies. Twitter is used to further celebrate our pupils' achievements.

Extra-Curricular Activities

After School Clubs

Pupils are given ample opportunities to engage in extracurricular activities through the range of clubs we offer. After school clubs include: Netball, Badminton, Cricket, Dance, Karate, Skiing, Tennis, Chess, Coding and Choir. Some clubs also run at lunchtime such as Keyboard and Drama. We make very good use of our wider achievements database to identify pupils who would benefit from taking part in extra-curricular activities and encourage these pupils to do so.

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.

Whilst there is a set yearly fee for lessons, 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 3 in the prior session:

Strings P4 Guitar P6 Woodwind P6 Brass P6

Bagpipes/Pipe Drumming at the Saturday Centre P5
Clarsach 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 School Meals and Clothing Grants

Closing date for all applications is 31 May 2019.

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 £16,105 for 2017/18 as assessed on your 2018/19 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 2017/18 as assessed on your 2018/19 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 £16,105 but above £6,420 for year 2017/18 as assessed on your 2018/19 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 - where your maximum monthly earned income from employment does not exceed £610	Yes	Yes

Qualifying criteria for free school meals and/or clothing grant

Proof of qualifying benefits

Employment and Support Allowance (income related)

- ERC residents - we'll automatically check our benefits system.
- Non ERC residents - provide your current award letter.

Income Support

- ERC residents - we'll automatically check our benefits system.
- Non ERC residents - provide your current award letter.

Job Seekers Allowance (income based)

- ERC residents - we'll automatically check our benefits system.
- Non ERC residents - provide your current award letter.

Child Tax Credit and Working Tax Credit

- 2018/19 Tax Credit award letter showing 2017/18 assessed income.
- Annual review award notice for yourself and your partner (where applicable) showing your total household income. You must also provide your P60.

Support under part VI of the Immigration and Asylum Act

- Recent confirmation letter from Home Office. This must be no more than 3 months old.

Housing benefit

- ERC residents - we'll automatically check our benefits system.
- Non ERC residents - provide your current award letter.

Universal credit

- ERC residents - we'll automatically check our benefits system.
- Non ERC residents - provide your current award letter.

You must provide original documents. Please post to:

East Renfrewshire Council HQ
Eastwood Park
Rouken Glen Road

You can also hand deliver documents to the council offices.

All supporting documents can be emailed to licensing@eastrenfrewshire.gov.uk

Clothing grant value

The rate for 2018/19 is **£100 per child**.

Scottish Government has not changed the income threshold so it remains the same for 2018/2019.

What happens next?

After you apply:

- Payment of £100 per child will normally be made to your bank account within 15 working days of receipt of your application. This applies to applications with full and correct information.
- 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 will be made when your child's details have been verified by the school.
- 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.

Increased early learning and childcare

If you get free school meals or a clothing grant, you may also qualify for increased early learning and childcare.

2 year olds who qualify can get 600 hours of free early learning and childcare.

[Apply for 600 hours of childcare for 2 year olds](#)

3 and 4 olds who qualify can get 1140 hours of free early learning and childcare.

[Apply for 1140 hours of childcare for 3 and 4 year olds](#)

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>

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 the head teacher. If you wish any further information or a copy of the school policy, please contact the school office. If you wish to discuss this important matter further, please make an appointment to see the head teacher

If you are worried or know of a child who could be at risk of abuse or neglect please speak to the Child protection 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

OUR LADY OF THE MISSIONS PRIMARY SCHOOL

Robslee Road, Thornliebank, East Renfrewshire G46 7DD

Tel: 0141 570 7280

Fax: 0141 570 7281



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: Catherine Dillon-Ruddy

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

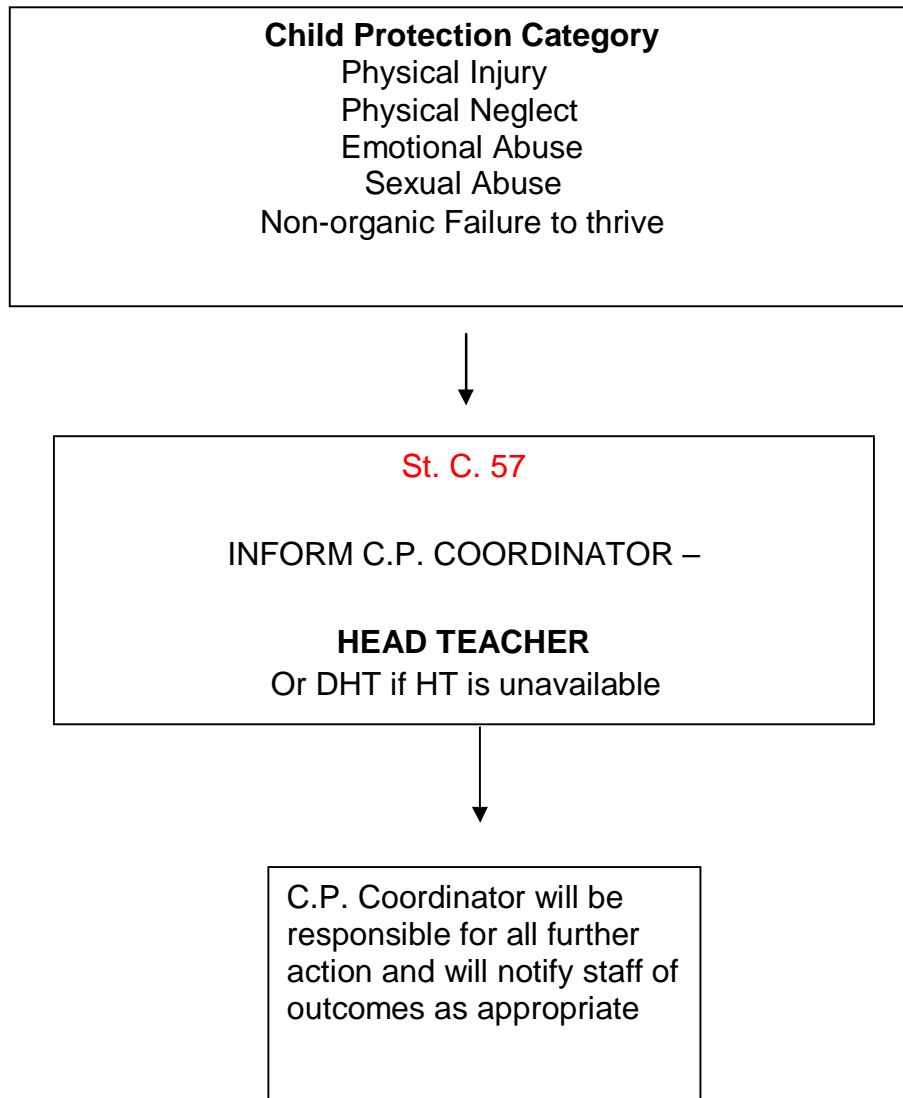
If you are worried about or know of a child who could be at risk of abuse or neglect, please speak to the Child Protection Coordinator (Mrs Dillon-Ruddy)

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 PSA 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 Thursday of each month at 7pm.

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

Joint Chair: Cristina Devine & Caroline Kelly

Treasurer: Joanne Miller

Secretary: Emma McAndrew

You can contact the PSA at olm-psa@hotmail.com or on facebook

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 at olm-parentcouncil@hotmail.com or message them on facebook

Chair: Chris McLaughlin



is a unique website for parents and carers in Scotland, from early years to beyond school. The website provides up-to-date information about learning in Scotland, and practical advice and ideas to support children's learning at home in literacy, numeracy, health and wellbeing and science. Information is also available on Parentzone Scotland regarding additional support needs, how parents can get involved in their child's school and education. Furthermore, the website has details about schools including performance data for school leavers from S4-S6; and links to the national, and local authority and school level data on the achievement of Curriculum for Excellence levels. Parentzone Scotland can be accessed at <https://education.gov.scot/parentzone>.

School Improvement

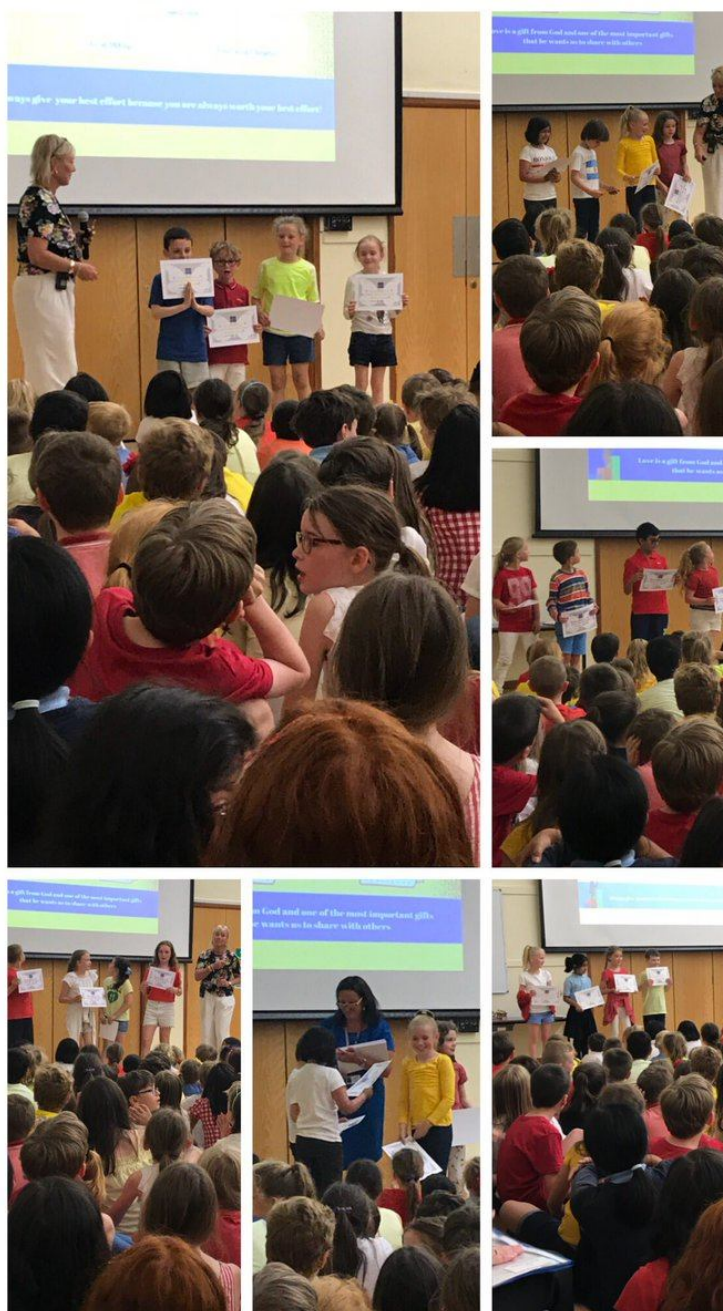
What is our capacity for improvement?

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.

<https://blogs.glowscotland.org.uk/er/OurLadyMissions/information/school-improvement-plan/>

Achievement Assembly





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



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 can be contacted by emailing or 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.

The Scottish Government will report annually on schools’ Curriculum for Excellence attainment data.

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.

Photographs /DVD's/Videos/Social Media

The consent of parents/carers (and young people of appropriate age and capacity) will be sought before any photos/DVD's/videos/social media 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, Glow and Social Media**

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/curriculum/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
East Renfrewshire Culture and Leisure		St John's Campus 18 Commercial Road Barrhead G78 1AJ Telephone: 0141 577 3500
Clothing Grants/Free Meals	-	Customer First Telephone 0141 577 3001
Local Councillors Clarkston, Netherlee and Williamwood		Annette Ireland Alan Lafferty David Macdonald Stewart Miller
Giffnock & Thornliebank		Jim Fletcher (Lord Provost) Colm Merrick Gordon Wallace
Located at	-	East Renfrewshire Council Eastwood Park Giffnock G46 6UG Telephone 0141 577 3000
Community Letting		Community Facilities 18 Commercial Road Barrhead G78 1AJ Telephone: 0141 577 3900 Email: community.facilities@ercultureandleisure.org
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.