

St John's Primary

We Value Love, Faith and Understanding



2023-2024

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Welcome

Welcome to St John's Primary School. Some of you may be familiar with the school while others are meeting us for the first time. I hope the information contained in this handbook will be useful to you and give you a greater understanding of the life and work of our school community.

Our staff are committed to providing a happy, safe and caring environment for every child where learning experiences are interesting, challenging and fun. St John's aims to provide a quality education for all pupils in a distinctive Catholic context which promotes an ethos of achievement for all our pupils so that they may develop fully in all aspects of their lives.

At the heart of our school community is a partnership between pupils, staff, parents and parish. As a parent you are the first and most important educator of your child and have a great influence on his or her thinking and development. We very much value your knowledge and support and seek to engage parents in all aspects of school life.

Throughout the session various activities, events and meetings will be arranged in order to involve parents and members of the local community as partners in the life of the school. If you have any questions about any aspect of your child's education, please do not hesitate to get in touch. Parental engagement is always welcome.

Kind Regards,
Jillian Grosart
Head Teacher

Welcome from our Pupil Council

We are very proud to be a part of the Pupil Council at St John's. We feel strongly about the importance of seeking the views of all pupils in the school so that we can work together to make the school better. We are hoping to use digital technology more to help us to gather pupils' views and we would also like to speak to teachers about different opportunities pupils may have.



Welcome from our House Captains and Vice Captains

We have four houses in St John's and every child in the school belongs to one. The houses are St Luke, St Valentine, St Andrew and St Bernadette. We can get house points for lots of different things and the winning houses are announced at assembly. We really like organising house events throughout the year and bringing everyone together to have fun.



School Information

St John's is a co-educational Roman Catholic school covering stages Primary one to Primary seven. The present role is 267 divided into twelve classes.

The school offers a wide range of experiences which are rich, motivating, exciting and challenging. We focus on the needs of each individual pupil, creating the right learning environment and give all opportunities to develop.

Our operational capacity is 294 but the working capacity may vary according to the number of pupils at each stage.



Enrolment

Each year the dates for the registration of pupils are advertised in the local Press and the parish bulletin. Enrolment usually takes place during mid-January. Parents who wish to enrol their children during the course of the year should make an appointment with the Head Teacher.

Documents required when you enrol your child:

- Council tax bill
- Child benefit award letter (if you don't have a letter, bring a copy of your bank statement showing your address and your child benefit number)
- Child's birth certificate
- Mortgage statement or lease agreement
- Baptismal Certificate (If Roman Catholic)

School Admission Arrangements

Before a child enrolls in St John's 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 online or via the school office. Further detail on required documentary evidence and change of circumstances is available in the Education Department's school admission policy which is accessible on the Council's website via the web address below:

<https://www.eastrenfrewshire.gov.uk/media/264/School-admissions-policy/pdf/school-admissions-policy.pdf>

When a child who was enrolled in the school as a catchment pupil ceases to reside within the St John's 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 St John's 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 St John's 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.

School Day

Start Time	9.00am
Interval	10.40am - 10.55am
Lunch	12.35pm - 1.20pm
Dismissal	3.00pm

Supervision of Playground and break times

An adult presence is provided in playgrounds at break times in terms of the Schools Safety and Supervision of Pupils (Scotland) Regulations 1990. When the weather is poor (e.g. heavy rain) the children will be kept inside to play in their classrooms. Since their teachers will be having their break at the same time supervision will be provided by support staff and the Senior Leadership Team. We therefore require the highest standards of behaviour in the interests of safety.



Attendance Information

East Renfrewshire has a clear policy on attendance.

“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:

- authorised (approved by the authority (including sickness, religious observance, bereavement etc.)
- extended leave with parental consent (for example, when the family moves abroad for a short period of time)
- unauthorised (unexplained by the parent (truancy) or most family holidays during term time)
- as temporarily exclusion 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.

Procedure in Cases of a Pupil’s Absence or Sickness

Parents are asked to inform the school by telephone or e-mail if their child is absent unless prior notification was given to their teacher for an absence known in advance.

If by 9.15am we find that pupils have not turned up at school and there has been no prior communication from home we will endeavour to phone parents or emergency contacts. In order that we do not have to telephone unnecessarily I would ask you to assist us by:

- Ensuring that absences are reported to the school office by phone before 9am on the first day of the absence
- Indicating the estimated length of non-attendance
- Informing us of changes in mobile phone numbers or land lines
- Making sure that children arrive at school on time

Don’t forget you can e-mail the school at schoolmail@st-johns.e-renfrew.sch.uk

Parents should still give their child a note on his/her return to school, confirming the reason for absence.

Family holidays during term time disrupt the child’s education and reduces learning time. Parents should inform the school by letter, before going on holiday, of the dates. Holiday absence during term time will usually be categorised as unauthorised and parents must advise the school in writing.

The Authority has the power to write to, interview or prosecute parents, or to refer pupils to the reporter of the children’s hearings, if necessary.

The school will monitor attendance on a monthly basis and if concerned about any individual will contact parents and/or the authority.

Parental Engagement



In St John's we encourage parents to become involved in the education of their children. There are many ways of fostering such participation and we are always ready to listen to new suggestions. At present parental involvement includes the following:

- Regular newsletters and school website giving up to date information about school events, diary dates and pupil achievements
- Pupil reports to inform each parent of their child's progress
- Twice yearly parents' meetings
- Jotters Home' programme
- Learning Assembly programme
- Discovery Day programme
- Primary One Induction Days for new pupils and parents
- Workshops to inform parents of curricular developments
- 'Meet the Teacher' evening
- Meetings to discuss Sacramental Programmes
- Information meetings regarding school trips and excursions
- Parent Council which supports school developments and initiatives as well organising social and fundraising events
- Correspondence regarding current issues such as homework, parental surveys etc
- Meetings between parents and school staff and/or external agencies as necessary

There are lots of different ways to get involved in education and in your child's learning. What you do matters, and can make a real difference to your child's education and achievement.

You can find more information at

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

The Parental Involvement Act 2006

School Boards were replaced in August 2007 by a new system of Parent Councils. The Act makes provision for all parents to be members of the Parent Forum at a school, and to have their views represented to the school, education authority and others, through a representative Parent Council for the school.

The legislation aims to help *all* parents to be:

- Involved with their child's education and learning
- Welcomed as active participants in the life of the school
- Encouraged to express their views on school education generally and work in partnership with the school

The Parent Council also has a role in the appointment of Head Teachers and Depute Head Teachers.

How to Have Your Say

At St. John's we are keen to work with you to help us give your child the best education we can provide. As a parent of a child in attendance at the school, you are automatically part of what is called the **Parent Forum** for the school. As a member of the Parent Forum:

- You can ask the school for advice and information on your child's education and how you can support this
- You will have the opportunity to come along to meetings and to feed in your ideas in other ways
- The Parent Council for your child's school is a group of parents who represent the views of all parents in the school

Parent Council

All members of the Parent Forum are eligible to serve on the Parent Council. The current office bearers are:

Chair:	Annmarie Strain
Vice Chair:	Vacancy
Secretary:	Kathleen Fallon
Treasurer:	Mairi Watson
Church Representative:	Margaret Mary Donnelly
Fundraising:	Lisa McDaid and Colette McGill

Staff Representatives

Jillian Grosart:	Head Teacher
Jennifer Lavery:	Acting Depute Head Teacher

Please contact the Parent Council at any time by emailing stjohnsparentcouncilbarrhead@gmail.com

The Head Teacher and local councillors may attend all meetings as advisors to the Parent Council and have the right to speak although, not being members of the Parent Council, no right to vote.

Equality and Diversity

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

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

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

We value the diversity of the St John's school community and wish for all parents to be involved in the life and work of the school.

In accordance with the Equalities Act 2010 we seek to:

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

St John's Primary School has clear guidelines and procedures for dealing with incidents of inequality, as advised by the Education Department.

We encourage any concerns be raised with us. Our Equalities Coordinator is Miss Lavery, Acting Depute Teacher, who can be contacted by telephoning or e-mailing the school.

Our School Vision, Values and Aims

Vision

In St Luke's cluster we nurture every child's unique God given talents to enable them to flourish in a climate of high expectations, innovation and creativity.

Values

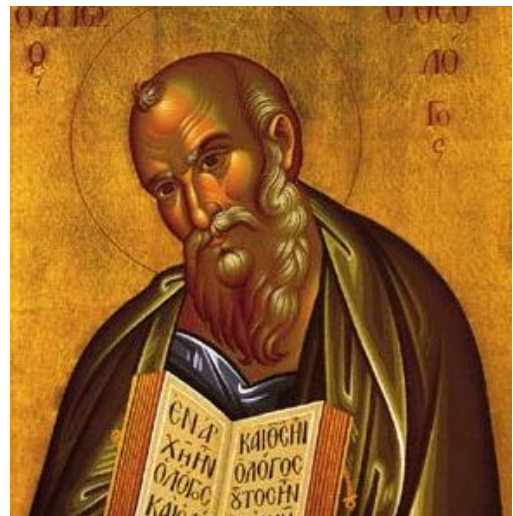
We value love, faith and understanding.

Aims

To inspire the moral purpose of learning and teaching to: unleash potential, raise attainment, promote equity and transform the life chances of each and every learner, especially those most in need of support.

Our Patron

St. John, Apostle and Evangelist - Feast Day 27th December.
St. John, the son of Zebedee, and the brother of St. James the Great, was called to be an Apostle by our Lord in the first year of His public ministry. He became the "beloved disciple" and the only one of the Twelve who did not forsake the Saviour in the hour of His Passion. He stood faithfully at the cross when the Saviour made him the guardian of His Mother. His later life was passed chiefly in Jerusalem and at Ephesus. He founded many churches in Asia Minor. St John wrote the fourth Gospel, and three Epistles, and the Book of Revelation is also attributed to him. Brought to Rome, tradition relates that he was by order of Emperor Dometian cast into a cauldron of boiling oil but came forth unhurt and was banished to the island of Pathmos for a year. He lived to an extreme old age, surviving all his fellow apostles, and died at Ephesus about the year 100.
St. John is called the Apostle of Charity, a virtue he had learned from his Divine Master, and which he constantly inculcated by word and example. The "beloved disciple" died at Ephesus, where a stately church was erected over his tomb. It was afterwards converted into a Mohammedan mosque.



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 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.



School Ethos

The whole ethos of our school is built upon the values of faith, love and understanding. 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. The Sacrament of Confirmation is 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.

Our School Chaplain is Father Joe Balmer and he visits the school regularly. We also enjoy visits from the Legion of Mary and the Saint Vincent de Paul Society.

Mass is celebrated in the school on Holidays of Obligation. Each class has an opportunity across the year to visit the parish Church to celebrate Mass on First Friday with the local community, and we go as a whole school for our Inaugural Mass in August and Easter Mass. Parents are always welcome at Masses and services.

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

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

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

Saint John's Roman Catholic Church



**St. John's Catholic Church
Aurs Road,
Barrhead,
G78 2RW**

TEL: 0141 881 0769

FAX: 0141 881 1788

[Website: www.stjohns-barrhead.org/](http://www.stjohns-barrhead.org/)

[Email: stjohns@paisleydiocese.org.uk](mailto:stjohns@paisleydiocese.org.uk)

Parish Priest

Father Joseph Balmer

Our School Prayer

Dear St. John
Beloved friend of Jesus
Please help us in our friendships with others
May we work hard
To follow your example
And always do our best
Amen



Preventing Bullying Behaviour - Information for Parents

How St John's Can Help!


In our school we have an 'open door' policy where you are able to discuss any concerns with class teachers or any of the management team.

We are a 'Rights Respecting School' where there is a 'zero tolerance' approach to bullying behaviour. Further details can be found in the full 'Anti-Bullying Policy.'

Useful Websites

www.respectme.org.uk/bullying
<http://www.beatbullying.org/>
www.ceop.police.uk
<http://cyberbullying.org>
www.getsafeonline.org

St John's Primary School



Preventing Bullying Behaviour

Information for Parents/Carers

Why We Say 'NO!' To Bullying Behaviour

Bullying behaviour is not tolerated in St John's

"Bullying Behaviour impacts on children and young people's wellbeing and can affect their participation, attainment and inclusion" (Respect for All, Scottish Government, 2017).


The school aims to deliver East Renfrewshire Education Department's vision of 'Everyone Attaining, Everyone Achieving through Excellent Experiences'. It is our responsibility to work towards eliminating all forms of bullying and to provide a safe, supportive environment for all, without fear of experiencing bullying behaviour. The promotion of fairness, respect, equality and inclusion helps ensure that children and young people feel safe and secure and able to build up strong and positive relationships with based on mutual respect and trust.

Physical – being hit, kicked, pushed or tripped.

Verbal – name calling, being teased or being threatened.

Online – sending texts or emails or abusive comments on social networking sites.

What is Bullying Behaviour?



Psychological/ Mental – being ignored, being left out or being targeted for who you are.

What to look out for

These are possible signs that a child may be experiencing bullying behaviour:

- Change in usual routine
- Change in attitude
- An unexplained illness
- Not wanting to go to school/go on school bus
- Not sleeping well (possible bed wetting)
- Beginning to fall behind academically
- Being afraid to use internet/mobile phone

There may be a simple explanation or they might need our support.

How bullying behaviour is dealt with

- All incidents are fully investigated
- Support is given to the person receiving bullying behaviour
- Strategies are implemented to try to change the behaviour of the person displaying the bullying behaviour

Ways of tackling bullying behaviour in school

- Peer mediation – this is delivered by senior pupils who are trained to mediate any less serious playground disagreements
- Bounce Back Resilience Programme
- Circle time in individual classes throughout the year – an opportunity to raise a concern without naming names, to discuss how to deal with the problem and to promote positive behaviour
- Health & Wellbeing lessons across the stages
- Focus on the Classroom Charter, Playground and Lunch Charters at Stage & whole school assemblies
- PSA & SMT supervision in the playground

St John's Anti-Bullying Policy

To promote positive behaviour by declaring the unacceptability of bullying behaviour and determining specific strategies to ensure the health, safety and welfare of St John's pupils. Bullying behaviour is not tolerated in St John's.

"Every child and young person in Scotland will grow up free from bullying and will develop respectful, responsible and confident relationships with other children, young people and adults. Children and young people, and their parents or carers, will have the skills and resilience to prevent or respond to bullying. All children will expect help and know who can help them; while those adults working with them will follow a consistent and effective approach in dealing with and preventing bullying from early years onwards." (Scottish Government, 2010)

By identifying different types of bullying behaviour, staff will be able to create a safe and secure learning environment for all pupils. Moreover, staff adopt a more preventative approach by implementing our positive behaviour strategies. However, pupils who are involved in bullying behaviour will be made accountable for their actions and dealt with under the school disciplinary procedures.

As a "Rights Respecting School" we strongly respect the rights of all pupils

- A right to be educated
- A right to learn in safety and peace
- A right to be respected
- A right to be ourselves
- A right to come to school free from worries

Definition of Bullying Behaviour

Before addressing our anti bullying strategies, it is important to identify bullying behaviour. It may be:

Verbal - as in name calling or personal comments

Social - as in being excluded or deliberately ignored

Material - as when possessions are stolen or damaged

Mental - as when pressure to conform is applied

Physical - as in assault

Cyber bullying - abuse sent by text messaging, mobiles, instant messaging, e-mails, chatrooms and personal websites such as Facebook and Instagram.

Dealing with Bullying Incidents

The Equality Coordinator (in conjunction with school managers) will be responsible for the recording and overseeing of anti-bullying and anti-racist incidents and embedding policies and practices in school and in the wider community.

St John's aims to build a school community, which is reflected by Gospel values. Through our Religious Education Programme and ethos, pupils will be exposed to the virtues which will enable them to live a Christian life. Our ethos allows staff to develop an atmosphere of trust and openness, which is used to encourage pupils to confide in a staff member if being bullied. Pupils should be aware that they will be listened to and supported in a degree of confidence.

You can find more information at <http://blogs.glowscotland.org.uk/er/StJohns/parents/>

Rights Respecting Schools



Our school was reaccredited as a Gold Rights Respecting School in June 2021. St John's Primary has been a Rights Respecting School since 2007 and we first achieved our level 2 award in 2012. We maintained our Level 2 Award (now known as Gold status), which we previously renewed in June 2017. Our school rights are embedded in our ethos and policy-making.

Teaching our children about the UN Convention on the Rights of the Child (CRC) means that they can find out about the legal and human rights responsibilities that underpin society. By learning about the Convention, children discover that:

- They have rights
- They should be informed about their rights
- They should be helped to exercise their rights
- They should be able to enforce their rights
- There should be a community of interest to advocate young people's rights

St John's gives pupils the chance to exercise their rights every day;

- We receive an education.
- We develop our God given talents during lessons.
- We practise our religion.
- We stay healthy by taking part in PE lessons 2 hours per week, brushing our teeth, drinking clean water, eating fresh fruit and eating healthy meals in the cafeteria.
- We have a clean environment because we work with Mr McInnes and the cleaners to keep our school clean.

Our Rights Respecting journey is one that we are very proud of and it will continue to evolve as we endeavour to build on any recommendations and ensure that going forward we sustain our Gold Award.

You can find more information on Rights Respecting schools at <http://www.unicef.org/>

Community Involvement

Pupils participate in a variety of activities in East Renfrewshire and beyond.



These include:

- Carol singing at various locations throughout East Renfrewshire
- Netball, football, badminton and rugby competitions
- Fund raising for various charities throughout the year
- Excursions by class groups to museums, historical sites, etc.
- Visits to school by police, traffic wardens, school nurses and parents to talk on subjects such as road safety, sign language etc.
- Debates at Council Chambers
- Visits to local businesses during World of Work Month
- A Primary 7 residential visit to Manor Adventure with cluster schools
- Partnership working with the Foundry Library for literacy resources and literacy events organised by the Scottish Book Trust and National Library for Scotland.
- Primary 7 small project work with Young Enterprise Scotland (Young Persons Services) in preparation for pupils' later participation in the Dynamic Youth Award in High School.



Curriculum for Excellence

Curriculum for Excellence aims to achieve a transformation in education in Scotland by providing a coherent, more flexible and enriched curriculum from 3 to 18. The curriculum includes the totality of experiences which are planned for children and young people through their education, wherever they are being educated.

Level	Stage	
Early First Second Third and Fourth	The pre-school years and P1, or later for some.	
	To the end of P4, but earlier or later for some.	
	To the end of P7, but earlier or later for some.	
	S1 to S3, but earlier for some. The fourth level broadly equates to Scottish Credit and Qualifications Framework level 4. The fourth level experiences and outcomes are intended to provide possibilities for choice and young people's programmes, will not include all of the fourth level outcomes.	
Senior phase	S4 to S6, and college or other means of study.	

- Through 'Curriculum for Excellence', young people will be given the best possible chance to realise their potential for a successful future.
- Excellence in education means putting the child first and equipping every young person with the knowledge and skills most suited to their particular talents and aspirations.
- A strong emphasis will be placed on literacy, numeracy, citizenship, health and well-being and the essential skills for life and work.

Values

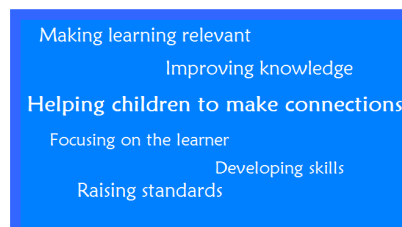
"Wisdom, justice, compassion and integrity: the words which are inscribed on the mace in the Scottish Parliament have helped to define values for our democracy."

Purposes of the Curriculum from 3-18

*"Our aspiration for all children and for every young person is that they should be **successful learners, confident individuals, responsible citizens and effective contributors to society and at work.**"*

Curriculum for Excellence offers:

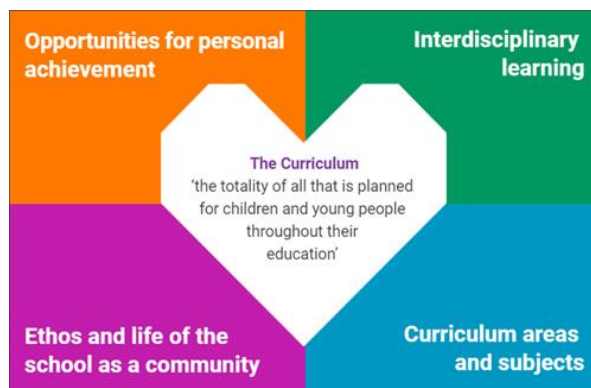
- A coherent curriculum framework
- A 3-18 continuum of learning
- Joining up of learners' journeys
- Easy transition between key stages
- A focus on knowledge and skills



It allows us to prepare our children to respond to a fast changing world, to give them transferable skills - 'future proof' them! We strive to teach them **how** to learn – to investigate, analyse and collaborate.

The Seven Principles of Curriculum Design

Curriculum for Excellence has recently been revisited and a refreshed narrative can be found on the Education Scotland website. The refreshed narrative refocuses on the four capacities and the four contexts of learning.



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.

You can find more information at
<https://education.gov.scot/curriculum-for-excellence/>

In St. John's Primary we bring learning to life by providing opportunities for pupils to work:

- in groups
- across ages
- with other schools
- interdisciplinary contexts
- outside classroom situations

We place great importance in developing skills in **Literacy, Numeracy and Health and Wellbeing** across learning.



We make connections and build strong links with industry, employers and our local and wider community. We hold an annual World of Work month where we invite a range of guest speakers into our school to inspire and motivate our pupils. Classes take up opportunities to share ideas and resources via glow, the national education intranet.



Curricular Areas and Subjects

Learning and teaching is focused on delivering Experiences and Outcomes in the following areas and subjects:

- Literacy and English
- Modern Languages
- Numeracy and Mathematics
- Health and Wellbeing
- Sciences
- Social Studies
- Expressive Arts
- Religious and Moral Education
- Technologies

Literacy & English including Modern Languages



Using a variety of relevant resources and teaching strategies we endeavour to develop in each pupil competence, confidence and enjoyment in listening, talking, reading and writing.

Our core reading materials are Big Cat and PM, with Story World, Literacy World and Rapid Reading used as familiar reads. Jolly Phonics and Nelson Spelling are used to teach spelling throughout the school. We promote active spelling strategies and use these for homework.

Throughout their time at St John's your child will develop a range of writing skills, these skills are taught weekly with pupils writing imaginative stories, poetry, reports, recounts, letters and more. These writing skills are then developed in a variety of real life situations e.g. writing a letter to invite visitor into school.

Children at all the stages P1 –P7 are taught French by trained members of the teaching staff, often supported by French language assistants or teaching staff from St Luke's. In primaries 5, 6 and 7 pupils will also learn Spanish. This is part of the Scottish Government's policy, Language learning in Scotland: A 1 + 2 Approach. This opportunity to develop skills in a second additional language should help pupils to play their full part as global citizens.

Numeracy and Mathematics



Our numeracy and mathematics programme uses a range of interactive teaching approaches to support learning. Some of the resources used include Heinemann, TeeJay and Primary Maths in Action. ICT is also used to enhance learning experiences. Mental maths strategies are taught and revised at the start of each lesson; this is also a daily activity in our homework programme.

A carefully structured and balanced maths programme which includes money, measurement, shape, position and movement, problem solving and enquiry is followed by each child. The emphasis is on practical work and active learning.

Authority standardised testing complements our own internal continuous assessment.

Sciences

Within our Science programme of study children follow structured investigations in:

- Planet Earth
- Forces, electricity and waves
- Biological systems
- Materials
- 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.



Social Studies

Through Social Studies, children and young people develop their understanding of the world by learning about other people and their values, in different times, places and circumstances; they also develop their understanding of their environment and how it has been shaped. As they mature, children and young people's experiences will be broadened using Scottish, British, European and wider contexts for learning.

Social Studies is structured under three main organisers:

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

Teachers will use this framework to provide children with opportunities for effective interdisciplinary working by making connections across and between subject boundaries.



Technologies

The technologies framework provides a range of different contexts for learning that draw on important aspects of everyday life and work. It includes creative, practical and work-related experiences and outcomes in business, computing science, food, textiles, craft, design, engineering, graphics and applied technologies.

St John's has a Digi-hub and each class has an interactive whiteboard. Technology such as chromebooks, iPads, digital cameras, Kindles, laptops, Virtual Reality headsets and Nintendo DS consoles are used across the curriculum to enhance learners' experiences. Pupils are encouraged to use their ICT skills in all areas of learning.

Our World of Work Month and Christmas Fayre are examples of pupils learning about the business world. Throughout the year pupils are involved in enterprising projects and our pupil committees help to drive forward developments that arise from our school improvement plan.



Expressive Arts



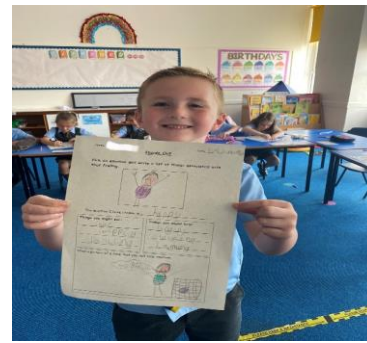
The Expressive Arts, Drama, Art and Design and Music are developed in a planned progressive way throughout all stages.

Our music programme is delivered by our class teachers and a visiting music specialist. The programme has been developed by East Renfrewshire Council.

Following assessment in primary three and four, children are selected for instruction in strings and brass instruments by visiting specialists. A variety of instrumental instructors visit the school every week. Senior pupils are given the opportunity to perform in the school choir.

Pupils showcase their skills in expressive arts at our bi-annual school shows where they not only perform on stage but also help to design and create our stage back drop and props.

Health and Wellbeing



Curriculum for Excellence has an important role to play in promoting the health and wellbeing of children and young people. It ensures that they develop the knowledge and understanding, skills, capabilities and attributes which they need for mental, emotional, social and physical wellbeing. St John's is a Health Promoting School. Children are encouraged to make healthy lifestyle choices, treat themselves and others with respect and fairness and develop a positive attitude for a healthy future.

Physical Education

Children gain experience and knowledge of the important role of exercise within our Health and Wellbeing programme. This includes Active Health, gymnastics, dance, sports and games. An Active Schools Coordinator supports the establishments within the St Luke's cluster.

The MUGA (Multi Use Games Area) and Active Trails compliment the extensive facilities and grounds our pupils have access to.



Religious and Moral Education



The main aim of Religious Education in the school is to teach the Catholic Faith to the children in a way that is appropriate to their age and circumstances. This is done, in the formal curriculum, through the 'This is our Faith' programme. Through this teaching we aim to help the children:

- a) Deepen their faith and become more aware of God as a presence in their lives.
- b) Improve their understanding of their membership of the Church, especially in relation to the Sacraments they receive, during their Primary School years.
- c) Become more aware of the rights and needs of other people within the scope of their own lives and in the wider world.
- d) Grow in tolerance of other people, especially those with other or no faith.

God's Loving Plan is an RERC and Health and Wellbeing resource which has been designed to deliver relationship and sex education in ways which are faithful to Christian moral teaching. It helps children to develop healthy and respectful attitudes to their bodies and to all aspects of God's gift of life.

Homework

Teachers in St. John's set work which pupils can undertake at home. This encourages good habits and positive attitudes.

Homework will generally be provided four nights per week Monday - Thursday, and include aspects of reading, language, mathematics, research in relation to social studies and religious education. Parents of young children will often be asked to hear reading or help to reinforce and practise new skills recently learned. Parental approval gives great encouragement to young readers.

It also provides a link with home and school, allows parents to experience the tasks being tackled by the children and instils self-discipline. We request your support to ensure a high standard of work and would ask you to sign homework on completion.

Some simple homework strategies are suggested:

- Try to establish a regular pattern, location and time, away from distractions such as television
- Be available to work with your child
- As your child has worked hard in school, time spent on homework should not be too onerous
- Be supportive, praise your child's efforts
- Sign homework jotters and diaries.

Please contact the school if work is causing concern or if, for any reason, your child cannot complete the allocated tasks within a reasonable time frame.

Assessment, Profiling and Reporting

In St John's we strive to ensure that assessment is integral to the teaching and learning process. Curriculum for Excellence is based on a model of sustained change which sees schools as co-creators of the curriculum, and whilst we enjoy the flexibility and ownership that this offers we continue to recognise our responsibility in Getting It Right for Every Child (GIRFEC). Therefore we have a range of approaches in place to ensure we discuss and monitor pupil progress in order to build a clear picture of the whole child.

We operate a policy of continuous assessment from Primary 1 to Primary 7. This enables teachers to plan high quality learning experiences and evaluate the impact and effectiveness of teaching methods and resources. We adopt a wide range of assessment strategies to promote learning and so meet the needs of all pupils.

Each child's progress will be regularly assessed in order to diagnose difficulties and to discover their capabilities. Assessment of children's progress and achievement is based on teachers' assessment of their knowledge and understanding, skills, attributes and capabilities.

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

Early Level the pre-school year and P1 or later for some

First Level to the end of P4, but earlier or later for some

Second Level to the end of P7, but earlier or later for some

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

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

Research shows that children learn best when they understand clearly what they are trying to learn and know what is expected of them. It has also shown that improvements are made when children are given feedback about the quality of their work and are given advice about how to improve their work.

At the end of each academic year you will receive a copy of your child's report.

Parents' evenings will be held in November and March to give an update on your child's progress including strengths and development needs. Parents can make an appointment at any time to discuss a child's progress. In addition curriculum evenings, open afternoons, regular homework activities and other opportunities will be used to share information on pupil progress and achievements.

Scottish National Standardised Assessment

What is SNSA?

- In session 2017/18 the Scottish Government introduced a new system of standardised assessments, called the Scottish National Standardised Assessments (SNSA), which take place during a 6 week period from April to June. The system will be delivered by all East Renfrewshire schools and will involve all children at the P1, P4, P7 and S3 stages of their education, focusing on aspects of reading, writing and numeracy.

What will SNSA involve in my child's school?

- The assessments are completed online and will be automatically marked by the system, providing teachers with immediate feedback. The assessments do not have any pass/fail mark, as results are used to help teachers plan the next steps in learning for each child in order to help them make the best possible progress.
- SNSA is an adaptive system, which means that all pupils are challenged and receive an assessment suited to their ability. It is designed so that if a child is struggling with the initial questions being asked, it will make subsequent ones easier. Similarly, if the child copes well with the initial questions, it will make subsequent questions more challenging.
- **Children do not have to revise or prepare for the assessments.** They are designed to be used as part of normal teaching and learning and the information that they provide will be used in the same way as other assessment information which arises from day to day teaching and learning activities.
- The assessments do not have a time limit attached to them, however, the majority of children will complete an assessment in no more than 45 minutes. Pupils in P1 will take 2 assessments (one in literacy and one in numeracy) and pupils in P4, P7 and S3 will take three assessments (in reading, writing and numeracy).
- The assessments are designed, as far as possible, to be appropriate for use with all children. Children who require additional support will be able to receive the support they normally receive in the classroom when completing the assessments.

What does SNSA mean for Parents/Carers?

- The information that is generated from SNSA adds to the range of other assessment information arising from normal teaching and learning activity. As such, it is primarily designed to be used by teachers to assist them in identifying strengths and areas for development and for planning next steps in learning. As part of the range of assessment information available, SNSA will also assist teachers in assessing when key stages in learning, such as when a Curriculum for Excellence Level has been achieved.
- The information arising from SNSA will also play a role in informing the normal engagement processes with parents/carers (Parents' Evenings, Reporting processes etc.) about their children's learning, which will take place in each school.

Where can I find out further information about SNSA?

- The Scottish Government have created a dedicated website at <https://standardisedassessment.gov.scot>
- Information for Parents/Carers <https://standardisedassessment.gov.scot/parents-and-carers/>
- Questions and Answers <https://standardisedassessment.gov.scot/questions-and-answers/>

Transitions

Early Years Establishments to Primary

The enrolment of new entrants takes place each year in January. This event is well advertised by our associate nurseries and by East Renfrewshire Council.

Staff from St John's visit our local early years establishments during the pre-school year to get to know the pupils. Staff meet to discuss pupils' needs in the term prior to school entry. Information about school is shared with parents through a series of workshops as part of the Induction Programme which provides the opportunity to speak with school staff to discuss the range of resources and teaching strategies used in Primary One.

Whenever possible the early years establishments and primary 1 staff work alongside one another to ensure as smooth a transition as possible.

Primary to Secondary

St John's has strong links with our associated High School, St Luke's.

- Pupils are visited by the Head teacher and staff early in the third term
- The pupils visit St Luke's over a 2 day period. During this time they follow a secondary school timetable and gain valuable experience of their new school. At this time they also receive an information booklet and see a video on various aspects of the school
- Parents are invited to the high school early in the summer term
- Staff from St John's and St Luke's regularly meet to discuss curricular matters and the implementation of Curriculum for Excellence
- The Head teachers of the St Luke's cluster meet regularly to discuss matters affecting both primary and secondary schools

St Luke's High School

Springfield Road
Barrhead
East Renfrewshire
G78 2SG

Telephone: 0141 577 2400
Fax: 0141 577 2440

Head Teacher: Mrs Christine Downie
<http://www.ea.e-renfrew.sch.uk/stlukes/>

Getting it Right for Every Child

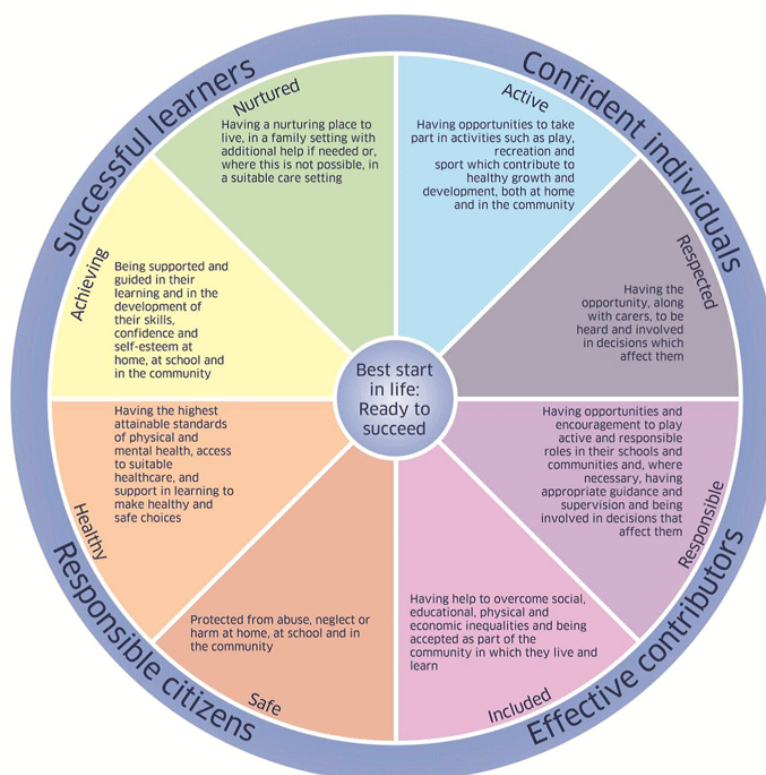
Getting it right for every child (GIRFEC) is the national approach aimed at improving outcomes for all children and young people in Scotland. GIRFEC is underpinned by the recognised need for shared principles and values and a common language among practitioners who provide services for children and families. It recognises the rights of children and young people, focuses on developing and supporting wellbeing and builds on the good practice evident in services across Scotland.

The well-being of children and young people is at the heart of GIRFEC.

The approach uses eight areas of well-being in which children and young people need to progress in order to do well now and in the future. These eight areas are set in the context of the four capacities, which are at the heart of Curriculum for Excellence. The eight indicators of well-being are:

- ✓ Safe
- ✓ Healthy
- ✓ Achieving
- ✓ Nurtured
- ✓ Active
- ✓ Respected
- ✓ Responsible
- ✓ Included

We remember this as SHANARRI.



Additional Support for Learning

Additional support for learning is essentially the responsibility of the class teacher who will ensure that a suitably differentiated curriculum is planned and delivered but occasionally, after consultation with parents, we may call upon the service of our Joint Support Team to offer additional input.

Group and class teaching methods ensure that strengths and areas for development are highlighted quickly. Additional support for learning is applicable at some time to most children, particularly those who experience difficulty or are very able. Members of our additional learning support team provide general advice and guidance for teachers to ensure that an appropriate curriculum is devised and that the most effective resources and methods are employed. The Leadership team co-ordinate this support within the school. We liaise with partner agencies to provide targeted support for identified children.



Pupil Support Assistants have an extremely important role in our school in raising attainment and supporting pupils and teachers.

Further Advice is available from Enquire - the Scottish advice service for additional support for learning

Enquire offer independent, confidential advice and information on additional support for learning through

- a telephone help line - 0845 123 2303
- an email enquiry service - info@enquire.org.uk
- an online enquiry service
- two websites - www.enquire.org.uk (for parents/carers and practitioners) and www.enquire.org.uk/yp (for children and young people)

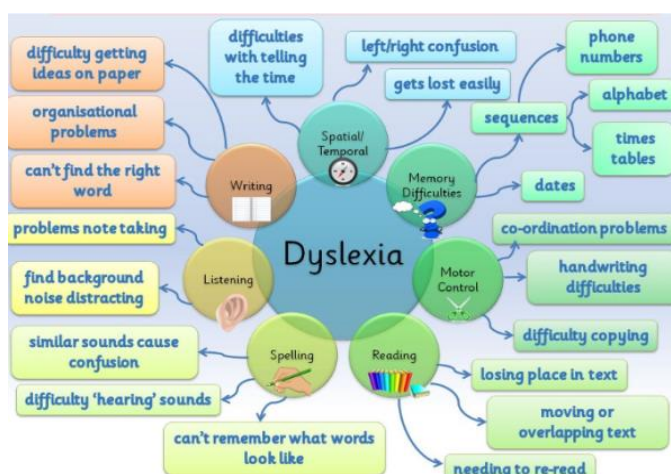
They also provide a range of clear and easy-to-read guides and fact sheets explaining everything from 'additional support in the early years' to 'what planning should take place for moving on from school/

Specific Learning Difficulties (Dyslexia)

Dyslexia is a specific learning difficulty. We use the term when a boy or girl 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 schoolwork.

If you think your son or daughter may be dyslexic, your first step is to approach the school. Miss Lavery (Acting Depute Head) will be happy to give advice and information on Specific Learning Difficulties (Dyslexia).

There will be strategies in place to help deal with any problems that teachers have identified. However, if not, assessments may be carried out to establish the nature and severity of the problem your son or daughter is facing. This may involve specialist help and advice from an Educational Psychologist. The school policy is to keep you and your child fully informed of the results of these assessments.



You can find more information at
<http://blogs.glowscotland.org.uk/er/curriculumlinks/inclusion/>

Useful Contact

East Renfrewshire Dyslexia Parents' Support Group
Contact through Dyslexia Scotwest
Dyslexia Scotwest
181 Whitefield Road
Govan, Glasgow, G51 2SD Tel: 0141 445 0001

RESOLVE: ASL Mediation Services

RESOLVE: ASL has been set up by Children in Scotland to assist Scottish education authorities to meet the mediation requirements in the new Education (Additional Support for Learning) (Scotland) Act 2004/2009.

East Renfrewshire Council's Education Department works in partnership with RESOLVE: ASL for the provision of independent mediation services.

The service involves:

- A child centred approach to resolving disputes and disagreements over Additional Support for Learning (ASL)
- An emphasis on building trust and understanding to promote effective parent / professional partnerships.

A RESOLVE: ASL mediator is a trained independent and neutral third person who will:

- Work with services and families to resolve disputes
- Assist in communication and encourage mutual understanding
- Assist the parties to arrive at the outcomes / agreements themselves
- Establish a basis for effective parent / professional partnerships

A RESOLVE: ASL mediator does not make decisions or recommend solutions.

The service is free for parents / carers and children and young people.

It should be stressed that third-party mediation is required in only few circumstances where a resolution cannot be reached at school level.

Should it be felt that significant time is passing without a resolution, mediation may be suggested to you by the school or the education authority. In the first instance you should contact the education department and ask to speak to the officer with responsibility for additional support for learning, 0141 577 3578, who will advise you of the process.

You can of course make contact with RESOLVE: ASL directly, 0131 222 2456, for advice however; you may be redirected to the education authority to proceed.

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.

Information on our current School Improvement Plan can be found on the school website.

Each year we produce a Standards and Quality Report which details our progress and achievements. Details can also be found on the school website.

HMle Report

To view our latest HMle report visit this link.

<http://www.educationscotland.gov.uk/inspectionandreview/reports/school/primsec/StJohnsPrimarySchoolEastRenfrewshire.asp>

School Holiday Arrangements 2023/24

TERM	DATES OF ATTENDANCE	
First	Teachers return <i>In-Service</i> <i>In-Service</i> Pupils return Last day of school <i>September Weekend</i> <i>September Weekend</i> Re-open Last day of school <i>In-Service</i> Re-open Last day of school	Monday 14 August 2023 <i>Monday 14 August 2023</i> <i>Tuesday 15 August 2023</i> Wednesday 16 August 2023 Thursday 21 September 2023 <i>Friday 22 September 2023</i> <i>Monday 25 September 2023</i> Tuesday 26 September 2023 Friday 13 October 2023 <i>Monday 23 October 2023</i> Tuesday 24 October 2023 Friday 22 December 2023
Second	Re-open Last day of school <i>In-Service</i> <i>Mid Term</i> <i>Mid Term</i> Re-open Last day of school	Monday 8 January 2024 Thursday 8 February 2024 <i>Friday 9 February 2024</i> <i>Monday 12 February 2024</i> <i>Tuesday 13 February 2024</i> Wednesday 14 February 2024 Thursday 28 March 2024
Third	Re-open Last day of school <i>May Day Holiday</i> <i>In-Service</i> Re-open Last day of school <i>May Weekend</i> <i>May Weekend</i> Re-open Last day of school	Monday 15 April 2024 Friday 3 May 2024 <i>Monday 6 May 2024</i> <i>Tuesday 7 May 2024</i> Wednesday 8 May 2024 Thursday 23 May 2024 <i>Friday 24 May 2024</i> <i>Monday 27 May 2024</i> Tuesday 28 May 2024 Wednesday 26 June 2024

Good Friday 29 March 2024
Easter Monday 1 April 2024

Staffing

Senior Leadership Team

Head Teacher
Acting Depute Head Teacher

Mrs Jillian Grosart
Miss Jennifer Lavery

Teaching Staff

Miss Mairead Sweeney
Mrs Paula Barron
Miss Emma McLachlan
Miss Rebecca Boyle
Mrs Kaitlin Parry
Ms Laura Webster
Mrs Clio Wilson
Mrs Jane McCulloch
Mr Barry Murray
Mrs Francesca Dissanaïke
Mrs Lisa Millar
Miss Holly Breslin-Strain
Mr Chris Geddes
Miss Eloise Cooper
Mrs Claire Heron
Mrs Laura Lang
Mrs Anna McIntosh
Miss Louise McBride

Active Schools Co-ordinator

Mr Rachel Scallan

Visiting Specialists

Strings
Violin
Brass

Mr James Finnigan
Mr Fraser McNaughton
Mr Ken Blackwood

Support Staff

Senior Business Support Assistant
Business Support Assistants

Mrs Susan Watt
Mrs Fiona Burns & Mrs Vicki Brown

Pupil Support Assistants

Mrs Teresa Aitken
Mrs Lynne Mayberry
Mrs Karen Ritchie

Janitor

Mr Roddy McInnes

Catering Manager
Catering Assistant
Catering Assistant
Catering Assistant
Catering Assistant

Miss Rachel Coulter
Mrs Janet Smart
Miss Gillian Carlton
Mrs Yin Millar
Miss Emma Shore

Crossing Patrol

Mr McNulty

Cleaning Staff

Miss Gillian Robb
Miss Arlene Fulton
Miss Audrey Tait
Ms Angela Young

Clothing and Uniform



Dressing for Excellence

In East Renfrewshire we strive to achieve our vision of Inclusion, Achievement, Ambition and Progress for All in all that we do. Supporting schools to robustly implement school uniform/dress codes is an important way of reinforcing this drive for excellence.

East Renfrewshire's Education Department expects and strongly encourages its schools to have a high standard of uniform as it can:

- contribute to school security and personal safety;
- instil pride in the school and contribute to its values;
- promote a positive and professional work ethic;
- help pupils to see schools as places of learning;
- support positive behaviour and discipline;
- encourage identity with, and support for, school ethos;
- promote equality of opportunity and social justice;
- protect children and young people from social pressures to dress in a particular, fashionable or expensive way;
- nurture cohesion and promote good relations between different groups of pupils; and foster a spirit of partnership among pupils and staff, between home and school, and between community and school.

Dressing for Excellence is a policy approved by East Renfrewshire's Education Committee and was formulated following discussions with Head Teachers and Parent Council Chairpersons. We have listened to parents complain about tensions which can arise in homes when children and young people show disregard for their school's uniform / dress code or, indeed when they pressurise their parents to buy them expensive items of clothing to wear to school in order to keep up with or show off to their peers. Having a partnership approach between home and school can help youngsters to resist such pressures and develop their understanding of school as a place for learning and work, rather than a place to impress friends and socialise. School uniforms are an economic and practical solution to take away the debate about what to wear to school.

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

- fail to identify children / young people as pupils of St. John's
- are not in keeping with St. John's school ethos
- potentially encourage faction (such as football colours)

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

Under no circumstances will pupils be deprived of any educational benefit as a result of not wearing uniform and, in particular, pupils will not be denied access to examinations as a result of not wearing school uniform.

What can parents do?

- ✓ Participate fully in consultation in your child's school to agree the list of approved items for its uniform / dress code.
- ✓ Make sure you are aware of the benefits of wearing school uniform and discuss these with your child.
- ✓ Keep in contact with the school and other parents; a united approach will reinforce the messages to children and young people.
- ✓ If you are contacted by the school to inform you that your child has not worn any or part of the approved uniform, discuss it with him/her; set out your expectations and revisit the benefits.
- ✓ Praise your child for wearing the full school uniform. Tell your child smart he/she looks.

Parents of children receiving family income support, family credit, housing benefit, or council tax rebate will normally be entitled to monetary grants for footwear and clothing for their children. Approval of any request for such grants made by parents in different circumstances are at the discretion of the Director of Education. Information and application forms may be obtained from schools and from area and education offices.

Parents are asked to assist by ensuring that valuable items and unnecessarily expensive items of clothing are not brought to school. Parents should note that the authority does not carry insurance to cover the loss of such items and any claims submitted are likely to be met only where the authority can be shown to have been negligent.

Head teachers are guided by Dressing for Excellence to consult their school community to determine a list of approved items which will include secondary schools, and to ease transition, in the upper stages of primary school (Primary 6 and 7) no polo shirts to be worn throughout the week for P6 and P7. Polo shirts should be used to change into for gym. P1 to P5 shirts or polo shirts are acceptable.

Dressing for Excellence



Love it Again

In maintaining our Sustainability ethos, we have a 'Love it Again' uniform stall.

What is 'Love it again' uniforms?

When people have items of uniform that are too small or they are finished with, they can hand them in to school for other people to use. 'Love it again' uniforms is to help families who need items of clothing and is run by pupils, staff and parents. Items of uniform are free to take but if you wish to make a small donation towards our school funds you are welcome to, although it isn't necessary. We just want the items of clothing to find a new home and be used again.

Why do we have 'Love it again' uniforms?

To help people who might need items of uniform. We don't want to waste items of clothing – just because they are too small for one person, they may fit another perfectly. We are committed to learning for sustainability in St John's and this is one of the ways we do it by re-using uniforms where we can.

When is 'Love it again' uniforms available?

'Love it again' uniforms is available in the playground at the end of the day on the first Monday of every month. Pupils help set up the table and the rail so that families can find what they need. There is an online form that families can fill in to request items of clothing that they need. This is available on the school website and is shared in each newsletter. The stall is also set up for Parents' Evening, Meet the Teacher, school shows and Discovery Days. We also run a Halloween Costume and Christmas jumper stall.



School Lunches

The school operates a cashless cafeteria system which provides hot meals and hot and cold snacks. Parents can pay online using the Payment for schools link below. School lunches cost £2.10.

Pupils in Primary 1-5 are provided with a free school lunch, please refer to East Renfrewshire Council for menu choices.

<https://eastrenfrewshire.gov.uk/article/1225/Primary-1-to-7-lunch-menu>

A special diet is available for children who require it. Please contact the Head Teacher should this need arise.

Our menus provide a selection of freshly cooked main meals including a vegetarian option with a choice of desserts, drinks and soup. There is extra salad and bread available included with this three course meal to help ensure all pupils are full before leaving the dining hall.

There is accommodation in the hall for children who bring a packed lunch. Lunch boxes should be labelled with the child's name and class and brought to school separate from your child's school bag. **Glass bottles and fizzy drinks should be avoided.**

We also encourage parents/carers to think carefully about the snacks they are giving their child each day. The school works hard to remain a health promoting school.

Fresh water is also available from our filtered drinking fountain and pupils are encouraged to drink water regularly throughout the day. Please note that no child will be allowed any form of juice within the classroom. We are also a nut free zone so we ask that no form of snack with nuts is brought to school.

Children of parents receiving income support are entitled to a free mid-day meal.

Information and application forms for free meals and who qualifies may be obtained from:

<https://www.eastrenfrewshire.gov.uk/article/1221/Clothing-grants-and-free-school-meals>

School Payments

Parents/carers can pay online for their child's school excursions/visits and school meals online, via the council's Parent Pay.

<https://www.parentpay.com/public/client/security/#/login>

By paying online parents no longer have to engage in the often precarious practice of sending their children to school with money to pay for excursions/visits or meals. You or your child will still be able to pay by cash at the prepayment machine situated outside the school office if you don't wish to use this service.

Parent Pay service is part of a wider public service for excellence programme, aimed at offering more services online. As well as giving you access to services at a time that suits you, it will help to save money.

Transport

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

These forms should be completed and returned before the end of February for those pupils beginning school in August to enable the appropriate arrangements to be made. Applications may be submitted at any time throughout the year, but may be subject to delay while arrangements are made. Where there are vacant seats on a dedicated school vehicle these can be offered as privileged places to pupils not eligible for free school transport. There is a charge for this and full details and an application form can be obtained from the Education Department Offices, Main Street, Barrhead (0141 577 3258/3279). These places are normally allocated in September once it has been established if there are any seats available. Should there be more applications than places available a ballot will take place.

Pick Up Points

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

Children are normally transported to and from school to allow arrival before 08:55 and return after 15:00.

More information on Free School Transport can be found at:

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

School Policies

Below is a list of our school policies which are also on the school website.

<u>Attendance and Unexplained Absence Protocol</u>
<u>Learning and Teaching</u>
<u>GIRFEC (Getting it Right for Every Child)</u>
<u>Promoting Positive Behaviour</u>
<u>Anti-Bullying</u>
<u>Equalities</u>
<u>Parental Engagement</u>
<u>Outdoor Learning</u>
<u>Literacy and English</u>
<u>Numeracy and Mathematics</u>

Medical and Health Care

Reducing the Risk of Transmission of Infection

Children who have an infectious disease should not be at school. 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

Minor Accidents: If a pupil has a minor accident, e.g. bumped head, bleeding nose, they will be treated by the school staff and a letter detailing the injury will be completed by the Clerical Staff and sent home with the child. In the event of a child taking ill at school, the home/emergency contact is informed so the child can be collected from school.

Serious Accidents or Illness: Parents or emergency contacts are notified immediately. The importance of having an up to date emergency contact cannot be overemphasised. In the case of serious accidents requiring immediate medical attention the child will be transported to hospital while the parent is contacted and asked to meet the child and teacher there.

Health Appraisals: All Primary 1 pupils have a vision acuity screening and height and weight screening carried out by the school nurse. Primary 7 pupils have a vision acuity screening and a health interview. All screening takes place after signed consent from the parent or guardian.

Routine Dental Inspection: Each year children in Primary 1 have a dental inspection. A letter is issued to parents prior to the examination for consent and parents are informed whether or not any further treatment is required.

Information in Emergencies: We make every effort to maintain a full educational service, but on some occasions, circumstances arise which lead to disruption. Schools may be affected by, for example, severe weather, temporary interruption of transport or power failures. 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 our school website, 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 – Severe Weather Conditions:
<http://intranet.erc.insider/CHttpHandler.ashx?id=4193&p=0>

Class Size Maxima

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

Pupil Records

A confidential file accompanies each pupil from Primary One to Primary Seven and is transferred to Secondary School. This contains a copy of each annual progress report and any other relevant information.

Data Protection Act

Information on pupils, parents and guardians is stored on a computer system and may be used for teaching, registration, assessment and other administrative purposes. This 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.

Information from the Scottish Government

Transferring Educational Data about pupils

Education authorities and the Scottish Executive Education Department (SEED) have collected data about pupils on paper forms for many years. We are now working together to transfer data electronically through the ScotXed programme.

What pupil data will be collected and transferred?

Data on each pupil is collected by local authorities and SEED. The data collected and transferred covers areas such as date of birth, postcode, registration for free-school meals, whether a pupil is looked after by his/her local authority, special educational needs, attendance, absence and exclusions from school. Pupil names and addresses are collected by their school and education authority but they are not passed to SEED. Your postcode is the only part of your address that is transferred. Data is held securely and no information on individual pupils can or would be published by SEED. It is used for statistical and research purposes only. Providing national identity and ethnic background data is entirely voluntary. You can choose the 'not disclosed' option if you do not want to provide this data. However, we hope that the explanations contained in this message and on our website will help you understand the importance of providing the data.

Why do we need your data?

In order to make the best decisions about how to improve our education service, SEED and education authorities 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 exam results. Accurate and up-to-date data allows SEED, education authorities and schools 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 that influence pupil attainment and achievement, target resources better.

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.

SEED will not publish or release any information that allows an individual pupil to be identified. Data will not be used by SEED to take any actions in respect of any individual pupils. Data will only be shared with *bona fide* partners, such as HMIE and the SQA. Any sharing will be done under conditions of strict control and with the prior agreement of the Data Controller.

Concerns

If you have any concerns about the ScotXed data collections you can email the Data Controller, Peter Scrimgeour, at EDData.Controller@scotland.gsi.gov.uk or write to The ScotXed Support Office, SEED, 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. Please allow up to 10 days for requests to be processed.

Want More Information?

Further details about ScotXed data exchanges are available on the ScotXed website, www.scotxed.net. The website also contains answers to commonly asked questions about ScotXed.

Use of Photography in Schools

The consent of parents/carers (and young people of appropriate age and capacity) should be sought before any photos are taken and displayed. This will be obtained at the beginning of each session and will cover the following categories:

- Photography and display in school
- Public display (local and national press, TV and media)
- Online within the school website, school twitter account, Glow and other relevant websites

Child Protection

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 wellbeing, 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 St John's 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: 0300 343 1505

Complaints, Concerns and Suggestions

In order to ensure we provide the best possible service to you and your children, should you have any concerns we want to know about them as soon as possible so that we can deal with any problems quickly and effectively.

You may telephone, write or visit the school and your concerns will be listened to in a sensitive manner. You will receive prompt feedback as to any action taken.

If you have a concern the quickest and easiest way to deal with this is to contact the school directly and speak to your child's class teacher. If you feel the issue is of a more serious nature, you should arrange to meet with a member of the Senior Leadership Team.

The authority's Policy on 'Complaints Procedures' can be accessed through a link on our school's website.

Privacy Notice

Who will process your information?

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

Why do we process your information?

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

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

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

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

Do you have to provide your information?

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

How do we collect information about you?

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

Such information includes:-

Child's Forename
Child's Surname
Child's gender
School Stage
Details of child's medical condition
Any other name child is known by
Child's date of birth
Address including postcode
Mother's/Carer's Name
Father's/Carer's Name
Mother's/Carer's address including postcode
Father's/Carer's address including postcode
Mother's/Carer's telephone number
Father's/Carer's telephone number
Mother's/Carer's email address
Father's/Carer's email address
Single Parent/Carer family
Name of Brother/Sister
Date of Birth of Brother/Sister
School stage of Brother/Sister
Additional Information Support Application
School applying for
Preferred Alternative School
Early Learning and Childcare place applied for
Council Tax Evidence
Mortgage Statement
Rental Agreement
Rental Agreement End Date
Landlord Registration Number
Birth Certificate
Baptism Certificate
Date of Baptism
Name of Church venue
Child Benefit Statement
Utility Statements
Other Catchment Evidence

How long will we keep your information?

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

Who is your information shared with?

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

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

Do we transfer your information outside the UK?

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

Profiling and automated Decision-Making

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

Your Rights

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

Access Personal Data Held About You

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

1. Request rectification of your personal data

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

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

You have the right to request that the council restricts processing your personal data if you think the personal data is inaccurate, the processing is unlawful, the council no longer need the

personal data but you may need it for a legal purpose or you object to the council processing for the performance of a public interest task.

3. To object to the processing of your data

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

Complaints

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.

Useful Contacts

Director of Education

Dr Mark Ratter
East Renfrewshire Council
211 Main Street
Barrhead
East Renfrewshire
G78 1XB

Customer First

East Renfrewshire Council
211 Main Street
Barrhead
East Renfrewshire
G78 1SY

General Enquiries: 0141-577-3001

Email: customerservices@eastrenfrewshire.gov.uk

Opening Hours

Monday – Friday 8am – 6pm

School Lets

East Renfrewshire Council
Corporate and Community Services Business Support Section
Council Headquarters
Eastwood Park
Rouken Glen Road,
Giffnock
G46 6UG

Tel: 0141-577-3900

Email: community.facilities@eastrenfrewshire.gov.uk

Local Councillors

Located at: East Renfrewshire Council
Council Headquarters
Eastwood Park, Rouken Glen Road
Giffnock, East Renfrewshire
G46 6UG

Tel: 0141-577-3000

Email: www.eastrenfrewshire.gov.uk

St John's Primary School

Commercial Road
Barrhead
G78 1AJ

☎ 0141 570 7360

✉ schoolmail@st-johns.e-renfrew.sch.uk
<https://blogs.glowscotland.org.uk/er/StJohns/>
Twitter handle @stjohnsERC