

St Joseph's Primary

Handbook

2017 – 2018



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INVESTOR IN PEOPLE



Contents:

Charter for Catholic schools in Scotland	Page 4
Welcome	Page 5
School ethos and aims	Page 7
Mission Statement for East Renfrewshire Education Department	Page 8
School Information	Page 8
Absence and security information	Page 9
Staff	Page 9
School Hours	Page 10
Complaints procedure	Page 10
School admissions procedure	Page 11
Parental Involvement	Page 12
Parent Council	Page 13
Attendance at school	Page 14
Appointments	Page 15
The Curriculum	Page 15
Attainment	Page 17
Religious and Moral Education	Page 21
Catholicity	Page 22
Homework	Page 24
Assessment and Reporting	Page 25
Transitions	Page 26
Support for Pupils	Page 28
School Improvement	Page 31
School Policies and Practical Information	Page 31
School Community	Page 32
Citizenship	Page 32
Extra-Curricular Activities	Page 32
Supervision of Playgrounds and Indoor Intervals	Page 33
Meals and Making Payment	Page 33
Uniforms and Clothing Grants	Page 34
Transport	Page 37
Emergencies	Page 38
Health and Medical Care	Page 39
Transferring Education Data about Pupils	Page 40
Use of Photography in School	Page 41
Child Protection	Page 42
Important Addresses	Page 43

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 unity of Christians;
- ❖ the promotion of respect for different beliefs and cultures 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.



Welcome

Welcome to our school. The purpose of this handbook is to help you understand more about Saint Joseph's Primary. I hope you find it both interesting and informative.

Over the years, our school has developed an excellent reputation within the local community. We are very proud of our academic successes, the high standard of pastoral care we offer our young people and the wide range of activities on offer which we hope will help our young people develop into outstanding citizens.

In Saint Joseph's, we aim to create a learning culture which ensures that every child is valued and supported in achieving their full potential, so that the whole person is formed.

We expect our staff and pupils to have high aspirations so that our young people are stretched academically, spiritually, physically, personally, socially, emotionally and we expect every pupil to achieve their personal best in all that they do.

The aim of Catholic Education is to educate a child for life, developing the talents of the young person in the fullest possible way thereby transforming their life for the better. We appreciate that this task demands that we work in close partnership with others and the process of education starts long before children come to the school. The best prospectus for Saint Joseph's can be found in our pupils, our staff and our parents.

Throughout the session, various activities, events and meetings will be arranged in order to involve parents and the community in the life of the school. For us to be an excellent school, parental involvement in the life of the school and in the pupils' learning is crucial.

Should you wish to discuss your child's progress or have any other concerns, please do not hesitate to contact the school immediately. Our aim is to ensure that every child entrusted to our care is made welcome and that their time in Saint Joseph's is happy and successful.

If you are a parent of a child already at the school, thank you for entrusting us with that job. If you are considering sending your child to Saint Joseph's, please come and see the school, meet our young people and staff and talk to us about your own particular interest in our school.

If there is any matter you wish more information on, please do not hesitate to contact the school.

I look forward to working with you and your family.

Kind regards

Suzanne Martin

Head Teacher.

And from our pupil council

We are members of the Pupil Council for Saint Joseph's Primary and we would like to tell you how fantastic it is to be a pupil here. We know how important it is to become successful learners, confident individuals, responsible citizens and effective contributors and we all have a job to do to make our school such a special place.

From the youngest child to the oldest adult, we all work together to ensure that our school is a fun place to learn.

It is really important for all the children to know that they are listened to and so we try to hear as many suggestions and good ideas as possible and then discuss them at the Pupil Council meetings. We are always happy to hear good ideas of how to make our school even more excellent so remember just fill in a piece of paper with your suggestions and drop them into the suggestion box in the front foyer then we will discuss them at future meetings.

In our school we take great care to ensure that the pupils have a voice and we often meet with our Head Teacher or Mrs Wynne our Depute Head Teacher, to talk to them about our lessons, our ideas and our plans to make the school even better.

We have lots and lots of different committees which run at different times of the year. Even our youngest pupils are asked to discuss ways to improve our school and we think we are each given the chance to contribute to making Saint Joseph's the best school possible.



P1-3 Pupil Council Meeting



P4-7 Pupil Council hard at work

School Ethos and Aims

The aim of Catholic Education is to educate a child for life, developing the talents of the young person in the fullest possible way thereby transforming their life for the better. Our staff are experienced and professional and are committed to providing a safe, caring, supportive, quality learning environment which stimulates and motivates all pupils.

In Saint Joseph's Primary School we are engaged in the pursuit of excellence. Our main aim is to provide a Catholic school education of high quality that will enable all young people to become:-

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

We will use the indicators below to ensure we are 'Getting it Right for Every Child'

S	Safe
H	Healthy
A	Achieving
N	Nurtured
A	Active
R	Responsible
R	Respected
I	Included



These skills and attributes for life, learning, and work will prepare them for life beyond school.

This shared vision is supported by a number of strategies including the following:

1. Ensuring breadth and balance across the curriculum.
2. Raising attainment through self-evaluation and improvement.
3. Providing a quality learning environment which stimulates and motivates pupils.
4. Supporting pupils by providing personal and social development and active health.
5. Promoting the Gospel values such as love, compassion, truth, integrity and wisdom and seeking to build a community where all members are held in high regard and their dignity, worth and individually are respected.
6. Effective deployment of staff and resources as well as close "partnership working" between home, school, parish and the local community.
7. Ensuring the development of excellence by fostering high quality leadership at all levels.

We believe our ethos can be summed up in three words: **Compassion, Justice and Hope.**

Mission Statement for East Renfrewshire Education Department

The Department will aim to meet the Corporate Goals of the Council by seeking to:-



- Enable all individuals to achieve their potential
- Supply Suitable premises and resources
- Encourage access to education throughout life
- Foster genuine partnership in education
- Promote equal opportunity and social justice
- Support economic growth and prosperity
- Provide a full range of courses and services



School Information:

Name: St Joseph's Primary Tel 0141 570 7380

Address: Oliphant Crescent
Busby
G76 8PT

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

Email: Headteacher@st-josephs.e-renfrew.sch.uk

Parent Council: mail@stjosephs.e-renfrew.sch.uk

St Joseph's Primary School is a Roman Catholic state school for boys and girls of primary school age (5-11). The school serves the Busby, Clarkston, Eaglesham and Waterfoot districts of East Renfrewshire, The associated secondary school is St Ninian's High School and the cluster primary schools are St. Cadoc's and Our Lady of the Missions, with Glenwood Nursery as per associated pre 5 establishment.

St Joseph's Primary was established in 1878 in the local church, moving to its present location in 1964 where an extension was completed in 1995. The school building is a combination of traditional and open-plan design which includes 10 classrooms and 5 class bases.

The planning capacity of our school is 462 however this presumes 14 classes at the maximum of 33 pupils. At present these figures show the maximum number of pupils allowed at each stage:

Maximum number of pupils allowed in each class (primary)	
P1	25
P2 & P3	30
P4- 7	33
Composite classes	25

Parents should note that the working capacity of the school may vary dependent on the numbers of pupils at each stage and the way in which classes are organised. At the time of printing, our school roll is 426. Any family that does not live in our catchment area is required to make a Placing Request for their child to attend Saint Joseph's. Our office Staff will be pleased to advise you of our catchment area and the procedures to be followed if making a Placing Request. Forms are also available from the School Office.

** The provisions are drawn from The Education (Lower Primary Class Sizes) (Scotland) Amendment Regulations 2010*

***The provisions set out are drawn from the Education (Lower Primary Class Sizes) (Scotland) Regulations 1999.*

The Schedule to Regulation 4, Excepted Pupils, and the 'Explanatory Note' to the Regulations are provided in Annex A to this Appendix. Annex A sets out the circumstances in which class sizes may exceed the stated maximum.

Absence

Pupil Absence or sickness

By 9.30am the Absence Monitoring registers are checked, absences and late-comings recorded and information sent to the office.

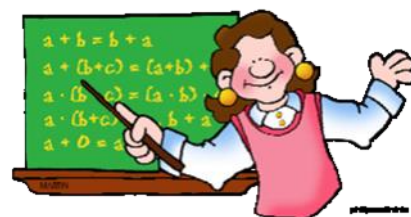
If there has been no phone call or message from parents/carers before 9.30am the absence is followed up by the office staff. More detail can be found on Page 13 under the section 'Attendance at School'.

Security

Your children are in our care and while parents and visitors are most welcome, in the interests of security everyone must report to the main door in the first instance. When taking your child out of school during school hours e.g. a doctor's appointment, we ask that you sign your child out also.

Staff:

Head Teacher:	Mrs Suzanne Martin
Depute Head Teacher:	Mrs Karen Wynne
Principal Teacher:	Mrs Clionagh Leddy
Principal Teacher:	Miss Joanne Baker



Class Teachers:

Miss Mairead Canning	Miss Carla Cocozza	Mrs Nicola Downs
Miss Fiona Cunning	Mrs Roseanne Gray	Mrs Clionagh Leddy
Mrs Allison Kerr	Miss Rachel Brew	Mrs Anna-Marie Simpson
Mrs Jennifer Wright	Mrs Catherine Stewart (temp)	Mrs Maura Fry
Miss Angela Harvey	Miss Marie Byrne	
Miss Frances Quinn	Mrs Andrina Thomson	Mrs Moira Redmond (0.5)
Mrs Hannah Addison (0.5)	Mrs Claire Grant (0.5)	

Senior Educational Psychologist: Mrs Gillian Thorburn
Janitor: Mr Stephen Maclsaac
Catering Manager: Ms Lorraine Mackie
Active Schools Co-ordinator: Mrs Kerry Comerford

Visiting music specialists:

Mrs Clare Taggart violin
Mrs Becky Roberts woodwind
Mrs Gillian Carey singing tuition
Mrs Elspeth Rose percussion

Chair of the Parent Council Dr Brian Kelly

School Hours

Opening: *Informal entry* from 8.50 supervised by Pupil Support Assistants
(There will be an adult presence in the upper playground from approx. 8:40am)
Interval: 10.40 – 10.55
Lunch: 12.35 – 1.25pm
Close: 3.05pm



Complaints Procedures

We trust that you are always satisfied by the service we provide in St Joseph's however if you have the need to make a complaint you should in the first instance, contact the School Office (0141 570 7380) or email the Head Teacher at headteacher@st-josephs.e-renfrew.sch.uk and make an appointment with the most appropriate person for example the class teacher, or if it is of a serious nature, a member of the Senior Management Team or Head Teacher. You can also find complaint forms at the school office. For further guidance on how to best make a complaint please follow the link in our website:

<https://blogs.glowscotland.org.uk/er/StJosephs> under the tab 'Information'.

For more information go to: <http://www.eastrenfrewshire.gov.uk/index.aspx?articleid=1573>

School Admission Arrangements

Before a child enrolls in St Joseph'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 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 St Joseph'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 Joseph'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 Joseph'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.



Parental Involvement

Parental interest and involvement is extremely important.

If you have a concern regarding your child's progress, behaviour or another school matter you should initially speak to their class teacher. This can usually be done by speaking to the teacher at the end of the day or by making an appointment through the School Office.

For matters of a more serious or sensitive nature, you should contact the Line Manager for the department that your child is in:

Mrs Leddy, P1-2

Mrs Baker, P3-4

Mrs Wynne, P5-7

For concerns of an extremely serious or confidential nature you should arrange to speak to the Head Teacher, Mrs Martin who can be contacted through the School Office.

What is a non-resident parent entitled to?

Family relationships can be complex. Appropriate arrangements are put in place to accommodate and reflect the diversity of families.

Parents/carers will be treated as parents for the purposes of statutory education rights unless their rights have been withdrawn after due process. Schools will take advice from East Renfrewshire's legal department should there be any uncertainty on the parental rights of either parent.

Formal parent/teachers evenings are arranged twice a year and non-resident parents will receive their own notification so that they too can have an appointment to discuss their child's progress.

Parents are encouraged to work together in the interests of their child however if either parent wishes their own individual appointment with the teacher this will be accommodated to the best of our ability.

Throughout the session, parents are most welcome to have their child's programme of work explained to them or have informal discussions regarding their progress. Parental workshops on the curriculum and other matters take place throughout the year and termly newsletters are written for specific stages.

Non-resident parents should expect to receive their own copy of correspondence such as the child's report, absence / attendance reports and any welfare /disciplinary issues. For day to day correspondence and information all parents should refer to the school website (www.ea.e-renfrew.sch.uk/st-josephs) where the most recent newsletters, letters etc are posted.

New entrants are invited to pre-school induction visits in May and June. At these visits the children can sample the delights of P1 whilst parents explore the curriculum and other matters of interest.

E-Portfolios are used by the pupils in P6 and P7 to help identify and record the targets they will be working on. Along with Class Blogs for P1-5 these are recorded via GLOW so can be accessed at home, enabling parents to work with their child on their targets and to find out what the class has been doing recently.

Other methods are frequently used to inform parents of targets, successes and areas for improvement, these include: sending home jotters for parents to comment on, a daily home/school diary, learning showcases where the children demonstrate their knowledge and understanding, stage newsletters and an information board which is frequently displayed outside the infant, middle and upper school entrances detailing up to the minute information and how parents can become involved in the life of the school.

Meetings are held with the Parish Priest to discuss the reception of the Sacraments e.g. First Confession, First Communion and Confirmation at the appropriate stages.

Parents are invited to school highlights such as services, concerts, etc. A calendar of events is sent out to all parents at the start of each year.

We are always keen for parents to join our Parent Council or its sub-group of a Social Committee. The Parent Council meets on average, every 6-8 weeks and normally on a Tuesday evening in St Ninian's High School. The Social Committee tends to meet more often but dates of all meetings are given on our school website and through the Parent Council Newsletter which is sent out periodically.

From time to time we also ask parents to come into classes to talk to the children about their own life experiences or expertise. If you feel that you would like to help in this way please contact your child's teacher who will be happy to assist you.

In a busy school such as ours, we are always looking for parents to act as supervisors when we take the children on school trips and other ventures. These volunteers must be vetted through the Disclosure Scotland Procedures however once again, our Parent Council would be happy to advise on how a parent should apply for disclosure.

Parent Council Contact Details

Position	Name	Contact Details
Chair	Brian Kelly	brianpaulkelly@hotmail.com
Vice Chair	Stephen Nugent	stephennugent41@gmail.com
Secretary	Joanne Bastable	Joanneb71@gmail.com
Vice Secretary	Vacancy	
Treasurer	Christina Lau	cchris21@hotmail.com
Vice Treasurer	Vacancy	
Social Secretary	Katrina Adams	katrina.adams@hotmail.co.uk
Vice Social Secretary	Vacancy	
Uniforms	Vacancy	
Church Reps	John Hutcheson	0141 644 2640
Parental Involvement Coordinator	Clionagh Leddy	schoolmail@st-josephs.e- renfrew.sch.uk

Elected members: Provost Alan Carmichael, Councillor Alan Lafferty, Councillor Stewart Miller

Attendance at School

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 1983 requires each child absence from school to be recorded in the school register in four different ways:

- As authorised i.e. approved by authority: 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 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. Teachers are responsible for registering children in the morning and also checking after internal/lunchtime for any children who have not returned to class. The school office must be notified of this immediately.

Parents are advised through newsletters, induction meetings, etc that all pupil absence must be reported by phone on the first day as all absences and late comings are closely monitored.

For more information go to:

<http://www-e-renfrew.sch.uk/curriculum/Links/Parents/Parental%20Leaflets/Attendance%20leaflet.pdf>

Appointments – If children are removed from school to keep medical or dental appointments, they should be signed out at the school office. On their return, a return time will be recorded. Parents are constantly reminded of the importance of all contact numbers being kept up-to-date. The office holds administration information files on all children with 2 parents/carers contact numbers and 2 emergency contact numbers. Administration sheets are sent out for updating each year.

Please do not take your child on holiday during the term as this is highly disruptive to their education.

The Curriculum

The purpose of our curriculum 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:

- Successful learners
- Confident individuals
- Responsible citizens
- 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 ambition 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 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 go to:

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

<http://www.scotland.gov.uk/Topics/Education/Schools/curriculum/ACE/cfeinaction>

<http://www.educationscotland.gov.uk/thecurriculum/>

Attainment

Attainment in St Joseph's remains a key strength, with children consistently reaching or excelling national and local benchmarks. The school makes very good use of data and information about prior attainment to guide and inform classroom practice e.g.

- Analysis of Developmental Milestones, Baseline results for P1
- Standardised Testing at P3, 5 & 7
- Screening at the beginning and end of P2 and P3
- Regular Target Setting Meetings to discuss pupil Curriculum for Excellence progress and pace of learning.

Each year we publish our attainment data in our Standards and Quality Report.

Teacher Curriculum for Excellence judgements:

CfE attainment			
St Joseph's	2015 -2016	ERC average	National average
Reading	89%	88%	76%
Writing	91%	86%	71%
Maths	90%	89%	75%
Talking and Listening	88%	86%	81%

Standardised Testing results:

St Joseph's	2015 -2016	ERC average
Maths	106	100
English	109	100

It should be noted that the 2015-16 national information is 'experimental' in nature i.e. these are statistics that are based nationally on evolving approaches to assessment and moderation and not yet fully developed.



Numeracy and Mathematics

A carefully structured and balanced maths programmes is followed by each child. This involves number, money and measurement, shape, position and movement, information handling and problem-solving and enquiry. Teachers adopt a balance between 'traditional' teaching, interactive maths and practical work with children taking an active role 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.

We use a wide variety of resource material to support learning in maths e.g. Heinemann, Maths in Action and Tee Jay materials.

At present, the teacher who acts as our Maths Champion is **Miss Jennifer Lavery**.

English Language

This includes four elements; talking, listening, reading and writing.

Since language permeates the whole curriculum, it is impossible to view it in isolation. 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.

Our resources for teaching English Language skills are extensive thus ensuring that each aspect is adequately covered.

National Guidelines are followed to ensure balance and progression for each individual child and pupils' learning is regularly assessed through formative and summative assessments.

We have excellent language schemes; Story Worlds and Rigby Star Quest from P1-3 and Literacy World from P4 to P7 which cover all four elements.

To help introduce reading to our youngest pupils we also use a resource called Jolly Phonics and Jolly Grammar. From P3-7 the resource used to strengthen higher order reading skills such as clarifying, summarising and predicting, etc is called "Key Comprehension".

Another key resource that is used to deliver English Language lessons is Nelson Thornes Comprehension. This is a software programme used by our middle and senior pupils to further develop their comprehension skills.

There is a well-stocked library which children have access to and books are borrowed on a regular basis.

Social Studies

The Social Studies programme 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 will 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. Many resources are used to deliver this area of the curriculum including computer programmes, reference books, film, packs from the local library and the Educational Resource Services, as well as our own school resources.

We often invite visitors to our school to help us in this area of the curriculum e.g. members of the Police, Road Safety Officers and members of the local community and of course, we also go on field trips, e.g. the local area, museums and exhibitions.

These activities are invaluable in enhancing the skills of enquiry and investigation.

National Guidelines are reinforced by advice from East Renfrewshire Authority to ensure that each child develops knowledge and awareness of his/her environment, locally and globally.

Sciences and Technologies

Within our science programme of study children follow structured investigations in Energy & Forces; Earth and Space; Living Things and the Process of Life.

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. At present the school's Science Champion is **Mrs Kerr** who as well as teaching P3 works with staff and pupils to ensure our science experiences are challenging, enjoyable and most of all interesting.

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

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

Safe Use of ICT

<http://www.ea.erenfrew.sch.uk/curriculumlinks/Links/Parents/Parental%20Leaflets/Internet%20leaflet.pdf>

We work closely with the Design and Technology department in St Ninian's. Children work on projects which develop skills in design and help them later gain the skills and confidence to embrace and use technologies now and in the future, at home, at work and in the wider community.

At present the teacher who acts as our ICT coordinator is **Mrs Karen Wynne**.

Health and Wellbeing

We follow the Health and Wellbeing experiences and outcomes as defined by Curriculum for Excellence. In this area of the curriculum we cover mental, emotional, social and physical wellbeing.



Learning through health and wellbeing enables children and young people to:

- make informed decisions in order to improve their mental, emotional, social and physical wellbeing
- experience challenge and enjoyment
- experience positive aspects of health living and activity for themselves
- apply their mental, emotional, social and physical skills to pursue a healthy lifestyle
- make a successful move to the next stage of education or work
- establish a pattern of health and wellbeing which will be sustained into adult life, and will
- help to promote the health and wellbeing of the next generation of Scottish children.

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

At present the teacher who acts as our PE Champion is **Miss Rachel Brew** and our Active Schools coordinator is **Mrs Kerry Comerford**.

Health and wellbeing is also an area of the curriculum which cuts across other areas and children will revisit some of these experiences in other lessons. Other curricular areas which fall into the category of 'cross cutting' learning are literacy and numeracy.

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. Many resources are used to develop the necessary skills in this important area of the curriculum.

Visits from travelling theatre groups, musicians, etc are encouraged and our children regularly perform in and out of school. Selected pupils receive weekly instruction in brass, string and percussion instruments from our visiting music instructors. 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 morning in Williamwood High School.



Primary 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 P5-7 receive taster lessons in Mandarin as St Ninian's High School is part of the Confucius Hub initiative in Scotland. Learning a new language encourages children and young people to broaden their horizons as they explore the language and its associated culture. It also enhances their understanding and enjoyment of other cultures, gaining insights into other ways of thinking and other views of the world.

Religious and Moral Education



As a Catholic school, Religious Education and observance play an essential part in the education of Roman Catholic children. We have a close relationship with the clergy from St Joseph's Clarkston and St Bridget's Eaglesham parishes. Canon Jim Duggan from St Joseph's Parish is our School Chaplain and Father Douglas MacMillan from St Bridget's Eaglesham is a regular and most welcome visitor to our school.

Masses and religious services are celebrated regularly and if possible, we walk to St Joseph's Church to join with others of the parish to celebrate the Liturgy. The school is seen as playing an important role in the wider life of the Parish.

Through Religious Education, we seek to develop an understanding and love of our own faith, knowledge of Christianity and other World Faiths and a better understanding and tolerance of ourselves and others. Learning through Religious Education enables children to develop their knowledge and deepen their understanding of the Catholic faith.

The area of moral and sexual relationships is taught through the programme; **God's Loving Plan**. This programme helps children to develop healthy and respectful attitudes to their bodies and to relationships with families and friends. This important resource connects children's learning about who they are and how they relate to others, to their learning about God and their relationship in faith. It helps children to understand how love can be at the heart of their lives. In using this resource, we work closely with parents and carers to ensure that young people are supported as they grow, particularly when coming to deal with the physical and emotional impact of puberty. Good communication between home and school is encouraged to ensure that the more intimate aspects of children's growth are dealt with sensitively and skilfully by parents and teachers working together.

God's Loving Plan connects learning in Religious Education (RCRE) to aspects of Health & Wellbeing (H&WB) taught from Primary 1 to Primary 7. Learning is organised under four **THEMES**, dealing with God as the source of all life who is delighted when we use our unique talents (including our bodies) for good, who calls us to be loving people and who guides us to make choices that are good and responsible.



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.

Catholicity

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 Religious Observance 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:

¹ "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 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

¹ Curriculum for Excellence – Provision of Religious Observance in Schools, Scottish Government, 17 February 2011

other times, to honour particular occasions or feasts, chaplains will lead school communities in the celebration of Mass and other forms of liturgical celebration”.

Our school follows 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, such as the Feast of St Joseph and Holy Days of Obligation, Holy Mass will be celebrated by the school chaplain, with the social 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 Religious Observance, 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.

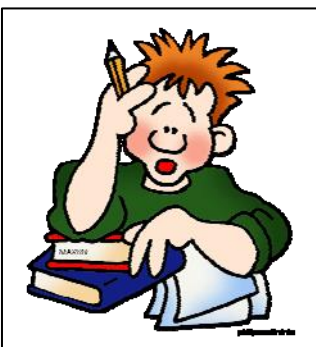
Parents wishing to withdraw their children from Religious Education and Observance (Section 8, Education Act 1980) should call the Head Teacher to discuss the matter.

Parents of children of other ethnic background may request that their children be permitted to attend other recognised religious events during school hours. Such requests will be granted on up to three occasions in any one school session and the pupil marked present on the register.

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. It 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.

Homework



“Research recognises the importance of a positive and consistent attitude to homework as an important indicator of a quality educational experience. We consider homework to be an important element of home-learning as it not only helps to establish pupil's learning and good working habits at the various stages of primary school life but also throughout their lives.

Pupils' interest and motivation are maintained by home learning which is varied, interesting, challenging and linked to previous class learning but within their range of achievement. It should also be purposeful, relevant and complementary to classroom practice.”

(Extract from schools homework policy).

Parents of young children will often be asked to hear reading or help with new words. They may also be asked to help reinforce new skills recently learned. This provides the children with extra practice and starts to build the homework habit. Parental approval gives great encouragement to young readers and provides an early link between home and school. It gives parents an insight into the curriculum and allows parents to experience the tasks being tackled by children.

From P1-7, appropriate homework will be given regularly, in areas, which the teacher considers beneficial. Generally speaking homework will be given on four nights, Monday to Thursday, although some teachers may set it for the week and allow children to complete it whenever it is most convenient to them. Teachers will ask for specific types of homework such as reading fiction, or Research work in relation to Environmental Studies as well as practice and consolidation in basic skills e.g. mental arithmetic, punctuation and grammar.

In P1 and P2 we would expect homework to take approximately 15 minutes per night, building gradually to 30-35 minutes in P6 and P7.

Please help by trying to establish a regular place and time – not near the TV. Homework diaries assist communication between home and school. Please be supportive and sign all homework.

If homework becomes a “battleground”, there’s something wrong, please contact the school immediately. For more information go to:

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

Assessment and Reporting

We operate a policy of continuous assessment from Primary 1 to Primary 7 in order to build a clear picture of each child’s progress and to promote high quality learning and teaching approaches.

Assessment also enables teachers to plan programmes of work and to check on the effectiveness of teaching methods and resources.

We adopt a wide range of assessment strategies to promote learning and so endeavour to meet the needs of all pupils. Assessment of children’s progress and achievement during their broad general education to the end of S3 will be based on teachers’ assessment of their knowledge and understanding, skills, attributes and capabilities.

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

LEVEL	STAGE
Early	The pre-school year and P1 or later for some
First	To the end of P4, but earlier or later for some
Second	To the end of P7, but earlier or later for some
Third & fourth	S1 to S3 but earlier for some. 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 do Developmental Milestones Assessments.

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 advice, are given feedback about the quality of their work
- 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.

The teacher meets with your child throughout the year, to discuss progress and set targets. These targets may be recorded in individual Learning Logs, on the class wall or in our E-Portfolios which are in operation in P6 and P7. It is hoped in the near future that we can develop the use of E-Portfolios or blogs with younger classes so that parents can read and comment on the targets set for their child. Each child's progress will be regularly assessed in order to diagnose difficulties and to discover their capabilities.

At the end of each academic year you will receive a copy of your child's report. Parents' evening are held in November and March and 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 are used to share and report on pupil progress and achievement. If at any time you have any concerns regarding your child's progress or welfare, please contact the school to speak to the class teacher. If necessary, an appointment can be made to speak to a member of the Senior Management Team, i.e. The Head Teacher, Depute Head or a Principal Teacher.

Transitions

Moving to Primary School

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

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

This includes:

- Primary staff visiting associated nurseries
- Associated nursery staff visiting school
- Transfer of information through summative reports and Pupil Profiles
- Pupil Induction Afternoons
- Parent Information Meetings
- Meet the Teacher Afternoon for Parents in August

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 in our local parishes and in the school front entrance.

Moving to Secondary School

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



As part of cluster working, Primary 7 pupils visit St Ninian's High School for an extended programme of work in various departments. We have a Cluster Ceilidh in January to allow children from all the associated primaries to meet together informally.

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

Pastoral Care and Support for Learning teacher visit to share information. Children who require additional support in certain areas may have extended transition which begins with a transition review meeting involving 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 St Joseph's, 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 the pupil's Primary 7 year.

St Ninian's High School,
Eastwood Park,
Rouken Glen Road,
Giffnock,
East Renfrewshire G46 6UG Telephone: 0141 577 2000

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



Support for Pupils

Additional Support for Learning

Our teaching methods ensure that any difficulties are quickly identified and catered for. In the first instance, teachers express any concerns (either for a more or less able child) to the Support for Learning Coordinator who then informs the Head Teacher. The nature of the difficulty is discussed and if necessary, assessed.

Remedial action would initially be taken by the class teacher however if any extra input is deemed necessary, parents are informed. Children receiving additional support are recorded on our STINT records (Staged Intervention). These records are regularly reviewed and updated and parents are invited to comment on the targets recorded on the STINT and those children with a significant STINT will be discussed in more detail at JST or Case Review Meetings.

If you feel that your child may require some additional support please in the first instance speak to their class teacher, thereafter with Mrs Wynne our DHT, who is also our Support for Learning Coordinator, will be pleased to advise you on the next steps.

Our teachers and members of the management team work together in order to provide materials to assist with individuals or groups and advise on appropriate programmes of work. All schools in East

Renfrewshire hold Joint Support Team meetings (JSTs), which is a multi-agency group to ensure that Pupil Support is planned and delivered effectively through a multi-disciplinary approach.

In St Joseph's our team consists of our Educational Psychologist, our school nurse, our school social worker, Mrs Karen Wynne, Depute Head Teacher, our Additional Support Needs Coordinator and where possible, Mrs Claire Grant our Support for Learning teacher for 0.5 of the week. The team meets at least once each term to discuss progress of pupils who are already known to the team, or to introduce pupils who have been referred through the school's Staged Intervention support system.

Before a pupil is referred to the Educational Psychologist, the team gives consideration to the grounds for referral. Families are notified in advance that the discussion is going to take place, and the outcome is reported to them. If it is agreed that there is a role for the Educational Psychologist, a consultation meeting is arranged for parents.

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 child may be Dyslexia, 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/>

At present, the school's Dyslexia Advisers are **Mrs Grant and Mrs Fry**.

Core Communication Needs

If a pupil has core communication needs that are having a significant impact on their ability to access the curriculum and their social inclusion within school, advice will be sought from the school's Autism Adviser who currently is Miss Angela Harvey. It may be the case that the child will join one of our Social Skills Groups or be recommended for further assessments to be carried out so that a referral can be made to a specialist team. Parents, will of course, be informed of any such recommendations.

The school employs various strategies to help children with identified issues however if it is deemed necessary, 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 the Educational Psychologist. As stated previously, 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 go to:

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

ASL Act: Information and Advice for Parents

The Education authority has renewed duties under the 2009 ASL Act to provide support and advice for parents of children with additional support needs. The new website for parents, <http://www.ea.efrenfrew.sch.uk/parents/asn/> provides important advice for parents as well as up-to-date information on parent forums.

Enable: Scotland

ENABLE Scotland is a charity run by its members. They campaign for a better life for children and adults with learning disabilities. They support people who have learning disabilities and their families to live, work and take part in their communities.

More information can be found at <http://www.enable.org.uk>

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 telephone 0845 123 2303 or visit: <http://enquire.org.uk/publication/parents-guide>

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

Seasons for Growth

It may be the case that your child will experience loss or bereavement during their time in St Joseph's. We currently have a teacher trained in a programme called 'Seasons for Growth' which supports children to understand and manage the issues they may experience due to the loss of a parent or significant other through death, separation or divorce within their life. During the programme children will have the opportunity to:-

- Learn about the effects of significant change in their lives
- Examine how a significant change can be accompanied by a sense of loss
- Understand it is normal to experience a range of emotions because of loss.
- Develop new skills in coping with their feelings.
- Appreciate and nurture their strengths and gifts.
- Participate in an enjoyable, creative, safe learning experience with a caring adult and peers.

If you feel your child would benefit from joining this programme please either contact their class teacher, Mrs Wynne or Mrs Martin

School Improvement

What is our capacity for improvement?

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

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

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

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

- Maintaining high levels of attainment in literacy and numeracy.
- Developing the tracking and recording of the full range of children's achievements in and out of school and build robust partnerships with parents and other agencies which lead to better meeting the needs of pupils in their development of skills for life, learning and work
- Improving engagement of staff in professional enquiry and the School Improvement Partnership programme.
- Planning a play strategy to enhance the early years curriculum
- Undertake duties as prescribed in ERC guidance as part of the Children and Young People (Scotland) Act 2014 legislation
 - Work with Cluster colleagues in the areas of Technologies, Talking and Listening and Religious Education in Roman Catholic schools

School Policies and Practical Information

Many of our school policies, procedures and advice sheets can be found on our school website:

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

Our policies link entirely with the advice given locally from East Renfrewshire Council or with the Scottish Government and links to their sites are:

<https://www.eastrenfrewshire.gov.uk?index.aspx?articleid=1489>

<https://home.scotland.gov.uk/home>

Parent Zone (Scotland) is also a very good organisation to gain useful tips and knowledge:

<https://www.educationscotland.gov.uk/parentzone/index.asp>

School and Community

At St Joseph's Primary School we work extremely hard to ensure that your child reaches their potential in every way. This includes developing as an active citizen who understands both their rights and responsibilities and who wants to make a valuable contribution to the life of the community.

Citizenship

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

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

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

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



We believe it is important for children to master life skills which will be useful in later life. We run very successful Masterclasses, committees and clubs which endeavour to teach the children these crucial skills

As well as every child taking part in a committee and a Masterclass, we have also had the privilege of working with JP Morgan and have set up a Code Club where children work with a STEM (Science, Technology, Engineering and Maths) Ambassador and learn how to create animations, games, websites and much more. The children build up their programming skills as they move through the projects, and challenges provide opportunities to demonstrate an apply what has been learned.

Extra-Curricular Activities

We have access to an all-weather multi-use games area in addition to our playground and through our Active Schools Co-ordinator many children have the opportunity to take part in sport clubs. Mrs Fry runs a highly successful and enjoyable choir and band session for our budding musicians. The school

choir and band are often asked to play at local events such as 'I Love Clarkson', Age Concern in Eaglesham and at a local residential care home: Bonnyton House.

Primary 7 pupils have the opportunity to take part in a residential trip to Lockerbie Manor and pupils of other stages make educational visits to places of interest e.g. The Museum of Rural Life, New Lanark, Kelvingrove Art Galleries, etc.

Please click onto our school website for up to date information on trips, clubs, extra-curricular activities and achievements: <https://blogs.glowscotland/org.uk/er/StJosephs>

Supervision of Playground

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

Indoor Intervals

When the weather is poor (e.g. heavy rain) the children will be kept inside to play in their classrooms. Obviously their teachers will be having their break so supervision will depend on the availability of support staff and the Senior Management Team. We therefore require in the interests of safety, the highest standards of behaviour.

Meals

We operate a Cashless Catering system in St Joseph's. Your child has been allocated an identification number (pin) and you will also need to know your child's Scottish Candidate Number (SCN). These numbers are given in August, however the school office staff are always happy to help if these numbers are lost or forgotten.

How to make a payment for school meals, trips and events.

Our preferred method of making a payment is by using the Parent Pay on-line system.

When your child starts school you will be given an activation letter giving instruction on how to set up an account. You should then use this account to pay for school meals, trips and special events.

If you do not have access to a computer to make online payments you will be given a letter by the school office allowing you to pay by cash at designated pay point shops.

For the moment pupils can still bring cash to pay for lunch or tuck. To do this they need their 4 digit pin number and to use the Revaluation Machine which is sited in the Dining Hall however the machine can only accept 10p, 20p, 50p, £1 coins, £2 coins or notes

We provide a free meal to every P1-3 pupil. Copies of the menu are available through ERC's website: <http://www.eastrenfrewshire.gov.uk/article/2788/Primary-school-lunch-menu>

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

For further information go to www.eastrenfrewshire.gov.uk/schoolmeals

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

Free meals and Clothing Grants – online application form at:

www.eastrenfrewshire.gov.uk/index.aspx?articleis=1808

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

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 Joseph's
- Are not in keeping with St Joseph'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.
- ✓ Stay committed to it – sometimes the road may be rocky, but it is worth showing your commitment.
- ✓ 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 how smart he/she looks.

Parents of 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 is at the discretion of the Director of Education. Information and applications 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 when the authority can be shown to have been negligent.

Blazers are encouraged to be worn at all times however school waterproof jackets are also available from the agreed list which has been determined in conjunction with the Parent Council. I would ask that any blazers which could be recycled should be handed into school.

In St Joseph's, the school uniform is as follows:

- Blue shirt
- School tie
- Grey skirt of an acceptable, modest length
- Grey trousers
- Grey V-neck jumper or cardigan
- Blazers
- Appropriate footwear (not trainers)
- Grey socks or tights



For PE, children are asked to wear a pale blue tee-shirt, dark blue shorts and gym shoes.

Parents are asked to assist schools by ensuring that valuable items and unnecessarily expensive items of clothing are not brought to school. 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.

When the weather is unpredictable or there is a slight drizzle your child may be outside playing so please make sure he/she is equipped with outdoor clothes.

More information can be found at

www.ea.erenfrew.sch.uk/curriculumlinks/.../DressingforExcellence.pdf

Uniforms can be ordered through the Parent Council at our Parents Nights in November and March or at the P1 Induction days in May/June. Parents may also purchase uniforms online at Gilmour Uniforms:

http://www.schoolwearmadeeasy.com/index.php?route=product/category&path=35_143_36

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 £15,860 for 2011/12 as assessed of your 2012/13 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 2011/12 as Assessed on your 2012/13 HM Revenue & Customs tax Credit award letter from HM Revenue and Customs (TC602)	Yes	No
Support under part VI of the Immigration and Asylum Act 1999	Yes	Yes
Housing Benefit	Yes	No
Council tax benefit	Yes	No

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 3528/3279).

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.

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

Pick Up Points

Where free transport is provided, it may be necessary to walk to a certain distance from home to the pick-up point and from the drop-off point to the school if 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 3.25pm.

Transport for Placing Requests

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

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.

Emergencies

We make every effort to maintain a full educational service, but on some occasions circumstance 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, email or use Twitter.

Emergency Closure of Schools and Establishments – Severe Weather Conditions:

<http://www.eastrenfrewshire.gov.uk/index.aspx?articleid=3002>

Health and Medical Care

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

Eyesight -	P7 and at other times if there is a concern
Hearing -	If required
Height -	P1 and at other times if required
Weight -	P1 and at other times if required
Health Interview -	P7 and at other times if required

Immunisation

Immunisation is carried out in the case of children who have not previously had their immunisation booster. Parents/Guardians receive a consent form before the test is carried out. Hygiene – routine inspections are no longer carried out. Information leaflets are available.

Dental Inspection

Primary 1 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.

Emergency (Medical)

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

Reducing the Risk of Transmission of Infection

Children who have an infectious disease should not be at school or nursery. They should only return after the risk of spreading infection to others has passed. It should be noted that certain infections, if caught by a pregnant member of staff or parent, can pose a danger to her unborn baby.



You are therefore asked to notify the school office if your child has one of the following infections: German Measles (Rubella), Chickenpox, Slapped Cheeked Syndrome (Parvovirus), Measles, Shingles

Transferring Educational Data About Pupils

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

Why do we need your data?

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

Accurate and up-to-date data allows us to:

- Plan and deliver better policies for the benefit of all pupils,
- Plan and deliver better policies for the benefit of specific groups of pupils,
- Better understanding 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 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 this 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 which contains a section on 'frequently asked questions' at <https://www.scotxed.net/jahia/jahia/lang/en/pid/220>.

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.

Use of Photography in Schools:



<http://www.ea.erenfrew.sch.uk/curriculum/Links/Parents/Parental%20Leaflets/PhotographingChildrenandYoungPeople.pdf>

We Work Hard to Keep our Children Safe: (Child Protection)



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 people or where the child or young people has already been identified as being at risk through child protection procedures. In such circumstances 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 Joseph'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 promotes 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 **Suzanne Martin (HT)**. 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 **Suzanne Martin**.

If you are worried or know 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	Strathclyde Police Family Protection Unit:	0141 532 4900
Clarkston Social Work Office:	0141 577 4000	Standby Social Work Out of Hours	0800 811 505

For more information go <http://www.eastrenfrewshire.gov.uk/index.aspx?articleid=1923>

Important Addresses

Director of Education -

Mhairi Shaw

Director of Education

East Renfrewshire Council

211 Main Street

Barrhead G78 1XB Telephone 0141 577 3404

Community Education Officer - Community Facilities Section
East Renfrewshire Council Eastwood Park
Giffnock G46 6UG Telephone 0141 577 3099

Clothing Grants/Free Meals - Customer First

Telephone 0141 577 3001

Local Councillors - Alan Lafferty (Busby, Clarkston and Eaglesham)
Alastair Carmichael
Stewart Miller

Located at - East Renfrewshire Council Eastwood Park
Giffnock G46 6UG Telephone 0141 577 3000

For general enquiries:

East Renfrewshire Council web address:

<http://www.eastrenfrewshire.gov.uk/index.aspx?articleid=1489>

Mediation:

<http://www.ea.e-renfrew.sch.uk/parents/asn/mediation.htm>

Psychological Services:

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

School Holidays

<https://www.eastrenfrewshire.gov.uk/index.aspx?articleid=3797>

Scotxed: <https://www.scotxed.net/default.aspx>

Twitter – East Renfrewshire: <http://www.twitter.com/EastRenCouncil>

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.