

# Hillview Primary School

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School Handbook 2019/2020

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# Contents Page

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Welcome	Page 3
Contact Details	Page 4
School Ethos – Our vision, Values and Aims	Page 6
School Information	Page 7
Dressing for Excellence/ Uniform	Page 9
Parental Engagement/ Parent Council	Page 10
Practical Information	Page 11
Pupil Voice	Page 13
Curriculum for Excellence	Page 14
Assessment	Page 18
Reporting to Parents	Page 19
Transitions	Page 20
Support for Pupils	Page 21
Policies and Child Protection	Page 23
Equalities, Anti-Bullying & School Improvement	Page 24
GDPR	Page 26
Useful Addresses & Websites	Page 29

# Welcome from the Head Teacher

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Dear Parents/Carers,

Welcome to our school!

At Hillview we aim to provide a nurturing and stimulating environment for our pupils where they will feel safe, happy and motivated to learn. All of our staff strive to make this a warm and happy place for our children and families.

I hope that this handbook will provide you with relevant and practical information about the life of the school, including the procedures in place to support your child as they progress from P1 to P7.

We are keen to promote strong relationships with parents and know the importance of good home/school links to support all pupils to reach their potential. We strive to involve parents/carers in the life of the school and this can be achieved in a variety of ways: through attending school events throughout the year or becoming a member of the Parent Council. We are very keen to increase parental engagement and encourage parents to volunteer in any capacity – volunteer in school, accompany pupils on school trips or use an existing talent to benefit the learning experience of our pupils.

Please feel free to contact us if you would like to arrange a visit or if you have any queries or concerns.

If you would like further information about Hillview, please look at our website <https://blogs.glowscotland.org.uk/er/Hillview/>

Yours sincerely,

Melanie McGurren  
Acting Head Teacher

## Contact Details

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Hillview Primary School

Springhill Road

Barrhead

East Renfrewshire

G78 2SE

Telephone: 0141 570 7320

Fax: 0141 570 7321

email: [schoolmail@hillview.e-renfrew.sch.uk](mailto:schoolmail@hillview.e-renfrew.sch.uk)

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

Twitter: @hillviewERC

PRESENT ROLL: 210

TOTAL CAPACITY: 420

Parents should note that the working capacity of the school may vary dependent upon the numbers of pupils at each stage and the way in which classes are organised.

The school is co-educational and multi-denominational covering the stages of Primary 1 to Primary 7.

### **Management Team**

Acting Head Teacher                      Mrs Melanie McGurren

Acting Depute Head Teacher          Miss Paula Rhodes

### **Barrhead Cluster**

Hillview Primary School is part of the Barrhead Cluster. The other primary schools in the cluster are Carlibar Primary and Cross Arthurlie Primary. The cluster secondary school is Barrhead High School.

### **Church**

We have close links with St Andrew's Church. We celebrate Harvest, Easter and Summer with a Service at the Church, and a Christmas Carol Service is held in School.

## **Community Involvement**

The school plays a valuable role in the community. We take an active part in community activities. The community itself is an important resource and provides a number of learning opportunities that benefits the pupils. Children participate in a variety of activities in East Renfrewshire and beyond. These include:

- fund raising for various charities throughout the year
- Educational visits to museums, historical sites etc.
- visits from the Campus Cop who raises awareness of a variety of topics through our assembly programme
- visits from community members such as traffic wardens and dentists who present to the children
- visits from parents who present to classes throughout the school during our annual World of Work Week
- primary 7 debates at Council Chambers
- primary 7 residential visit to an outdoor centre
- working in partnership with the local Church
- library visits
- visit to the local shops
- gardening with the Neilston Development Trust
- swimming at Barrhead Leisure Centre



# ***Working together to achieve our goals***

## OUR VALUES

Respect, Determination, Wellbeing,  
Honesty and Equality

## OUR AIMS

Be Safe  
Be Respectful  
Be Determined

We embed our vision, values and aims in everyday life at Hillview, through the way we interact with each other and through our Promoting Positive Behaviour Policy.

Wellbeing, is embedded through our work with the wellbeing wheel, the wellbeing indicators underpin the Scottish Government policy, Getting It Right For Every Child (GIRFEC), which is at the core of the work that is done with children.

### **Achievements**

Gaining recognition for achievements can increase a child's confidence, raise their aspirations, improve their motivation for learning and keep them engaged in education. We are committed to recognising and celebrating achievement. This can include being a member of a club, volunteering to help with a charity or receiving a certificate or medal. Children are encouraged

to share their achievements which will feature at termly assemblies. We also recognise achievement through class blogs and twitter.

We have a stimulating wall display 'Hillview Ambassadors for Excellence' which is used to celebrate achievement within the school. Pupils receive certificates in the following areas: Dressing for Excellence, Excellent Effort, Excellent Achievement and Being an Excellent Friend. These awards are also given out at our termly achievement assemblies which parents and carers are invited to attend. Hillview records children's achievements as part of our tracking programme

## **School Information**

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### **School Hours**

MORNING:	9.00am to 12.35pm
INTERVAL:	10.40am to 10.55am
LUNCH BREAK:	12.35pm to 1.20pm
AFTERNOON:	1.20pm to 3.00pm

Primary 1 pupils attend school for the whole day and will be dismissed with the rest of the school at 3.00pm from the first day at school.

### **Supervision of playgrounds**

An adult presence is provided in playgrounds at break times in terms of the Schools (Safety and Supervision of Pupils) (Scotland) Regulations 1990. In Hillview, our Pupil Support Assistants and Leadership Team supervise our playground, both at interval and lunchtime.

### **Attendance**

In Hillview, we encourage a high level of attendance at school. East Renfrewshire Council have a target of 95% attendance for pupils and we support this through promoting our attendance in school and monitoring attendance regularly. We will contact parents by letter and telephone if we have any concerns.

### **Pupil absence/sickness**

We are aware that throughout the session, pupils may need to be off school through illness or for other family reasons. Parents/carers should contact the school office at the earliest convenience to let us know why their child will not be attending school. If, by 9.15am, we have not been notified of the absence, the school office staff will contact you by phone. This enables us to ensure the safety of your children.

Pupil attendance is reviewed on a regular basis and, if we have concerns regarding absence, action is taken as appropriate.

The following link will take you to the relevant information on attendance:  
<http://www.erc.education/stdcircs/docs/SC1-10/SC5.pdf>

## **Dealing with Concerns**

The School operates an 'Open Door' policy, giving our parents/carers the opportunity to contact us if required. This enables any queries/situations to be discussed and resolved quickly and in a positive way.

If parents/carers have concerns they wish to raise, they can contact the school office to arrange an appointment with the relevant member(s) of staff. Contact can be made by telephone, email or letter. Concerns, along with any actions required, will be logged. If the matter requires further investigation, the parent/carer will either be contacted by phone, by letter or invited to make a further appointment to discuss the outcome face to face.

If you wish to make a complaint to the Education Department, please follow the link below:

<http://intranet.erc.insider/CHttpHandler.ashx?id=1486&p=0>

## **Emergency Closure**

If the school needs to close during the school day due to unforeseen circumstances, we will contact you by phone, text or Twitter. It is essential that parents/carers give us up-to-date contact details so that this can be done efficiently.

## **Inclement Weather Procedures**

Should there be circumstances that would cause the school to be unable to open in the morning, such as due to adverse weather conditions, parents and carers are encouraged to listen to local radio for further details. The local authority website will carry any information of school closures, as will the local authority's and the school's Twitter feed. The URL for both of these sites is noted below:

[www.eastrenfrewshire.gov.uk](http://www.eastrenfrewshire.gov.uk)

[www.twitter.com/EastRenCouncil](https://www.twitter.com/EastRenCouncil) @EastRenCouncil

[www.twitter.com/Hillview](https://www.twitter.com/Hillview) @HillviewERC

If the school is able to open, but the weather conditions are icy or snowy, the janitor will clear a single pathway to allow entry to the school through the front entrance.

# Dressing for Excellence

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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
- 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. For more detail, follow the link below:

<http://intranet.erc.insider?CHttpHandler.ashx?id=4193&p=o>

## Hillview Primary School Uniform:

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- Grey school skirt/pinafore – girls
- Grey trousers – boys and girls
- Black shoes
- White Shirt and school tie (daily for P6-7/  
**Optional for P1-P5**)
- Emerald polo shirt
- Royal blue sweatshirt/cardigan
- Royal blue reversible jacket (optional)



P1-P5



P6-P7

### PE Kit

- White or emerald school polo shirt
- Black or grey jogging trousers or shorts
- Black plimsolls or trainers
- Jogging trousers/ sweatshirt or light jacket (optional for outdoor PE)

For Health and Safety reasons, jewellery should not be worn during PE activities.

**Children Are NOT permitted to wear football colours for any football team in school. This includes gym activities and after-school clubs.**

Sometimes we may request that all pupils wear a shirt and tie to school  
– E.g. for photographs or special events

## **Clothing Grant**

Parents of children receiving income support, job seeker's allowance, family credit, housing benefit, or council tax rebate, will normally be entitled to monetary grants for footwear and clothing. Approval of any requests for such grants made by parents in different circumstances is at the discretion of the Director of Education. Information and application forms may be obtained from schools and from Area and Education Offices.

## **Parental Engagement**

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Over the course of the session, parents/carers have the opportunity to be involved in the life and work of the school through curriculum evenings, parents' evenings, open mornings, assemblies and social events. We also are keen to have a list of parents who are available to support the school by volunteering to accompany class groups on educational outings. If you would like to volunteer please contact the school office.

### **Friends of Hillview**

The Parent Council have an important role within the school and all parents have the right to join the Parent Council. An annual general meeting is held early in the first term of each new session.

The role of the Parent Council is to:

- Support the school in its work with pupils
- Represent the views of all parents
- Encourage links between the school, parents, pupils, pre-school groups and the wider community
- Report back to all the parents in the school
- Play a role in the appointment of head teachers and depute head teachers
- Support the school and pupils during inspections



Further information on the role of parent councils can be found in the [guidance on the Parental Involvement Act](#)

Parent Council meetings take place regularly throughout the session in Barrhead High School at 7.00pm.

Parent Council Facebook page: Friends of Hillview

## Homework

To foster positive partnerships with parents/carers and involve them in their child's learning, homework in Literacy and Numeracy is weekly. Other topic related homework may also be given home to complete. If you have any questions relating to homework, please do not hesitate to contact the school to speak with the class teacher or a member of the management team.

For advice on how to get the most out of homework with your son or daughter, please follow the link below:

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

## Practical Information

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### School Meals

We offer a Family Service dining experience at lunchtime. The children are provided with a three-course lunch with hot and cold options. The menus are available online at:

<http://www.eastrenfrewshire.gov.uk/index.aspx?articleid=2788>



The children are seated at a set table, which also holds bread and vegetable options. Primaries 1, 2 and 3 go to the lunch hall for first sitting and are served at their table. All children in P1-3 are entitled to free school meals. Children may bring a packed lunch to school, which they also eat in the dining hall. P4-P7 pupils have lunch during the second sitting.

All schools in East Renfrewshire operate a cashless catering system whereby money should be paid online. Children who are entitled to free school meals have credit downloaded to their account on a daily basis to cover the cost of their lunch. A tuck shop is available at play time and lunch time. Again all payments are cashless so accounts must be in credit. All pupils are issued with a 4 digit pin number to use when buying tuck.

Please ensure your child has sufficient funds in their account to pay for lunch. Lunch costs £2.00 per day.

Primary 4 to 7 children of parents receiving certain benefits are entitled to a lunch without charge including milk. Information and application forms for free school lunches may be obtained from schools, and from the council offices, 211 Main Street, Barrhead.



## **Online Payments**

Parents/carers can make online payments via Parent Pay the new online payment system or at a PayPoint. To register a Parent Pay account you will require an activation letter which will be given to your child. To access the Parent Pay website please follow the link below. If you wish to pay at a PayPoint please contact the school office to request your child's unique barcode.

<http://www.parentpay.com>

This is a simple and easy way to pay for school lunches and school trips.

## **Breakfast Club**

We have a Breakfast Club from 8am in the school dining hall. This is run by Bishopton-out-of-School Care. The cost for this is £3.95 per day. If you have more than one child the cost for the second child will be £3.50.

Contact details for by Bishopton-out-of-School Care:

Gail Watt and Shona Carse

Telephone: 07451 320 031

Email: [bishoptonoutofschoolcare@outlook.com](mailto:bishoptonoutofschoolcare@outlook.com)

## **After School Care**

There is an after school care facility run by MACS, which takes place each school day until 6pm at Cross Arthurlie Primary School. Pupils who attend MACS are bussed down to Cross Arthurlie.

Contact details for MACS:

Telephone: 0141 887 0002

Email: [general@macs.uk.com](mailto:general@macs.uk.com)

Website: [www.macs.uk.com](http://www.macs.uk.com)

## **Free School Transport**

To find out more about free school transport, follow the link below:

<http://www.ea.e-renfrew.sch.uk/curriculum/Links/Parents/Parental%20Leaflets/Free%20School%20Transport.pdf>

To ensure safety on the school bus, each parent/carer, who wishes their son/daughter to access the bus, signs an authority document which states the following:

We have high expectations of good behaviour and operate a monitoring system whereby parents/carers are informed by text of any inappropriate behaviour. Children, who repeatedly misbehave on the bus, may be removed.

## Music

We have a visiting music specialist who teaches music to each class from P3-P6 and supports the staff to continue the work in class.

In addition to that, instrumental staff visit the school to teach pupils the guitar, woodwind and brass. Opportunities for pupils to be selected for instrumental tuition occur yearly. The instructors also take a woodwind group and guitar group.

## Term Dates and Holidays

The following link will take you to dates of terms and holidays:

<https://www.google.co.uk/#q=east+renfrewshire+school+holidays+2017>

## Pupil Voice

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We give our pupils many opportunities to participate in the life of the school. We like to hear what they are thinking and share their ideas on how to improve our school.

We hold elections every year for the Pupil Council and Eco Committees. This gives all pupils the opportunity to sample the electoral process.

### Pupil Council



Our Pupil Council has members from P1 to P7. Classes vote for the pupils they want to represent them on the pupil council. They meet regularly as part of the whole school groups to discuss relevant issues, and the council take a leading role in the discussion of school issues.

### Eco Committee

Our Eco Committee consists of pupils from each class from P1-P7. Classes vote for the pupils they want to represent them on the Eco Committee. Representatives meet as part of the whole school groups to listen, share ideas and discuss any issues raised by the school community. Each meeting has an agenda and the pupils are responsible for taking the minutes. The Eco Committee representatives are responsible for reporting back to classmates after each meeting.

All pupils belong to a whole school group which takes forward school initiatives. In addition to the Pupil Council and Eco Committee we also have the following groups: Fair Trade, Sports Committee; Outdoor Spaces; Digital Learning; Children's Rights/ Global Citizenship; and Gardening. In addition to this we have 2 senior pupils who are our Junior Road Safety Officers.



## **Active Schools**

Active Schools is a national programme to enable more children to be more active more often. Our Active Schools Co-ordinator works closely with us to provide the children with opportunities to become involved with many different types of activities. They also support our staff in taking many of the extra-curricular clubs and in delivering the PE programme. Examples of such clubs are: Dance, Badminton, Football, Tennis and Cycling. Efforts are made to ensure all stages of the school are offered opportunities to participate in a club over the course of the school session. Links are made between these clubs and the community to enable pupils who are interested in a specific sport to continue participating in that sport at another venue.

## **Curriculum**

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All Scottish schools now follow the Curriculum for Excellence (CfE) produced by the Scottish Executive. The Curriculum encompasses learning through:

- The ethos and life of the school
- Curriculum areas
- Interdisciplinary learning
- Opportunities for personal achievement

A Curriculum for Excellence encourages schools and parents/carers to work together to help all children become:

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

The Curriculum for Excellence covers all pupils from age 3-18 years, encompassing the learning that takes place in pre-5, primary and secondary schools. There are three main levels covered in the primary sector. The levels approximately correspond to the following stages:

Early Level – The pre-school years 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

The Scottish Government has published data on how pupils are performing in Curriculum for Excellence. The figures show the percentage of pupils achieving expected levels of competency in reading, writing, listening & talking and numeracy at P1, P4, P7 and S3.

All teachers have a responsibility to promote Health and Wellbeing and develop skills of numeracy and literacy in all curricular areas.

There are 8 areas of the curriculum and we aim to provide pupils with a learning experience which offers personalisation, choice, challenge, depth and progression throughout their seven years at primary school.



For more information on how we teach the curriculum, please contact the school directly or visit the Education Scotland website at [www.educationscotland.gov.uk/thecurriculum/](http://www.educationscotland.gov.uk/thecurriculum/)

### **Health and Wellbeing**

We provide experiences for learning, to support and nurture the health and wellbeing of our children, including a positive ethos and relationships, and participation in activities, which promote a healthy lifestyle. These experiences are organised as follows:

- Mental, emotional, social and physical wellbeing
- Planning for choices and changes
- Physical education, physical activity and sport
- Food and health
- Substance misuse
- Relationships, sexual health and parenthood



Every child participates in 2 hours of Physical Education per week, which usually takes the form of 2 periods of indoor PE and 1 period of outdoor PE.

Outdoor Learning is an important part of all curricular areas. Where possible, the children access the outdoors to enhance their learning and learn to appreciate and respect their environment.

As mentioned in the School Ethos section, we take a holistic approach to Health and Wellbeing and use our Wellbeing Wheel to underpin all areas of learning.

### **Languages**

Languages include Literacy and English, as well as Modern Languages.

Literacy and English is organised as follows:

- listening and talking
- reading
- writing

All our pupils engage in learning French as a Modern Language.

### **Mathematics**

The mathematics experiences and outcomes are structured within three main organisers, each of which contains a number of subdivisions:

- Number, money and measure

- Shape, position and movement
- Information handling

Literacy and English, Numeracy and Mathematics, and Health and Wellbeing are the three key areas of the curriculum and are embedded throughout all other areas of the curriculum.

### **Expressive Arts**



Through their involvement in the expressive arts, all our children express themselves in innovative, motivating ways, and experience enjoyment and enrichment in their lives as they are given opportunities to share their experiences with a variety of audiences.

The expressive arts consist of art and design, drama, dance and music.

### **Religious and Moral Education**

Through Christianity and the other world religions, our children are given opportunities to explore the Beliefs, Values and Issues, and Practices and Traditions. Our new school values of Respect, Determination, Honesty, Equality and Wellbeing are constantly being embedded through all aspects of the life of the school as a community. They are further developed through exploration and discussion in religious and moral education. Our aim is that each child will develop respect for others and understand the beliefs and practices which are different from their own.

Parents from ethnic minority and 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 can be considered and the pupil will be noted as an authorised absentee in the register.

In terms of pupil participation in RME 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 the pupils together and creating a sense of community. However, it also makes clear that the 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.

### **Sciences**

While every child needs to develop a secure understanding of important scientific concepts, through their experience of the sciences in school, we try to develop a lifelong interest in science and its applications.

The key concepts of Sciences have been identified as follows:

- Planet Earth
- Forces, electricity and waves
- Biological systems
- Materials
- Topical science



## **Social Studies**

The social studies experiences and outcomes have been structured under the three main organisers:

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

However, we take a holistic approach to teaching social studies and plan interdisciplinary work to allow opportunities for links to be made across the curriculum to enhance learning.

## **Technologies**

At Hillview, our pupils learn how to use ICT safely, effectively and creatively, to develop the skills for learning, life and work the children will need in the modern world. The pupils explore how things are created through arts and crafts and design. Our pupils also explore food technology through food handling.

East Renfrewshire operates a safe use of ICT Policy, details of which can be found at the following link:

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

## **Extra-Curricular Activities**

School staff, the Active Schools Team and Sports Development Coaches organise and deliver a variety of sports clubs at lunchtimes and after school. These include: Badminton, Judo, Basketball, Football, Netball, Multi-Sports, Athletics, Dance, and Cross Country.

Pupils often have the opportunity to take part in the following clubs and committees: Eco Committee, Pupil Council, Rights Respecting School, Young Leaders, Choir and Coding. The programme for extra-curricular clubs and activities is reviewed and refreshed on a termly basis to optimise pupil involvement.

# Assessment

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Assessment is carried out to see what children know, understand and are able to do. Assessment is very important for tracking progress, reporting to and involving parents/carers, and children in their learning.



In order for each pupil to achieve the standards and expectations set out in the **Experiences & Outcomes** (Es & Os) of Curriculum for Excellence, we provide learning opportunities for the pupils to visit and re-visit the Es & Os in a variety of contexts.

This ensures a layering effect in the learning, allows learning to become joined up and meaningful, supports greater **breadth** and **depth** of learning, and places a greater focus on **skills** development.

Since the implementation of Curriculum for Excellence, we have more ways of assessing progress to support learning, and more flexibility in meeting learners' needs. Teachers carry out ongoing assessment - **Formative Assessment** - to see what children know, understand and are able to do.

Staff assess in a number of ways – observing pupils carry out tasks like practical investigations; performances, presentations and discussions; learners' assessment of their own work and of each other's (self and peer assessment); written responses like tests; and evaluation of a final product e.g. a piece of artwork, report or a project- **Summative Assessment**.

Based on these assessments, teachers keep evidence of what the children can '**say, write, make and do**', which is then used to inform judgements about learners' progress.

## **Baseline Testing**

All Primary 1 children are tested in Literacy and Numeracy early on in the session. This information is used across the Authority to measure the progress of all P1 children.

## **Standardised Testing**

In addition to P1 Baseline testing, each year children from P3, P5 and P7 sit a standardised test in reading and mathematics. These tests are carried out amongst children from across the different schools in the local authority and the results reveal important information about the progress of particular children, groups, classes and year groups. The standardised scores will be reported to you in your child's annual school report

## **Scottish National Standardised Assessments**

School children in P1, P4, P7 and S3 will also complete online national standardised assessments in literacy and numeracy. The assessments help to identify children's progress and provide diagnostic information to support teachers' professional judgement. Children and young people do not have to revise or prepare for these assessments. The assessments are as inclusive as possible to accommodate the needs of children and young people who require additional support.

These assessments have been specifically designed to reflect the way we deliver education in Scotland and are aligned with Curriculum for Excellence. Ongoing and periodic assessments are, and will continue to be, the main basis of teachers' professional judgement.

# Reporting to Parents

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As outlined in Curriculum for Excellence, reporting to parents is being recognised in many different formats. These include:

- Jotter work home with comments
- Curriculum Evenings
- Assemblies
- Glow and school website
- Community Events
- Drop-in sessions for parents
- Open mornings
- Communication through newsletters and twitter
- A formal written report at the end of the session



## **E-Portfolios, Profiles and Class Blogs**

An integral part of Curriculum for Excellence is recognising achievement, both within and outwith school. One of the ways that this will be developed within Hillview Primary School is through the use of e-portfolios, profiles and class blogs.

E-portfolios are individual learning blogs for P5, P6 and P7 pupils. These are located within GLOW, a secure, password-protected area of the internet, which can be accessed at home as well as in school. Learners and staff can add content including text, images and video to showcase learning.



Pupils' achievements can be viewed in an individual summary called a profile, detailing achievements in all curricular areas. In Primary 7, as part of their transition to high school, the children will complete their profiles as part of the transition information from P7 to S1. Work on e-portfolios will continue into high school, with a profile next being prepared in S3.

All classes also have a class blog which can be accessed through the school website. These are updated regularly and are a collaborative account of the work going on in the classrooms.

# Transitions

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Hillview Primary school has strong links with the pre-5 establishments in Barrhead. The school works in partnership with the feeder nurseries to provide a structured programme of visits to the school for new entrants and their parents/carers. School staff have regular meetings with the associated nurseries to ensure a smooth transition for all Primary 1 pupils.

## Pre-5 to Primary

The P1 Registration Week takes place, early in January. Details will be circulated by early learning and childcare centres, published in the local press and on the ERC website. You can also contact the school office if you need clarification of our catchment area, the paper work you need to bring and dates/ times for registration. We will also offer advice if you would like to make a placing request to our school or another school. Parents will be informed about their child's P1 place at the end of March. Parents who have made placing requests or late registrations will be notified at the end of April about their child's P1 place.

Before a child enrolls in Hillview 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 Hillview 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 Hillview 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 Hillview 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.

## Primary to Secondary

Pupils normally transfer to secondary school to continue their education at the end of their Primary 7 year. Normally this would be between the ages of 11 years 6 months and 12 years 6 months. Arrangements are as follows:

- those pupils living within the catchment area of Barrhead High will transfer to Barrhead High
- pupils living outwith the catchment area of Barrhead High will be expected to attend their local secondary school
- **a placing request must be made if you want your son or daughter to attend any school other than your local catchment secondary school.**

### Pupils from Hillview would normally transfer to:

Barrhead High School, Aurs Road Barrhead, East Renfrewshire G78 2SJ

Tel: 0141-577-2100

Email: [schoolmail@barrhead.e-renfrew.sch.uk](mailto:schoolmail@barrhead.e-renfrew.sch.uk)

Headteacher: Mr A Sinclair

A P7 information evening for parents and P7 pupils is held at Barrhead High School in early November. The Head Teacher gives a presentation followed by a tour of the school.

Throughout the school year there are three taster days – one in early November and two in June.

Hillview Primary also has a programme of extended transition for pupils with additional support needs.

Hillview staff liaise with staff from Barrhead High School to ensure that the transition from the primary to the secondary sector is as smooth and seamless as possible.

## Support for Pupils

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East Renfrewshire puts Inclusion at the top of its priorities. Please follow the link below to find out more: <http://www.ea.e-renfrew.sch.uk/curriculum/Links/Teachers/inclusion.htm>

In Hillview Primary we echo the authority's stance on inclusion and ensure that teaching and learning is differentiated according to a child's stage and development. A variety of teaching and learning approaches enable children to reach their full potential. However, pupils may, at some point in their school life, experience a learning difficulty or barrier to learning of some sort. The definition of Additional Support Needs (ASN) is wide and may encompass factors such as support required due to family circumstances, disability, health needs or social, emotional or behavioural difficulties.

Class teachers are responsible for teaching all the children in their class and in the first instance the class teacher will identify children who may need support. Pupil Support Assistants, Additional Support Needs teachers or members of the management team, may provide support. This support may take the form of advice to the class teacher, provision of appropriate materials, practical help within the classroom and direct tuition. Mrs McGurran is the school's Additional Support Needs Co-ordinator.



The school has a Joint Support Team, which consists of representatives from a range of agencies including Health, Social Work and East Renfrewshire's Psychological Services. This team meets every month to discuss a holistic approach to provide the best support available for individual pupils. Parental permission is agreed before referrals are made to any support agency.

We have a Flexible Curriculum Centre in Hillview Primary to support identified pupils. It offers them a secure base with focused, small group support for part of the week where they can develop skills necessary for good learning. Pupils spend the rest of the week in their own class and our ultimate aim is that they will be able to return to class full time. The focused support will usually last for a maximum of 4 terms and seeks to improve children's ability to engage in learning.

### **Specific Learning Difficulty (Dyslexia)**

Dyslexia is a specific learning difficulty in its own right. If you think your child may be dyslexic, your first step should be to approach the school. Miss Rhodes will give you advice on the school's procedure for assessment and intervention.

Parents and carers are encouraged to contact the school if they feel their child's needs are not being met, or could be addressed more appropriately. Parental co-operation is very important, especially in the area of encouragement and appreciation of the child's efforts.

The links (<http://www.ea.e-renfrew.sch.uk/parents/asn/> and <http://www.ea.e-renfrew.sch.uk/parents/asn/mediation.htm>) provide parents with important advice as well as up-to-date information on parent forums. The *Parents' Guide to Additional Support for Learning* is available to download at: <http://enquire.org.uk/publications/parents-guide>. To order hard copies of the Parents' Guide or any other publications please contact [info@enquire.org.uk](mailto:info@enquire.org.uk).

# Policies

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At Hillview Primary School we work hard to keep our children safe and happy. Many national, local education authority and school policies are in place to ensure this.

A list of our school policies can be found on the school website.

<https://blogs.glowscotland.org.uk/er/hillview/about-us/school-policies/>

## Child Protection



At Hillview Primary 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 in Education have a statutory and professional responsibility to take action if we have reason to believe a child is suffering, or is at risk of abuse.

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

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

All schools in East Renfrewshire have comprehensive Pupil Support systems in place and we work closely with our partners in Social Work, Health and the Police. The 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 Melanie McGurren. 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 name of CP Coordinator.

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

Barrhead Social Work Office: 0141 577 8300

Clarkston Social Work Office: 0141 577 4000

Strathclyde Police Family Protection Unit: 0141 532 4900

Standby Social Work Out of Hours 0800 811 505

For more information, please follow this link:

<http://www.erc.education/stdcircs/docs/SC51-60/SC57Revised.pdf>

### **Use of Photography in Schools**

Photographs of the children at work are taken to promote and enhance learning. All parents/carers complete a consent form at the beginning of each session to gain their approval. For further information, please follow the link below:



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

## **Equalities**

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East Renfrewshire Council Education Department is committed to ensuring equality and fairness for all. In accordance with the requirements set out by the Equalities and Human Rights Commission, we seek to:

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

Hillview has clear guidelines and procedures for dealing with incidents of inequality, as advised by the Education Department. We encourage that any concerns be raised with us. Our Equalities Co-ordinator is Paula Rhodes, who can be contacted by email or by telephoning the school.

## **Anti-Bullying**

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Here at Hillview, we are committed to providing a safe, supportive environment for all. Following the guidelines set out in East Renfrewshire's policy, we are able to monitor and log any incidents as they occur. We take a pro-active approach to anti-bullying and our staff are supported by the leadership and management team to deal with any issues in the appropriate way. For more information on East Renfrewshire's policy guidelines, and complaints procedure, please follow the link below:

<http://www.eastrenfrewshire.gov.uk/index.aspx?articleid+1573>

# School Improvement

## School Improvement Plan

In consultation with all stakeholders, the school produces an annual School Improvement Plan. The document is designed to be a working document that outlines the improvement agenda of the school each session. For a copy of this year's School Improvement Plan please visit the school website at: [www.hillview.e-renfrew.sch.uk](http://www.hillview.e-renfrew.sch.uk)

## Standards and Quality Report

In addition to our School Improvement Plan, at the end of the year each school produces a Standards and Quality report which outlines the achievements of the school and its pupils over the preceding twelve months. Our Standards and Quality report can be accessed via the link below:

<https://blogs.glowscotland.org.uk/er/hillview/about-us/standards-and-quality-report/>



# GDPR

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General Data Protection Regulation

Privacy notice –Education

## **Who will process your information?**

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

## **Why do we process your information?**

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

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

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

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

## **Do you have to provide your information?**

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

## **How do we collect information about you?**

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

Such information includes:-

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

### **How long will we keep your information?**

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

## **Who is your information shared with?**

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

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

## **Do we transfer your information outside the UK?**

In general we do not transfer personal information outside the UK but on the rare occasions we do we will inform you. We will only transfer information outside the UK when we are satisfied that the party that will handle the data and the country it is being processed in have adequate safeguards for personal privacy comparable to those which are in place in the UK. Profiling and automated decision-making. The Education Department does not use profiling or automated decision-making for administration.

## **Your rights**

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

### **Access personal data held about you**

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

#### **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](mailto: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](http://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](mailto: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 Addresses

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Director of Education  
Mrs Mhairi Shaw  
Council Headquarters  
211 Main Street  
BARRHEAD  
G78 1SY Telephone: 0141 577 3000

Customer First:  
Community Services Department  
East Renfrewshire Council Headquarters  
Eastwood Park  
Rouken Glen Road  
Giffnock  
East Renfrewshire  
G46 6UG Telephone: 0141 577 3001

Councillors can be contacted at  
East Renfrewshire Council HQ  
Eastwood Park  
Rouken Glen Road  
Giffnock  
East Renfrewshire  
G46 6UG Telephone: 0141 577 3001

## Useful Websites

### **Additional Support for Learning – Advice for parents**

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

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

### **Curriculum for Excellence**

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

**Complaints** <http://www.eastrenfrewshire.gov.uk/index.aspx?articleid=1573>

**Child Protection** <http://www.eastrenfrewshire.gov.uk/index.aspx?articleid=1923>

**Dressing for Excellence** <http://www.ea.e-renfrew.sch.uk/curriculum/Links/Parents/Parental%20Leaflets/DressingForExcellence.pdf>

**Dyslexia** <http://www.addressingdyslexia.org/>

**ENABLE – ASN Support** <http://www.enable.org.uk>

**ENQUIRE - ASN Support** <http://enquire.org.uk/>

### **ERC Website – general enquiries**

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

### **Free school meals and clothing grants**

<http://www.eastrenfrewshire.gov.uk/index.aspx?articleid=1808>

### **Homework**

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

### **Internet Safety**

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

### **Inclusion**

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

### **Local Improvement Plan**

<http://www.eastrenfrewshire.gov.uk/CHttpHandler.ashx?id=1640&p=0>

### **Mediation**

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

### **Parentzone**

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

### **Photographing pupils**

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

### **Psychological Services**

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

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

### **Severe weather**

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

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



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