



Merrylee Primary

School Handbook 26-27



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Dear Parents and Carers

Welcome to Merrylee Primary

We are delighted to welcome you and your child to our school community. This handbook covers the essentials, but please visit our website or contact us directly if you need further assistance.

Merrylee is a caring environment where hard work and fun go together. We nurture the whole child, fostering the confidence and responsibility needed to become successful learners and active citizens.

We set high standards for both academic and creative achievement, aiming to inspire a lifelong love of learning.

Your child's success depends on a close collaboration between home and school. We value your contribution to our community and look forward to seeing you at our various events throughout the year.

We are proud of our modern, 21st-century campus. Our bright, airy classrooms are complemented by exceptional facilities, including:

A spacious library, playroom, and gym.

The "Urban Jungle" natural play site and wind turbine.

A community football pitch.

Merrylee is now your school. We look forward to a long and successful partnership with your family.

With very best wishes

Mrs Maureen Russell

Head Teacher

School Information

Contact Details

50 Friarton Road

Glasgow

G43 2PR

Phone: 0141 637 6798

Email: headteacher@merrylee-pri.glasgow.sch.uk

School Website

<https://blogs.glowscotland.org.uk/gc/merryleeprimary/>

Parent Council website

www.merryleeprimarypc.org

Glasgow City Council Education Website

<https://www.glasgow.gov.uk/education>

Background Information

Co-educational school

Non-denominational

Stages taught: P1-P7

Current roll: 347

School Staff

A full list is available on the school website and parents will be updated on any changes as required.

Headteacher: Mrs Maureen Russell

Depute P1-P3: Ms Aislinn Burke

Depute P4-P7: Mrs Lynsey McLaughlin

Principal Teacher: Ms Alana Murray

Principal Teacher: Mrs Fiona Whyte

Principal Teacher: Mrs Megan Yacomine

Class Teachers

P1a: Mrs Eve Harrison

P1b: Miss Melissa Stephen

P2/1: Mrs Jen Sluman

P2: Miss Rebekah Lee

P3/2: Mrs Victoria Russell

P3: Miss Lisa Mackinnon

P4a: Mrs Jill Hunter/Mrs Janet Galloway

P4b: Miss Maddy Scaife

P5a: Mrs Elizabeth Kearney

P5b: Mrs Rhona Taylor
P6a: Mrs Gabi Coffey/Miss Tina Queen
P6b: Mrs Lynn McMurray
P7a: Miss Alana Murray/Mrs Megan Yacomine
P7b: Mrs Pauline Williams/Mrs Claire Thomson

Non-Class Contact Teachers (NCC)

Mrs Laura Scott
Mrs Suzanne Timoney

Clerical Support Team

Mrs Jenna Calder
Mrs Palmela Mcgrory
Miss Lauren Waugh

Support for Learning Workers

Mrs Shaheen Ahmed
Mrs Ainie Alam
Mrs Rahit Arshad
Mrs Helen Downie
Ms Ciara Marsh
Mrs Margaret O'Neill
Ms Elaine Nicolson
Ms Denise Noble
Mrs Frances Thomas

Facility Officer

Mr Kevin McShane

School Vision and Values

Vision

Learning together at Merrylee Primary to motivate and inspire our children to be the best they can be and to live happily and confidently in an ever-changing world.

Values

Making friends

Eco friendly

Responsible

Respect

Yes we can!

Learning outdoors

Enjoy healthy lifestyle

Exciting opportunities

Aims for 2026/7

To review Vision and Values

To continue to improve attainment in Literacy and Numeracy while celebrating all progress

To develop further inclusive and nurturing whole school approaches

Extract from HMIe Report February 2026

Staff create very positive relationships with children across the school.

Children are well-mannered and engaged in their learning. Staff and children work together effectively, creating a nurturing environment underpinned by school values which almost all children understand well.

Children and staff model the school values to promote a strong rights-based ethos. This helps children understand and promote their own and others' rights.

Together, staff and children have developed class charters which deepen children's knowledge of their rights. The school has achieved accreditation for its work in this area.

Displays around classroom areas celebrate children's work effectively and support learning. Children are proud of their work on display.

Staff have established clear expectations and consistently adopt an encouraging approach to support children. Almost all children behave very responsibly. When necessary, teachers reinforce expectations well, helping to maintain a calm and focused learning environment. Children respond well to these approaches and show kindness and understanding towards peers who find it harder to regulate their behaviour.

Regular opportunities for outdoor learning help most children develop resilience, cooperation, and emotional regulation.

Staff have worked together to develop a supportive relationships and behaviour policy. This is working well and is contributing to a positive ethos across the school.

The A to Z of Merrylee

Allergies

At Merrylee Primary School, we are committed to providing a safe and inclusive environment for all pupils, including those with allergies.

In line with Glasgow City Council and national guidance, we recognise that allergies can be serious and take a whole-school approach to awareness and management. We work closely with parents, carers and health professionals to identify pupils with allergies and put appropriate support in place, including meeting with our catering manager and Individual Healthcare Plans where required. Written confirmation from a healthcare professional is required to ensure appropriate arrangements are in place.

Parents and carers should refer to Glasgow City Council guidance on “Medically Prescribed Diets” on the school website for further information regarding catered meals.

While we cannot guarantee an allergen-free environment, we take all reasonable steps to reduce risk and ensure a prompt and effective response in an emergency.

Appointments During School Hours

If your child has an unavoidable appointment, please email the details of the appointment to headteacher@merrylee-pri.glasgow.sch.uk or give them a letter for their class teacher. Parents and carers can collect them from the school office at the specified time.

Assessment and Reporting

All children are assessed both formally and informally throughout the year. This, alongside practitioner’s professional judgement, allows children and their teachers to identify their strengths and areas for improvement. A variety of assessment methods are used to enable staff to pass on information to parents about the progress of their child. An annual report is sent to parents towards the end of each school year.

If you have any concerns about your child’s progress do not hesitate to contact the school.

Breakfast Club

Our Breakfast Club runs every school day from 8:00am. The cost is £2 per day for the first child, with additional siblings attending for £1 each. The club operates on a drop-in basis, so there is no need to book in advance. Entry is via the lunch hall exit, located beside our trim trail.

Child Protection

All educational establishments and services must take positive steps to help children protect themselves by ensuring that programmes of health and personal safety are central to the curriculum and should have in place a curriculum that ensures that children have a clear understanding of the difference between appropriate and inappropriate behaviour on the part of another person, no matter who. As with other areas of the curriculum, you will be kept informed of the health and well-being programme for your child’s establishment.

Educational establishments and services must create and maintain a positive ethos and climate which actively promotes child welfare and a safe environment by:
ensuring that children are respected and listened to;

ensuring that programmes of health and wellbeing are central to the curriculum;
ensuring that staff are aware of child protection issues and procedures;
establishing and maintaining close working relationships and arrangements with all other agencies
to make sure that professionals collaborate effectively in protecting children.
Mrs Maureen Russell, Head Teacher is the Child Protection Coordinator and depute Child Protection
Coordinator is Mrs Lynsey McLaughlin.

Children's Photographs

We share children's photos/videos on our website, school handbook, social media (School YouTube channel, BlueSky), newsletters, and closed private platforms (Seesaw, Showbie) to enhance communication. These images showcase our children's learning and achievements.

We prioritise child protection and respect children's views on photo use (UNCRC Articles 3, 12, 16). Professional photographers will come in once a year for individual/sibling photos, available for purchase.

P1 will also be photographed by Glasgow Times as part of their P1 starting school picture special and these photos will be in the newspaper and available online.

Permission for photos will be gathered at the start of the school year. Your ongoing cooperation is appreciated.

Clothing and Footwear Grants

Parents/Carers receiving Income Support, Job Seekers Allowance (Income Based), Working Tax Credit (check link below for thresholds), Housing Benefit, Council Tax Benefit or Universal Credit (check link below for thresholds) will normally be entitled to monetary grants for footwear and clothing for their children. Information and application forms may be obtained from schools and at <https://www.glasgow.gov.uk/index.aspx?articleid=17885>

Comments and Complaints

In Merrylee Primary School we aim to have positive relationships across our school community. However, if you have a comment or complaint about any aspect of school life, please contact the Headteacher in the first instance.

Glasgow City Council complaints procedures are available:
<https://www.glasgow.gov.uk/index.aspx?articleid=16133>

Customer Care Team
Customer & Business Services
Glasgow City Council
City Chambers
Glasgow G2 1DU

Tel: 0141 287 0900

e-mail: customercare@glasgow.gov.uk or education.customercare@glasgow.gov.uk

The above website also includes information on data protection and freedom of information.

Communication from Parents

For all matters relating to your child's wellbeing; for example, medical appointments, meals etc. please do not hesitate to contact our school office.

Should you need to contact your child's teacher, please telephone the school on **0141 637 6798** or email via the headteacher mailbox: headteacher@merrylee-pri.glasgow.sch.uk.

Communication with Parents

At Merrylee Primary School we use a variety of ways to keep in touch.

Open Door Policy – the Senior Leadership Team are available for all parents and carers at any time providing they are not teaching or in another meeting. Please either pop- in to the school office or phone for an appointment.

Newsletters – will be sent out monthly to keep parents informed about the work of the school.

Curriculum News – will let parents know what learning is to be undertaken in the next term.

Letters – from time-to-time further information which requires a response may be sent out in letter form and is delivered by schoolbag post.

Text Messaging – text messages are sent via Groupcall for emergency situations or children's non-attendance at school.

Parents' Association can be contacted at: merryleepa@hotmail.com

Parent Council – Merrylee Parent Council can be contacted by email at: merryleepc@gmail.com

ParentsPortal – used to update your child's details (contact numbers, addresses, emergency contacts) and access to Parents' Evening appointments.

ParentPay – payment for school meals as well as sign ups and payments for trips, clubs and activities.

Seesaw (P1-P4) and Showbie (P5-P7) – used to share classwork and feedback, as well as supporting learning at home and providing a digital space for children to submit work.

Connect

Connect is a national organisation that provides advice and resources for parents and carers.

www.connect.scot

Curriculum - Curriculum for Excellence 3-18

Curriculum for Excellence has been introduced to raise standards of learning and teaching for all 3- to 18-year-olds. It aims to help prepare children and young people with the knowledge and skills they need in a fast-changing world. As part of Curriculum for Excellence all children from pre-school to the

end of S3 will receive a rounded education known as a Broad General Education (BGE). Curriculum for Excellence is all about bringing real life into the classroom and taking lessons beyond it. Through the experiences we provide at Merrylee Primary School we want our children to become *Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors*. We are committed to providing children with a broad general education and focus on eight curriculum areas.

Expressive Arts	Health & Wellbeing	Languages	Mathematics
Religious & Moral	Sciences	Social Studies	Technologies

Progress in learning is indicated through curriculum levels as detailed below.

Level	Stage
Early	The pre-school years and P1 or later
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-S3, but earlier for some

Expressive arts: The inspiration and power of the arts play a vital role in enabling our children and young people to enhance their creative talent and develop their artistic skills.

Health and wellbeing: Learning in health and wellbeing ensures that children and young people develop the knowledge, understanding and skills which they need now and, in the future, to help them with their physical, emotional and social wellbeing.

Science: Science and its practical application in healthcare and industry is central to our economic future, for our health and wellbeing as individuals and as a society.

Social Studies: Through social studies, children and young people develop their understanding of the world by learning about other people and places both past and present, societies, their beliefs and values.

Religious and moral education: Religious and moral education includes learning about Christianity, Islam and other world religions, and supports the development of beliefs and values.

Languages: Knowing other languages and understanding other cultures is a 21st century skill set for students as they prepare to live and work in a global society.

Mathematics: Mathematics equips us with the skills we need to interpret and analyse information, simplify and solve problems, assess risk and make informed decisions.

Technologies: The range of subjects in technical education has changed significantly over the last two decades and now includes craft, design, engineering and graphics.

There will be opportunities throughout the year for parents and carers to learn more about aspects of the curriculum and to be consulted about significant changes if appropriate.

Data Protection

We collect information about children attending school (and about parents/carers, emergency contacts etc. provided in the annual data check) to allow us to carry out the Council's functions as the education authority for the City of Glasgow. This may sometimes involve releasing personal information to other agencies and other parts of the Council, particularly in relation to child protection issues or criminal investigations, and it may also be used for research purposes (see the link below for more details regarding this).

Information held by the school is, in legal terms, processed by Glasgow City Council. The Council is registered as a data controller under the Data Protection Act 2018, and all personal data is treated as confidential and used only in accordance with the Data Protection Act, the General Data Protection Regulations, and the Information Use and Privacy Policy approved by the City Council. For more information on how we use personal information, or to see a copy of the Information Use and Privacy Policy, see <https://www.glasgow.gov.uk/index.aspx?articleid=18010> .

Education specific privacy statements can be accessed at <https://www.glasgow.gov.uk/index.aspx?articleid=22069> .

Emergencies

We make every effort to maintain a full educational service, but on some occasions, circumstances arise which lead to disruption. Schools may be affected by, for example, severe weather, temporary interruption of transport, power failures or difficulties of fuel supply.

In such cases, we shall do all we can to let you know about the details of our closure or re-opening by using letters, texts and the local media etc.

Emergency Contact Information

At the start of each school session, parents will be issued with the annual data check form. Please ensure that this is completed and returned to the school. It is also important that you let us know if there are changes to your telephone number(s) or to those of your emergency contacts throughout the year.

Enrolment

Registration of Primary 1 children takes place in November and is advertised widely in local press etc. Registration is done through Glasgow City Council's Website.

Prospective parents are welcome to visit the school and should contact the school office to make an appointment (0141 637 6798).

Families living out with the catchment area are welcome to make a placing request to attend Merrylee Primary School but must enrol their child online as a first step. Further information is available using the following

<https://www.glasgow.gov.uk/index.aspx?articleid=18426>

Enquire Scotland

Enquire is a national advice service for families with additional support needs. www.enquire.org.uk

Extra-Curricular Activities

We have a wide range of activities that run between Monday – Thursday to extend the learning experience. These currently include choir, arts and crafts, dance, netball and football. Parents will be emailed about clubs, and enrolment is available on Parent Pay.

Good links with community organisations and our Active Schools Co-ordinator are vital for the success of these programmes.

Glasgow City Council

Education Services
City Chambers East
40 John Street
Glasgow G1 1JL

Tel: 0141 287 2000

www.glasgow.gov.uk

Home Learning

Continuing to learn at home can help children consolidate skills and knowledge taught at schools and forms vital communication between school and home for learning. Please check your child's schoolbag and online platforms of Seesaw and Showbie for communication about home learning and specific tasks.

Medical and Healthcare

Various times during the year, children in Primary 1 and Primary 7 have routine health checks, including dental checks. All children are offered flu vaccinations and parents are kept informed by letter to consent to these checks.

Children in Primary 1 and Primary 2 brush their teeth after lunch each day.

If a child becomes ill during the school day, they may require to be sent home. Please ensure that you keep the school informed of all up to date contact details.

Parents should inform the school of any medical requirements relating to their child. If a child requires medication during the school day, parents must complete the appropriate medical form. This is available on request from the school office.

Mobile Phones and Smart Watches

Parents and children are reminded that mobile phones are not allowed on the school grounds. If a child brings a phone to school, they will be asked to switch it off and leave it for safe keeping in the school office.

Smart Watches are discouraged. Research shows that wearable devices can reduce sustained attention, interrupt peer interaction and create cognitive distraction. If your child wears a smart watch it must be set in school mode.

The school cannot be responsible for loss or damage of any mobile phones or smart watches.

Nurturing City

The Glasgow City Council vision 'towards the nurturing city', puts building positive, trusting relationships at the core of our work. We ensure children, young people and families feel they belong, they are listened to and they are valued by embedding the principles of nurture across our early years, primary and secondary establishments. Staff are trained in attachment and nurture which deepens understanding of child development and enhances effective practice by responding to the needs of all children and young people in a consistent and caring way. Nurture is a universal approach which builds resilience, helping to reduce the impact of adversity. Effective communication and collaboration with parents and carers build an ethos of partnership working putting the child at the centre, fostering high quality learning contexts.

Each of our nurturing establishments contribute to the development of Glasgow as a nurturing city, creating safe environments which allow our children and young people to flourish by raising attainment and promoting positive mental health and wellbeing.

Organisation of Classes

The following guidelines set by Scottish Government apply.

P1	maximum 25 pupils
P2&3	maximum 30 pupils
P4-7	maximum 33 pupils
Composite classes	maximum 25 pupils (Composite classes have pupils from more than one stage)

Outdoor Learning

Taking learning outdoors is core to our school philosophy. Utilising our outdoor space allows pupils to connect with nature, sharpen their senses, and transfer classroom skills to real-world environments.

Key Advantages:

- Holistic Development: Supports the experiences and outcomes of the Curriculum for Excellence by boosting physical health, mental well-being, and problem-solving skills.
- Real-World Application: Encourages hands-on exploration and critical thinking outside traditional classroom walls.

At Merrylee, we embrace the outdoors in almost all weathers—both during free play and core lessons. Every class also participates in timetabled outdoor learning sessions each week.

Please Note: To ensure your child can fully participate and stay comfortable, please ensure they always wear appropriate outdoor clothing; school polo shirt, own jumper / hoodie (grey is preferred). Joggings or leggings (grey, navy or black). Outdoor trainers/ boots that are suitable for mud.

Parent Council

We have an active Parent Council that represents the views of all parents. All parents are welcome to attend Parent Council meetings and can become members at the AGM in September. Parent Council minutes are available on the Parent Council page of the school website/school app and on request from the school office.

Physical Education (PE)

It is important that pupils come prepared to learn and for PE this requires appropriate clothing. **All jewellery should be removed.** We ask that ear piercing takes place during the summer holidays. All children are entitled to 2 hours of PE each week; part of the primary school curriculum. Therefore, children not participating in PE must have a note or a medical certificate and should still bring their kit to allow them to assist in the lesson by refereeing or assisting with the distribution of equipment. This ensures that they are still able to take part in some way in the work of the class and do not miss out on the knowledge and understanding of the course.

Our PE kit consists of the following:

Shorts, T-shirt and trainers. Children must wear trainers on their PE day as slip on shoes are not suitable for physical activities.

For Pupils in P1 & P2, PE kit can be worn under uniform on PE days.

Promoting Positive Behaviour

Children's Rights as outlined in the UNCRC (United Nations Convention on the Rights of the Child) are fundamental to promoting school ethos. Merrylee was awarded **Gold** by [UNICEF UK's Rights Respecting School](#) programme in April 2026.

Strengths of the school highlighted in the report include:

- Children who confidently discussed a range of rights and why they are important and relevant to their lives.
- A strong commitment to children's rights, tied to the vision and values of the school, ensures the Convention is evident in all aspects of school life.
- Relationships based on mutual respect and trust. Learning about rights is clearly affecting relationships in a positive way
 - A strong focus on health and wellbeing; children were very clear that the school keeps them safe and supports them to be healthy.
- Pupil voice is valued highly, and the range of pupil voice groups provides a range of opportunities for all children to put their suggestions forward and for these to be acted upon.

Adults in our school, work with children to ensure they are aware of their rights and fully respect the rights of others. Therefore, the approach within Merrylee Primary School is to build a positive ethos that demonstrates care and respect for all. Positive behaviour is recognised and celebrated. Our school operates a system of class charters to set out expected behaviour. This is celebrated through awards at assemblies and certificates sent home to parents etc.

The highest standards of behaviour are always expected of pupils. Where this is not the case, pupils are reminded of the values and expectations of behaviour. Parents are required to co-operate with the school in encouraging a sense of responsibility and positive behaviour in their children.

Pupil Absence

Within Merrylee Primary School excellent attendance is always encouraged. Parents are asked to advise if their child is going to absent. This should be done as early as possible on the first day of absence. If your child going to be absent for some time, it would be helpful to know at the earliest opportunity. There is an absence form available from the office for parents and carers to complete. The school uses daily text messaging to inform parents and carers of absence if no contact is made. All unexplained absences are investigated by the school and appropriate action taken. In line with Glasgow City Council policy, the school will contact parents when their child's attendance is below the required 90%.

All calls must be made to the Pupil Absence Reporting Line on 0141 287 0039. The line is open between 08.00-15.30 Monday to Friday, or you can use the online form on the Glasgow City Council website: <https://www.glasgow.gov.uk/index.aspx?articleid=18832>
Alternatively contact the school on (0141 637 6798) to advise of your child's absence.

Pupil Voice

We have several pupil committees across the school. These include:

- Pupil Council
- Digital Leaders
- Eco committee
- Expressive Arts Committee
- Outdoor Committee
- Sports Committee

Each committee up of 2 representatives from each class from Primary 3 – Primary 7 and committees are led by teachers. These are vital groups which ensures that the views of pupils are heard.

Religious Observance

Our school is fortunate to have a close link with the local church. The minister assists with the Christianity element of Religious and Moral Education and provides opportunities for religious observance. Parents have the right to withdraw their child from religious observance and should inform the school in writing.

In addition, parents and carers from religions other than Christianity may request that their children may be permitted to be absent from school to celebrate recognised religious events. Only written requests detailing the proposed arrangements will be considered. Appropriate requests will be granted on up to 3 occasions in any 1 school session.

School Improvement

On an annual basis, you will receive a copy of our Standards and Quality report. Copies from previous years are available on the school website. The Standards and Quality report highlights progress in key curricular areas such as literacy, numeracy and health & wellbeing. Our priorities for improvement are detailed in our School Improvement Plan which is discussed with our Parent Council. Any parent or carer seeking a copy of the plan can contact the school office or check out our website.

School Meals

All children in P1-7 are entitled to a free school meal. However, this does not entitle them to a free breakfast. To receive a free breakfast, you must meet the criteria below and apply accordingly. Our school provides a lunch service which offers a variety of meals and snacks. Medical diets for children can be provided with a supporting letter from the GP. Please contact the school office in the first instance and we can arrange a meeting with our catering supervisor who can help with menu choices.

Children who prefer to bring packed lunches will be accommodated in our dinner Hall.

If you plan to send your child/children to breakfast club, you should inform the staff at the office and breakfast club of any medical dietary requirements with a supporting letter from GP.

Parents must register with **ParentPay** to allow them to pay for and choose their child's school meals. Details of login information will be provided when your child starts school. ParentPay also allows you to pay for other school activities that may come up during the school year.

Children and young people of parents/carers receiving Income Support, income-based Job Seekers Allowance, Working Tax Credit (check link below for thresholds), Child Tax Credit only (check link below for thresholds), Universal Credit (check link below for thresholds) and income-related Employment and Support Allowance are entitled to a free midday meal. Information and application forms for free school meals may be obtained at

<https://www.glasgow.gov.uk/index.aspx?articleid=17885>

School Term Dates

Details of school term dates are available on the Glasgow City Council website:

<https://www.glasgow.gov.uk/index.aspx?articleid=17024>

School Uniform

The school uniform is:

White shirt and school tie or blue polo shirt

Grey trousers/shorts or grey skirt/pinafore

Grey jumper or cardigan

Blazer and summer dresses are optional.

* Slip on indoor shoes are needed to be kept in school. Black plimsoles are best. Crocs are not allowed owing to their loose fit and lack of heel stability especially on stairs.

* **Please put your child's name on ALL clothing and belongings, e.g. water bottles.**

For outdoor learning day - this is not a non-uniform day - pupils wear:

Blue polo shirt

Own leggings or jogging trousers (when purchasing – blue/black/grey)

Own plain grey jumper/sweatshirt

Trainers/wellies

Rain proof overalls/trousers and jacket



Sweatshirts, cardigans, polo shirts and ties with the school logo are available for purchase at:

Campbell's Boys &
Girls Shops Ltd
358 Victoria Road
Glasgow
G42 8YW
0141 423 1455

B E Uniform
35B Argyle Street
Glasgow
G2 8AH
0141 221 4472

[B E Uniforms](#)

We are proud to promote Pre-loved uniforms
a more sustainable clothing system for all



See website and Facebook for details
Apparel Xchange

<https://www.apparelexchange.co.uk>



Our pre-loved quality uniform is available for all families to access in our community entrance. Our uniform was agreed in consultation with pupils and parents. It is expected that all children attending Merrylee Primary School will adhere to this dress code.

There are forms of dress that are unacceptable in school, such as items of clothing which:
Potentially encourage factions (such as football colours)
Could cause offence (such as anti-religious symbolism or political slogans)
Could cause health and safety difficulties (such as loose-fitting clothing, jewellery)
Could cause damage to flooring
Carry advertising particularly for alcohol or tobacco
Could be used to inflict damage on other pupils

Support for Pupils

The school has a duty to ensure that all pupils have equal access to the curriculum, with appropriate support for their needs if required. This applies to the content of lessons, teaching strategies and minor adaptations to the school environment. There are a wide range of factors which may act as a barrier to learning. We are committed to working closely with parents and carers to ensure that they are fully involved in any decisions about support for their children's needs.

Any parent or carer seeking further advice regarding this policy should contact the Headteacher in the first instance.

Further information relating to additional support needs is available on the Glasgow City Council website at <https://www.glasgow.gov.uk/index.aspx?articleid=18941>

Information on the Glasgow City Councils' Parental Involvement Strategy can also be found at <https://www.glasgow.gov.uk/index.aspx?articleid=17870>

The School Day

Morning	09.00 -10.30
Interval	10.30 - 10.45

Mid-morning 10.45 - 12.15
Lunch 12.15 - 13.10
Afternoon 13.10 - 15.10

P1 children will remain in school until 15.10 from the first day of term, 12th August 2026.

Transition from Early Years to Primary One

Merrylee Primary School has a very successful transition programme with local Early Year Establishments. Our programme for children begins during the pre-school year when they are invited to attend various events in school. Primary and Early Years staff work closely together to ensure the transition process is as smooth as possible.

There will be a series of workshops for the parents and children, starting in May of the year children start school. This will help our new families become familiar with the friendly atmosphere and routines of the school and prepare the children for a smooth start in August.

Transition from Primary to Secondary School

Children and young people normally transition between the ages of 11 ½ and 12 ½, so that they will have the opportunity to complete at least 4 years of secondary education. Parents and carers will be informed of the school arrangements no later than December of P7. We have a very successful programme of transition events with Hillpark Secondary School for pupils. Primary and Secondary staff work closely together to ensure the transition process is as smooth as possible. Parents and pupils of P6 and P7 are invited to the Hillpark Secondary School Open Evening which takes place in December each year. We provide an enhanced transition programme for children identified as requiring additional support to make a successful transition.

Children from our school most often transfer to:

Hillpark Secondary School
Cairngorm Road
Glasgow
G43 2XA
Phone: 0141 582 0110
Email: headteacher@hillpark-sec.glasgow.sch.uk
www.hillpark-sec.glasgow.sch.uk

Transport

The education authority has a policy of providing free transport to all pupils who live out with a certain radius from their local school by the recognised shortest walking route. This means that the provision of transport could be reviewed at any time. Parents/Carers who consider they are eligible can apply online at

<https://www.glasgow.gov.uk/index.aspx?articleid=17882>

Useful Contacts

Parentzone Scotland is a unique website for parents and carers in Scotland, from early years to beyond school. The website provides up-to-date information about learning in Scotland, and practical

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

Useful Websites

Education Scotland www.education.gov.scot

National Parent Forum of Scotland www.npfs.org.uk

Parentzone <https://education.gov.scot/parentzone/>

Connect <https://connect.scot/>