



# Anderston Primary School Handbook



Welcome to Anderston Primary School where every child is special. We are delighted you have chosen our school for your child and our committed staff team will do everything they can to ensure your child's school days with us are a happy, productive and safe time.

At Anderston Primary we take pride in providing opportunities for every child to achieve their full potential and an environment which encourages caring and respect towards others and ourselves.

There is always something exciting happening in Anderston Primary and we all work together as a school community to meet new challenges. Unfortunately we are unable to participate in many of our exciting events that take place throughout the year due to the current circumstances. However, we will continue to think creatively and involve parents and our wider community as much as is possible while still keeping everyone safe. Hopefully this global pandemic will soon be over and once again we can celebrate our children's successes and celebrations together in school.

We look forward to welcoming you. Please do not hesitate to contact us if you have any questions.

Liz Hendry  
Head Teacher

Last updated September 2023

## School Vision & Values

In Anderston Primary School we provide a welcoming and inclusive environment, which celebrates the diversity of our community.

We are a nurturing school where everyone feels safe, happy and valued and every child is supported to reach his/her full potential. This is achieved through working together with children, their families, other agencies and the community, based on a shared sense of direction.

Values:

- Safe
- Healthy
- Honesty
- Respect
- Teamwork

## School Information

You can cut out the following information and have it on your fridge, purse or work desk etc. for ease of finding the numbers required.

<p><b>Contact Details:</b> <b>Anderston Primary</b> <b>3 Port Street</b> Glasgow City Council G3 8HY Phone: 0141 221 1263 Email: <a href="mailto:headteacher@anderston-pri.glasgow.sch.uk">headteacher@anderston-pri.glasgow.sch.uk</a></p>
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**Background information:**

- Co-educational school
- Non-denominational
- Stages taught: P1-P7
- Current Roll: 228
- Capacity: 275

## **Leadership Team**

Head Teacher	Mrs Liz Hendry
Depute Head Teacher	Ms Diane Mitchell
Principal Teacher	Mrs Lisa McGloughlin

## **Enrolment**

Registration of Primary 1 children takes place in November and is advertised widely in local press. Enrolment is now an online process and this can be accessed on *Glasgow City Council Website*.

Families living outwith the catchment area are welcome to make a placing request to attend Anderston Primary School but need to complete the appropriate paperwork online.

## Organisation of Classes

The following guidelines set by Scottish Government apply.

P1	maximum 25
P2 & 3	maximum 30
P4-7	maximum 33
Composite classes	maximum 25

Composite classes have pupils from more than one stage.

## The School Day

### Primary 4 - Primary 7

Morning	9.00 - 12.00
Interval	10.30 - 10.45
Lunch	12.00 - 12.45
Afternoon	1.30 - 3.00

### Primary 1/ Primary 2.1/Primary 2/Primary 2.3/Primary 3.4

Morning	9.00 - 12.45
Interval	10.30 - 10.45
Lunch	12.45 - 1.30
Afternoon	1.30 - 3.00

Primary 1 will remain in school until 3pm from the first day of term.

## School Holidays

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

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

## Pupil Absence

Within Anderston Primary School a high level of attendance is encouraged at all times. Parents and Carers are asked to inform the **Attendance line (0141 287 0039)** if their child is going to be absent due to illness or medical/dental appointments. This should be done before 8.45 on the first day of absence. If the child is going to be absent for some time, it would be helpful to know at the earliest opportunity. The school uses daily text messaging to inform parents of their child's absence if no contact is made. All unexplained absence is investigated by the school and appropriate action taken.

Parent/Carers do not have an automatic right to take their child out of school without permission during term time. The Head of Establishment can only authorise time off during term time in **exceptional** circumstances.

Exceptional circumstances include:

- Short-term parental placement abroad
- Family returning to their country of origin for family reasons
- The period immediately after an illness or accident
- A period of serious critical illness of a close relative
- A domestic crisis which causes serious disruption to the family home, causing temporary relocation
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Time off for the following reason is **not** acceptable and will be recorded as unauthorised absence:

- Family holidays which overlap the beginning or end of term or are taken during the term

## Medical & Healthcare

The school nurse visits the school at various times during the year, usually for height and eye checks. Parents are kept informed by letter.

Dental checks also take place during the school year for certain classes.

If a child becomes ill during the course of the school day, he/she may require to be sent home. Please ensure that you keep the school informed of all 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.

## Emergencies

We make every effort to maintain a full educational service, but on some occasions circumstances arise which lead to disruption. Under the current circumstances, schools may be more affected by Covid19 and some pupils/classes or indeed the school may have to self-isolate. Other reasons for disruptions may be 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.

## School Uniform

The school uniform is:

- White shirt and school tie
- Polo shirt with school badge
- Navy blue sweatshirt with school badge/ navy blue cardigan
- Grey/black trousers
- Grey/black skirt

Sweatshirts, cardigans, polo shirt, jackets and ties with the school logo are available to purchase at the school office.

Our uniform was agreed in consultation with pupils and parents. We believe that the wearing of the uniform gives a sense of identity and plays a part in unifying the children.

## PE Kit

It is important that pupils come prepared to learn and for PE this requires appropriate clothing. **All jewellery must be removed.** Pupils who are not participating in PE must have a note or a medical certificate. Pupils who are unable to participate in practical PE should still bring their kit to allow them to assist in the lesson by refereeing, keeping scores 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.

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 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

## Clothing & 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>



## School Meals

Our school provides a lunch service which offers a variety of meals and snacks. Medical diets for children can be provided.

Children who prefer to bring packed lunches will be accommodated in the school hall.

All children in P1-5 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.

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>

Children who prefer to bring packed lunches will be accommodated in the lunch hall.

If you plan to send your child/children to breakfast club, you should inform the staff of any medical dietary requirements. Breakfast is served from 8am until 8.40am at a cost of £2.00 for the first child and £1 for siblings. Children will be supervised until the bell goes at 9am.

Payment for lunches and breakfast will be by Parent Pay.

## Transport

The Education Authority has a policy of providing free transport to all pupils and young people who live outwith a certain radius 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 reviewed at any time. Parents/Carers who consider they are eligible should obtain an application form from the school or at <https://www.glasgow.gov.uk/index.aspx?articleid=17882>

## Transfer from Primary to Secondary School

Children and young people normally transfer between the ages of 11  $\frac{1}{2}$  and 12  $\frac{1}{2}$ , 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.

Children from our school normally transfer to:

### Hillhead High School

Oakfied Avenue

Glasgow

G12 8LJ

Phone: 0141 582 0100

Email: [headteacher@hillhead-sec.glasgow.sch.uk](mailto:headteacher@hillhead-sec.glasgow.sch.uk)

[www.glasgow-sec.glasgow.sch.uk](http://www.glasgow-sec.glasgow.sch.uk)

We have a good working relationship with Hillhead High. Activities are organised by Hillhead for our pupils from Primary 6 onward which gives them a taste of secondary school.

## Communication with Parents

At Anderston Primary School we believe our communication with parents is one of the most important things we do and that this has to be a two way process. We communicate in a variety of ways.

**Open Door Policy** - the Head Teacher is available for all parents and carers at any time providing she is not teaching or in another meeting. Please either come in to the school office or phone for an appointment.

**Telephone**- If we have a concern about a child we contact the parents promptly.

**Newsletters** -are sent out regularly to keep parents informed about what is going on in the school.

**Groupcall - Text messaging/EMails** - You may also receive text reminders/e-mails about events/school closures etc. Please ensure you have downloaded the Xpressions App.

**Meetings** - Parents and carers are welcome in the school to discuss any aspect of their child's development and progress. To avoid disappointment, it is advisable to make an appointment. There are various opportunities throughout the year when parents can discuss their child's progress with the class teacher and view the child's work. This includes 'Meet the Teacher' at the beginning of the session to update you on what your child will be learning and two Parents' evenings whereby you will be given a short appointment to speak to the class teacher on a one-to one basis.

**Twitter** - @AnderstonPS Please check this regularly for information about events in the school.

**School Blog** - <https://anderstonprimary.wordpress.com/>

**Class Blogs / Seesaw** - All classes now have a class blog and information is updated regularly so that you can see what the children are doing/learning in class and school. All teachers use See Saw to post homework and announcements as well as examples of your child's work.

We welcome parents and carers to events throughout the year: Each class will be responsible for an assembly. This may be a Display of Knowledge where the children will talk about what they have been learning or a Celebration of a particular faith.

**Thinglink** - <https://www.thinglink.com/scene/1583237649584357379> This is a valuable source of information about the school which contains most of the information that you need.

### **Emergency Contact Information**

Please ensure that you complete emergency contact information. 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.

### **Data Protection - use of information about children and parents/carers**

We collect information about children attending school (and also 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> .

### **Appointments during school hours**

If your child has an unavoidable appointment, please contact the school to let them know of the date and time.

## Comments & Complaints

In Anderston 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 Liaison Unit  
Education Services  
Glasgow City Council  
City Chambers East  
40 John Street  
Glasgow G1 1JL

Tel: 0141 287 0900

e-mail: [customercare@glasgow.gov.uk](mailto:customercare@glasgow.gov.uk)

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

## 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 Anderston 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:** Art and Design activities promote discovery and understanding of ideas and feelings and provide a means of expressing these visually. Through Art and Design, pupils develop their capacity to invent, create and interpret images and objects: design, make and evaluate and gain insight into technological processes.

**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.

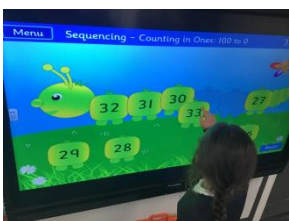
**Science:** Science and its practical application in healthcare and industry is central to our economic future, for our health and wellbeing as individuals and as a society. Children engage in a range of collaborative investigative tasks, which allows them to develop important skills to become creative, inventive and enterprising adults. Our Science Programme includes Forces, Planet Earth, Materials, Biological Systems and Topical Science.

**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. A variety of contextualised topics provide children with the opportunity for personalisation of choice and opportunities for research and collaborative working.

**Religious and Moral Education:** We study three religions: Christianity, Hinduism and Islam. However, we are a very multicultural school and we acknowledge festivals from all religions throughout the year. Because of the diversity of faiths within the school we invite children of the different faiths to inform others of how they celebrate special festivals and parents are welcomed into the school to share their knowledge and expertise. Where appropriate, we invite people from different faith groups or arrange visits to places of worship to enhance the learning experiences of the children.

**Languages:** Basic French Vocabulary is now introduced to all pupils from Primary 1 through to Primary 3. From P4 to P7, a structured French Programme of lessons are taught for an hour per week. Our EAL teacher organises a Language of the month to address the wide range of first languages spoken in the school.

**Literacy:** Literacy is fundamental to learning; it is the essential foundation of education. At Anderston Primary we equip the children with the necessary literacy skills in order that children can fulfil their potential.



**Mathematics:** Our programme of Mathematics provides children with a range of activities, including Problem Solving and Active Learning. The planned programme of study ensures progression and enables children to use the skills learned in a variety of real-life contexts.

**Technologies:** Our Science Programme includes Technologies. Children learn about the link between scientific and technological developments and use ICT to research and present information.







## Outdoor Learning

We have fantastic outdoor space within the school grounds and we believe that by using our outdoor space at every opportunity we offer our pupils the opportunity to connect with nature and enhance their senses. It provides endless opportunities for exploration, experimentation and contextual learning. Pupils use this opportunity to transfer skills learned in the classroom to a real environment.



We also have a trim trail in an area of the playground. This is helping pupils develop a range of important skills including improving physical health and contributing to mental wellbeing. The trim trail will also help children develop physical skills as well as teach them to handle risk, solve problems and develop resilience.



### Useful Websites:

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

[www.educationscotland.gov.uk/parentzone/index.asp](http://www.educationscotland.gov.uk/parentzone/index.asp)

### Religious Observance

We have links with the Salvation Army who conduct religious observance assemblies throughout the year. 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 in order 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.

### Assessment & Reporting

All children are assessed both formally and informally throughout the year. This 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. Assessment records are kept by the class teacher and form the basis of discussion at Parents' Evenings in October and March. An annual report is sent to parents towards the end of each school year.

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

### 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 - <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>

## **School Improvement**

On an annual basis, you will be able to access a copy of our Standards and Quality report from the School Office. It is also available to view on our school blog. The Standards and Quality report highlights progress in key curricular areas. Our priorities for improvement are detailed in our School Improvement Plan and are as a result of consultation with staff, pupils, parents and the wider community. Again, this can be accessed on our school blog.

## **Promoting Positive Behaviour**

Children's Rights as outlined in the UNCRC (United Nations Convention on the Rights of the Child) are fundamental to a good school ethos. Adults in our school work with children to ensure they are aware of their rights and fully respect the rights of others. The approach within Anderston Primary School is to build a positive ethos that demonstrates care and respect for all. Positive behaviour is recognised and celebrated. Each class teacher nominates a child to receive a certificate at our weekly whole school assemblies. These certificates recognise effort, achievement and displaying care towards others. Other staff may also nominate a child to receive a certificate where they have seen outstanding effort or behaviour. The highest standards of behaviour are expected of pupils at all times.

Where we have found that children have displayed unacceptable behaviour, a variety of sanctions are used to deal with the issues. We use the Restorative Practice Approach, in which all staff have been trained. This encourages children to consider the feelings of others.

We work closely with parents and carers with regard to indiscipline.



## **Homework**

Continuing to learn at home helps children to achieve more and is a vital part of our partnership with parents. We are using Seesaw to communicate between school and home. All pupils have their own personal login and homework is sent via the Seesaw App.

## **Parent Council**

We have an active Parent Council with members representing a cross section of our school. The Parent Council represents the views of all parents and meets regularly. They are also involved in the appointment of Senior Staff to the school. The Head Teacher provides the Parent Council with the School Improvement Plan and Standards and Quality Report.

We are grateful for the support of members of the Parent Council at all our school events and if you would like to find out more about our parent council, please contact the school.

## **School Committees / School Council**

All children are given the opportunity to make a positive and active difference to their school. During assemblies, many aspects of school life and the environment are discussed and pupils are able to give their opinions/ideas regarding these topics. All classes have a suggestion box in which they can submit their suggestions. We use a whole school approach to taking forward various initiatives that are current and relevant to school, community and the world and this is planned by pupils, staff and SMT. Many of the initiatives that

are happening in the class are discussed at the assemblies so that this can be shared and everyone understands what we are doing as a school.

### **Extra-Curricular Activities**

We have various after school activities for pupils throughout the year depending on funding available and the support from parents. Good links with community organisations, parents and our Active Schools Co-ordinator are vital for the success of these programmes.

### **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>.

### **Connect**

Connect is a national organisation that provides advice and resources for parents and carers. [www.connect.scot](http://www.connect.scot)

### **Enquire Scotland**

Enquire is a national advice service for families with additional support needs. [www.enquire.org.uk](http://www.enquire.org.uk)

### **Useful addresses:**

Education Services  
City Chambers East  
40 John Street  
Glasgow G1 1JL  
Tel: 0141 287 2000  
[www.glasgow.gov.uk](http://www.glasgow.gov.uk)

Although this information is correct at the time of printing, there could be changes affecting any of the matters dealt with in the document -

- a) Before the commencement or during the course of the school year in question
- b) In relation to subsequent school years.