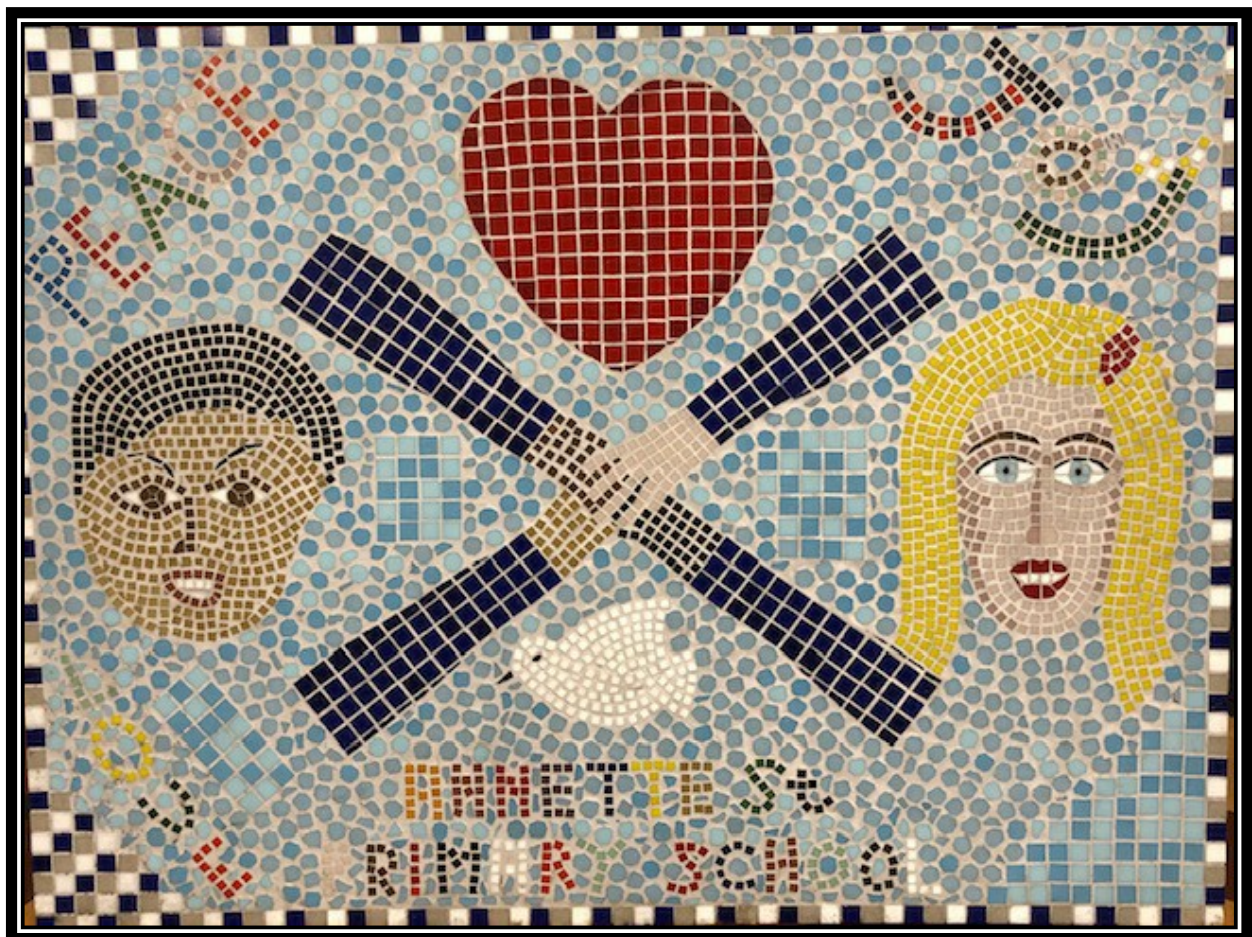


# Annette Street Primary School Handbook 2022-23





# Welcome to Annette Street Primary School

A warm welcome to Annette Street Primary School. We will work hard to ensure school is positive and that your child is joyful, relaxed and supported when they are with us. We understand that you are your child's first, most important educator and we look forward to working with you at all times. We want to support your child's overall development as a unique person, their enjoyment of school, and their success in the future. To do this we also work with a range of partners and agencies to get it right for all children.

Every day is a learning day at Annette Street Primary where we encourage children to be Confident Individuals, Effective Contributors, Successful Learners and Responsible Citizens. We offer high quality learning experiences both indoors and outdoors and all adults take into full account the diversity of cultures and languages in our school. We are happy to listen to ways we can support your child better and, if needed, we work with interpreters to support strong home and school communication.

You are welcome to visit the school and we will make every effort to answer enquiries and address any concerns sensitively and promptly. Nothing is too small to ask. We hope you will find the following pages useful and that they give you an insight into our school. We look forward to working with you over the coming months and years.

Kind Regards,

Jemima Anderson  
Headteacher

Updated: August 2022

Twitter: @AnnetteStreetPS

Website: <https://blogs.glowscotland.org.uk/gc/annettestreet/>



## School Vision (subject to review this session)

At Annette Street Primary we want to *inspire confident learners who will thrive in a changing and diverse world*. We understand the importance of children attending school and promote the aim of giving our best to every child, every day. We are a nurturing school where belonging is promoted and diversity respected. This is achieved through working together with children, their families and the community, based on a shared sense of direction and mutual respect.

## School Values (subject to review this session)

- Equality
- Friendship
- Kindness
- Honesty

## School Information

Annette Street Primary School  
27 Annette Street Primary Street  
Glasgow  
G42 7RJ  
Phone: 0141 423 0192  
Email: [headteacher@annetestreet-pri.glasgow.sch.uk](mailto:headteacher@annetestreet-pri.glasgow.sch.uk)  
Twitter: @AnnetteStreetPS

## Background information

- Co-educational school
- Non-denominational
- Stages taught: P1-P7
- Current Roll: 197
- Capacity: 228

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## School staff

We have a staffing complement of approx. 18 teachers, which includes the Headteacher, Depute Headteacher, three Principal Teachers and four English as an Additional Language teachers. Ancillary personnel consist of 9 support for learning workers working both part and full time, two clerical assistants, one janitor, cleaning and catering staff. We also have a child development officer supporting in P1. A full list is available on the school website and parents will be updated on any changes as required.

### Leadership Team

Headteacher:	Jemima Anderson
Depute Headteacher:	Wendy English
Principal Teacher	Heather Wallace
Principal Teacher	Evonne Smith
Principal Teacher	Nazz Javaid

### Office Staff

Donna Harvey  
Jackleen Garscadden

### Support for Learning Workers

Asia Ahmed  
Aisha Sohail  
Susannah Moffat  
Maureen Johnston  
Zakiyya Malik  
Afia Bashir  
Helen Moore  
Marion Gillen  
Shahida Manzoor

### Family Support Worker

Nasreen Latif

### Child Development Officer

Sandra Sherry

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Website: <https://blogs.glowscotland.org.uk/gc/annettestreet/>



## Enrolment

Registration of Primary 1 children takes place in November and is advertised widely in local press etc. Prospective parents are welcome to visit the school and should contact the school office. Enrolment can be done online or in person by coming in to school to see us - see the link below.

Families living out-with the catchment area are welcome to make a placing request to attend Annette Street Primary School. Further information is available using the following

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

## 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

Morning	09.00 -10.30
Interval	10.30 - 10.45
	10.45 - 12.15
Lunch	12.15 - 13.00
Afternoon	13.00 - 15.00

P1 children will remain in school until 15.00 from the first day of term.

## School Holidays

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

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

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## Pupil Absence

Within Annette Street Primary School good attendance is encouraged at all times and is vital for your child's success at school and in the future. Parents are asked to advise if their son or daughter is going to be absent. This should be done as early as possible on the first day of absence. If the young person 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 and carers of absence if no contact is made. All unexplained absence is investigated by the school and appropriate action taken. All calls should be made to the school office on 0141 423 052. Alternatively, Glasgow City Council operate a Pupil Absence Reporting Line which you can contact on 0141 287 0039. The line is open between 08.00-15.30 Monday to Friday. You can also use the online form on the Glasgow City Council website:

<https://www.glasgow.gov.uk/index.aspx?articleid=18832>

## Medical & Healthcare

The school nurse visits at various times during the year for routine health checks, vaccinations and medical examinations. Parents are kept informed by letter.

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. 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.

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## School Uniform

The school uniform is:

- Blue shirt or polo shirt
- School tie
- Cardigan, sweatshirt or jumper in blue or grey
- Grey trousers
- Grey skirt

Sweatshirts, cardigans and polo shirts with the school logo are available for purchase from Trutex in Osborne Street beside Argyle Street Station. Ties are available from the school office.

It is expected that all children attending Annette Street Primary School will adhere to this dress code, to show pride in themselves and the school.

## PE Kit

It is important that pupils come prepared to learn and for PE this requires appropriate clothing. All jewellery should 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 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



## Clothing & Footwear Grants

Parents/Carers receiving Income Support, Job Seekers Allowance (Income Based), Working Tax Credit (with a total annual income of less than £15,860\*), Housing Benefit, Council Tax Benefit or Universal Credit (where the total income is less than £7320) 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. Further information can be found here:

[http://www.fuelzoneprimary.co.uk/UserFiles/files/Medical\\_Diet\\_Leaflet%20-%20June%202017%20WEB.pdf](http://www.fuelzoneprimary.co.uk/UserFiles/files/Medical_Diet_Leaflet%20-%20June%202017%20WEB.pdf). Please inform the Headteacher.

Children who prefer to bring packed lunches will be accommodated in a suitable area. All children in P1-5 are entitled to a free school meal.

If you plan to send your child/children to breakfast club, you should inform the staff of any medical dietary requirements.

Children and young people of parents/carers receiving Income Support, income-based Job Seekers Allowance, Working Tax Credit (where income is less than £7920\*), Child Tax Credit only (where income is less than £16,500\*), Universal Credit (where income is less than £7,320) 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>

## Transport

The education authority has a policy of providing free transport to all pupils who live outwith 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>

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## 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:

Shawlands Secondary School

31 Moss-side Road

Glasgow

G41 3TR

Phone: 0141 582 0210

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

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

Glasgow Secondary School staff work with our pupils from Primary 6 onward to prepare them for the transfer to secondary school.

## Communication with Parents

At Annette Street 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 available on our website on a regular basis to keep parents informed about the work of the school.

*Letters* - further information which requires a response may be sent out in letter form.

*School website/Twitter* - will contain a great deal of information about the school. It is a good idea to check this regularly.

*Text messaging* - You may also receive text reminders about events/school closures etc.

*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

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when parents can discuss their child's progress with the class teacher and view the child's work.

Parents and carers are welcome at other events throughout the school year e.g. workshops, information evenings, class performances, religious and other assemblies. The school newsletter and website will keep you informed.

### 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.

### 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 give them a letter for their class teacher and then collect them from the school office at the specified time.

### **Complaints Procedure**

At Annette Street we hope that all parents and pupils feel valued, welcomed and included. We strive to ensure that any complaints, concerns are dealt with sensitively and promptly. We follow Glasgow City Council complaints procedure.

#### **Stage One - Frontline Resolution**

At stage one staff have 5 working days to respond to complaints. In the first instance the teacher will attempt to sort out any difficulties on the spot. This will then be passed to their line manager if not resolved. If no resolution can be reached, the complaint will then be referred to the depute head and/or the head teacher who will meet with you to resolve the complaint. If you feel that any query or concern has not been dealt with effectively by the staff then you can contact Glasgow City Council via the online complaints form: [www.glasgow.gov.uk/complaints](http://www.glasgow.gov.uk/complaints). This becomes a stage two complaint.

#### **Stage Two - Investigation**

At stage two, your complaint will be acknowledged within 3 days and a decision made after no more than 20 working days unless there is a good reason for needing more time.

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](mailto:customercare@glasgow.gov.uk) or [education.customercare@glasgow.gov.uk](mailto:education.customercare@glasgow.gov.uk)

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

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## 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 Annette Street Primary 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, computer science, digital learning 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.

### **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**

Our school celebrates all major religious festivals of our community with whole school assemblies and community events. 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. Appropriate requests will be granted on up to 3 occasions in any 1 school session.

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## 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 November 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 do not hesitate to contact the school.

## Pupil Profiles

Every child leaving primary school in Scotland has their key achievements in school, at home and in the community documented within a P7 profile. The content of the profile is decided by the young person. The profile is a positive record of their achievements and emphasis their strengths. The profile provides a valuable way for learners to share valuable information about their achievements with their parents and teachers in secondary 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 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>

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## GIRFEC

GIRFEC stands for 'Getting It Right For Every Child'. This is the Scottish Government-led approach to making sure that all our children and young people - and their parents or carers - can get help and support when needed from birth through to age 18 (or beyond if still in school).

The vast majority of Scotland's children and young people get the love and support they need from within their families and their wider, local communities. But even the most loving and caring families can sometimes need extra support. The GIRFEC approach aims to make it as easy as possible for any child or young person (and their parents) to get that help or support when they need it.

To access support when needed, part 4 of the Children and Young People Act (Scotland) 2014, states that every child in Scotland has a Named Person, as a single point of contact. This Named Person has a responsibility to provide help and support when asked and can draw together other services if needed, co-ordinating help for the child or parents.

The Named Person will be a promoted teacher within the school. The name of the individual Named Person for your child(ren) will be provided.

Please do not hesitate to contact the school if you want to speak with your child's Named Person.

## School Improvement

On an annual basis, our Standards and Quality report will be available on our school website. 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.



## 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 will work with children to ensure they are aware of their rights and fully respect the rights of others. Therefore, the approach within Annette Street 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 how we will uphold children's rights in the school.

Where children need support to make good choices, we will work in partnership with you to support your child to self-regulate and develop a sense of responsibility. By working together we can support your child to develop effective learning behaviours that will support them throughout their life.

## Home Learning

Continuing to learn at home helps children to achieve more and is a vital part of our partnership with parents. Please check your child's schoolbag for communication about home learning and specific tasks. A copy of our home learning policy is available on the website and on request from the school office.

## 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. Parent Council minutes are available from the Parent Council.

## Pupil Council

Our Pupil Council is made up of 2 representatives from each year group. This is an important group which ensures that the views of pupils are heard.

## Extra-Curricular Activities

We have a wide range of activities that run between Monday - Thursday to extend the learning experience. These currently include sports activities and a

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range of family clubs. Good links with community organisations 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>.

## Glasgow City Council

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

Tel: 0141 287 2000

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

## Feedback/Questions

If you have any feedback or questions, please do not hesitate to contact the Headteacher, Jem Anderson at [Headteacher@annettestreet-pri.glasgow.sch.uk](mailto:Headteacher@annettestreet-pri.glasgow.sch.uk)



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