

# Antonine Primary School



Our School Motto is:

“Smart with a heart”

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## Welcome from the Head Teacher

Dear Parent/Carer(s)

On behalf of the staff and pupils I am delighted to welcome you to Antonine Primary School.

In our school we aim to ensure all our pupils develop academically but also are given the opportunity to thrive and flourish as an individual, encouraging and recognising their individual talents and achievements. We are committed to applying nurturing approaches and strive to work in partnership with all stakeholders to allow our pupils to become: Successful Learners, Confident Individuals, Effective contributors and Responsible Citizens.

We hope to work in partnership with you in the important task of developing your child to his/her fullest potential and prepare them for the future by developing their skills for learning, work and life. Many activities are organised by the school and Parent Council throughout the year to support parent partnerships in their children's education and development.

I hope that the handbook gives a flavour of life in our school. Should you wish further information please visit our school Twitter Feed or our Glow Blog website. Alternatively, you can contact us by phone and speak with myself or a member of the Senior Leadership Team. We look forward to meeting you and are privileged to play an important role in your child's learning journey.

Kind regards

*G S Byrne*

Mr Garry S Byrne  
Head Teacher



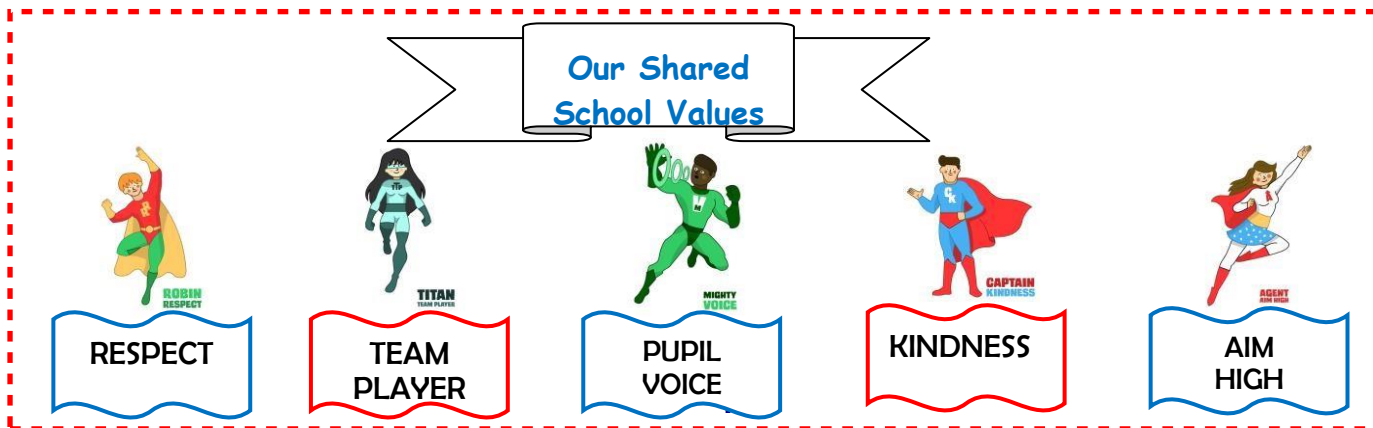
## Our School Vision and Values

### Our school community's shared vision:

Antonine Primary School will flourish as an inclusive, safe, motivating, forward looking community, where everybody is nurtured to become a successful learner, confident individual, effective contributor and responsible citizen.

### Our school community share the following values:

- Respect    □    Pupil Voice
- Kindness   □    Teamwork   □    Ambition

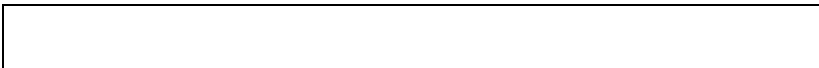


As a school, our ethos and relationships are based on a shared understanding of these values. Each value is represented by one of our superhero characters and as a school we are committed to knowing, showing and living the values.

## 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.

<b>Contact Details:</b>
Antonine Primary School 4 Abbotshall Avenue Glasgow G15 8PR
Phone: 0141 944 6923 Email: <a href="mailto:headteacher@antonine-pri.glasgow.sch.uk">headteacher@antonine-pri.glasgow.sch.uk</a>
Twitter Feed: @AntoninePrimary



### Background information:

- Co-educational school
- Non-denominational
- Stages taught: P1-P7
- Current Roll: 320
- Capacity: 330



Antonine Primary is part of the Drumchapel Learning Community.

### The School Day

School Starts:	09.00
Interval	10.30 - 10.45
Mid-morning	10.45 - 12.15
Lunch	12.15 - 13.00
Afternoon	13.00 - 15.00
School Finishes:	15.00



### 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>

### 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 is now conducted online – see the link below.

Families living out-with the catchment area are welcome to make a placing request to attend Glasgow 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>

## 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.

## Pupil Absence

Within Glasgow Primary School good attendance is encouraged at all times and children rewarded accordingly. 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 absences are investigated by the school and appropriate action taken. **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. Alternatively you can use the online form on the Glasgow City Council website: <https://www.glasgow.gov.uk/index.aspx?articleid=18832>

## 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.

## 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 reopening by using letters, texts and the local media etc.

### School Staff

Our teaching staff allocation for 2022-2023 is 16.5 full time equivalent teachers. Additional staffing have been funded through allocation of our Pupil Equity Funding.

### Senior Leadership Team

Head Teacher	Mr Garry Byrne
Depute Head Teacher	Mrs Karen Harrigan
Principal Teachers	Mrs Caroline Peffers
	Mrs Gillian Campbell (Raising Attainment)
	Mrs Christine McIntosh (Thu & Fri and alternate Wednesday 0.5)

### Classes Teachers

P1	Miss Melissa Fraser
P2/1	Mrs Debra Colquhoun
P2	Miss Madelaine Lamont/Mrs Gillian Campbell
P3/2	Miss Sarah Kinnear
P3	Miss Abi Quinn
P4	Miss Laura Nicholl
P5/4	Mrs Emma Finlay
P5	Miss Olivia Allinson/ Ms Sandy Jamieson
P6	Ms Katy McCabe
P7a	Mrs Jennifer Lang/Miss Erin Storer
P7b	Mrs Agnes Murray



**Wellbeing Room:** Miss Erin Hughes

**Non Class Contact Time Teacher:** Mrs Rae/Ms Sandy Jamieson /TBC

**Challenge Leaders of Learning:** Mrs Jenny Matheson/Mrs Caroline Peffers/Miss Erin Storer

**Digital Leader of Learning:** Mrs Christine McIntosh

**Child Development Officer:** Ms Ruth Andersen

**Clerical Staff:** Mrs Bradley and Mrs Appleby

### Support for Learning Workers:

Jeannie Brady  
Laura Brown  
Ashley Dobbie  
Lesley James  
Karen McCairns  
Isobel Peebles (Tues - Fri)  
Natalia Quarty  
Kerriann McPhee  
Louise McGeever

**Janitor:** Mr Martin Lawson

**Lollipop Lady:**  
Mrs Tracey Elsby

### School Uniform

Antonine Primary strongly advocates the wearing of school uniform. Encouraging our pupils to be smart and easily identified as pupils of Antonine Primary ensures they feel part of the school community and contributes positively to the school ethos and school security. Our uniform was agreed in consultation with pupils and parents.

#### The Antonine Primary School uniform consists of:

- white polo shirt with school badge *or*
- white shirt and school tie
- red sweatshirt *or* cardigan with school badge
- black trousers
- black skirt or school pinafore.
- Black school blazer/waterproof jacket
- P7 senior tie (As of August 2019)



Sweatshirts, cardigans, polo shirts and ties with the school logo are available for purchase online at [www.schoolwearsotland.com](http://www.schoolwearsotland.com) and search for Antonine Primary. Ties are also available for purchase from the school office. The Cost of the School Day is important to us and so a plain red cardigan/jumper purchased from local supermarkets or other retailers, is also acceptable uniform too. Our uniform was agreed in consultation with pupils and parents. It is expected that all children attending Antonine Primary will adhere to this dress code.

Parents/Carers should ensure that valuable items and unnecessarily expensive items of clothing are not brought to school. Education Service does not carry insurance to cover the loss of such items and any claims submitted are likely to be met only where Education Service can be shown to have been negligent.

### 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 (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. 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 Head Teacher.

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

**All children in P1-5 are entitled to a free school meal. For children in P6-P7 that are not eligible for free school meals, the daily cost of a school lunch is £1.90. We are now operating a cashless system, with families having to make payments via Parent Pay.**

If you plan to send your child/children to breakfast club, you should inform the staff of any medical dietary requirements. Breakfast club starts at 8.00 am and finishes at 8.45 am. It takes place in the school lunch hall. The cost for breakfast club is £2 per day. If a child has siblings then the first child is £2 per day and subsequent children are £1. All payments for breakfast club must now also be made via the bank BACs system. (Parent Pay)

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 incomerelated 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 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>

### Transfer from Primary to Secondary School

Children and young people normally transfer 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. Children from our school normally transfer to:

Drumchapel High School

45 Cally Avenue

Glasgow G15 7SQ

Telephone: 0141 582 0079

E-mail: [Headteacher@Drumchapelhigh-pri.glasgow.gov.uk](mailto:Headteacher@Drumchapelhigh-pri.glasgow.gov.uk)

Head Teacher: Ms Madeline Baker

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

### 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> .

### Communication with Parents



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

*Open Door Policy* – the senior leadership team are available to speak with parents and carers providing they are not teaching or in another meeting. Please contact the school office for an appointment on **0141 944 6923**.

*Curriculum News* – is issued each term to inform pupils and parents about the learning and topics planned for the term ahead.

*Learning Journal* – pupils bring their Learning Journals home termly to share their targets and examples of their work.

*Newsletters* – will be sent out routinely (once or twice per term) to keep parents informed about the work of the school.

*Standards and Quality report* - outlines the school's achievements in the previous session and areas for improvement in the current session.

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

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

*School website* – which has a language translation option and access to our school Twitter page embedded.

*Twitter* – The school tweets our latest news and updates. Follow us @AntoninePrimary.

*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 two opportunities in November and March each year 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 will keep you informed.

## Comments & Complaints

In Antoine 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:

[Headteacher@antonine-pri.glasgow.sch.uk](mailto:Headteacher@antonine-pri.glasgow.sch.uk)

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.

## 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 preschool 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 Glasgow 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.

### Useful websites

Education Scotland [www.education.gov.scot](http://www.education.gov.scot)

National Parent Forum of Scotland [www.npfs.org.uk](http://www.npfs.org.uk)

## 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 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

### Purpose of assessment

Pupils are assessed continuously as they progress through the school. The purpose of assessment is to:

- Improve the quality of teaching and learning for all pupils

- Provide summaries of individual pupil attainment and achievement
- Enable effective reporting to parents and pupils

### What we assess

Assessment will focus on each pupil's progress and achievement in developing:

- Knowledge and understanding
- Skills
- Attributes and capabilities

Assessment should show that pupils have achieved a breadth of learning experiences and outcomes, can respond to more challenging learning and can apply what they have learned in new and unfamiliar contexts.

### When we assess

Teachers gather evidence of progress as part of ongoing learning and teaching. From time to time the use of specific assessment tasks will be used to take stock of achievement and to record and report on progress. This is vital to ensure that learners' progress is on track and that action can be taken to address problems. Assessment tasks will also be used at key transitions points, for example when pupils start P1 or transfer from P7 to secondary school.

### How we assess

Evidence will come from day to day learning as well as specific assessment tasks. A variety of approaches will be used.

Assessments include both formal and informal assessments of what pupils say, write, make and do. National assessments in literacy and numeracy have been introduced in schools for P1, P4 and P7 pupils throughout Scotland. Outcomes of assessments will be reported at parents' meetings, in additional support plans and in each pupil's annual progress report. **Assessment evidence**

Assessment evidence may come from what pupils....  
in response to their learning experiences.

say

write

make

do

The assessment process will involve gathering and consideration of the evidence by teachers and pupils, using agreed success criteria, in order to arrive at judgements about what has been learned and how well, and what needs to be done next.

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

## Reporting to Parents

Parents/carers are welcome to contact the head teacher to discuss their child's progress at any time. Teachers will invite parents into school to discuss their child's progress and next steps in learning at Parents' Meetings in October/November and March of each session. An annual written report will be sent to parents in June. This report invites parents/carers to record any comments they wish to make on the year's work and progress made. Parents/Carers of children with Additional Support Plans will receive copies of the programme and additional opportunities throughout the session to discuss their child's targets and progress with staff.

### 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.

In Antonine Primary, our Additional Support Needs Co-ordinator is our Depute Head Teacher, Mrs Karen Harrigan.

Any parent or carer seeking further advice regarding this policy should contact him 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>



### Getting it Right for Every Child (GIRFEC)

The GIRFEC approach is about how staff in all children's services meet their needs by working together where necessary to ensure that all children reach their full potential. The practice in Antonine Primary School is consistent with the national GIRFEC approach.

### School Improvement

On an annual basis, you will receive a copy of our Standards and Quality report. Copies from previous years are available on request. 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. Copies of our most recent Standards and Quality Report and our School Improvement Plan are available in folders at our reception waiting area, opposite the school office.

### 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 builds 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.

### 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 Antonine Primary School is to build a positive ethos that demonstrates care and respect for all. Positive behaviour is recognised and celebrated. Our school values underpin our positive ethos and the expected attributes and behaviours we wish our pupils to adopt. This is celebrated through our newly created Celebrating Achievement Framework and includes: Value of the Month, Value Champions and a range of certificates and rewards.

The highest standards of behaviour are expected of pupils at all times. Where this is not the case, a variety of sanctions are used. Parents are asked to co-operate with the school in encouraging a sense of responsibility and good behaviour in their children.

A copy of our Relationships and Wellbeing policy is available on request, which outlines our approaches to promoting positive behaviour with a focus on the use of restorative approaches.

### 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. We are currently trialling the use of Seesaw as a digital platform for Home Learning to support, encourage and motivate our pupils to engage with homework tasks.

### 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 request from the Parent Council Chair, there is also a noticeboard at the main school entrance.

### Pupil Voice

Our Pupil Voice Groups are made up of 2 representatives from each year group. This is an important opportunity which ensures that the views of pupils are heard and that pupils are given responsibility for leading improvements within the school and local community.

### Extra Curricular Activities

We have a wide range of activities that run between Monday – Thursday to extend the learning experience. These currently include drama, arts and crafts, dance, netball and football. Please check your child's schoolbag for information as places are popular and usually limited.

Good links with community organisations and our Active Schools Co-ordinator are vital for the success of these programmes. Our Active School Co-ordinator is: Fiona Kirk Friel.

### 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)

### Anti-Bullying Policy

The school appreciates and shares the concerns of parents/carers regarding preventing bullying. Pupils, staff and parents work together to implement our Anti-Bullying policy that ensures that Antonine Primary strives to be a bully free zone.

Bullying behaviour will not be tolerated within Glasgow City Council's educational establishments. All children in Glasgow's educational establishments have an entitlement "to work (and play) in a learning environment in which they feel valued, respected and safe and are free from all forms of abuse, bullying or discrimination". (A Standard for Pastoral Care in Glasgow Schools).

In 2009, Glasgow City Council published its revised Anti-Bullying Policy, incorporating the requirement to record and report all discriminatory behaviours within educational establishments. All establishments are required to review their policy in light of this. Parents and carers have a significant role to play in helping to address this problem. For this reason any anti-bullying strategy must stress the importance of partnership with the parents and carers of their children.

### School Security and Safety

Communication between parents and school is vital and we always seek to encourage this and to make parents feel welcome, however, Glasgow City Council has clear guidelines on welfare and security and the use of Secure Entry Systems and general aspects of school security. Within these guidelines we recently carried out a review which has made it clear that the following has to be adhered to:

- Where possible parental appointments should be made in advance by contacting the school office either by telephone (0141 944 6923) or letter to the Head Teacher.
- If an issue is urgent and requires immediate attention, to avoid disrupting your child's class lessons you should enter the school at the main entrance and speak with clerical staff in the school office. If the teacher needs to be contacted it will be done via the school office.
- Parents and carers who require to withdraw their child from school early will be required to sign the child out.

*This is standard procedure throughout all Glasgow schools and is in the best interest of pupils, parents and staff. Your support and cooperation in this important matter is much appreciated.*

### Child Safety/Child Protection Policy



## Management Circular No 57

Glasgow City Council Education Services

### **CHILD WELFARE & SAFETY and CHILD PROTECTION**

All educational establishments and services must take positive steps to help children and young people 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/ young people 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 personal safety programme for your child/ young person's establishment.

Educational establishments and services must create and maintain a positive ethos and climate which actively promotes children and young people's welfare and a safe environment by:

- Ensuring that children and young people are respected and listened to
- Ensuring that programmes of health and personal safety are central to the curriculum
- Ensuring that staff are aware of child welfare & safety and 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 and young people

Should any member of staff have concerns regarding the welfare or safety of any child or young person they must report these concerns to the head of the establishment. The Head, or the person deputising for the head, after judging that there may be grounds for concern regarding the welfare or safety of any child or young person must then immediately advise the duty Senior Social Worker at the local Social Work Services area office of these concerns.

**The Head Teacher, Garry Byrne is the Child Protection Co-ordinator. In his absence the Depute Head Teacher, Karen Harrigan is the Depute Child Protection Co-ordinator.**

Glasgow City Council complaints procedures: [www.glasgow.gov.uk/index.aspx?articleid=2896](http://www.glasgow.gov.uk/index.aspx?articleid=2896)

## Useful Contacts and Addresses

### Executive Director of Education

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

**Letting Section** Groups or organisations wishing to use the school should contact

School Letting,  
Culture and Sport Glasgow,  
Emirates Arena  
1000 London Road,  
Glasgow G34 3HY  
Telephone: 0141 287 5921

