



Battlefield Primary School School Handbook



Welcome to Battlefield Primary School

I would like to welcome you and your child to Battlefield Primary School. This handbook contains a range of information that you might find helpful. Please do not hesitate to contact the school or check the school website if you need more information.

Battlefield is a friendly, caring school with high expectations for all our pupils. Our children are encouraged to explore, discover and question through a range of exciting learning opportunities both within and outside the classroom. We strive to encourage every child to develop their personality, talents, mental and physical abilities and to equip them with the skills, knowledge and confidence to succeed in our ever-changing world. The staff endeavour to provide a nurturing and stimulating environment where good behaviour and mutual respect is modelled by everyone and where everyone is valued.

We believe strongly that 'what you think matters!' and regularly consult with our pupils, parents, carers and the wider school community to empower everyone to determine our next steps for improvement.

I hope that this handbook gives you a glimpse of life at Battlefield Primary School. We look forward to having you and your child work with us and hope that this will be the start of a strong partnership.

Stacy Wilson

Stacy Wilson

Headteacher

Last updated September 2024

School Vision & Values

In Battlefield Primary School we provide a welcoming and friendly environment, which celebrates the diversity of our community. We are a nurturing school where everyone feels safe, happy and valued and all children are supported to reach their full potential. This is achieved through working together with children, their families and the community, based on a shared sense of direction.

Honesty

Always telling the truth, admitting when we have made mistakes so we can learn from them, being fair and not cheating. (UNCRC, ARTICLE 29)

Responsibility

*Being dependable so people know they can count on you,
Keeping your word and sticking to agreements,
Trying to do your best at everything,
Being accountable for your behaviour, accepting credit when you do things right and admitting mistakes,
Being a contributing member of your family, community and society.*
(UNCRC, ARTICLE 4)

Eco Friendly

*Saving water by turning off taps when brushing our teeth,
Turning things off like lights and TVs when we leave the room,
Closing doors to keep heat in to save electricity or gas,
Avoiding disposables like plastic cutlery and straws,
Recycling our paper and plastics,
Reusing as many products as we can for junk modelling, containers, etc.
Make compost from food waste,
Walk or cycle to school to avoid using cars or buses.* (UNCRC, ARTICLE 27)



Kindness

*Listening to each other and contributing to school life through using our pupil voice,
Looking after each other as buddies and monitors,
Playing with each other at playtimes and making sure no one is lonely,
Helping the adults look after our school by caring for our resources, litter picking and lunchtimes,
Helping local, national and international charities.*
(UNCRC, ARTICLE 3)

Respect

*Caring about each other,
Listening to each other,
Valuing other people's opinions,
Following instructions,
Learning together,
Showing good manners and kindness,
Taking care of school property.*
(UNCRC, ARTICLE 31)

In Battlefield Primary School our aims are:

- To provide relevant learning and teaching experiences in order to raise levels of attainment and achievement for all children.
- To provide a nurturing and motivating learning environment matched to the individual needs of all children
- To reduce inequality, celebrate social and cultural diversity and promote social justice and inclusion for all children
- To work in partnership with parents and others in the community to encourage learners to become active and responsible citizens
- To encourage the personal growth of children and staff as lifelong learners and effective contributors.

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.

Contact Details:

44 Carmichael Place, Glasgow,
G42 9SY

Phone: 0141 632 2162

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

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

Background information:

- Co-educational school
- Non-denominational
- Stages taught: P1-P7
- Current Roll: 400
- Capacity: 437

School staff

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

The leadership team is as follows:

Headteacher: Mrs Stacy Wilson

Deputes: Mrs Laura Imrie & Mrs Natalie McKay (job share 0.5)

Ms Louise Flanagan

Principal Teacher: Mrs Susan Marsh

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 Battlefield Primary School but must enrol their child online as a first step. Further information is available using the link below:

<https://www.glasgow.gov.uk/P1Enrolment>

Organisation of Classes

The following guidelines set by the 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

Please Note: There is no supervision provided in the playground before 8.45am.

Breakfast Club	08:00-08:45
Morning	09.00 -10.30
Interval	10.30 - 10.45
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.

A private, after school care service (BPASCA) is provided within the school by Kathleen Carberry. Full time, part time and temporary places are available. For all enquires and applications please email – bpasca@live.co.uk or call 07725840822.

Other AFTER SCHOOL CARE providers include:

Mount Florida Out of School Project – 07933 368 647

GAP – 0141 424 0448

School Term Dates

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

<https://www.glasgow.gov.uk/article/4276/School-Term-Dates>

Pupil Absence

Within Battlefield 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/pupilabsence>

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.

School Uniform

The school uniform is:

- White shirt
- School tie (navy and yellow)
- Navy blue school polo shirt
- Navy blue school jumper/cardigan
- Grey trousers
- Grey skirt/pinafore
- School tartan skirt
- Black school shoes

Our uniform was agreed in consultation with pupils and parents. Most items can be ordered by visiting: www.myclothing.com and typing 'Battlefield Primary' in the search box. School ties can be purchased at the school office. It is expected that all children attending Battlefield Primary School will adhere to this dress code.

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/article/4272/Apply-for-Grants-and-Allowances>

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 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 (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/article/4272/Apply-for-Grants-and-Allowances>

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/article/2493/Free-School-Transport-for-Catchment-School>

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:

Shawlands Academy
31 Moss-side Road
Glasgow
G41 3TR
Phone: 0141 582 0211
Email: headteacher@shawlandsacademy.glasgow.sch.uk
www.shawlandsacademy.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 Battlefield Primary School we use a variety of ways to keep in touch.

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

Newsletters – will be sent out on a regular basis to keep parents informed about the work of the school.

Termly Curricular Information - At the start of each term you will receive a letter about the learning your child will be undertaking in the coming term. This letter has information about CORE curricular areas, key dates for your diary and also celebrates any achievements of children in the class. These letters are sent out via Groupcall & Seesaw.

Text Messaging - We use the school text messaging service to send reminders about events, school closures etc.

School Website and Twitter - Our school website and twitter contain a great deal of information about the school. It is a good idea to check them regularly. Twitter @BattlefieldPS

Seesaw – Each class teacher sets homework through our Seesaw app which is also used to communicate details about upcoming trips and events.

Meet The Teacher - At the start of Term 1 you will be introduced to your child's class teacher, find out about the learning and how you can help your child at home.

Class Assemblies - You will be invited to your child's class assembly at some point during the session.

Sharing the Learning – Each session you are invited to visit your child's class to learn from them about what they have been learning during the chosen term.

Interpreters are available on request in advance of meetings. Likewise, large print or Braille copies of important documents can be arranged with advance warning.

We currently have 27 languages spoken in our school.

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/privacy>

Education specific privacy statements can be accessed at <https://www.glasgow.gov.uk/search?q=education+privacy+statement>

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.

Comments & Complaints

In Battlefield 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:

headteacher@battlefield-pri.glasgow.sch.uk

Glasgow City Council complaints procedures are available:

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

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

Tel: 0141 287 0900

OR use the online form www.glasgow.gov.uk/complaints

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 Battlefield 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

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

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

Connect <https://connect.scot/>

Religious Observance

Our school is fortunate to have a close link with the local church. 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' Evening in 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.

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/asl>

Information on the Glasgow City Councils' Parental Involvement Strategy can also be found at <https://www.glasgow.gov.uk/article/5518/Parental-Involvement>

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.

School Improvement

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

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 Battlefield 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 and school values to set out expected behaviour. Our children 'live our values' every day. This is celebrated through values tea parties, awards at assemblies and certificates sent home to parents etc.

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.

Child Protection

All educational establishments and services must take positive steps to help children protect themselves by ensuring that programmes of health and personal safety are central to the curriculum and should have in place a curriculum that ensures that children have a clear understanding of the difference between appropriate and inappropriate behaviour on the part of another person, no matter who.

As with other areas of the curriculum, you will be kept informed of the health and wellbeing programme for your child's establishment.

Educational establishments and services must create and maintain a positive ethos and climate which actively promotes child welfare and a safe environment by:

- ensuring that children are respected and listened to;
- ensuring that programmes of health and wellbeing are central to the curriculum;
- ensuring that staff are aware of child protection issues and procedures;
- establishing and maintaining close working relationships and arrangements with all other agencies to make sure that professionals collaborate effectively in protecting children.

Our Child Protection Coordinator is Stacy Wilson, Head teacher and our Depute Child Protection Coordinators are DHTs – Laura Imrie & Natalie McKay P1-4 and Louise Flanagan P5-7.

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 at the AGM in September. Parent Council minutes are available on the Parent Council page of the school website/school app and on request from the school office. You can contact the Parent Council on:

battlefieldparentcouncil@outlook.com

Pupil Council

Our Pupil Council is made up of 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 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.

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

Enquire Scotland

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

Glasgow City Council

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

Tel: 0141 287 2000

www.glasgow.gov.uk