



Caledonia Primary and LCR

School Handbook

2026-2027





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Welcome from the Headteacher



Dear Caledonia Families

I would like to extend a warm welcome to all of you from our staff team here at Caledonia Primary and LCR. Our handbook is designed to give you information about life and learning in the school. It contains practical information about school organisation, procedures, the curriculum, parent/carers involvement and also wider local authority policies. We aim to provide a safe, happy and nurturing environment where children are encouraged to be kind, respectful and responsible. We support our children to grow as learners in all aspects of Curriculum for Excellence. We have high, but realistic expectations for our learners, both in terms of learning in class and life outside the classroom. We encourage our pupils to take care of their surroundings, to be helpful and polite and be responsible citizens in our local community. We encourage all parents and carers to be engaged and involved in the life of the school and we look forward to working in partnership with you.

Kind regards

Mrs Adele Bowman
Head Teacher

Visions, Aims and Values

At Caledonia Primary and LCR, our vision, values and aims were refreshed in session 2024-2025. Upon consultation with staff, learners and families; we are happy and proud to announce that our new Vision Statement for Caledonia Primary and LCR is: ***"Learning today, for a better tomorrow."*** We feel that this encompasses the overall aim of providing the best education, opportunities and learning environment possible for our learners.



Our Vision

Our vision at Caledonia is to create a welcoming, safe, nurturing and inclusive environment where children grow in confidence and resilience and are inspired to learn. We work with the whole school community to ensure everyone feels valued.

Our Aims



Our Values

At Caledonia we have 4 school values. Respectful, Inclusive, Caring and Honest. We say at Caledonia we are R.I.C.H. in values. Pupils designed and created mascots to go with each of our values.



School Information

- A. School name Caledonia Primary and Language Communication Resource
- B. Address Calderwood Drive
Glasgow
G69 7DJ
- C. Telephone Number 041-771-8214
Email address headteacher@caledonia-pri.glasgow.sch.uk
Website Address www.caledonia-pri.glasgow.sch.uk
GCC Going to School website www.glasgow.gov.uk/en/residents/goingtoschool
- D. Present Roll -290

Mainstream

P1K	P1B	P.2	P3/2	P3	P4	P5/4	P5	P6/5	P6/7	P7
18	19	19	25	26	20	23	23	24	25	25

LCR

MacDonald	Burns	Wallace	Macintosh	Murray	Weir
6	6	6	6	6	6

- E Capacity - 330
Current Roll - 290
- F. Stages Covered - Co-located Provision with Primary 1 - Primary 7
- G. Denominational Status - Non-denominational
- H. Single sex or co-education - Co-Education
- I. Community Facilities available in school:-
The letting procedure is as follows:-
Application for a let should be made to:
- J. Parent Forums & Council & Pupil Council - See Section 23
- K. We are part of the Bannerman Learning Community

*Culture & Leisure Services
20 Trongate
Glasgow
G1 5ES
0141 302 2814/2815*

Staff

Senior Leadership Team

Headteacher	Mrs A. Bowman
Depute Headteacher	Mrs G. Lynch
Principal Teacher LCR	Ms N. McCann
Acting Principal Teacher	Ms K. Scotland

Teaching Staff

Primary 1K	Miss B. Kerr
Primary 1B	Miss C. Bruce
Primary 2	Miss S. Atkinson & Miss M. Hay
Primary 3/2	Mrs L McPhilemey & Miss M. Hay
Primary 3	Miss C. Hamill
Primary 4	Mrs L. Robertson & Miss M. Hay
Primary 5/4	Miss A. Reynolds
Primary 5	Miss H. Young/Mrs K. Gallagher
Primary 6/5	Miss J. McVey
Primary 7/6	Mrs A. Nesbit/Mrs K. Robertson
Primary 7	Miss L. Brownlee
LCR Class Burns	Mrs D. Smith
LCR Class Murray	Mrs L. Maclean
LCR Class MacDonald	Miss A. Calderbank
LCR Class Macintosh	Mrs J. Graham Molloy
LCR Class Wallace	Ms J. Williamson
Class Weir	Mr T. Gallagher
NCCT (LCR)	Miss M. Miller & Miss A. Duncanson
NCCT	Miss K. Gallagher
Thistle Grove (Nurture)	Miss M. Miller & Mrs L. McGeachin

Non-Teaching Staff

Clerical Support Assistant	Mrs T. Smillie
Clerical Support Assistant	Mrs G. Renie
Janitor	Mr T. Johnstone
Support for Learning Work	Mrs N. Thomson
Support for Learning Worker	Ms C. Miller
Support for Learning Worker	Mrs M. O'Boyle
Support for Learning Worker	Mrs M. Sharp
Support for Learning Worker	Miss H. Cook
Support for Learning Worker	Mrs L. McGeachin
Support for Learning Worker (LCR)	Mrs K. Sinclair
Support for Learning Worker (LCR)	Mrs C. Keenan
Support for Learning Worker (LCR)	Mrs C. Paterson
Support for Learning Worker (LCR)	Miss N. Walker
Support for Learning Worker (LCR)	Ms E. Hyland
Support for Learning Worker (LCR)	Mrs M. Bruce
Support for Learning Worker (LCR)	Miss L. Innes

School Hours

Opening	9.00am
Interval	10.30am - 10.45am
Lunch	12.15pm - 1.00pm
Pupils dismiss	3.00pm

School Holidays 26-27

<u>August</u>	
Monday, 10 August 2026	Return date for Teachers & In-Service Day
Tuesday, 11 August 2026	In-Service Day
Wednesday, 12 August 2026	Return date for the pupils
<u>September</u>	
Friday 25 th September 2026	September weekend
Monday 28 th September 2026	September weekend
<u>October</u>	
Friday 9 th October 2026	In Service Day
Monday 12 th to Friday 16 th October 2026	October Week
Monday 19 st October 2026	Pupils and staff return to school
<u>December</u>	
Friday 18 th December 2026	School closes at 2.30pm
Monday 21 st December - Friday 2 nd January	Christmas Holidays
<u>January</u>	
Monday 4 th January 2027	Pupils and staff return to school
<u>February</u>	
Monday 15 th February 2027	February mid-term break
Tuesday 16 th February 2027	
Wednesday 17 th February 2027	Inservice Day
<u>April</u>	
Friday 2 nd April 2027	Schools close at 2.30 pm
Monday 5 th April 2027	Spring Break
Monday 19 th April 2027	Pupils and staff return
<u>May</u>	
Monday 3 rd May 2027	May Holiday
Thursday 6 th May 2027	Inservice Day
Friday 28 th May 2027	May Holiday
Monday 31 st May 2027	May Holiday
<u>June</u>	
Friday 25 th June 2027	School closes at 2.30pm

Scho

Enrolment

Primary 1 Entrants

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 by clicking on this link [Enrolment Form](#).

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.

To complete this form you will need:-

- A digital copy of the child's birth certificate (The requirement to upload a birth certificate only applies to children who did not attend a nursery or pre-school operated by Glasgow City Council)
- Your child's Doctor's details
- The name of the local school/centre you wish to register the child. If you are unfamiliar with schools within your catchment area, please use our School catchment lookup before completing. It is usual practice for children to attend their local catchment primary school.

All children who live in the catchment area for Caledonia Primary School and attain the age of 5 years between 1st March 2024 and 28th February 2025, must register for education at this school. Children who move into the area may enrol at any time. Parents wishing to place their children in this school are most welcome to speak to the Head Teacher and see the school. This can easily be arranged by telephone or by calling in to the school.

There are planned opportunities for pupils and their parents to visit the school in the summer term prior to their entry to school. This should help to inform parents about some of the teaching and learning strategies which the school will be adopting and ways in which, as parents, they can best support their child in their first years of primary school education.

Please note, as the parent/carer you have the right to apply to place your child in a school other than your local school. You must complete an enrolment application before you submit a placing request. Once you submit your enrolment application, you can find information on how to apply for a placing request here. [Placing Request](#)

Caledonia we warmly welcome new children to our school throughout the year. Please contact the school office (phone 0141 336 8672) to arrange a visit. You must complete an In Term Enrolment form at [In term enrolment](#).

Curriculum, Assessment and Arrangements for Reporting to Parents/Carers

Curriculum for Excellence 3-18



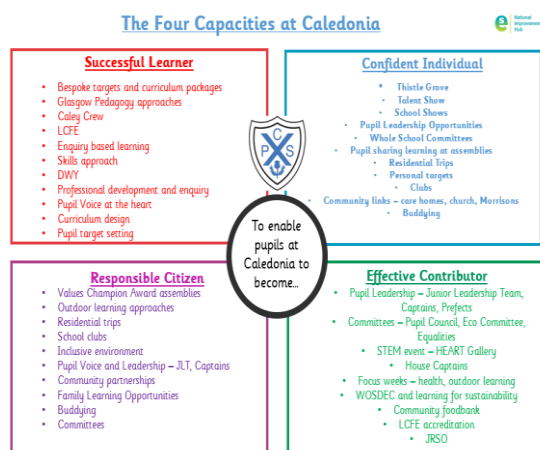
Curriculum for Excellence spans learning from 3-18 years. Its aims are to improve our children's life chances, to nurture successful learners, confident individuals, effective contributors and responsible citizens. It develops skills for learning, life and work, bringing real life into the classroom, making learning relevant and helping young people apply lessons to their life beyond the classroom. It links knowledge in one subject area to another, helping children make connections in their learning. It develops skills which can enable children to think for themselves, make sound judgements, challenge, enquire and find solutions. Curriculum for Excellence balances the importance of knowledge and skills. Every child is entitled to a broad and deep general education, whatever their level and ability. All teachers will be responsible for the development of literacy, numeracy and health and wellbeing. There is an entitlement to personal support to help young people fulfil their potential and make the most of their opportunities with additional support wherever that's needed. There will be a new emphasis by all staff on looking after our children's health and wellbeing – to ensure that the school is a place where children feel safe and secure. Ultimately, Curriculum for Excellence aims to improve our children's life chances, to nurture successful learners, confident individuals, effective contributors, and responsible citizens, building on Scotland's reputation for great education. The key curricular areas of Curriculum for Excellence are: -

Expressive Arts Religious & Moral

Health & Wellbeing Sciences

Languages Social Studies

Mathematics Technologies

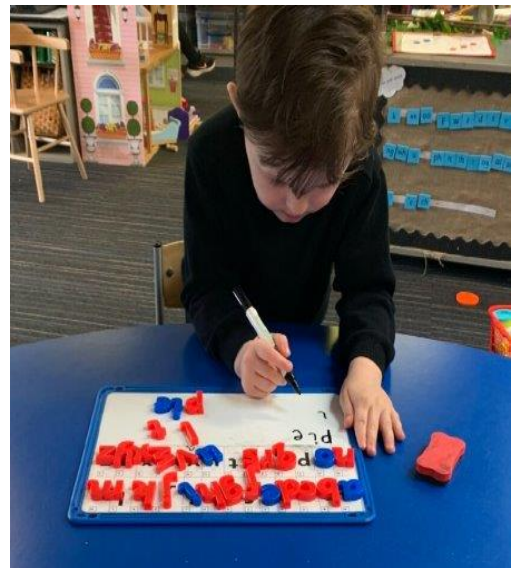


Literacy and English

Your child will develop their ability to communicate in a range of ways. We teach the four main skills of reading, writing, talking and listening. Our aim is to help every child to become a fluent communicator, able to interpret texts, share information, discuss and debate issues, articulate opinions and emotions and write effectively for a variety of purposes.

We use a range of resources to support teaching and learning:

- Monster Phonics
- Writing Revolution
- Dandelion Readers
- Rapid Reading
- Comprehension Express
- Jolly Phonics
- North Lanarkshire Spelling
- Glasgow Improvement Challenge resources and strategies
- Word Aware



Numeracy and Mathematics

Numeracy & Mathematics Maths is a tool used to aid investigations of the world around us and as a means of interpreting and recording information. An investigative, problem solving approach is encouraged throughout the maths curriculum.

Subject areas are:

- Number, money and measure, which includes core skills of number bonds and times tables
- Information handling which includes reading and interpreting graphs
- Shape, position and movement which includes understanding 2-D and 3-D shapes and their properties.

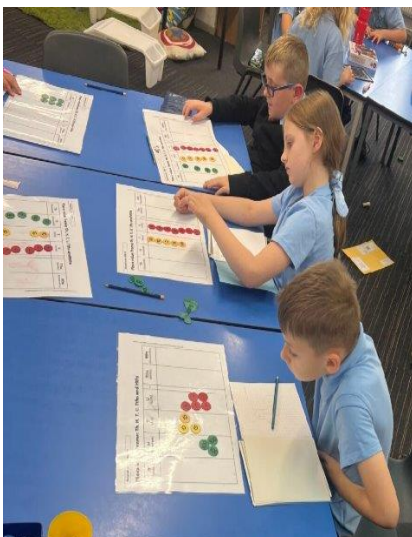
Much of our teaching and learning is active and games-based. Computer based programmes are used throughout lessons as well as our core resources:

- Number Talks Strategies,
- Number Sense,
- Heinemann Active Maths,
- White Rose Maths,
- Scottish Heinemann Maths and
- Glasgow Counts Strategies and Resources

Numeracy contributes towards all areas of learning as it unlocks the wider curriculum.

Being numerate increases opportunities in all aspects of life and lays the foundations of lifelong learning and work.

Numeracy plays a key role across our school curriculum by developing students' abilities to calculate, to reason and to solve problems. Teachers seek opportunities for children to develop and apply Maths skills across all curriculum areas, using real life contexts wherever possible.



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. We have many resources to teach the various aspects of health and are supported by partners such as the Community Police. Teaching resilience, assertiveness skills and anti-bullying are key features of our mental, social and emotional health programme of study. We are a Health-Promoting School and we offer learning experiences themed around the following Curriculum for Excellence outcomes:

- Mental, Social and Emotional Health
- Physical Health & Sport
- Food and Health Substance Misuse
- Relationships, Parenthood and Sexual health (SHRE) Parents will be informed by letter/email when pupils are undertaking learning related to SHRE as they may wish at this point to discuss these aspects of learning further with their child at home. Information/booklets will be provided to support this.



Physical Education

We use Glasgow City Council planners to create our PE programme. Children have 2 PE sessions per week and cover the following areas: Games, Fitness, Gymnastics and Athletics. All jewellery must be removed prior to participating in PE activities for safety. Children should have shorts/joggers and suitable shoes for PE which are kept in school for PE days. Some PE takes place outdoors (weather permitting).



Social Studies, Science and Technologies

Social Studies

- People, Past Events and Societies
- People, Place and Environment
- People in Society, Economy and Business Science

Sciences

- Planet Earth
- Forces, Electricity and Waves
- Biological Systems
- Materials
- Topical Science Technologies

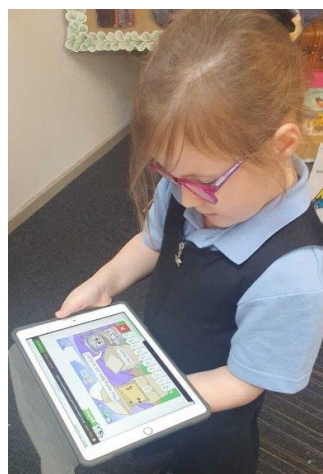
Technologies

- Technological developments in society
- ICT to enhance learning
- Business
- Computing science
- Food & textiles
- Craft, design, engineering & graphics



ICT

ICT is used to enhance learning across the curriculum. Each class has an interactive whiteboard which displays lessons in a stimulating, visual manner. Teachers use presentations to deliver lessons and children have the opportunity to interact on screen. Children use ICT both in the classroom and in the computer suite using desktops, laptops, Windows tablets, ipads and other equipment. All classes have a selection of Ipad that they use across learning, in the P.7 classroom all pupils have their own Ipad.



Expressive Arts

Music

Currently in the school we work with Glasgow City Councils CREATE music planners and resources. We are also offered instrumental music tuition from P.5-7 from Glasgow City Council instructors. This is a completely free opportunity for children

Art and Design

Teachers follow the CREATE programme of study for Art and make use of the Borders Art pack to ensure that a broad and balanced range of activities are offered.

Dance

Children have varied opportunities to develop skills in dance. This may be expressive dance, learning Scottish dancing, learning dances from other countries and creating some of their own dance sequences, putting together steps and sequences they have learned. During International Education week children learn and perform a variety of different dances from around the world. At various points throughout the year Determined to Dance instructors also lead and support teachers and pupils in dance.

Drama

Lessons are often interdisciplinary, linked to class topics and we use the Glasgow City Council CREATE programme of study. Children will also be offered the chance to use expressive arts in performances, for example, Christmas Show performances, summer shows and various other events throughout the school year.



Religious & Moral Education

Religious and moral education includes learning about Christianity, Islam and other world religions, and supports the development of beliefs and values. As part of our curriculum, we have assembly or school shows surrounding 2 Christian celebrations, this is typically Christmas and Easter.

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



Rev. Fiona Morrison is our school Chaplin. She is currently the Reverend at St. Andrew's Church. Fiona has a close link with our school and will lead our school in Christmas and Easter services as well as Value Assemblies.

Our school is fortunate to have a close link with Hope Hall in Baillieston. John Allan assists with the Christianity element of Religious and Moral Education and provides opportunities for religious observance.

Modern Languages

Learning a modern foreign language is an extremely valuable skill which we aim to teach throughout the school. At present we teach French across all classes in the school. We also started to introduce some basic Spanish. Children across the school learn about Spain and learn some basic Spanish phrases. This is part of the Scottish Government's vision to have all children learning 2 languages other than English by the time they leave Primary Education. (Language Learning in Scotland, A 1 + 2 Approach).

Assessment and Reporting

All children are assessed both formally and informally throughout the year. This allows children and their teachers to identify their strengths and areas for improvement. A variety of assessment methods are used to enable staff to pass on information to parents about the progress of their child. Assessment records are kept by the class teacher and form the basis of discussion at Parents' Evenings in October/November and February/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.

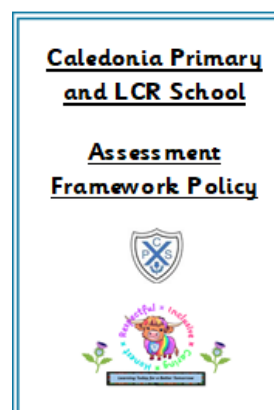
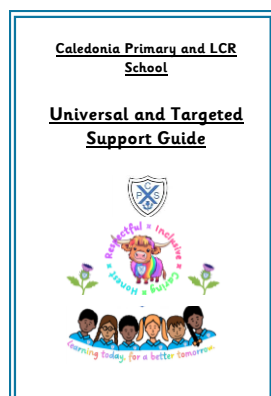
Any parent or carer seeking further advice regarding this policy should contact the Head Teacher in the first instance.

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>

To access our school policies on assessment, reporting and support please follow the link to our website.

[Caledonia Primary Policies](#)



Relationship Policy

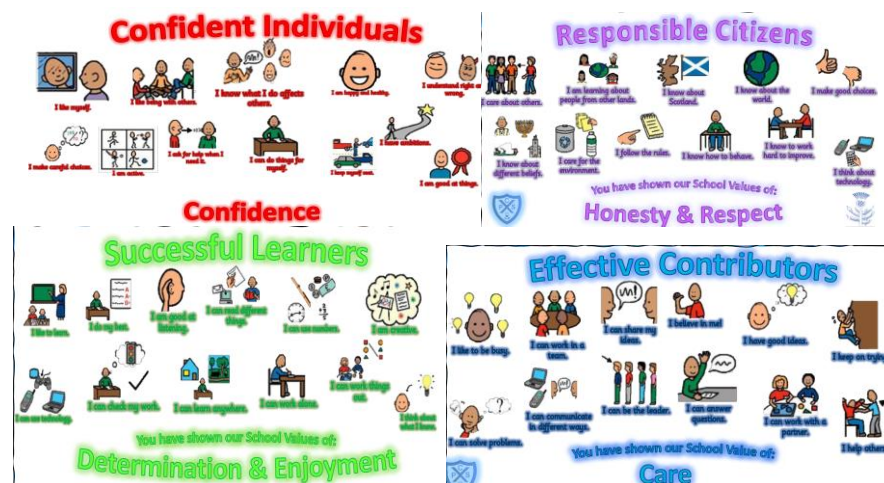
At Caledonia all staff have a firm understanding and belief that all behaviour is communication and we pride ourselves in building and maintain positive relationships with our pupils.

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 Caledonia Primary and LCR is to build a positive ethos that demonstrates care and respect for all. Positive behaviour is recognised and celebrated. Our school operates a system of class charters to set out expected behaviour. This is celebrated through awards at assemblies and certificates sent home to parents. The highest standards of behaviour are expected of pupils at all times. Parents are asked to co-operate with the school in encouraging a sense of responsibility and good behaviour in their children.



Our Caledonia school values are: care, confidence, determination, honesty, enjoyment and respect. Every month, all staff across the school identify a pupil they have observed consistently displaying the school values. During our Values Champion assemblies, these pupils are rewarded with a certificate and get to have lunch at the Values Champion table.

At weekly assemblies' pupils are chosen for hot chocolate with the Head or Depute Head Teacher that week for displaying our school values consistently. These awards are linked to the school values and Curriculum for Excellence Capacities.



Ethos and Culture – Our Behaviour Blueprint

At Caledonia we firmly believe in restoring and repairing conflicts and disagreements. All conversations surrounding behaviours are underpinned by our school values. Our Behaviour Blueprint is an agreement on adult behaviours and pupil behaviours within Caledonia Primary and L.C.R

Our School Values



Adult Behaviours

- Calm and consistent – no shouting.
- Meet and Greet pupils.
- 'PIP and RIP' (praise in public, reprimand in private)
- Daily emotional check ins.

How we Recognise and Reward

- Weekly 'capacity' awards linked to our school aims.
- Monthly 'Values Champion' awards linked to our school values.
- Hot Chocolate Friday.

Stepped Interventions

- First attention to best conduct.
- Warning in private.
- Restore and repair during non-learning times to ensure no learning is lost.
- Next steps and expectations agreed.

Restorative Conversations

1. What happened?
2. What were you thinking at the time?
3. How did this make others feel?
4. Who has been affected?
5. How could we put this right?
6. What could we do differently next time?

Wider Achievement

At Caledonia we value Wider Achievement and provide pupils with a range of opportunities to develop skills for learning, life and work. We aim to recognise achievements in all areas and hold weekly assemblies where wider achievement is shared and celebrated. We link outdoor learning and opportunities to wider achievement and at each stage of the school children work towards an Outdoor learning award. These include the John Muir Award, RSPB Award, First Aid Award, Crest Award and Eco Award.

Extra-Curricular Activities

We offer a wide range of after school activities throughout the course of the year. These are supported by staff, professional courses and fully disclosed volunteers. Examples of clubs are dance, we have a school football team, computer coding, stem club and garden club. We welcome and encourage parents to come forward to share their skills with the pupils e.g. sewing, design and building, cooking.



Residential School Trips

Primary 7 pupils are offered spaces on our residential excursions at Blairvadach centre. These excursions allow pupils to develop a range of skills as they try out new challenges, for example canoeing and gorge walking. We write to parents as early as possible to inform them of the proposed excursion, the cost and any relevant information.



Committees



We have several committees that pupils are involved in across the school to develop skills for learning, life and work, to give pupils a voice and opportunities to change and make decisions within the school. In session 25-26 all pupils across the school will be working within a committee to make improvements. These include Pupil Council, L.C.F.E, ECO, Road Safety and Rights Respecting Schools. Children from P.1-7 work together in their committees to make real improvements across the school and community.

Family Learning

At Caledonia we welcome parental involvement as research has shown that when parents are involved children do better at school. There are many opportunities for parents to become involved in the life and work of the school.

Across the school year: -

- Parent Council Meetings
- Helping out at school trips and events
- Volunteering with Literacy, Numeracy and Gardening.
- Class Assemblies
- Learning Afternoons in your child's classroom.
- Parents Evenings
- 'Meet The Teacher' in Term 1
- Families Connect
- Adult Workshops – Autism, Dyslexia, Literacy, Numeracy etc.
- Family STEM event
- Family Golf It event
- School Shows

Assemblies

All children take part in weekly assemblies to share and celebrate successes. Each Friday children will gather together and are informed of upcoming events, will share learning from their class, sing songs, have guest speakers and awards are allocated to highlighted pupils. The first 3 Friday's of the month are 'Capacity Awards' which are nominated by our teaching staff. Pupils who receive this award are invited to come along for a Hot Chocolate and treat on a Friday afternoon.

The last Friday of the month is our 'Values Champion Awards'. In each class a recognition board is in place with our school values. If pupils are spotted across the month for displaying a school value their picture is placed on the recognition board. From there all staff across the school pick one person to put forward for our Values Champion assembly. These pupils are treated to a longer lunch, lunch served to them by staff in plates and take their place at the Golden Table where they are given special treats.

Fiona, our school chaplain may also visit assemblies as part of our Religious Observance. We also have other visitors such as charity members, library staff, etc to help children understand their wider community locally and globally. We aim to celebrate the Harvest, Christmas, Easter and Summer Service as part of our Religious Observance.

School Houses

We have 6 school houses and each child in the school is assigned to a house. Our houses are: -



Pupils are given house points across the whole week based upon our school values. The winning house is treated to an end of term 'House Party' as a reward.

Pupil Leadership

At Primary 7 pupils are given extra leadership and responsibility opportunities. We have Captains and Vice Captains assigned to our schoolhouses, School Prefects and a Pupil Leadership Team who are involved in making positive changes to our school. Captains update the whole school on events and points and the Pupil Council or Reps may also give information to the whole school.

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 social work services of these concerns.

Additional Support Needs at Caledonia

At some point in their school life, children may experience difficulties which will result in additional support needs. Our Stage Intervention Meetings comprising of the Head Teachers, Depute Head Teachers, Educational Psychologist and Speech and Language Therapists from within our learning community. They meet regularly to review the progress and support needs of children. Children may need support due to learning difficulties, family difficulties or other factors. The decisions taken by the group are then implemented in class, across the school or occasionally through consultation with specialist schools or agencies, sometimes pupils might then be presented at the authority Joint Support Team and Area Inclusion Group for more supports from other agencies. Parents and carers are involved in all decisions regarding their children. Some pupils with additional support needs may require a Co-ordinated Support Plan and some may simply require short term targets.

Glasgow City Council's policies, procedures and practices relating to children and young people with additional support needs are in line with the Education (Additional Support for Learning - Scotland Act) 2009 which place duties on education authorities and provide rights for parents of children with additional support needs and young people with additional support needs. All children require support to help them learn.



However there are some children and young people who need some extra support or support which is a bit different from the support provided for all children to make sure they benefit from school education. That support may come from education services but can also be provided by a NHS Board, Social Work, Skills Development Scotland, or independent and voluntary organisations. Children and young people in school who need extra support or a different sort of support from what is generally available have additional support needs. These additional support needs can arise for lots of different reasons.

The reasons why a child or young person may have additional support needs are too many to list here, however the following are examples:

That the child or young person:

- finds it challenging to regulate their emotions and actions;
- is hearing or visually impaired;
- has a particular physical health need;
- is living with parents who have a drug or alcohol dependency;
- has English as an additional language;

Some additional support needs may only last for a short period of time other additional support needs will be lifelong.

If you think your child may have additional support needs you should talk to your child's school or pre-school provision about this. All children and young people have their needs continuously assessed and reviewed. Your child's school will be able to show you their assessment of your child's needs and will send you copies of reports on how your child is progressing in school.

At Miltonbank we ensure we meet the needs of all. This covers not only the content of the lessons and teaching strategies but also minor adaptations to the physical environment of our buildings to address the needs of pupils with physical or sensory impairments, including the relocation of classes to the ground floor where feasible. We also need to ensure that parents and carers who have a disability have equal access to information about their child. This will involve, for example, relocating the venue for parents/carers meetings to facilitate physical access; provision of an interpreter for people who have a hearing impairment; agreeing a phone contact system to provide direct feedback to parents and carers.

Physical access	There have been a number of reasonable adjustments made to our building in accordance with the approved Accessibility Strategy published in 2004. Our school is accessible by ramps at ENP entrance and the main door. Lower handrails have been installed on both sets of stairs, but there are no lifts.
Communication	Any parent who has a disability can be given equal access to parent/teacher meetings and parent forums. Please call the school in advance and we will be happy to make the necessary arrangements.
Curriculum	The school takes a proactive approach to address appropriate differentiation of the curriculum. The first source of this support is the class teacher who, based on the knowledge of and relationships with the child, carries the primary responsibility in this area. Our DHT has the overall responsibility for additional support needs throughout the school. See * below
Staff development	Our Senior Leadership Team ensures that staff are kept updated and inservice training is held when appropriate.

Caledonia Language Communication Resource

Caledonia's Language and Communication Resource caters for children with additional support needs from Pr 1 - Pr 7 from across the North/East of the city. The resource is inter-denominational. The LCR exists to cater for children who have additional needs in speech, language and communication, which would impede their access to a mainstream curriculum.

LCR Leadership Team

The leadership team is as follows:

Head Teacher: Mrs Adele Bowman

Principal Teacher: Ms Niamh McCann

Enrolment

Applications for a place in the LCR are normally sought through Glasgow's Area Inclusion Group (AIG). Pupils are normally referred to the school by education staff and Psychological Services following rigorous assessment and planning for individual needs. During this process, parents and carers will be offered the opportunity to discuss their child's additional support needs as well as the potential placement. However, parents must enrol their child at their local mainstream school as a first step. Registration of Primary 1 children takes place in November and is advertised widely in local press etc.

Organisation of Classes

Class groups are set by the leadership team based on additional support needs and peer relationships. The LCR provides additional support to meet the needs of the children. Teachers work closely with their mainstream colleagues in order to ensure a balanced curriculum. There are many opportunities for inclusion within Caledonia Primary School. These include joint playtime and lunchtime arrangements and curriculum opportunities. The children also come together for gym and music lessons and for certain events such as theatre productions and outings.

Transport

The education authority will normally provide free transport to pupils who attend an Additional Support for Learning (ASL) school when it is outwith a certain distance. This policy is more generous than the law requires and means that the provision of transport could be reviewed at any time. Where free transport is provided, it may be necessary for children to walk to the vehicle pick-up point. It is the parent/carer's responsibility to ensure that their child arrives at the pick-up point on time. It is also the parent /carer's responsibility to ensure that the child behaves in a safe and acceptable manner whilst using school transport. It is expected that no child/young person with additional support needs will be on transport for more than one hour.

Communicating with Parents

Xpressions App

At Caledonia we keep parents up to date with school information through and app called Xpressions. All communications from the school are sent digitally to your phone via Xpressions or your email address. When enrolling your child at Caledonia you will be asked for an active email address.



Showbie



At Caledonia every class in the school has an active Showbie Class account. Parents are able to digitally gain access to this class page and will receive updates on learning and achievements, receive messages and information directly from the class teacher and receive pictures, videos and activities. A Showbie code will be issued to parents at enrolment.

X

Another way we communicate with parents is through the digital platform of Twitter. Regular updates and pictures will be placed on our page which can be followed through the twitter handle of @CaledoniaPS. Permission will always be sought from parents before any pictures or videos are uploaded of children.



Scoted School App



We have recently invested in a School App. The app can be accessed through Apple or Android phones. Download 'Scoted' App, search for Caledonia Primary School and you will receive all alerts and updates regarding our school.

Promoting Health and Wellbeing

The Scottish Government introduced Getting it Right for Every Child (GIRFEC) as a programme of change, reaching across all children and adult services in the public and voluntary sectors in Scotland, to achieve better futures for all of our children, young people and their families. It builds from universal health and education services and drives the developments that will improve outcomes for all children and young people. We want all our children and young people to be fully supported as they grow and develop into successful learners, confident individuals, effective contributors and responsible citizens. We believe they should be: Safe, Healthy, Active, Nurtured, Achieving, Respected, Responsible and Included. These are the eight indicators of wellbeing.



The Getting It Right approach is about how practitioners across all services for children and adults meet the needs of children and young people, working together where necessary to ensure they reach their full potential. This approach, based on the United Nations Convention for the Rights of the Child, is:

- Child focussed, ensuring that the child and family are at the heart of decisions and supports;
- Based on a holistic understanding of wellbeing;
- Early interventionist to tackle needs as soon as they appear; and
- Joined up, to ensure services work together.

Thistle Grove



Our school receives Pupil Equity Funding from the Scottish Government in order to raise attainment. As a school we know and understand that in order to raise attainment for some pupils it must first start with health and wellbeing supports. We have used a proportion of our Pupil Equity Funding to staff a health and wellbeing approach that supports pupils that require health and wellbeing interventions. Miss Temple and Mrs McGeachin are nurture trained and run 2 weekly sessions to provide targeted supports for health and wellbeing in order to unlock learning. Pupils are referred to Thistle Grove by Class teachers and are allocated places when they are available.

Attendance

Section 30 of the 1980 Education Act lays a duty on every parent/carer of a child of 'school age' to ensure that their child or young person attends school regularly. Attendance must be recorded twice a day, morning and afternoon.

Regulation 7 of the Education (School and Placing Information) (Scotland) Amendment, Etc. Regulations 1993 requires each child's or young person's absence from school to be recorded in the school register as authorised: i.e. approved by the authority, or unauthorised: i.e. unexplained by the parent/carer (truancy) or excluded from school.

Parents should phone the Absence Reporting Line on 287 0039 , if your child is absent or will be late. The school will then be informed about this absence.

The Management Circular 85 states:-

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

Exceptional circumstances include:

- ❑ Short-term parental/carer placement abroad
- ❑ Family returning to its country of origin for family reasons
- ❑ The period immediately after an illness or accident
- ❑ A period of serious or critical illness of a close relative
- ❑ A domestic crisis which causes serious disruption to the family home, causing temporary relocation

Time off during term-time for the following reasons is not acceptable and will be recorded as unauthorised absence:

- ❑ Availability of cheap holidays or desired accommodation
- ❑ Holidays which overlap the beginning or end of term

Clearly with no explanation from the parent or carer, the absence is unauthorised.

Approximately every 4 the Head Teacher monitors every child's attendance at school. If the attendance rate is less than 90% and there is no valid reason for the absences then a letter is sent to the parent informing them of the importance of attending school regularly and inviting them to discuss the matter. Should attendance fail to improve further letters will follow in order to seek your support.

Our attendance strategy is outlined in our School Policy which can be accessed through our school website.

School Uniform

Given that there is substantial parental/carers and public approval of a dress code, schools in this authority are encouraged to develop a school dress code. In encouraging a dress code policy, account must be taken in any proposals to prevent any direct or indirect discrimination on the grounds of race or gender. Any proposals will be the subject of widespread consultation with parents/carers and children/young people. Against this background it should be noted that it is the policy of the Education and Social Work Services Committee to encourage schools to develop an appropriate dress code policy.

Caledonia's school uniform is as follows:

Light blue or Black school sweatshirt
Light blue or White Shirt and tie/polo shirt
Tartan Tie
Black trousers or skirt
Red fleece



Uniform is available to buy online from

[Be Uniform](#)

[Aspire Academy](#)

There are forms of dress which are unacceptable in school, such as items of clothing which:

- ☐ potentially encourage faction (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, dangling earrings
- ☐ are made from flammable material for example shell suits in practical classes.
- ☐ could cause damage to flooring
- ☐ carry advertising particularly for alcohol or tobacco and
- ☐ could be used to inflict damage on other pupils or be used by others to do so

Under no circumstances will pupils be deprived of any educational benefit as a result of not wearing clothing conforming to the school's dress code policy.

Parents/guardians receiving Income Support, Job Seekers Allowance (income-based), Working Tax Credit (with an income of less than £15,050*), Housing Benefit, or Council Tax Benefit will normally be entitled to monetary grants for footwear and clothing for their children. Approval of any requests for such grants made by parents/carers in different circumstances is at the discretion of the Service Director: Education. Information and application forms may be obtained from schools and from Grants Section at Education Services headquarters.

Glasgow City Council is concerned at the level of claims being received regarding the loss of children's and young peoples' clothing and/or personal belongings. Parents/Carers are asked to assist in this area by ensuring that valuable items and unnecessarily expensive items of clothing are not brought to school. Parents/carers should note that the authority does not carry insurance to cover the loss of such items and any claims submitted are likely to be met only where the authority can be shown to have been negligent.

Data Protection Policy

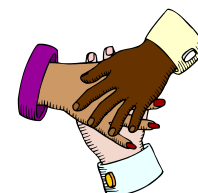
Information about pupils' education is collected through our statistical surveys in partnership between the Scottish Government and Local Authorities through the ScotXed Programme which aims to help schools and Local Authorities by supporting efficient collection, processing and dissemination of statistical information. The Scottish Government then provides analysis of the data to support research, planning, management and monitoring of education services as well as to produce National Statistics publications. Education data within Scottish Government is managed effectively by secure systems and is exploited as a valuable corporate resource, subject to confidentiality restraints. As part of its data policy, Scottish Government will not publish or make publicly available any information that allows individual pupils to be identified, nor will data be used by Scottish Government to take any actions in respect of individuals. Data is held securely and no information on individual pupils can or would be made publicly available by Scottish Government. The individual data about pupils in schools collected by Scottish Government through statistical surveys is used only for the statistical and research purposes for which it is collected.

YOUR DATA PROTECTION RIGHTS

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (2018). We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how we will use your data. This note can give only a brief description of how we use data. Fuller details of each individual ScotXed survey, including the purpose of each and the published data, can be found on the ScotXed website (<http://www.gov.scot/Topics/Statistics/ScotXed>). Pupil names and addresses (other than postcode) are never collected in any ScotXed statistical survey. Scottish Government works with a range of partners including Education Scotland, Skills Development Scotland and the SQA. On occasion, in order to help meet our aim of improving the life of young people in Scotland, we may make individual data available to partners such as the National Registers of Scotland to carry out research relating to the national population census and also to academic institutions and organisations to carry out additional research and statistical analysis which helps inform policy development and contributes to improving outcomes for Scotland's people. In order to carry out this research to support better decisions, policy making and practice, data may be linked to information from other sources. Any sharing or linkage of data will be done under the strict control of Scottish Government, and will be consistent with our data policy and the National Data Linkage Guiding Principles. This will ensure that no individual level data will be made public as a result of the data sharing and that these data will not be used to take any actions in respect of an individual. Decisions on the sharing or linkage of data will be taken in consultation with relevant colleagues and individuals within and outwith Scottish Government. At all times pupils' rights under the Data Protection Act and other relevant legislation will be ensured.

Dealing with Racial Harassment

The Race Relation Act of 1976 makes it unlawful to discriminate against someone because of her/his colour, race, nationality, ethnic or national background. The Act makes it the duty of Glasgow City Council to eliminate unlawful racial discrimination.



In 1999 the guidelines, "Dealing with Racial Harassment" were issued to assist all teaching staff in dealing with such incidents. The adoption of an anti-racist approach should be seen as one part of the continuing attempt to improve the quality of education.

Glasgow City Council recognises that support from the home is essential if these aims are to be achieved. Every child in Glasgow has the right to be happy and secure at school.

Bullying and Equalities

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.

Freedom of Information Act 2002

The Freedom of Information (Scotland) Act gives individuals a statutory right to the unpublished "internal" information and records held by Scottish Public Authorities such as East Dunbartonshire Council and its schools. Individuals have already used this legislation to find out about policy, procedures and how particular decisions have been reached. If you would like to use this legislation to access particular information please write to the Head Teacher, and subject to certain conditions and exemptions, you will receive a full response within twenty working days of receipt of the request. Please note that you cannot access personal information on staff or pupils under this legislation. To access personal information about your own child, please see the section 28 on Accessing Your Child's Pupil Records.

Use of Photographs and Videoing of Pupils

On occasion, the school may seek permission from parents to photograph/video pupils for internal purposes within the school, for Council publicity materials and/or for press/media related activities. If a pupil's image is being used on any webpage or on a webcam, parents will be asked for express consent as this image has the capability of being viewed by any person with Internet access world wide. Pupil photographs will be held with the school's Management Information System (SEEMIS), parents will be asked for consent.

School No Smoking Policy

With the introduction of the Smoking, Health and Social Care (Scotland) Act 2005 and the Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006, East Dunbartonshire Council now operates a no smoking policy across all authority's school campuses. Any person accessing the school must refrain from smoking in any of the school campus areas.

Pupil Use of Mobile Phones

As part of our school Acceptable User Policy pupils are able to bring mobile phones to school however they must place them in the locked safe box within the classroom locked cupboard. Phones are placed in the box from the hours of 9am-3pm. Smart Watches are permitted however if they are able to phone, message or photograph they must also be placed within the safe box. This ensures that property is safe from damage or theft, data protection laws are adhered to ensuring that photographs and videos of pupils without their permission are not taken and pupils internet access is monitored and managed in a safe manner.

School Meals

Cordia operates the Hungry for Success Fuel Zone at Caledonia using a Pick N' Mix menu and all meals are cooked on the premises. The system enables the pupils to select their own choice of food - all available at £2.50 (Price may rise in the future). All children in Primary 1-4 receive a free school meals. The government has announced that free school meals will extend to P.6 in August 2025.



- For an inclusive price of £2.50 or a free ticket, each pupil can select their main meal, one plain or water, one fruit juice and one yoghurt along with as many items as they wish from the Pick N' Mix bar

Special dietary requirements can be catered for. Please speak to the Head Teacher if this is required.

Lunch is served from 12.15 and the younger children from P1-P3 classes enter the dining hall first, with a rota system for the rest of the school. Dinner tickets are issued on a daily basis to those who are entitled to them. Children who bring a packed lunch to school eat them in the dining hall alongside the rest of their peers. They are also entitled to a free milk daily in the dining hall if they so wish. The dining hall attendants are not responsible for cleaning up for children who eat packed lunches and so the children will be expected to tidy up when they finish. Bottled drinks (still not fizzy juice) may be brought to school but in the interest of safety these should not be glass bottles.



Any child who stays in school for lunch must remain in the playground after they have eaten, unless a written request is sent to the Head Teacher. This is for safety reasons.

Children and young people of parents receiving Income Support, Job Seekers Allowance (income-based) and Child Tax Credit only (where income is less than £16,190 *) are entitled to a free midday meal. Information and application forms for free school meals may be obtained from schools and from Grants Section at Education and Social Work Services headquarters.

It is in the interest of schools and parents/guardians to maximise the numbers of pupils entitled to free school meals as those schools with a high level of pupils registered for free school meals attract additional funding benefits for the school overall. All parents/guardians eligible for free school meals for their children are therefore encouraged to register their entitlement, thus assisting the school in gaining additional support. Application forms can be obtained from the Grants Section of Education Services Headquarters.

N.B. Parents who are in receipt of Child Tax Credit **and** Working Tax Credit are **not** entitled to a free midday meal.

A "Breakfast Club" is in operation from 8.00 - 8.45a.m. Cordia Services organise this and children can eat a breakfast any morning. It includes various cereals, toast, jam, yoghurts and fruit juices.

Fresh Water Initiative

Children can access drinking water at any time during the school day.

TRANSPORT

- a. General: The Education Authority has a policy of providing free transport to all primary children who live more than one mile by the recognised shortest walking route. This policy is more generous than the law requires. This means that the provision of transport could be reviewed at any time. Parents/Carers who consider they are eligible should obtain an application form from the school or Education Services. These forms should be completed and returned before the end of February for those children and young people beginning school in August to enable the appropriate arrangements to be made.



Applications may be submitted at any time throughout the year but may be subject to delay whilst arrangements are made. The appropriate officer has discretion in special circumstances to grant permission for children and young people to travel in transport provided by the authority where spare places are available and no additional costs are incurred.

The authority has an Exceptional Circumstances policy relating to e.g. homelessness, parental/carer disability, etc. Details are available from the school. There is also a procedure to request transport on medical grounds. The school can advise on procedures.

- b. Pick up points: Where free transport is provided it may be necessary for children and young people to walk a certain distance to the vehicle pick-up point. Walking distance in total, including the distance from home to the pick-up point and from the drop-off point to the school in any direction, will not exceed the authority's limits (see above paragraph). It is the parent's/carer's responsibility to ensure their child arrives at the pick-up point in time. It is also the parent's/carer's responsibility to ensure the child behaves in a safe and acceptable manner while boarding, travelling in and alighting from the vehicle. Misbehaviour could result in your child or young person losing the right to free transport.
- c. Placing requests: The Education Authority does not provide transport for those children and young people in receipt of a placing request other than in individual exceptional circumstances and where appropriate legislation applies.

MEDICAL AND HEALTHCARE

Statutory confidential medical examinations are arranged by the School Medical Officer.



VISION

-In P1 & P7 and at other times if there is a concern



HEARING - If required



HEIGHT - In P1 and at other times if required

WEIGHT - In P1 and at other times if required

HEALTH INTERVIEW - P7 and at other times if required

If there are any problems at these or other times you will be contacted.

The dental officer makes an inspection of children's teeth (P1 & 7). Children requiring dental work are notified by letter. Parents have a choice of treatment by their own dentist or by the clinic dentist. Letters must be taken to the dentist and returned by him to the School Dental Officer. Children not treated within 6 weeks will be re-inspected.

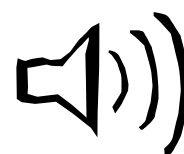
If your child is taken ill in school, or meets with an accident he/she will be seen in the first instance by a member of staff. In cases of serious illness or accident parents are contacted. An emergency contact is essential for all pupils.



Should your child need to take medication during school hours, it is **ESSENTIAL** that you visit the Head Teacher to discuss arrangements and complete the appropriate form. **PLEASE NOTE: Staff CANNOT administer medication without the form being completed.**

Parents are asked to inform the school of any particular medical requirements for their child/children should the individual suffer an illness. It is requested that the school be informed of arrangements for children who may be required to be sent home.

INFORMATION IN 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 closure or re-opening. We shall keep you informed by using text messages, letters, notices in local shops and community centres, announcements in local places of worship and announcements in the press and on local radio.

THE PARENT COUNCIL

The Scottish Schools (Parental Involvement) Act 2006 has changed the arrangements for parental/carers representative in all schools. Since August 2007, all parents/carers are automatically members of the Parent Forum for their school and they have a right to establish a Parent Council to represent them.

Parent Council

The Parent Council is a group of parents/carers selected by members of the Parent Forum to represent all the parents/carers of children at the school. Parent Councils are very flexible groups and the Parent Forum can decide on the type of group it wants to represent their views. A Parent Council could get involved in:

- Supporting the work of the school
- Gathering and representing parents'/carers' views to the Head Teacher, Education Authority and HMIE
- Promoting contact between the school, parents/carers, children and the local community
- Fundraising
- Involvement in the appointment of senior school staff
-

Parent Councils are recognised in law from August 2007. As a statutory body, the Parent Council has the right to information and advice on matters which affect children's education. So, the school and the local authority must listen to what the Parent Council says and give it a proper response. Every school's Parent Council will be different because it will be parents/carers in each school who make the key decisions. The Parent Council is also entitled to support from the Education Authority in fulfilling its role

1. Membership of the Parent Council

Generally, members of the Parent Council must be parents/carers of children who attend the school and the chairperson must have a child in the school. However, the Parent Council can decide to co-opt members from teachers and the community who will have knowledge and skills to help them.

A Parent Council has been established in Miltonbank Primary. Membership includes between 4-7 parent members plus one community co-opted member. There is also one staff member who attends all meetings. The Head Teacher has a duty and a right to attend, but does not have the right to vote.

All parents received a letter asking them to indicate their interest in becoming a member of our Parent Council. The above members were selected as they were the ones who indicated an interest. Members are as follows:

Kayleigh Cunningham	Parent Member	Chairperson
Heather Mair	Parent Member	
	Parent Member	Financer
Louise Kennedy-Darroch	Parent Member	
	Parent Member	
Fiona Grant	Parent Member	
	Parent Member	
Mike Davis	Parent Member	
Adele Bowman	Senior Leadership Member	
Katie Scotland	Principal Teacher	

Should any parent wish to raise any topic for discussion at Parent Council meetings, please contact the Chairperson, Secretary or the Head Teacher.

Transfer from Primary to Secondary

Pupils are normally transferred between the ages of 11 and 12, so that they will have the opportunity to complete at least 4 years of secondary education. Parents and Carers will be informed of the arrangements no later than December of the year preceding the date of transfer at the start of the new session. Pupils normally transfer to:-

Bannerman Highschool 14 Glasgow Road Glasgow G69 7NS Tel No: 0141 582 0020	Headteacher: Mrs Seonaid Black
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Transfer Information will be issued to Primary 7 parents in December/January each year.

If you wish your child to attend a secondary school other than the catchment denominational or non-denominational secondary school(s) for your home address, you will be required to make a Placing Request online at www.glasgow.gov.uk

Parents of children who are planning to change from denominational to non-denominational or vice-versa between primary and secondary school should ensure that send in an in-term enrolment form and inform both the primary school and the intended secondary school.

Visits to secondary schools are organised before the summer holidays and children from other catchment schools who will be attending the same secondary school will have the opportunity to meet and get to know each other and their teachers. For pupils with additional support needs visits in small groups may begin earlier in the year or other supports may be put in place depending on their needs. All parents will be provided with a chance to view the secondary school, hear an explanation of school life and have the opportunity to ask any questions they may have. There is an extensive transition programme in place between Miltonbank Primary and Springburn Academy.

Disclaimer

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

- before the commencement or during the course of the school year in question
- in relation to subsequent school years.

Comment and Complaints

If you have a comment or complaint please approach the Head of Establishment in the first instance

If the Head of Establishment does not resolve the issue to your satisfaction, you should contact our Customer Liaison Unit who will:

- Take a totally neutral stance in fully investigating your complaint;
- Acknowledge receipt of your complaint within five working days;
- Give a full written response within a further 10 working days, unless another timescale has been agreed

The Customer Liaison Unit can be contacted by phone or email;

Phone 0141 287 3655

Email: education@glasgow.gov.uk

*Customer Liaison Unit
Education Services
Glasgow City Council
40 John Street
GLASGOW
G1 1JL*

Important Addresses

Douglas Hutchinson
Executive Director of Education
Education Services
Glasgow City Council
Education Services
Glasgow City Council
40 John Street
GLASGOW
G1 1JL

Jean Miller – Area Manager
Glasgow City Council
Education Services
Education Services
Glasgow City Council
40 John Street
GLASGOW
G1 1JL

Cultural & Sport Glasgow
Letting Section
20 Trongate
Glasgow
G1 5ES
Tel: 0141 302 2814/2815

Grants Section
Glasgow City Council
Education Services
Glasgow City Council
40 John Street
GLASGOW
G1 1JL

QUESTIONS ANSWERED

What happens if it is very wet?



If the weather is very bad, all the children remain in their classrooms during interval. Individual classes are supervised by support for learning staff and some children from Primary 7 as part of their additional leadership responsibilities.

At lunch time, all children who attend dinner school return to their classrooms immediately after lunch and are supervised as previously described.

If your child goes home at lunch time, please do not send him/her back to school until nearly 1.00pm on wet days.

What happens if my child takes ill at school?

When you enrol your child in school you will be asked to fill in a form with your name, address and telephone number.. This form asks for a contact who should be a relative or friend who would be able to look after your child in case of emergency.



If your child is ill, we will contact you. If we cannot reach you, your emergency number will be contacted. Failing that, your child will be supervised until he/she can be collected.

If your child has a serious accident, he/she may be taken to hospital. Again, every effort will be made to contact you. It is important you keep the school informed of any new contact numbers.

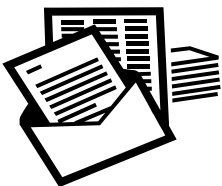
My child has a Doctors/Hospital/Dentist appointment. What do I do?

Please let the class teacher know before the appointment. NO CHILD is allowed out of school unless they are collected by an adult. Always let the Class Teacher, Head Teacher or Office know if you are taking your child away from school. Please do not ever take your child away without informing the school. e.g. at the interval or lunch time.

My child has Asthma, what do I do?

If your child uses an inhaler which MUST be taken in school time, please visit the Head Teacher to complete the appropriate forms.

What should I do if my child is off school?



If your child is going to be absent, please phone the school before 9.30. Thank you. If we do not hear from you, your child will be marked as an unauthorised absence.

What should my child wear for gym?

Shorts and T-shirt with slip-on gym shoes are best. Outdoor shoes are not allowed in the gym. For younger children, we would prefer if your child could wear shorts and T-shirt under his/her outdoor clothes on gym days as it is easier to get dressed and undressed .**N.B. For safety reasons, no jewellery to be worn during these activities.**

