

# School Handbook 2019-2020



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Dear Parents, Carers, and Friends of Pirie Park Primary School.

Welcome to our school, this handbook has been produced for you. It provides you with information such as how your children will be educated and looked after in Pirie Park Primary School.

I would like to welcome you and your child/ren to our school. Some of you will be familiar with our school community, but for others you will be meeting us for the first time.

As parents/carers of our pupils, you will always be made welcome at Pirie Park Primary School. We aim to achieve the best possible education for your child. The most effective way to do this is to work in partnership with you. We hope that you will keep in close contact with us.

Our priorities are to ensure that all children can enjoy a high standard of care and welfare and learn in an atmosphere that is happy and stimulating. We strive to ensure that the ethos and school environment is one where children are encouraged to become successful learners, confident individuals, responsible citizens and effective contributors in line with Curriculum for Excellence.

I hope this handbook will answer many of the questions which you have about our school. If you have any other queries or concerns, please never hesitate to contact me personally and I will always do my best to address your concerns. We welcome all parents' visits and are happy to discuss matters of mutual concern related to your child's progress and welfare.

The staff at Pirie Park Primary School looks forward to working in partnership with you now and in the future.

Thank you,  
Mrs Susan Clark



Acting Head Teacher.

## School Information

We are a non-denominational and co-educational establishment with a small number of school pupils attending Pirie Park via placing requests.

Present Roll	435
Planning capacity	434
Maximum working capacity	462

**Parents should note that the working capacity of the school may vary dependent upon the number of pupils at each stage and the way in which the classes are organised.**  
**Pirie Park Primary is part of the Bellahouston/Govan Learning Community.**

Year Group	P1	P2	P3	P4	P5	P6	P7
No. of Pupils	64	71	75	55	48	70	58

The school, which opened in January 2010, is a two-storey, custom designed, state of the art building. We share the campus with the Pre-5 Govan Family Learning Centre and Glasgow Life's community facility Glasgow Club Drumoyne.

The school is currently used after hours by members of our local community e.g. After School Care Councillors' Surgeries & Parent Council. To apply to use school accommodation after hours please contact: Glasgow Life, Community Letting Section, Details are on the Glasgow City Council website.

## School Vision, Values & Aims

At Pirie Park Primary we aim to develop every child to **"be the best they can be"** by providing high quality learning and teaching throughout a broad and relevant curriculum. We believe the development of the whole child to be vital.

Our vision is to create a safe, happy, caring and inclusive school where children, staff and parents feel valued, show respect, have fun and actively work together to be the best they can be through the following aims:

Our aims are to develop **SUCCESSFUL LEARNERS** by raising the standard and quality of learning and teaching, achievement and attainment. To develop and nurture resilient and **CONFIDENT INDIVIDUALS** equipped for life's choices and challenges. To provide equal opportunities for **RESPONSIBLE CITIZENS** to reach their full potential within a climate

of mutual respect. To encourage **EFFECTIVE CONTRIBUTORS** to be enterprising, learn various skills and work collaboratively in order to become valued members of society.

## Our **VALUES**: ♥ Respect ♥ Learning ♥ Friendship ♥ Trust ♥ Kindness

### Staffing & Organisation of Classes

**Head Teacher (Acting)** Susan Clark

**Depute Head Teacher P1-3** Eileen Allan

**Depute Head Teacher P4-7 (Acting)** Gilli-Anne Monaghan

**Principal Teachers** Julie O'Donnell, David Singer (0.4) & Michael Donnelly (0.4)

#### Classes      Teachers

P1a	Gemma Fraser & Lorna Dickson (Thurs)	
P1b	David Singer (Mon-Wed) & Carol Yuill (Thurs-Fri)	
P1c	Laura Quigley	
P2a	Gillian Pollock (Mon, Tues) Kirsten McShane (Wed, Thurs & Fri)	
P2b	Teri Fullerton	
P3/2	Lesley McCann	
P3a	Caroline Rose	<i>P1 = 25 pupils</i>
P3b	Inga Nicolson	<i>P2-3 = 30 pupils</i>
P4a	Amanda Charleson	<i>P4-7 = 33 pupils</i>
P4b	Katy MacMillan	<i>*Composite Classes = 25 pupils</i>
P5a	Abi Cruickshank	
P6/5	Megan McAlister	
P6a	Rebecca Ross & Susan Nickson (Tues)	
P6b	Annie Tumelty	
P7a	Kathryn Nicholson	
P7b	Michael Donnelly (Mon-Wed) & Stuart Borland (Thurs-Fri)	

**Support for Learning Workers:** Zoe Fraser, Collette Shand, Mary Rose Aitken, Anne Marie Atherall (Nurture) Jane Costello, Cecelia McAdam, Laura McCann, Lynne McGhie, Kailey Mooney, Jenny Smart & Sharon Sibbald

**Nurture Teacher:** Marion Mannion

**Teachers of Non Class Contact Time:** Caroline O'Neill & Lorna Dickson

**Raising Attainment-Challenge Leaders of Learning:** Susan Nickson (DLoL), Laura Ward (Numeracy), Julie O'Donnell & Stuart Borland (Literacy)

**PE Specialist Teachers:** Rona MacGillvary (Wednesdays & Thursdays)

**EAL Specialist:** Laura MacMillan

**Administrative Assistants:** Kay McGurran, Diane Kenny & Yvonne Higgins

**Janitor:** Mark Costick

**Lunch Supervisor:** Patricia McGeown

**Catering Staff:** Grace Burke, Elizabeth Ewing, Ellen McCrory Susan Stringer, Maureen

McKinnon, Karen Morrison.

**Dining Attendant:** Tricia Campbell

**Cleaning Staff:** Rachel Martin, Michelle Haughey, Andrea McDaid, Kimberly Cowie.

**Active Schools Coordinator:** Alix Drever

**School Chaplain:** Eleanor McMahon

## Communication with Parents

We communicate with the school community in a variety of ways and encourage you to check the details we have on record for your child are up to date to ensure you receive the most up to date communication.

### Meetings with Staff

Parents and carers are welcome in the school to discuss any aspect of their child's progress or school experience with a member of our leadership team. **Unfortunately, we are unable to meet with parents between 8:45am and 3:15pm unless an appointment has been arranged because this can take away valuable time from your child's teaching and learning.** Please call the school office on 0141 445 5884 if you would like to make an appointment.

### School Website

Our school website is in the process of being updated, however there is still a wealth of information about the school available. You can access the information via the address below: <https://blogs.glowscotland.org.uk/gc/pirieparkprimary/>

### Twitter

We would recommend that you follow the school twitter page **@PiriePark2014** as we use this platform to share information about our learning, upcoming events, post reminders and most importantly, as a way to celebrate our pupil success stories.

### Text Messaging

You may also receive text reminders about school events and also in emergency circumstances e.g. school closures. Please ensure you have given us an up to date mobile number so you are not missing out on this service.

### Newsletters

Newsletters will be emailed out on regular basis to those parents who have given us an up to date email address. Paper copies will be available from the school office.

### School Events

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.



## **School Holidays & In-Service Days Session 2019/2020**

\*correct at the time of update

### **August**

Monday 12 & Tuesday 13 August 2019 (In-Service Days)

Wednesday 14 August 2019 (Return date for Pupils)

### **September Weekend**

Friday 27 September 2019

Monday 30 September 2019

### **October**

Friday 11 October 2019 (In-Service day)

Monday 14 to Friday 18 October 2019 (October Week)

### **November**

Friday 29 November 2019 (Extra In-service Day)

### **December - Christmas and New Year**

Schools close at 2.30pm on Thursday 19 December 2019

Schools return on Monday 6 January 2020

### **January**

Monday 6 January 2020 (Return to school)

### **February Mid-term break**

Friday 7 February 2020 (Extra In-service Day)

Monday 10 February 2020

Tuesday 11 February 2020

Wednesday 12 February 2019 (In-Service day)

### **April - Spring Holiday (Easter)**

Schools close at 2.30pm on Friday 03 April 2020

Good Friday 10 April 2020

Easter Monday 13 April 2020

Schools return on Monday 20 April 2020

### **May**

Friday 8 May 2020 (May Day)

Monday 11 May 2020 (In-Service day)

Friday 22 and Monday 25 May 2020 (May Weekend)

## June

Schools close at 1pm on Wednesday 24 June 2020

**All school dates can be found online:**

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

## School Security and Safety

Communication between parents and school is vital and we always seek to encourage this and to make parents feel welcome, however, Glasgow City Council has clear guidelines on welfare and security and the use of Secure Entry Systems and general aspects of school security. Within these guidelines we regularly review procedures and the following must be to be adhered to:

- Where possible parental appointments should be made in advance by contacting the school office either by telephone (0141 445 5884) or in writing to the Head Teacher (Mrs Susan Clark)
- If an issue is urgent and requires immediate attention, to avoid disrupting your child's class teacher/lessons you should press the buzzer at the main door/front entrance and go directly to the school office/main reception. If the teacher needs to be contacted it will be done via the school office. You should not go directly to your child's classroom/teacher without an appointment or seeking permission from the Head Teacher.\*

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

## Enrolment

We would be delighted to welcome visits from parents/carers offered or seeking places for their children. The registration of pupils for Primary 1 in August now takes place during the second week of November. Dates are usually advertised in the local press. The school will also display enrolment information in the local library, nurseries, shops etc. If you wish your child to attend another school then you must first register your child online and complete a placing request for the school of your choice online. See link below:

<https://www.glasgow.gov.uk/index.aspx?articleid=18007>

## Secondary Transition

Children and young people are normally transferred between the ages of 11 and 12, so that they will have the opportunity to complete at least four years of Secondary Education. Parents and carers will be informed of the school arrangements no later than November of the year preceding the date of transfer at the start of the new session.

Pupils will normally transfer to:

**GOVAN HIGH SCHOOL**

12 Ardnish Street, Govan

Glasgow G51 4NB

Telephone: 0141 582 0090

## The School Day

Opens	9.00am *Breakfast Club starts at 8.00am
Interval	10.30am - 10.45am
Lunchtime	12.15pm - 1.00pm
Close	3.00pm (2.50pm for Primary 1 & 2 children)

## Attendance at School

Section 30 of the 1980 Education Act lays a duty on every parent/carer of a child or young person 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. Regulation 1993 requires each child's or young person's absence from school to be recorded in the school register as authorised: e.g. approved by the authority, or unauthorised: e.g. unexplained by the parent/carer (truancy) or excluded from school.

Within Glasgow Primary Schools good attendance is encouraged at all times and children rewarded accordingly. Parents are asked to contact the **Pupil Absence Reporting Line** if their child is going to be absent. This should be done before 9.30 on the first day of absence. If the child is going to be absent for some time, it would be helpful to know at the earliest opportunity. The school uses daily text messaging to inform parents of their child's absence if no contact is made. All unexplained absence is investigated by the school and appropriate action taken.



**Pupil Absence Reporting Line**  
**Telephone Number: 0141 287 0039**

The Pupil Absence Reporting Line (PABL) service has been created to provide an efficient flexible way for parents/carers to report absence. It is recognised that in some

circumstances, for example, to report or discuss a sensitive issue, you may still require to speak directly with the school. The following guidance should be applied:

**Please phone the Pupil Absence Reporting Line to report the following absences:**

- **Sickness absence:** if the absence lasts more than one day, parents and carers are required to call on subsequent days to provide an update. A letter should be provided to the school when the child returns from their absence.
- **Medical or dental appointments:** Parents and carers should call the PARL to report absences for medical or dental appointments. The school requires a letter or appointment card as evidence of the appointment to ensure permission is given to be absent from class.

**Please phone the school directly to report the following absences:**

To make sure you receive the right support you require, parents and carers should still contact the school directly to report absences of a sensitive or personal nature, for example, Bereavement, Serious illness (an absence which is going to last more than one week), Injury or Contagious diseases or illness.

The pupil absence service is provided by a dedicated team of experienced Education support staff. The information you provide to the team is updated in the school's system when you call, so that we are immediately aware of all absence information.

**Every Day Counts**      **Number of days absent = Attendance Percentage %**

The following information explains the percentage of a pupil's attendance at school and what this means in days/learning missed. As a pupil's percentage falls, procedures are activated to help support and encourage regular attendance at school.

Attendance levels are calculated on a daily basis and all absences from school, including **Term Time Holiday Leave**, whether **authorised** or **unauthorised** will affect a student's percentage of attendance. You will be informed in writing at the end of each term should your child's percentage of attendance fall below 90%.

Attendance Level 98% +	Attendance Level 95% to 97%	Attendance Level 90% to 95%	Attendance Level under 90%
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This is the equivalent of <b>4 days off</b> during the year.  This is above average and represents <b>very good</b> attendance.  Thank you to all pupils and parents who achieved this.	This is the equivalent of <b>5 to 9 days off</b> during the year.  This is in line with the national average and represents <b>satisfactory</b> attendance.	This is the equivalent of <b>10 to 19 days off</b> during the year.  If your child's attendance continues to remain at this level or drops lower, <b>school staff will become concerned</b> about the potential impact on your child's academic progress and achievement.	This is the equivalent of 20 to 38 days off during the year.  The <b>Education Liaison Officer (ELO) Elaine Lennox</b> who is based in Govan High School will be informed of your child's attendance and investigate unexplained absences.  The authority has the power to write to, interview or prosecute parents/carers or refer to the <b>Reporter of the Children's Panel</b> if necessary.
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## School Uniform

All pupils wear our school uniform. Our school colours are royal blue school sweatshirt or cardigan, plain black or grey trousers/skirt/pinafore, white polo shirt/shirt and the school tie. The school tie can be purchased at the school office for £3.50, all other items of clothing can purchased via the following link: <https://www.schoolwearmadeeasy.com/>

## Unacceptable Forms of Dress

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

- potentially encourage fraction (such as football colours);
- could cause offence (such as anti-religious symbolism or political slogans);
- could cause health & 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 children and young people be deprived of any educational benefit as a result of not wearing clothing conforming to the school's dress code policy.

Glasgow City Council is concerned at the level of claims being received regarding the loss of children's 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.

### PE Kit

It is important that pupils come prepared to learn and for PE this requires appropriate clothing shorts t-shirt & soft shoes. 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. PE Kit bags should be left in school between lessons and taken home regularly when garments are required to be washed.

Jewellery should not be worn on gym days for health and safety reasons. The school cannot be held responsible for jewellery that goes missing or is lost on PE days.

### Clothing & Footwear Grants

Parents/Carers receiving Income Support, Job Seekers Allowance (Income Based), Working Tax Credit (check link below for thresholds), Housing Benefit, Council Tax Benefit or Universal Credit (check link below for thresholds) will normally be entitled to monetary grants for footwear and clothing for their children. Information and application forms may be obtained from schools and at

<https://www.glasgow.gov.uk/index.aspx?articleid=17885>

### Health Promoting School

Pirie Park Primary aims to be a Health Promoting School and we wish to help equip pupils in making healthy choices in life. There are many healthy choices available as part of the daily school breakfast and lunch services. We ask for parental support by providing children with healthy snacks and water to drink.

All services available in the Fuel Zone are developed in line with The Schools (Health Promotion and Nutrition) (Scotland) Act 2007 which aims to help children eat healthily during the school day and beyond.

Cordia supports Education Services to meet the requirements of the Act by providing healthy food and drink in schools to encourage Glasgow's children to make the right choice in order to maintain a healthy lifestyle.

## Breakfast Club & Fuel Zone Information

Glasgow's Big Breakfast is available in all Glasgow primary schools every week day morning. Children can enjoy a nutritional breakfast of fruit juice, cereal and milk, toast and fresh fruit prior to the start of the school day. Children have the opportunity to socialise with their friends in a supervised and safe environment. Breakfast is FREE to those children in receipt of free meals. It costs £2 per day for all other children; however, if a sibling also attends they pay only £1 per day.



## Lunch

Fuel Zone focuses on serving healthy food in a bright and informal environment where children can enjoy lunch. The menu in the Fuel Zone rotates on a 3 weekly basis giving children more variety at lunchtime. Three meal choices are available daily: main meal, vegetarian or snack meal. Children can select from soup and bread, fruit and vegetables, yoghurt or jelly and milk to accompany their meal. A halal menu is also available if required please speak to the catering manager for further information.

Children wishing to buy a meal need to bring money with them every day. The cost is currently £1.90 (October 2019). P1-4 children all receive FREE SCHOOL MEALS. Children may bring a packed lunch, which will be eaten in the sports hall.

## Special Diets

If your child has a special medical diet requirement, please seek a referral from your dietician. Please then contact your catering manager who will deal with your request.

Catering Manager: Patricia McGeown      Phone Number: 0141 425 1510

You may find the link below useful:

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

## Refresh

Lack of water can cause dehydration. Better hydration means better performance in school and water is an excellent alternative to sugary drinks, which can cause tooth decay.

The Refresh initiative allows access to fresh, chilled drinking water in schools to encourage children to drink more water. All Glasgow schools have been supplied with mains fed coolers that filter and chill the water ready for drinking. This allows access during the day to refill water bottles which can be taken into the classroom.

## Transport

Your child is entitled to free school transport if he/she:

- attends the catchment primary school and your home address is more than 1.2 miles away by the recognised safe shortest walking route
- attends the catchment secondary school and your home address is more than 2.2 miles away by the recognised safe shortest walking route
- has been assessed to attend specialist provision to meet the requirements of his or her additional support needs (ASL)
- would have to walk a route to school which our Road Safety Officers consider unsuitable
- has been recommended for free school transport on medical grounds.

This may mean being given a travel pass for use on local bus/train services, contract buses hired for the service, taxis, private hired cars or the council's own transport where appropriate. Our policy on providing free school transport is more generous than the law requires and therefore we have the right to review and change this service at any time.

Children and young people may be expected to walk 1.2 miles for primary and 2.2 miles for secondary between their home and the appointed pick up point/drop off point.

It is your responsibility to make sure your child behaves in a safe and acceptable manner while travelling and getting on and off the vehicle. If your child attends a school as a result of a successful placing request the authority will not meet transport costs unless they have been authorised by a Head of Service.

The application form should be completed and returned to Children and Young People Support Team, Education Services, 40 John Street, Glasgow G1 1JL. Applications are

available by calling the Children and Young People Support Team on 0141 287 7477 or by following the link: <https://www.glasgow.gov.uk/index.aspx?articleid=17882>

## 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 Pirie Park Primary School is to build a positive ethos that demonstrates care and respect for all. Positive behaviour and relationships are recognised and celebrated weekly. Our school operates a system of class charters and multi house system to set out expected behaviour. Children who go 'over and above' are celebrated weekly, awarded with a certificate and invited to enjoy a hot chocolate with a member of the management team every week. In addition to this, the school has a number of termly awards including the house treat and the golden lunch table with the Head Teacher.



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.

# curriculum for excellence



## 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 Pirie Park 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. Should you wish any further information about these areas please do not hesitate to contact the school.

## **Extra-Curricular Activities & Clubs**

In addition to our curricular syllabus our pupils enjoy a wide and varied programme of activities before, during and after school. We are grateful for the amount of personal time teachers and parents/carers give to these extra-curricular activities and value their commitment and dedication. If you have talents to offer our children, please come forward and get involved.



## **School Improvement Plan 2019-20**

This is available on the Pirie Park Primary School website : <http://www.pirieparkprimary.co.uk> or from our school office.

Our priorities for improvement are detailed in the School Improvement Plan.

## **Standards & Quality Report 2018-19**

This is available on the Primary Park Primary School website or from our school office.

This outlines our main achievements and progress from last session and our priorities for this session.

### Modern Languages

At Pirie Park Primary we are very fortunate to have teachers who are fully trained to teach Spanish at primary level which is delivered to all children from P1-P7.

Learning to communicate in a foreign language is great fun, and will raise intercultural awareness in our children. Young people in Scotland must be equipped with the skills to enable them to communicate with others, and take their place in the world of work and the world at large. Further training is taking place in French this session in order to achieve the Scottish Government's aspiration for children to learn Languages 1+2.

### Religious and Moral Education

This area of the curriculum deals with the development of the pupil in relation to self-awareness, relationships with others and the range of spiritual, social, moral and cultural values in our society.

Our core study focuses on **education** rather than **instruction**. Study is made of world religions and cultures with a focus on Judaism, Sikhism, Islam, Buddhism and other religions of our school community. The school also participates in assemblies which can take place in the Church at the end of terms and parents/carers are most welcome.

### Withdrawal from Religious Observance

Our school is fortunate to have a close link with the Govan & Linthouse Parish church. The minister, Eleanor McMahon, assists with the Christianity element of Religious and Moral Education and provides opportunities for religious observance. Parents have the right to withdraw their child from religious observance and should inform the school in writing.



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

### Relationships, Sex and Health Education

We use Glasgow City Councils education service resources to deliver this area of Health and Wellbeing in the curriculum. Lessons are delivered by staff who have had training in this area.

## Digital Literacy

In light of Glasgow's New Digital Strategy and the on-going refresh of ICT technology in Glasgow's Schools, we have invested in a set of iPads which children, staff and parents can become familiar with using for learning before Pirie Park's refresh scheduled for the end of 2020.

Glasgow's ICT Acceptable User Policy can be accessed via the link below:  
<http://www.glasgow.gov.uk/CHttpHandler.ashx?id=12206&p=0>

## Home Learning

We hope that you will encourage your child to do the home learning tasks that have been set for your child. Home learning gives parents/carers the opportunity to become involved in their child's learning experiences. Home learning is a valuable tool used to reinforce and revise concepts and skills taught in class and teachers spend time preparing it so that it is effective. This session we will review home learning and consult with parents, children and staff in order to develop home learning approaches that met everyone's needs and progressed learning.

Learning Journeys are completed weekly and sent home for parents and children to have a conversation about what children are learning. These should be signed by parents once completed. There are also several classes who will be piloting Seesaw an online learning journey this session, with a launch in due course.

## 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. In addition to the on-going teacher assessment and tracking of children's learning via Glasgow's new Monitoring & Tracking tool we also use standardised tests to further support our professional opinions on children's progress. e.g. P1 Phonological awareness, P2 Ready, Steady Read, Reading Recovery, P3-7 New Group Reading Test, P3-7 Single word spelling test P3-7 MALT, P1/4/7 Scottish National Standardised Assessments, etc.

Assessment evidence may come from what pupils say, make, write and do in response to their learning experiences. The assessment process will involve gathering and consideration of the evidence by teachers and pupils, using agreed criteria, in order to arrive at judgements about what has been learned and how well, and what needs to be done next.

Assessment evidence and records are kept by the class teacher and form the basis of discussion at Parents' Evenings in November and June. 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>

## **Nurture Group**

Our "Rainbow Room" Nurture Group resource is mainly to support children at the early stages that are identified as requiring some additional support with personal and social development in order that they can reach their full potential.



## **Additional Support Needs**

Early Intervention Strategies are designed to identify children with either particular ability or difficulty in learning at the very earliest stage of the school. Such strategies are designed to help our children to be successful learners.

If difficulties persist, our Depute Head Teachers, Ms Allan (P1-3) and Ms Monaghan (P4-7) assisted by our Principal Teachers Mrs O'Donnell, Mr Donnelly & Mr Singer, will advise and support the child and the teacher. In addition, they may organise/provide some additional Support for Learning. Children who are failing to progress after receiving such support may in consultation with parents be referred to a Staged Intervention and Inclusion Meeting (SIIM) or Learning Community Joint Support Team Meeting (LC JST). The SIIM is attended by local school/pre-5 establishment Heads and Deputies and Psychological Services. The LC JST meeting is attended by school staff, our school nurse, our Education Liaison Officer, Social Work, Police and Psychological Services. Our Link Educational Psychologist is Ms Ailsa Darling. Psychological Services can offer further assessment and assistance as appropriate following these meetings and consultation with parents/carers.

Ms Monaghan, DHT (Acting) is our Additional Support Needs Coordinator.

### English Additional Language (EAL)

An EAL teacher assists pupils for whom English is a second language by developing their acquisition of English and supporting their access to a curriculum taught in English. An EAL teacher operates in a consultative role with class teachers to ensure bilingual pupils are appropriately supported across the curriculum. On occasion, as need arises, small groups of children with EAL may be extracted for specific input. We currently have an EAL teacher, Lorna Anderson, 2 days per week.

### 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.



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### Accessibility Strategy

The school has a duty to ensure that all children have equal access to the curriculum, supported as appropriate to their individual needs. This covers not only the content of lessons and teaching strategies but also minor adaptations to the physical environment of our building to address the needs of children and young people with physical or sensory impairments, including the relocation of classes to the ground floor where feasible. We also need to ensure that parents/ carers with a disability have equal access to information about their child, e.g. relocating the venue for parents/carers meetings to facilitate physical access; provision of an interpreter for the deaf; agreeing a telephone contact system to provide direct feedback to parents/ carers.

### Physical Access

The school's main building has 2 disabled parking spaces outside main entrance and a sloped kerb. All entry point to the school and the grounds are wheelchair accessible. The school has one elevator that allows access to the first floor.

### Communication

Suitable arrangements will be made for any parents to ensure equal access.

### Staff Development

Teaching staff are fully briefed on related issues on In-service days and collegiate meetings throughout the session.



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

The GIRFEC approach is about how staff in all children's services meet their needs by working together where necessary to ensure that children reach their full potential.

Taking care of the well-being of our children and young people and making sure they are alright, helps us ensure the most positive outcomes for them later in life. It gives them the potential to grow up ready to succeed and play their part in society.

More information can be found at: <https://www.glasgow.gov.uk/girfec>

### Equal Opportunities and Social Inclusion

Pirie Park Primary is committed to Glasgow City Council's aims for the promotion of social justice and equal opportunity for all their schools. We strive to provide education tailored to the needs of the child as an individual regardless of wealth, gender, race, faith or disability. We are particularly proud of the fact that our school successfully integrates all children and accepts them as they are.

### Bullying & Harassment

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".

In 2009, Glasgow City Council published its revised Anti-Bullying Policy (see link below) 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.

[http://www.goglasgow.org.uk/content/UserGenerated/file/Policies\\_Guidelines/ECiIaS%20-%20Anti-bullying.pdf](http://www.goglasgow.org.uk/content/UserGenerated/file/Policies_Guidelines/ECiIaS%20-%20Anti-bullying.pdf)

### **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. 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 or young person in Glasgow has the right to be happy and secure at school.

### **Home School Links & Parental Involvement**

The school places a high emphasis on the parental involvement and support for the school. Information about what is happening in school is communicated via our Pirie Park newsletters, groupcall messaging service, the school website and our school twitter page. Parent helpers are always welcome to support our work at Pirie Park by accompanying school outings, supporting classroom learning and the wider life of the school. At the Early stages parents are encouraged to help with Reading and Active Learning and work with children in the classrooms. Class webpages are updated by the class teacher each term. It details all aspects of class work and topics to be covered in all of the curricular areas, again ensuring that parents/carers are kept well informed about their child's education.

### **School and Community Links**

Pirie Park Primary School is a member of the Bellahouston/Govan Learning Community which includes, Bellahouston Academy, Govan High School, six local primaries and several pre-five establishments. The aim of the community is to work together with other agencies to raise attainment and achievement for all young people in this area.

The school is also involved in various community events and wishes to serve its community as and when appropriate. Our Harvest Festival focused our thoughts on the people in the community who are less fortunate than us. We gathered donated food and arranged to have them delivered to local people in need and to various organisations via the Glasgow's Golden Generation and the Preshal Trust Food bank. At Christmas time we share our skills and talents with our local Senior Citizens, e.g. carol singing, concerts, etc.

Pirie Park pupils are encouraged to care for their local environment and make a worthwhile contribution to it. We are registered with Eco Schools and have an active Eco Committee comprising of pupils, parents, staff and community representation. We achieved our third Green Flag status last session. We continue to work in close partnership with volunteers in the community to make on-going improvements to our school grounds.

We continue to establish strong links with many partners including; Thales UK, Optronics in Govan, Asda, Govan HELP, Fairfield Museum, Govan Hidden Histories, Friends of Elder Park, Govan Weavers, The Preshal Trust and many more.

### **Community Facilities**

Groups or organisations wishing to use the school should contact the Letting Section, Glasgow Life, 20 Trongate, Glasgow G1 Telephone: 0141 302 2814/2815/2816/2817 or 0141 302 2879

### **Parent Forum & Parent Council**

The Scottish Schools (Parent Involvement) Act 2006 has changed the arrangements for parental/carer representation 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.

The membership of the Parent Forum is made up of all parents/carers who have a child at an education authority school. Membership of the Parent Forum allows parents/carers to have a say in the local arrangements to enable their collective view to be represented on matters such as the quality and standards of education at the school and other matters

of interest to parents/carers. One of the ways parents/carers in the Parent Forum will be able to express their views will be through the Parent Council.

We have a small but 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 February. Parent Council minutes are available on the Parent Council page of the school website and on request from the school office.

The parent council support the work of the school by promoting contact between the school, parents/carers, children and the local community; fundraising with careful consideration of the 'Cost of the School Day' and 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.

### **Membership of 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 other members from teachers and the community who will have knowledge and skills to help them.

A Parent Council has been established at Pirie Park Primary School. These representatives are nominated by members of the Parent Forum or through self-nomination approved by the Parent Forum. The term of office will be for a period of 2 years.

### **Pirie Park Parent Council 2019-2020**

Chairperson: Cheryl Learmonth

Vice-Chairperson: Mark Johnstone

Secretary & Treasurer: Alison Guthrie

Teacher representatives: Julie O'Donnell & David Singer

Professional Advisor: Susan Clark, Head Teacher (acting)

### **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.

Please inform the school of any **medical conditions** that affect your child. If a child requires any form of medication during the school day at any time then please contact the school office and complete **Administration of Medicine Forms**. A parent/carer must give written consent in order for medication to be administered in school. Medication cannot be administered in school without parental consent.

### **School emergencies & closures**

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.

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

We collect information about children attending school (and also about parents/carers, emergency contacts etc. provided in the annual data check) to allow us to carry out the Council's functions as the education authority for the City of Glasgow. This may sometimes involve releasing personal information to other agencies and other parts of the Council, particularly in relation to child protection issues or criminal investigations, and it may also be used for research purposes (see the link below for more details regarding this).

Information held by the school is, in legal terms, processed by Glasgow City Council. The Council is registered as a data controller under the Data Protection Act 2018 and all personal data is treated as confidential and used only in accordance with the Data Protection Act, the General Data Protection Regulations, and the Information Use and Privacy Policy approved by the City Council. For more information on how we use personal information, or to see a copy of the Information Use and Privacy Policy, see <https://www.glasgow.gov.uk/index.aspx?articleid=18010>.

Education specific privacy statements can be accessed at <https://www.glasgow.gov.uk/index.aspx?articleid=22069>.

### **Comments, Compliments and Complaints**



If you have any comment, compliment or complaint; please approach the Head of Establishment, Mrs Susan Clark, in the first instance. If the Head Teacher (acting) does not resolve the issue to your satisfaction, you should contact the Customer Liaison Unit who will:

- Take a totally neutral stance in fully investigating your complaint;
- Acknowledge receipt of your complaint within 5 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 e mail:

Phone 0141 287 3655/4688

E mail [education@glasgow.gov.uk](mailto:education@glasgow.gov.uk)

**Customer Liaison Unit**

Education Services

Glasgow City Council

City Chambers East

40 John Street

Glasgow G1 1JL

## Child Safety/Child Protection Policy

Please see Glasgow City Council Management Circular 57 extract below.



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

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

As with other areas of the curriculum, you will be kept informed of the health and personal safety programme for your child/ young person's establishment.

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

- Ensuring that children and young people are respected and listened to
- Ensuring that programmes of health and personal safety are central to the curriculum
- Ensuring that staff are aware of child welfare & safety and protection issues and procedures
- Establishing and maintaining close working relationships and arrangements with all other agencies to make sure that professionals collaborate effectively in protecting children and young people

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

## Glossary

<b>Classification</b>	how the children in the school are organised into classes.
<b>Consultation</b>	consulting opinion to assist with the process of decision making by the Head Teacher
<b>Curriculum</b>	the subjects taught.
<b>Curriculum for Excellence</b>	a framework of national guidelines for the learning provided by schools and establishments. The guidelines refer to children and young people aged between 3 and 18 years.
<b>School Improvement Plan</b>	a plan of how the school proposes to develop & improve year by year.
<b>Support for Learning</b>	additional assistance/guidance in the learning process, for children of particular ability or children experiencing difficulty.
<b>Non Class Contact Time</b>	a period of the school week in which the class teacher is released from direct teaching duty to plan and prepare lessons. Another member of teaching staff has responsibility for the class for this period.
<b>Depute Head Teacher</b>	this is a promoted post in schools; manages particular areas as delegated and oversees classes/stages including the monitoring, pastoral care and Quality Assurance of Teaching and Learning. Deputises for the Head Teacher in her absence.
<b>Principal Teacher</b>	this is a promoted post in schools, usually class based and manages curricular areas/initiatives as delegated



## Useful Contacts and Addresses

### **Executive Director of Education**

Maureen McKenna

[maureen.mckenna@education.glasgow.gov.uk](mailto:maureen.mckenna@education.glasgow.gov.uk) .

### **Area Manager (south)**

Donnie MacLeod

[donnie.macleod@glasgow.gov.uk](mailto:donnie.macleod@glasgow.gov.uk)

### **Quality Improvement Officer (QIO)**

Gillian Campbell -Thow

[gillian.campbell-thow@glasgow.gov.uk](mailto:gillian.campbell-thow@glasgow.gov.uk)

## Education Services

Glasgow City Council

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## Local Councillors

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