



# Quarry Brae Primary School

Handbook



# Welcome to Quarry Brae Primary

Dear Parent /Carer

I would like to welcome you and your child to Quarry Brae Primary School. This handbook is designed to give parents and carers an insight into our school, our priorities, expectations and vision for the future. I hope you find it helpful and useful.

Our school has stood proudly in Parkhead, providing a service to our community for over 100 years. Many families have come through our doors and continue to do so – a tradition of belonging to our community. Our Victorian build is no longer and we are housed in a brand new build which was completed in October 2009. We share a site with Parkhead Community Nursery.

Quarry Brae Primary has always had a proud history in the area and building on this historical tradition, but with a view to taking the 'new' Quarry Brae Primary forward it is our aim to work in partnership with yourself and the wider community. We strive to keep you fully informed and will seek your views whenever possible. Your child is at the centre of all we do, their health and happiness are important to us, and we strive to ensure your child receives a quality education. We aim to provide the highest quality of service which enables each of our children to achieve their full potential promotes high expectation and raises expectations.

In Quarry Brae Primary we aim to provide a happy, stimulating and secure learning environment that encourages positive working attitudes in all our pupils, and fosters respect and tolerance for the beliefs and opinions of others. Lifelong learning is instilled to motivate and create opportunity.

We look forward to having your child with us at Quarry Brae Primary and hope that this is the start of a partnership that will continue throughout your child's school career.

Please do not hesitate to contact me if you wish to discuss any matters which may be of concern or interest to you.

Yours sincerely  
Sara Adam  
Head Teacher



## Contents

Page	Description
3	Vision, Values and Aims
4	Contact Us, Background Information, School Staff
5	Enrolment, Organisation of Classes, The School Day
6	Term Dates, Pupil Absence, Medical and Healthcare
7	Emergencies, School Uniform, PE Kit
8	Clothing Grant, School Meals
9	Transport, Transfer from Primary to Secondary, Emergency Contact Information
10	Communication with Parents, Appointments during School Hours
11	Data Protection, Comments and Complaints
12	Curriculum for Excellence
13	Useful Websites, Religious Observance
14	Assessment and Reporting, Support for Pupils, Home Learning
15	Nurturing City, School Improvement, Working Together
16	Promoting Positive Behaviour, Parent Council, Pupil Council, Anti-bullying Policy
18	Extra-curricular activities, community facilities, Useful Contacts







# Our Vision, Values and Aims

## Vision

Our vision is to **nurture** children to be **confident individuals, successful learners, effective contributors** and **responsible citizens**; promoting success by being **resilient**, fostering a **growth mindset**.

## Values

Our pupils came up with 6 fantastic characters who help to reinforce our values.

 <i>Responsible Rabbit</i> - Making good choices for yourself and others	 <i>Rosie Respectful</i> - Treating everyone and everything with care and consideration.	 <i>Polite Panda</i> - Using good manners to live together in harmony
 <i>Honest Octopus</i> - Always telling the truth	 <i>Tiny the Friendship Gorilla</i> - Providing trust and support	 <i>Perseverance Penguin</i> - Not giving up when faced with a challenge

## Aims

Our aim is to support pupils to recognise the importance of **Global Citizenship & Rights Education**- all children will access their right to learn and take responsibility for their actions. We aim to support **Rights Education** through school charters and encourage the children to be the best they can be.

We can achieve this by:

- Providing pupils with the appropriate skills for the world of work and to contribute to the wider community. In doing this, we will ensure that each child's time at Quarry Brae will be happy, and provide a good foundation for life
- Fostering and Providing opportunities that develop effective partnerships with parents and our wider school community and partner agencies.
- Acknowledging and celebrating both staff and pupil's wider achievements.
- Providing equal opportunities for pupils and staff to learn together within the school context.

## Contact Us

You can cut out the following information and have it on your fridge, purse or work desk etc. for ease of finding the numbers required.

Quarry Brae Primary School  
61 Crail Street  
Glasgow  
G31 5AL  
Telephone: 0141 554 1781  
Email: [headteacher@quarrybrae-pri.glasgow.sch.uk](mailto:headteacher@quarrybrae-pri.glasgow.sch.uk)

Twitter: @QuarryBraePri



## Background Information

- Co-educational
- Non-denominational
- Nurture Provision
- Stages taught: P1-P7
- Current Roll: 290 pupils
- Capacity: 315 pupils



## School Staff

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

The leadership team is as follows:

Headteacher: Mrs Sara Adam  
Depute: Ms Nancy Porteous  
Principal Teachers: Mrs Sandra Smith  
Miss Louise Bremner

## Enrolment

Parents offered, or seeking, a place in this school for their child should visit the school and ask for the Head Teacher. An appointment may be made by telephone beforehand, although this is not always necessary. Prior to enrolment, you will be advised what documents you will require which will include the child's birth certificate and proof of residence.

Registration of Primary 1 children takes place in November and is advertised widely in local press, and in educational establishments. Prospective parents are welcome to visit the school and should contact the school office. Enrolment is conducted online at [www.glasgow.gov.uk/index.aspx?articleid=18426](http://www.glasgow.gov.uk/index.aspx?articleid=18426)

## Organisation of Classes

The following guidelines set by the Scottish Government apply.

P1- Maximum of 25 pupils

P2 and 3 – Maximum of 30 pupils

P4-7 Maximum of 33 pupils

Composite classes – Maximum of 25 pupils

Composite classes have pupils from more than one stage.



## The School Day

Morning session 1 9:00-10:30

Interval 10:30-10:45

Morning session 2 10:45-12:15

Lunch 12:15-1:00

Afternoon 1:00-3:00

P1 children remain in school until 3:00pm from the first day of term.

## School Term Dates

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

<https://www.glasgow.gov.uk/article/17024/School-Term-Dates>

The school will keep you informed of upcoming holidays via letters, text messages and on social media.

## Pupil Absence

Within Quarry Brae Primary School good attendance is encouraged at all times and children rewarded accordingly. Parents are asked to advise if their child is going to be absent. This should be done as early as possible on the first day of absence. If a young person is going to be absent for some time, it would be helpful to know at the earliest opportunity. The school uses daily text messaging to inform parents and carers of absence if no contact is made. All unexplained absences are investigated by the school and appropriate action taken. All calls must be made to the Pupil Absence Reporting Line on 0141 287 0039. The line is open between 08.00-15.30 Monday to Friday. Alternatively you can use the online form on the Glasgow City Council website:

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

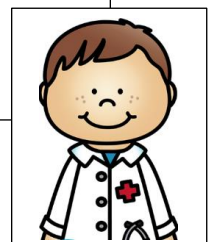
Every effort should be made to avoid family holidays during term times, where this is unavoidable, the Head Teacher should be informed via letter, before going on holiday with dates clearly marked.

## Medical & Healthcare

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

If a child becomes ill during the course of the school day, he/she may require to be sent home. Please ensure that you keep the school informed of all contact details.

Parents should inform the school of any medical requirements relating to their child. If a child requires medication during the school day, parents must complete the appropriate medical form. This is available on request from the school office.



## Emergencies

We make every effort to maintain a full educational service, but on some occasions, circumstances arise which lead to disruption. Schools may be affected by, for example, severe weather, temporary interruption of transport, power failures or difficulties of fuel supply.

In such cases, we shall do all we can to let you know about the details of our closure or re-opening by using letters, texts and the local media etc.

## School Uniform

The school uniform is:

- White shirt and school tie or
- Blue sweatshirt
- Blue/black trousers
- Blue/black skirt



Sweatshirts, cardigans, polo shirts and ties with the school logo are available for purchase at the school office. Our uniform was agreed in consultation with pupils and parents. It is expected that all children attending Quarry Brae Primary School will adhere to this dress code. Football Colours are not permissible, and children should be appropriately dressed for their day at school.

**All items of clothing must be clearly labelled with the child's name.**

## PE Kit

It is important that pupils come prepared to learn and for PE this requires appropriate clothing. All jewellery should be removed, teaching staff are unable to support in this. Pupils who are not participating in PE must have a note or a medical certificate. Pupils who are unable to participate in practical PE should still bring their kit to allow them to assist in the lesson by refereeing, keeping scores or assisting with the distribution of equipment. This ensures that they are still able to take part in some way in the work of the class and do not miss out on the knowledge and understanding of the course.



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

- Potentially encourage factions (such as football colours)
- Could cause offence (such as anti-religious symbolism or political slogans)
- Could cause health and safety difficulties (such as loose fitting clothing, jewellery)
- Could cause damage to flooring
- Carry advertising particularly for alcohol or tobacco
- Could be used to inflict damage on other pupils

### Clothing & Footwear Grants

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

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

### School Meals

Our school provides a lunch service which offers a variety of meals and snacks. Medical diets for children can be provided. Further information can be found here:

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

Children who prefer to bring packed lunches will be accommodated in a suitable area.

All children in P1-4 are entitled to a free school meal.

Children and young people of parents/carers receiving Income Support, income-based Job Seekers Allowance, Working Tax Credit (check link below for thresholds), Child Tax Credit only (check link below for thresholds), Universal Credit (check link below for thresholds) and income-related Employment and Support Allowance are entitled to a free midday meal. Information and application forms for free school meals may be obtained at <https://www.glasgow.gov.uk/index.aspx?articleid=17885>



## Transport

The education authority has a policy of providing free transport to all pupils who live outwith a certain radius from their local school by the recognised shortest walking route. This means that the provision of transport could be reviewed at any time. Parents/Carers who consider they are eligible can apply online at <https://www.glasgow.gov.uk/index.aspx?articleid=17882>

## Transfer from Primary to Secondary School

Children and young people normally transfer between the ages of 11 1/2 and 12 1/2, so that they will have the opportunity to complete at least 4 years of secondary education. Parents and carers will be informed of the school arrangements no later than December of P7. Children from our school normally transfer to:

Eastbank Academy

26 Academy Street

Glasgow

G32 9AA

Phone: 0141 582 0080

Eastbank Academy staff work with our pupils from Primary 6 onward to prepare them for the transfer to secondary school

## Emergency Contact Information

At the start of each school session, parents will be issued with the annual data check form. Please ensure that this is completed and returned to the school. It is also important that you let us know if there are changes to your telephone number(s) or to those of your emergency contacts throughout the year.



## Communication with Parents

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

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

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

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

*School website*

*Twitter* - @QuarryBraePri

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

*Meetings* - Parents and carers are welcome in the school to discuss any aspect of their child's development and progress. To avoid disappointment, it is advisable to make an appointment. There are various opportunities throughout the year when parents can discuss their child's progress with the class teacher and view the child's work.

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



## Appointments during school hours

If your child has an unavoidable appointment, please give them a letter for their class teacher and then collect them from the school office at the specified time.

## 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 & Complaints

In Quarry Brae Primary School, we aim to have positive relationships across our school community. However, if you have a comment or complaint about any aspect of school life, please contact the Headteacher in the first instance.

Glasgow City Council complaints procedures are available :  
<https://www.glasgow.gov.uk/index.aspx?articleid=16133>

Customer Care Team  
Customer & Business Services  
Glasgow City Council  
City Chambers  
Glasgow G2 1DU  
Tel: 0141 287 0900

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

## Curriculum

### Curriculum for Excellence 3-18

Curriculum for Excellence has been introduced to raise standards of learning and teaching for all 3 to 18 year olds. It aims to help prepare children and young people with the knowledge and skills they need in a fast changing world. As part of Curriculum for Excellence all children from pre-school to the end of S3 will receive a rounded education known as a Broad General Education (BGE). Curriculum for Excellence is all about bringing real life into the classroom and taking lessons beyond it.

Through the experiences we provide at Quarry Brae 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:** 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.

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

There will be opportunities throughout the year for parents and carers to learn more about aspects of the curriculum and to be consulted about significant changes if appropriate.

#### Useful Websites

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

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

#### Religious Observance

Our school is fortunate to have a close link with the local church, Parkhead Congregational Church. The minister, Mr Jack Graham, assists with the Christianity element of Religious and Moral Education and provides opportunities for religious observance. Parents have the right to withdraw their child from religious observance and should inform the school in writing.

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

## Assessment 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 and March. An annual report is sent to parents towards the end of each school year.

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



## Support for pupils

The school has a duty to ensure that all pupils have equal access to the curriculum, with appropriate support for their needs if required. This applies to the content of lessons, teaching strategies and minor adaptations to the school environment. There are a wide range of factors which may act as a barrier to learning. We are committed to working closely with parents and carers to ensure that they are fully involved in any decisions about support for their children's needs.

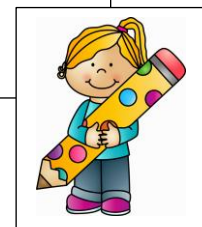
Any parent or carer seeking further advice regarding this policy should contact the Headteacher in the first instance.

Further information relating to additional support needs is available on the Glasgow City Council website at <https://www.glasgow.gov.uk/index.aspx?articleid=18941>

Information on the Glasgow City Councils' Parental Involvement Strategy can also be found at <https://www.glasgow.gov.uk/index.aspx?articleid=17870>

## Home Learning

Continuing to learn at home helps children to achieve more and is a vital part of our partnership with parents. Please check your child's schoolbag for communication about home learning and specific tasks.



## Nurturing City

The Glasgow City Council vision 'towards the nurturing city', puts building positive, trusting relationships at the core of our work. We ensure children, young people and families feel they belong, they are listened to and they are valued by embedding the principles of nurture across our early years, primary and secondary establishments. Staff are trained in attachment and nurture which deepens understanding of child development and enhances effective practice by responding to the needs of all children and young people in a consistent and caring way. Nurture is a universal approach which builds resilience, helping to reduce the impact of adversity. Effective communication and collaboration with parents and carers builds an ethos of partnership working putting the child at the centre, fostering high quality learning contexts.

Each of our nurturing establishments contribute to the development of Glasgow as a nurturing city, creating safe environments which allow our children and young people to flourish by raising attainment and promoting positive mental health and wellbeing.

## School Improvement

On an annual basis, we prepare a copy of our Standards and Quality report. The report highlights progress in key curricular areas such as literacy, numeracy and health & wellbeing. Our priorities for improvement are detailed in our School Improvement Plan. The plan is constructed consultatively with staff, pupils and parents. It is framed around the national priorities which include achievement and attainment, inclusion and equality, and learning for life. The priorities are developed based on self-evaluation, using the *How Good is Our School?* Framework. Any parent or carer seeking a copy of the plan can contact the school office or check out our website.

## Working Together

As parents, you are key partners in the education of your child. Your support is a key characteristic of a successful school. Quarry Brae Primary acknowledges this and is proactive in seeking ways to ensure a smooth continuity between home and school.

Our improvement plan priorities promote effective partnership, which will help to improve the quality of the education experience for every child.

Effective partnerships are based on common goals, shared understanding and mutual respect.



### 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 Quarry Brae Primary School is to build a positive ethos that demonstrates care and respect for all. Positive behaviour is recognised and celebrated. Our school operates a system of class charters to set out expected behaviour. This is celebrated through awards at assemblies and certificates sent home to parents etc.

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

### Parent Council

We have a 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. Further information can be obtained from Ms Porteous.

### Pupil Council

Our Pupil Council is made up of 1 representative from each class. This is an important group which ensures that the views of pupils are heard.

### Anti-Bullying Policy

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

## Rationale

Good discipline is an essential prerequisite for good learning. We believe that every child has a right to the best education, which we can provide, and therefore aim to provide secure, calm surroundings through strong, consistent and fair management of pupil behaviour. Providing this good learning environment is the most basic and important thing we can do.

*At Quarry Brae Primary School we believe bullying is making someone repeatedly unhappy through unwanted/uncalled for physical/verbal actions. It can be physical, mental and verbal intimidation, which is upsetting and hurtful to others. Humiliating behaviour and excluding others causes distress and anxiety for the pupils involved. We view this as unacceptable school behaviour and will implement strategies, which enhance the ethos of the school, while increasing pupil confidence those incidents of bullying will be promptly and effectively dealt with.*

At Quarry Brae Primary School we aim to:

- Ensure that no child is unhappy through the fault of another.
- Each child is treated fairly in a consistent manner.
- Minimise class disruption due to unacceptable behaviour.
- Provide a learning environment in which children feel secure and comfortable.
- Inform all key stakeholders of the policy principles and the role they play in its effectiveness.

The school approach to discipline and behaviour management is based on assertive discipline. This approach is implemented consistently by all members of staff and it is a positive approach using clear simple school/class/behaviour rules. The discipline plan therefore has four sections: rules, rewards, consequences and severe clauses. For further information please contact HT.

*We hope you have enjoyed reading our School Handbook which is just a taster in terms of our school provision and school successes! We look forward to working with your child next session and in partnership with the family provide your child with the opportunities to develop and grow educationally and personally.*

*If you wish to discuss any of the contents further please do not hesitate to contact the HT / DHT directly, thank you.*

## Extra-Curricular Activities

We have a wide range of activities that extend the learning experience. Letters will be sent out with information for signing up. Good links with community organisations and our Active Schools Co-ordinator are vital for the success of these programmes. We welcome suggestions from parents and pupils in ways we can improve our offering.

## Community Facilities

Groups or organisations wishing to use the school should contact Sandra Stewart, Community Letting Officer, Glasgow Life/ Glasgow Communities: 0141 302 2816/7 or 0141 287 5921

## Useful Contacts

**Parentzone Scotland** is a unique website for parents and carers in Scotland. The website provides up-to-date information about learning in Scotland, and practical advice and ideas to support children's learning at home in literacy, numeracy, health & wellbeing and science. Information is also available on Parentzone Scotland regarding additional support needs, how parents can get involved in their child's school and education. The website has details about schools including performance data for school leavers from S4-S6; and links to the national, and local authority and school level data on the achievement of Curriculum for Excellence levels. Parentzone Scotland can be accessed at <https://education.gov.scot/parentzone>.

### **Connect**

Connect is a national organisation that provides advice and resources for parents and carers. [www.connect.scot](http://www.connect.scot)

### **Enquire Scotland**

Enquire is a national advice service for families with additional support needs. [www.enquire.org.uk](http://www.enquire.org.uk)

### **Glasgow City Council**

Education Services

City Chambers East

40 John Street

Glasgow G1 1JL

Tel: 0141 287 2000

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