

Sandaig Primary School School Handbook



Sandaig Primary School
August 2024-25

Kindness

Respect

Safe

Welcome to Sandaig Primary School

Welcome to Sandaig Primary School, where dreams take flight and young minds soar! Together, we'll shape a bright future for your child. Our vision is to nurture a joyful, safe, and inspiring environment for our children. At Sandaig, we foster teamwork, kindness, and mutual respect, nurturing a strong foundation for their learning journey.



This handbook serves as a valuable resource, providing insights into the vibrant life of our school. I hope that this handbook gives you a glimpse of life at Sandaig Primary School. We look forward to having you and your child with us and hope that this will be the start of a strong partnership.

With warm regards,

Susan Clark
Head Teacher
Sandaig Primary School

Updated June 2024

Sandaig Primary School
31 Burnmouth Rd
Barlanark
Glasgow
G33 4SA
Telephone 0141 773 1744
e-mail – headteacher@sandaig-pri.glasgow.sch.uk

Last updated 21 June 2024

Sandaig Primary School

VISION

Working Together for Excellence at Sandaig Primary

SCHOOL VALUES

- Respect
- Kindness
- Safe

AIMS

1. Foster a Culture of Respect: Our aim is to create a school community where respect is the foundation of all interactions. We will promote mutual respect among children, staff, and parents, fostering an inclusive and supportive environment.
2. Promote Kindness and Empathy: We aim to nurture kindness and empathy within our school community. By promoting acts of kindness and teaching empathy, we will nurture a caring atmosphere where everyone feels valued and supported.
3. Ensure a Safe and Secure Learning Environment: Our priority is to provide a safe and secure learning environment for all learners. We will implement robust safety measures, proactive strategies, and comprehensive protocols to ensure the physical and emotional well-being of our learners, staff, parents and visitors.

The above vision and aims for the children link directly to Rights of Children as set out in the leaflet available from the Education Department at

[Children's Rights Glasgow](#) or
[UNCRC](#)

Staffing 2024-25

Leadership Team

Head Teacher	Mrs Susan Clark
Depute Head Teacher	Mrs Moore
Principal Teacher Mainstream	Mrs Kennedy
Principal Teacher Enhanced Nurture Base	TBC

Class Teachers

P1	Ms Ralston
P2	Mrs McConnell/Miss Hay
P3/2	Ms Abraham
P4	Mrs Hind
P5	Ms Kerr
P6	Ms Nawaz
P7	Mrs Kennedy/Ms Fleming
Otter Room P1-3	Miss McLean
Enhanced Nurture Base Rm 1	TBC
Enhanced Nurture Base Rm 2	Mr Murphy
NCCT Cover	TBC

Support Staff

Ashley
Gillian/Karen
Karen
Annemarie
Susan
Debbie
Debbie
Joanne

Clerical Staff

Kirsty Simpson
Sandra DiFolco

Janitorial

George Houston

Breakfast Club

Joyce
Mary

Cleaning Staff

Tracey
Liz
Ross

Catering Staff

Carol
Vicky
Lorraine

Active Schools Co-ordinator

Kenny McAdam

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Sandaig Primary School is non-denominational and provides education for both boys and girls from Primary 1 to Primary 7. It is a semi open-plan school, which can accommodate a maximum of 440 pupils. The present roll is 190 children.

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.

THE SCHOOL DAY

Morning	08.50 – 10.30
Interval	10.30 – 10.45
Lunch	12.15 – 13.00
Afternoon	13.00 - 15.00

P1 children will remain in school until 14.50 from the first day of term.

SCHOOL HOLIDAYS

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

[HERE](#)

ENROLMENT

Registration of Primary 1 pupils takes place in November and is advertised widely in the local press etc. Enrolment is done through Glasgow City Council's website.

Prospective parents are welcome to visit the school and should contact the school office.

Families living out with the catchment area are welcome to make a placing request to attend Sandaig Primary School but must enrol their child at their local school as a first step.

Further information is available using the following link

[Enrolling in a Glasgow School](#)

ORGANISATION OF CLASSES

The following guidelines set by the Scottish Government apply.

P1	maximum 25
P2&3	maximum 30
P4-7	maximum 33
Composite classes	maximum 25

Composite classes have pupils from more than one stage.

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NURTURE CLASS

We are very fortunate in having additional teaching and support staff to run a nurture class. Children (usually in the early stages) who would benefit most from more individual attention attend the 'Otter Room' for some part of the school day. Links are maintained with their own peer group and class teacher. They are taught in this small group environment for a period of time determined by the child's needs.

PUPIL EQUITY FUNDING

Pupil Equity Funding is being utilised this year to provide a specially trained teacher, Mrs Stewart to provide an Upper School version of the Otter Room for three days each week. Pupil Equity Funding is also being used to provide play therapy, student counselling and pet therapy in the school.

SCOTTISH ATTAINMENT CHALLENGE

Another funding stream from the Scottish government, has provided additional staffing in the form of Mrs Kennedy who is our Challenge Leader of Learning (CLOL). Mrs Kennedy has attended specialised training and is leading the improvement of Literacy across the school.

PUPIL ABSENCE

Within Sandaig Primary School good attendance is encouraged at all times. Parents are asked to advise if their son or daughter is going to be absent. This should be done as early as possible on the first day of absence. If the young person is going to be absent for some time, it would be helpful to know at the earliest opportunity. The school uses daily text messaging to inform parents and carers of absence if no contact is made. All unexplained absence is 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: [Reporting an Absence](#)

Our current attendance policy can be found on our website via the following link

[Attendance Policy](#)

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, this must be discussed with Mrs Smith who will work with you to develop a Health Care Plan for your child.

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, and 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

At Sandaig we believe that the wearing of school uniform helps to promote a pride in the school. We encourage the wearing of uniform at all times.

The school uniform is: -

Navy skirt or trousers

Royal blue cardigan or jumper

Blue shirt & school tie

Yellow polo shirt

Badged uniform is available from our supplier

[Aspire Academy](#)

Shoes should be black or navy. Trainers, leggings and Converse are not school uniform.

Our uniform was agreed in consultation with pupils and parents. It is expected that all children attending Sandaig Primary School will adhere to this dress code. This also helps to support our equity agenda with all pupils equal in their clothing.



PE KIT



It is important that children come prepared to learn and for PE this requires appropriate clothing. All jewellery should be removed. Pupils who are not participating in PE must have a note or 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.

PE Kit: Yellow Polo Top, Blue/black shorts or navy joggies, trainers or sandshoes.

School/Royal Blue Hoodies can be worn for outdoor lessons.

There are forms of dress which 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 AND FOOTWEAR GRANTS

Parents/Carers receiving Income Support, Job Seekers Allowance (Income Based), Working Tax Credit Housing Benefit, or Council Tax Benefit or Universal Credit will normally be entitled to monetary grants for footwear and clothing for their children. Information and application forms may be obtained via GCC website [CLICK HERE](#)

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](#)
Please inform the Headteacher if your child requires a medical diet.

Children who prefer to bring packed lunches are accommodated in the gym hall.

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

If you plan to send your child/children to breakfast club, you should inform the staff of any medical dietary requirements. Breakfast Cub is open from 8am. Pupils should enter by small gate on Burnmouth Rd next to the bungalow.

Children and young people of parents/carers receiving Income Support, income-based Job Seekers Allowance, Working Tax Credit, Child Tax Credit only, Universal Credit 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 [HERE](#)

TRANSPORT

The Education Authority has a policy of providing free transport to all pupils who live out with a certain radius from their local school by the recognised shortest walking route. This means that the provision of transport could be reviewed at any time. Parents/Carers who consider they are eligible can apply online [HERE](#)

TRANSFER FROM PRIMARY SCHOOL TO SECONDARY SCHOOL

Children and young people normally transfer between the ages of 11½ and 12½, 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 at Sandaig Primary normally transfer to:-

Bannerman High School

Glasgow Road

Baillieston

Glasgow

G69 7NS

Telephone: 0141 582 0020

Email: headteacher@bannermanhigh.glasgow.sch.uk

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Website [HERE](#)

We have excellent links with Bannerman High and much time is spent in ensuring that the transition from primary to secondary is as smooth as possible.

Across the year children at the upper stages take part in events and activities with Bannerman High. Arrangements are in place for children to complete 2 days at Bannerman during term 4 of P7. Bannerman staff come to Sandaig to discuss any special needs or requirements that children may have on going to high school. Contact is also made with other school's which children identify as their destination school to inform the school of the child's progress.

COMMUNICATION WITH PARENTS

School newsletters are sent home at regular intervals and there is always an opportunity for parents to provide feedback via a link in the newsletter. This can be done anonymously.

Class Curricular Newsletters are sent home each term which give you information about what the children will be learning and how you can help.

Parents' Nights are held twice a year for parents/carers to have an opportunity to discuss on a one to one basis how their child is progressing with their learning.

Parents are invited into school throughout the year to hear directly from the children about their learning. These Learning Festivals often take part during the school day. Days and times are well publicised to parents/carers.

Members of school staff may on occasion phone home if there is something which they wish to discuss with you. Members of the SMT are available in the playground at the beginning and end of the school day if you wish to discuss a small matter.

Parents and carers are welcome in to school to discuss any aspect of their child's development and progress. Please contact the school to make an appointment.

Digital Communication-we primarily use the Groupcall emails to message parents. This requires you to have an email address registered with the school. We also use our Twitter feed. You can follow us @sandaigprimary. See-saw is used for Home work and home learning, your child will be given their own personal login.

Parents and carers are also welcome at other events throughout the school year eg workshops, information evenings, class performances, fundraisers etc. The school newsletter will keep you informed.

EMERGENCY CONTACT INFORMATION

Please ensure you keep the school apprised of any changes to your emergency contact details.

.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, or to see a copy of the Information Use and Privacy Policy, see [HERE](#)

Education specific privacy statements can be accessed [HERE](#)

APPOINTMENTS DURING SCHOOL HOURS

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

COMMENTS AND COMPLAINTS

In Sandaig 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, she will work hard to investigate and address any issues.

Glasgow City Council complaints procedures are available: [HERE](#)

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

Tel: 0141 287 0900

e-mail: customercare@glasgow.gov.uk

The above website also includes information on data protection and freedom of information.

CURRICULUM

Curriculum for Excellence 3-18

Curriculum for Excellence aims to help prepare children and young people with the knowledge and skills they need in a fast-changing world. All children from pre-school to the end of S3 receive a rounded education known as a Broad General Education (BGE).

Through the experiences we provide in Sandaig 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.

Language

Mathematics

Health & Wellbeing

Expressive Arts

Social Studies

Technologies

Sciences

Religious & Moral

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.

Sciences: 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. We study English, Spanish and French.

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.

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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

www.curriculumforexcellencescotland.gov.uk

www.educationscotland.gov.uk/parentzone/index.asp

RELIGIOUS OBSERVANCE

Our school is fortunate to have a close partnership with the local church. The local minister and youth workers assist with the Christianity element of Religious and Moral Education and provide 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 school session.

ASSESSMENT & REPORTING

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

Reporting to Parents and Carers Annual Calendar		
Feedback on Questionnaires	August	
Meet the Teacher	September	
School Improvement Plan	September	
Standards & Quality	September	
Tracking Report	On-going	GSP/ISP Shared
Parents' Night	November	
Parents' Night	May/June	GSP/ISP Evaluated
Pupil Profile	Termly	
Annual Report	May/June	

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

PUPIL LEARNING JOURNEYS

All pupils have a Learning Journey jotter which are sent home each week (Thursday) providing a snapshot of their learning. We welcome parents and carers to comment on their child's work. (We will give extra house points for participating 😊)

PUPIL PORTFOLIOS

Each term our pupils record their achievements and select and annotate a piece work that is meaningful to them. This is collated in a PUPIL PORTFOLIO that follows them throughout school and is sent home at the end of P7. These portfolios are an amazing record of pupil success.

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PUPIL PROFILES P7

Every child leaving primary school in Scotland has their key achievements in school, at home and in the community documented within a P7 profile. The content of the profile is decided by the young person. The profile is a positive record of their achievements and emphasises their strengths. The profile provides a valuable way for learners to share valuable information about their achievements with their parents and teachers in secondary school. These profiles are built up over the previous years and are sent home at the end of P7.

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 – [HERE](#)

Information on the Glasgow City Councils' Parental Involvement Strategy can also be found [HERE](#)

SCHOOL IMPROVEMENT

On an annual basis, you will receive a copy of our Standards and Quality report. The Standards and Quality report highlights progress in key curricular areas such as literacy, numeracy and health & wellbeing. The school has a three-year over-arching strategic plan which looks at five key areas of practice

- Child Protection
- Curriculum
- Pedagogy
- Parental Engagement
- Leadership

The specific priorities for improvement each session are detailed in our School Improvement Plan which is discussed with the Parent Council. Any parent or carer seeking a copy of the plan can contact the school office.

Each year different areas of the curriculum and extended school life are reviewed. This session 2023-24 we are looking at:

- ATTENDANCE - Health & Well-being
- DIGITAL TECHNOLOGY
- Achievement& Progress – Writing and Reading

Rights Respecting School

Children's Rights as outlined in the United Nations Convention on the Rights of the Child (UNCRC) are fundamental to a good school ethos. Adults in our school will work with children to ensure they are aware of their rights and responsibilities and fully respect the rights of others. Therefore, the approach within Sandaig 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 postcards sent home to parents.

UNCRC ARTICLE 28 (education) Every child has the right to education.

UNCRC ARTICLE 29 (education and children's development) Education

The highest standards of behaviour are expected of pupils at all times. We implement a Restorative Practices model that our pupils are familiar and accepting of. All parties are listened to and a resolution is sought. Parents are asked to co-operate with the school in encouraging a sense of responsibility and good behaviour in their children.

HOME LEARNING

Continuing to learn at home helps children to achieve more and is a vital part of our partnership with parents. See-saw/Showbie are the online platforms we use for assigning home learning tasks.

PARENT COUNCIL

We have an active Parent Council that represents the views of all parents. All parents are welcome to attend Parent Council meetings. The Parent Council meet on the last Wednesday of every month in Barlanark Community Centre at 6.30pm. Chairperson Fiona Beggs

PUPIL VOICE

The school has many active pupil groups who involve the children in developing and improving the school.

EXTRA CURRICULAR ACTIVITIES

Children are encouraged to take part in as many extra-curricular activities as possible. Most activities take place from 3pm-4pm with participation in competitions, events or displays as appropriate. This session we have also had a lunchtime running club.



Usually, the school has a dance club, fitness club and a football club. Other after school activities are arranged at different times across the year.

PARENT COUNCIL

The Parent Council meet on the last Wednesday of each month in Barlanark Community Centre.

Chair-person: Ruth Matheson

Secretary: Shona Johnston

Treasurer: Fiona Beggs

You can contact them here sandaigprimarypc@gmail.com



USEFUL CONTACTS

Parentzone Scotland is a unique website for parents and carers in Scotland, from early years to beyond school. The website provides up to date information about learning in Scotland, and practical advice and ideas to support children's learning at home in literacy, numeracy, health and wellbeing and science. Information is also available on Parentzone Scotland regarding additional support needs, how parents can get involved in their child's school and education. Furthermore, the website has details about schools including performance data for school leavers from S4-S6; and links to the national, and local authority and school level data on the achievement of Curriculum for Excellence levels. Parentzone Scotland can be accessed [HERE](#)

Glasgow City Council's education department can be contacted at the following address

Glasgow City Council

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

Tel: 0141 287 2000

www.glasgow.gov.uk

SANDAIG PRIMARY SCHOOL IMPROVEMENT PLAN

2023-24

Engagement, Participation
& Inclusion

Looking closely
@Attendance



Connected Learning
(Digital Technology)



Achievement &
Progress

Reading & Writing



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