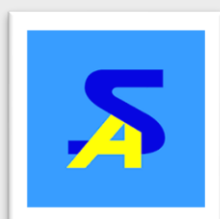




# Springburn Academy

School Handbook 2025-2026



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# HEAD TEACHER WELCOME



Dear Parent/Carer,

A very warm welcome to Springburn Academy. I am delighted to welcome you and your child to our school community, and I look forward to working in partnership with you throughout your child's time with us.

I recently joined Springburn Academy as Head Teacher in December 2024, and the entire school community is now embarking on an exciting new chapter. Together, we are working to shape a renewed vision and set of shared values that reflect our collective ambition for every young person.

At Springburn Academy, we have the highest expectations for all learners. We are committed to providing a nurturing, inclusive and ambitious learning environment where all young people feel supported to achieve their full potential. Excellence and equity sit at the heart of everything we do, and we are proud to celebrate the rich diversity of our school community.

This handbook contains a range of information that I hope you will find helpful as your child settles into school life. We believe that strong relationships between home and school are essential, and we look forward to building a positive and lasting partnership with you.

We are excited to welcome you and your child as valued members of our school community. This marks the beginning of your child's learning journey at Springburn Academy, one that we are confident will be filled with opportunity, growth, and the foundations for a bright and successful future.

**Letizia Riddell**

Head Teacher



# SCHOOL INFORMATION

## School Address and Contact Information

151 Edgefauld Road

Glasgow

G21 4JL

Phone: 0141 582 0230

Email: [headteacher@springburnacademy.glasgow.sch.uk](mailto:headteacher@springburnacademy.glasgow.sch.uk)

Website: <https://blogs.glowscotland.org.uk/gc/springburnacademy/>

X: @springburnacad

## Background Information

- Non-denominational co-educational secondary school
- Stages taught: S1-S6
- Current roll: 807

## School Holidays 2025-2026

Details of holiday dates are available on the Glasgow City Council website [here](#)

## Associated Primary Schools

- Barmulloch Primary School
- Balornock Primary School
- Chirnsyde Primary School
- Elmvale Primary School
- Miltonbank Primary School
- Royston Primary School
- Saracen Primary School

We welcome families outwith our catchment area. Prospective parents and carers are welcome to visit the school by contacting our school office and submit a placing request to attend Springburn Academy. Further information on placing requests can be found [here](#).



# SCHOOL INFORMATION

Springburn Academy follows a 33-period week with all pupils expected to arrive in school and ready to work by 8:50am.

The timing of each period is as follows:

Period 1: 08.50-09.40

Period 2: 09.40-10.30

Period 3: 10.30-11.20

Interval: 11.20-11.35

Period 4: 11.35-12.25

Period 5: 12.25-13.15

Lunch: 13.15-13.55

Period 6: 13.55-14.45

Period 7: 14.45-15.35 (Monday, Tuesday and Thursday only)

Springburn Academy has a number of social media accounts which post news, information and school achievements. This includes:

## X (formerly Twitter)

**Whole school**

@springburnacad

**Support for Learning**

@SpringburnSfL



## Equalities Group

@sburnequalities

## LGBTB+

@lgbt\_springburn

## Creative Arts Faculty

@CreativeArtsSA

## Health & Food Technology

@HESpringburn

## Business Enterprise & IT

@BusSpringburn

## Humanities

@HumanitiesSA



# SENIOR LEADERSHIP TEAM

The Senior Leadership Team (SLT) are responsible for the leadership and management of the school including:

- Responsibility for the leadership, good management and strategic direction of a team of staff responsible for supporting the learning and pastoral care of children and staff.
- Promoting staff development and providing professional advice and guidance to colleagues.
- Responsibility for leading the development and delivery of a curricular, learning support or pastoral care programme suitable to meet the needs of all pupils.
- Leading and managing the development, promotion and implementation of the school's arrangements for self-evaluation and overall school improvement.



Head Teacher

Mrs L Riddell



Depute Head Teacher

S4 Year Head

Mrs N Gribben



Depute Head Teacher

S1 Year Head

Ms R Kerr



Depute Head Teacher

S5/S6 Year Head

Mrs A Kelly



Depute Head Teacher

S2 Year Head

CP Co-Ordinator

Mrs A McCracken



Depute Head Teacher

S3 Year Head

Ms K Watt

# Pupil Support Team

All staff in Springburn Academy have a clear responsibility for the welfare and safeguarding of our young people.

At Springburn Academy, each year group is led by a Depute Head Teacher who takes on the role of Year Head. They are supported by a dedicated Pastoral Care Teacher who works closely with them to provide consistent support to our young people throughout their time in school.

This structure means that your child will have a continuous point of contact as they progress from S1 through to S6. The same Pastoral Care Teacher will travel with the year group, allowing them to build strong, trusting relationships with both pupils and parents. This ensures personalised guidance, effective communication, and a supportive partnership between home and school.



Mrs E Campbell  
S1 Principal Teacher  
of Pastoral Care



Mrs S Johnston  
S4 Principal Teacher  
of Pastoral Care



Mr B Martin  
S2 Principal Teacher  
of Pastoral Care



Dr K MacPherson  
S5/S6 Principal  
Teacher of Pastoral  
Care



Mr G Donnelly  
S3 Principal Teacher  
of Pastoral Care

In addition, Pupils at Springburn Academy are well supported through the work of our Support for Learning Department, which is led by Ms Doyle. The department works in close collaboration with teaching staff to ensure that appropriate and effective support strategies are in place to meet the needs of all learners. Furthermore, pupils for whom English is an additional language benefit from targeted support delivered by our Principal Teacher of EAL, Mr G Park, enabling them to access the curriculum fully and achieve their potential.



Ms M Doyle  
Principal Teacher of  
Support for Learning



Mr G Park  
Principal Teacher of English  
as an Additional Language  
(EAL)

# SCHOOL UNIFORM

## School Uniform

Our school uniform plays a key role in supporting a positive school culture. It helps to:

- Promote a safe and secure learning environment by ensuring all pupils are easily identifiable.
- Foster pride in the school and reflect our shared values and high standards.
- Encourage a positive and professional approach to learning and achievement.
- Help pupils see school as a place of purpose, belonging, and aspiration.
- Support positive behaviour and contribute to a calm and respectful school climate.
- Strengthen identity with, and commitment to, our school ethos.
- Promote equity and inclusion by removing social pressures related to fashion or cost.
- Celebrate diversity while nurturing cohesion and positive relationships among all pupils.
- Strengthen the partnership between pupils and staff, home and school, and the wider community.

### The school uniform is:

- School blazer (optional and can be ordered online: <https://www.border-embroideries.co.uk/schools/springburn-academy.html>)
- White shirt
- School tie (Junior tie in S1 to S3 and Senior tie S4 to S6)
- Black jumper or cardigan
- Black trousers
- Black Skirt
- Black school shoes or trainers with no logos or white sole



### What is NOT school uniform:

- Knee high socks • Vest tops
- Tops with logos • Hoodies
- Leggings or jeggings (school skirts or school trousers only)
- Denim jackets / jeans including black jeans • Fashion Jackets
- Hats / scarves / bandanas / headwear with exception of headwear for religious / cultural reasons
- Football or sports tops

If your child has any sensory needs related to school uniform, please do not hesitate to contact their pastoral care teacher, as we are committed to working together to ensure all young people feel comfortable and supported.

### Physical Education (PE) Kit

It is important that pupils come prepared to learn and for PE this requires appropriate clothing. All jewellery should be removed. Pupils who are not participating in PE must have a note or a medical certificate. Pupils who are unable to participate in practical PE should still bring their kit to allow them to assist in the lesson by refereeing, keeping scores or assisting with the distribution of equipment.

This ensures that they are still able to take part in some way in the work of the class and do not miss out on the knowledge and understanding of the course.

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

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



# COMMUNICATION WITH PARENTS AND CARERS

At Springburn Academy, we actively encourage all parents and carers to be involved in their child's learning journey. We believe that strong and open communication between home and school is key to supporting the success and wellbeing of every young person.

Our Pupil Support staff and Senior Leadership Team are always available to listen, provide support, and work in partnership with you to address any concerns you may have. Together, we aim to create a positive and inclusive environment where every learner can thrive.

We contact and involve parents in many ways. For example:

## **Emails and Text messaging**

Parents/carers may also receive email/text reminders about events/school closures etc. It is essential that your child's school has all your current contact details. If your details have changed recently, please advise the school as soon as possible.

## **Parentsportal**

This online programme will enhance parents/carers communication experience with the school. Parentsportal will enable schools and parents/carers to manage many of the administration processes more efficiently online. It is available 7 days a week and 24 hours per day. More information [here](#).

## **Newsletters**

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

## **Letters**

Further information which requires a response may be sent out in letter form.

## **Meetings**

Parents and carers are welcome in our 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 school staff.

## **Tracking Reports**

Tracking reports are issued regularly throughout the school term to inform parents/carers of progress in classes across the curriculum. These will provide information on working levels, attendance, effort, homework etc.

## **Information Evenings**

Information Evenings are held on a regular basis to give specific year group information.

## **Events**

Parents and carers are welcome at other events throughout the school year e.g. workshops, information evenings, class performances, award ceremonies, religious and other assemblies.

## **Parent Council**

We have an active Parent Council that represents the views of all parents. All parents are welcome to attend Parent Council meetings and can become members at the AGM in September. Parent Council minutes will be available on the Parent Council page of the school website and on request from the school office.

The Glasgow City Council Parental Involvement and Engagement Strategy can be viewed [here](#).

## **School Improvement**

On an annual basis, the school produces a Standards and Quality report. The Standards and Quality report shares the overall exam performance of the school and highlights progress in key curricular areas. Our priorities for improvement are detailed in our School Improvement Plan which is discussed with our Parent Council. Any parent or carer seeking a copy of the plan can contact the school office. A copy will also be uploaded shortly on our new school website.

## **Pupil Absence**

Within Springburn Academy excellent attendance is encouraged at all times to ensure pupil success. 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 a young person's 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 [here](#).

## **Appointments During School Hours**

If your child has an unavoidable appointment, please give them a letter for their Pastoral Care Teacher to ensure that they have permission to be absent from class.

## **Medical & Healthcare**

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

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

## **Emergency Contact Information**

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

## **Data Protection - Use of Information About Children and Young People and Parents/Carers**

We collect information about children and young people 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 [here](#).

### **Comments & Complaints**

In Springburn Academy 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 relevant Head of Year in the first instance. 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](mailto:customercare@glasgow.gov.uk) or [education.customerservices@glasgow.gov.uk](mailto:education.customerservices@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 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.

We have recently introduced some curricular changes to our BGE curriculum which will be implemented in session 2025-2026, such as the inclusion of Drama and Geography within the curriculum. We have also increased the number of curricular subjects that pupils in S3 will study from 8 to 9, to ensure an appropriate breadth of learning experiences. During session 2025-2026, we will undertake a full curriculum review to ensure that our curriculum reflects national expectations and provides the best possible learning pathways for every young person. This review will support our ongoing commitment to excellence, equity, and continuous improvement, ensuring that all learners are well prepared for life, learning, and work.

In line with their Curriculum for Excellence entitlement, pupils should learn in all 8 curricular areas until the end of S3:

- Health & Wellbeing
- Languages
- Mathematics
- Sciences
- Social Studies
- Technologies
- Expressive Arts
- Religious & Moral Education

There is also a focus on developing literacy and numeracy skills across every subject area as well as Skills for Learning, Life and Work as young people prepare for their adult lives. In addition, learning takes place through Inter-disciplinary experiences (working across a range of subjects to link learning) and Learning through the ethos and life of the school.



## **The Senior Phase S4-S6**

The Senior Phase offers opportunity for specialisation leading to qualifications.

Young people aged 15 plus will have a wide range of opportunities to experience learning and achieve qualifications to the highest possible level during their senior phase.

We recognise the importance of ensuring that every young person is supported to make informed and appropriate course choices as they move into the Senior Phase of their learning.

All pupils receive support and guidance from a range of staff, including their Pastoral Care teacher and subject teachers at key points throughout their school journey to help them consider the most suitable pathways for their future learning. This is part of our commitment to ensuring that every learner is on the right track to achieve their full potential.

In addition, our partners from Skills Development Scotland (SDS) work closely with both pupils and their parents/carers to offer personalised advice around future ambitions, career aspirations, and post-school pathways. This collaborative approach ensures that learners and families feel confident and well-informed when making these important decisions.

In advising pupils about course choices, we adhere to national guidelines and ensure that pupil choices result in their best chance of success by SQA.

In collaboration with the Scottish Qualifications Agency (SQA), we will assess National 1-4 qualifications. Individual courses at National 1-4 levels will not be graded but marked overall as pass or fail.

Courses at the new National 5, Higher and Advanced Higher levels will continue to include work assessed by the school, but for these qualifications, students will also have to pass an additional assessment (usually a question paper or assignment) which will be marked externally by SQA.

### **Wider Achievement in the Senior Phase (from Session 2025-2026)**

As part of our ongoing commitment to providing a broad, balanced, and aspirational curriculum, Springburn Academy will introduce a dedicated Wider Achievement period for all Senior Phase pupils from session 2025-2026.

This weekly period will offer opportunities for young people to gain additional qualifications and awards at SCQF Levels 4 to 6, helping them to enhance their personal development, grow their skills for life and work, and maximise both attainment and achievement.

By broadening our curriculum offer in this way, we aim to recognise the full range of talents and strengths our learners bring, ensuring that every pupil leaves school with a strong, well-rounded portfolio of skills and qualifications.

### **Courses Available in S5 & S6**

As an inclusive school, we aim to meet the needs of all pupils in S5 and S6. We have strong partnerships with local colleges, Universities and employers. It is extremely important that senior students set challenging and realistic targets. To that end, we offer a rigorous options programme to support and inform student choice.

Opportunities for personal development continue within and beyond the taught curriculum. Encouraging excellence is central to our aspirations and expectations for all young people.

## **Assessment & Reporting**

All young people are assessed both formally and informally throughout the school year. This allows young people 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 and carers about the progress of their child. Assessment records are kept by teachers and form the basis of discussion at parents' meetings throughout the year.

Dates of all parents' meetings and the schedule for issuing written reports will be communicated to all parents and carers at the start of the new session. A copy of our reporting timeline will also be placed on our new school website in due course.

If you have any concerns about your child's progress do not hesitate to contact their pastoral care teacher at any time.

## **Supported Study**

This is an important initiative which allows pupils to attend additional classes during lunchtimes, after school and during holiday periods.

Large numbers of our staff give generously of their time in this area. Subjects on offer will depend on the staff available to deliver. Pupils will be kept informed of the arrangements and copies of the Supported Study Timetables will be shared with pupils and parents/carers in due course.

## **Homework**

Regular, effective homework is an important part of the school day. Homework has many advantages:

- It reinforces work done in class
- It develops good study habits and a sense of personal discipline
- It develops areas of interest that can be followed up later in life and become a leisure pursuit
- It allows parents to see, help and become involved in their child's work

The amount of homework varies in length, nature and frequency depending on the subject. The amount of homework will increase as your child progresses through the school.

## **Religious Observance**

Our school is fortunate to have a close link with our local Parish. 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.

# TRANSITION INFORMATION

We recognise that the move from primary to secondary is a very important event for young people. We have a close and effective partnership with each of our partner primary schools. This ensures that the move from primary to secondary is as smooth as possible for young people.

We have a transition programme which includes a series of visits to the school. Moreover, an enhanced transition is offered to any pupils who would benefit from any additional support in transitioning to Springburn Academy.

## Associated Primary Schools

- Barmulloch Primary School
- Balornock Primary School
- Chirnsyde Primary School
- Elmvale Primary School
- Miltonbank Primary School
- Royston Primary School
- Saracen Primary School

Heads of establishments meet regularly with Mrs Riddell, Head Teacher. Our aims are to promote social inclusion and raise the attainment of all pupils within our learning community.

School Name	Head Teacher	Address	Phone Number	Email Address
Barmulloch Primary School	Mrs Jane Lobjoie	305 Forge Street, Glasgow G21 2AH	0141 770 7889	headteacher@barmulloch-pri.glasgow.sch.uk
Balornock Primary School	Mrs Lynn McSorley	422 Broomfield Road, Glasgow G21 3UT	0141 558 5224	headteacher@balornock-pri.glasgow.sch.uk
Chirnsyde Primary School	Mrs Jackie MacIver	288 Ashgill Road, Glasgow G22 7SB	0141 336 8672	headteacher@chirnsyde-pri.glasgow.sch.uk
Elmvale Primary School	Mr Grant MacLeod	712 Hawthorn Street, Glasgow G22 6ED	0141 558 5238	headteacher@elmvale-pri.glasgow.sch.uk
Miltonbank Primary School	Mrs Gillian Robertson	11 Skerray Street, Glasgow G22 7PT	0141 772 8877	headteacher@miltonbank-pri.glasgow.sch.uk
Royston Primary School	Mrs Jane McShane	102 Royston Road, Glasgow G21 2NU	0141 552 2872	headteacher@royston-pri.glasgow.sch.uk
Saracen Primary School	Mrs Alison McGill	65 Stonyhurst Street, Glasgow G22 5AX	0141 336 8428	headteacher@saracen-pri.glasgow.sch.uk

# SUPPORT FOR PUPILS

## **Additional Support**

Additional support for pupils is provided by the Support for Learning Team when required. We are fully committed to meeting the needs of all pupils and hold regular meetings at which we plan for those who might benefit from additional support.

Full discussion is held with parents and carers and outcomes are planned and agreed in partnership.

Further information relating to additional support needs is available on the Glasgow City Council website [here](#).

## **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 within Springburn Academy.

Staff continue to develop a shared understanding of attachment and nurture principles 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 build an ethos of partnership working putting the child at the centre, fostering high quality learning contexts.

We 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.

## **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 young people to ensure they are aware of their rights and fully respect the rights of others. Therefore, the approach within Springburn Academy is to build a positive ethos that demonstrates care and respect for all.

The smooth running of our school requires a high standard of behaviour from all within it. We appreciate the support of parents and carers in helping us to achieve this. All pupils are required to behave well and respect their own safety and that of others. This is also important on journeys to and from school. Our expectations are clearly communicated to young people and breaches of discipline are dealt with in line with school policy. In most cases, a quiet reprimand is sufficient but in more serious or persistent cases parents will be invited to school to discuss the issue and agree a course of action.



## Child Protection

Child Protection is the responsibility of all staff in our learning community. Mrs McCracken is the Child Protection Co-Ordinator for the school and any concerns about the safety and wellbeing of learners in the school are addressed to her. If you are worried that a child is at risk or being harmed, it is important to tell someone. Your report will be treated in confidence. Everyone has a right to be safe.

You will find our Child Protection and Safeguarding Parents/Carers guide [here](#).

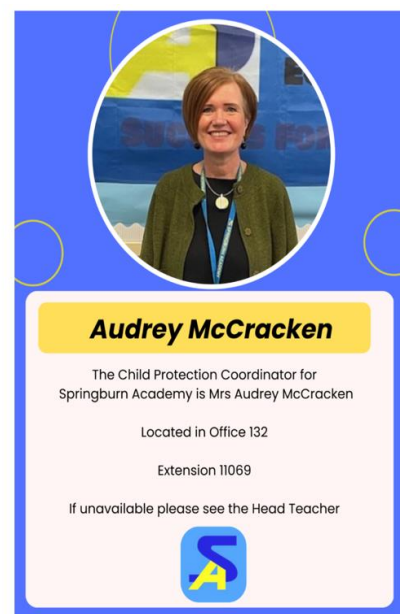
During office hours, you can contact Social Care Direct by phone (0141 287 0555), textphone (18001 0141 276 4710) or email Social Care Direct ([scdchildrenandfamilies@glasgow.gov.uk](mailto:scdchildrenandfamilies@glasgow.gov.uk)).

In Springburn Academy, we create and maintain a positive ethos and climate which actively promotes child welfare and a safe environment by:

- Ensuring that children are respected and listened to.
- Ensuring that health and wellbeing is central to our curriculum.
- Ensuring that staff are aware of Management Circular 57 and child protection procedures and concerns.
- Ensuring that any CP or Safeguarding concerns are progressed as per MC57 guidance.
- Establishing and maintaining close working relationships and arrangements with all other agencies to make sure that professionals collaborate effectively in protecting children.
- Ensuring the name of the Child Protection Coordinator and Depute Child Protection Coordinator(s) is on display within our school.

Name of CP Coordinator: Mrs A McCracken

Name of Depute CP Coordinator(s): Mrs L Riddell



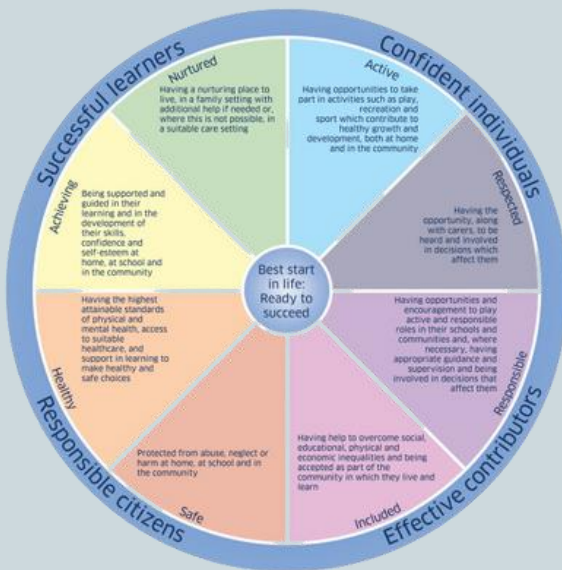
Safeguarding supports the development of learner's knowledge, skills and resilience to keep themselves safe and to protect themselves and develop an understanding of the world so that they can respond to a range of issues and potential risky situations arising throughout their lives.

Safeguarding and wellbeing issues are addressed through our personal, social and health education curriculum and care is taken to ensure all our pupils have opportunity to develop such knowledge and understanding within our school.

# SUPPORT FOR PUPILS

## Getting it Right for Every Child

The Getting it right for every child (GIRFEC) approach supports children and young people so that they can grow up feeling loved, safe and respected and can realise their full potential. At home, in school or the wider community, every child and young person should be:



These eight factors are often referred to by their initial letters - SHANARRI. These wellbeing indicators help make it easier for children and families and the people working with them to discuss how a child or young person is doing at a point in time and if there is a need for support. Each child is unique and there is no set level of wellbeing that children should achieve.

Wellbeing is influenced by children's individual experiences and changing needs as they grow. A range of experiences can have negative effects on young people. This might be one of the 10 recognised Adverse Childhood Experiences (ACEs) or other adversities such as bereavement or bullying, or where a family is affected by illness, disability or poverty. Each child should be helped to reach their full potential as an individual.

More information can be found by visiting the Scottish Government website [here](#).

## Bullying and Discrimination

Bullying and discrimination can occur in a variety of circumstances and take many forms; verbal abuse / name calling, exclusion/isolation from groups, spreading lies/rumours, text/social media abuse, physical abuse, racial, homophobic abuse. All forms of discrimination are taken very seriously in line with the The Equality Act legislation. The issues of bullying and discrimination are tackled through our PSHE programme.

The effects of bullying and discrimination can be very serious, and staff are trained to look for signs of this in school. We encourage parents to look for signs at home which can include your child being more withdrawn, increased rate of illness/absence from school, truancy, emotional upset, change or isolation from usual social group. Please ensure that your child's Pastoral Care Teacher is contacted immediately if you have a concern.

Where incidents of bullying are found in school, these are dealt with by Pastoral Care / Year Head who will listen to any concerns from the young person or their parent carer. Each reported case will be investigated, and positive steps are taken to resolve the situation ensuring that children are supported and protected. Pastoral Care Teachers will monitor the situation and alert teaching staff to any issues. Parents/carers will be kept informed at all times.



# WIDER ACHIEVEMENT

## Extra-Curricular Activities

In Springburn Academy we know that friendships that last a lifetime are born on the football field, rehearsing for the school show or celebrating achievements together.

We are proud to provide a variety of extra-curricular opportunities after school. There are also other opportunities for personal achievement through participating in school trips, excursions and events.

In PE we have a wide range of opportunities. For examples this year, many of our pupils have taken part in the following activities:

- Duke of Edinburgh
- Duathlon activities
- Football Academy
- Sports Development Award





# PARENTPAY

## ParentPay

Glasgow City Council have introduced an online payment solution called ParentPay into all primary and secondary schools across the city. ParentPay is used to pay for all school trips, concert tickets, uniforms, meals etc and will enable us to remove all cash and cheques from schools.

### How do I get started?

Follow the steps in the [ParentPay - How to activate your account](#) guide.

### What does ParentPay do?

- enables you to pay for trips and other items such as tickets, uniforms, clubs etc
- offers a highly secure payment site
- gives you a history of all the payments you have made
- allows you to create a single account login across all your children that attend a ParentPay school
- shows you all items available for payment relevant to each of your children
- emails a receipt of your payment to the email address you register
- offers you the ability to set automated payment reminders

### How does ParentPay help you?

- you will never need miss a payment, or have insufficient credit, with automated email/SMS alerts
- ParentPay is quick and easy to use

### How does ParentPay help our school?

- reduces the administrative time spent on banking procedures
- keeps accurate records of payments made to every service for every student
- reduces paper 'waste'
- allows for easy and quick refunds to be made back to the payment card
- improves communication between the school and parents concerning payments
- offers a more efficient payment collection process, reducing the amount of money held on school premises

More information can be found on the ParentPay website at [www.parentpay.com](http://www.parentpay.com)



# FINANCIAL HELP AND SUPPORT

## School Meals

Our school provides a lunch service which offers a variety of meals and snacks within The Fuel Zone. From June 2025, Springburn Academy will be proud to launch the *Magic Breakfast* initiative. This programme ensures that every pupil has access to a free, nutritious breakfast each morning, supporting health, wellbeing, and readiness to learn. A selection of cereals, crumpets, bagels, fresh fruit, and low-sugar spreads will be available daily from 8.00am to 8.45am in the Mezzanine area. Led by our Youth Worker, Mr Harry Bentley, and supported by members of our Support for Learning team, this initiative reflects our strong commitment to equity and inclusion for all learners.

Mid-morning service are also available within The Fuel Zone. Special diets for children with medical requirements can be provided. Please inform the school office.

Young people who prefer to bring packed lunches are welcome to join their friends in the fuel zone.

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 from schools and [here](#).

## Transport

The education authority has a policy of providing free transport to all young people 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 should obtain an application form from the school or [here](#).

magic  
breakfast  
fuel for learning



## 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 [here](#).



# FINANCIAL HELP AND SUPPORT

## Educational Maintenance Allowance (EMA) What is it?

An Education Maintenance Allowance (EMA) is a weekly allowance payable to eligible students who have achieved 100% of their agreed attendance each week at school. It is payable on a 2-weekly basis.

### Do I Qualify?

You qualify if you meet the following criteria:

- Household income must be what is detailed under the heading 'What will I get' (see below)
- You attend a Glasgow School • You aged 16-19 years old
- You attend school for a minimum of 21 guided learning hours per week
- You are willing to participate in an approved learning agreement at school

### How do I Apply?

Sign up for a MyAccount and use the Online Application Form. Online is more efficient allowing us to validate your application and pay your EMA quicker. If you do not have online access then contact the team at [EducationMaintenanceAllowance@glasgow.gov.uk](mailto:EducationMaintenanceAllowance@glasgow.gov.uk)

### Withheld Payment

Payments are generally withheld due to unauthorized attendance, lack of progress and/or conduct. If you have a question about attendance, you must contact your school directly.

### Appeals

If you are refused EMA support or feel the amount awarded is incorrect, you may appeal our decision. Your appeal must be submitted in writing within 28 days of us informing you of the outcome of your award. Your email or letter must state the reason for your appeal and should be accompanied by any additional supporting evidence/information.

Please send your appeal to: Email: [EducationMaintenanceAllowance@glasgow.gov.uk](mailto:EducationMaintenanceAllowance@glasgow.gov.uk) or Post: PO Box 19, Glasgow G2 1DU.





# FURTHER HELP AND SUPPORT

Any parent or carer seeking further advice regarding any information found in this handbook should contact the Head Teacher in the first instance.

Below are further organizations that our parents/carers may find useful:

Organisation	Website
Parentzone Scotland	<a href="http://www.education.gov.scot/parentzone/">www.education.gov.scot/parentzone/</a>
National Parent Forum of Scotland	<a href="http://www.npfs.org.uk">www.npfs.org.uk</a>
Connect	<a href="http://www.connect.scot">www.connect.scot</a>
Enquire Scotland	<a href="http://www.enquire.org.uk">www.enquire.org.uk</a>
Glasgow Educational Psychology Services (GEPS)	<a href="http://www.blogs.glowscotland.org.uk/glowblogs/glasgowpsychologicalservice/parents-and-carers/">www.blogs.glowscotland.org.uk/glowblogs/glasgowpsychologicalservice/parents-and-carers/</a>
Getting It Right For Every Child (GIRFEC)	<a href="http://www.gov.scot/policies/girfec/">www.gov.scot/policies/girfec/</a>
Parenting Across Scotland	<a href="http://www.parentingacrossscotland.org/">www.parentingacrossscotland.org/</a>
Thinkuknow	<a href="http://www.thinkuknow.co.uk/parents/">www.thinkuknow.co.uk/parents/</a>
NSPCC Online Safety for Children	<a href="http://www.nspcc.org.uk/keeping-children-safe/online-safety/">www.nspcc.org.uk/keeping-children-safe/online-safety/</a>
UK Safer Internet Centre	<a href="http://www.saferinternet.org.uk/guide-and-resource/parents-and-carers">www.saferinternet.org.uk/guide-and-resource/parents-and-carers</a>
RespectMe Anti-Bullying Guide for Parents and Carers	<a href="http://www.respectme.org.uk/adults/bullying-a-guide-for-parents-and-carers/">www.respectme.org.uk/adults/bullying-a-guide-for-parents-and-carers/</a>
National Parent Forum of Scotland - Nationals in a Nutshell	<a href="http://www.npfs.org.uk/downloads/category/in-a-nutshell-series/nationals-in-a-nutshell-series/">www.npfs.org.uk/downloads/category/in-a-nutshell-series/nationals-in-a-nutshell-series/</a>
The Wise Group- Mentoring people out of poverty	<a href="https://www.thewisegroup.co.uk/">https://www.thewisegroup.co.uk/</a>



Springburn Academy  
151 Edgefauld Road  
GLASGOW  
G21 4JL



0141 582 0230



[headteacher@springburnacademy.glasgow.sch.uk](mailto:headteacher@springburnacademy.glasgow.sch.uk)



@springburnacad



























