



Loving God,
Serving Others,
Excelling in Learning



St Conval's Primary



Handbook

Updated October 2023





Dear Parents and Carers,

I would like to warmly welcome you to our school. My name is Marian Kelly and I am privileged to be the Head Teacher of St Conval's Primary. At St Conval's Primary your child will be a valued member of a diverse and loving school community; where they will be supported to grow and learn in a stimulating and supportive school environment.

Our expectations for every child at St Conval's are reflected in our shared school vision which is to love God, serve others and excel in learning. As a school team, we are fully committed to the development of the whole child and we work together to ensure that we nurture the strengths and talents of every child in our school.

St Conval's has a happy, positive ethos based on our gospel values. We place high emphasis on the development of positive relationships and the principles of nurture are well embedded in the life and work of our school. We ensure the highest level of pastoral care for our children and families.

We are very fortunate to have a strong and supportive wider school community and we always strive to develop relationships in an atmosphere of trust and partnership. We welcome the opportunity for you to be a partner in your child's learning and we encourage you to become involved. Parental voice is very important to us at St Conval's Primary and we welcome your participation as part of the wider Parent Forum or as a member of our Parent Council. We greatly value the feedback of parents and carers and will actively seek your views and suggestions on a regular basis to help us on our continuous improvement journey.

I hope that you find the contents of this handbook useful as your child takes this exciting next step in their learning journey. Should you require any further information, please do not hesitate to contact the school office; we'll be happy to help in whatever way we can.

Yours faithfully,

Marian Kelly

Head Teacher

VISION, VALUES AND AIMS

MOTTO: Love God, Serve others, Excel in learning

MISSION STATEMENT: With children at the heart of everything we do, our mission is to build a nurturing and stimulating learning community, rooted in Gospel values, in which every child and adult feels loved and has the opportunity to reach their full God-given potential.

VALUES: Openness, Tolerance, Love, Connection, Perseverance, Growth

AIMS

As a community of FAITH, we aim to:

- place Christ – Teacher, Master and Friend – at the centre of our school
- build an atmosphere of openness, tolerance and mutual-respect where pupils and adults are helped to understand and appreciate the diversity of cultures, faiths and beliefs represented in St Conval's Primary, the nation of Scotland and across the world
- provide meaningful opportunities for pupils to develop their knowledge and understanding of the Catholic faith, actively participate in religious observance and respond positively to God's invitation of friendship

As a community of SERVICE, we aim to:

- provide a safe, inclusive, nurturing and equitable learning environment where all members of our school community are able to grow into confident individuals and feel happy, valued and fulfilled
- recognise every child and adult as a unique individual, made in the image of God, and continually endeavour to meet the spiritual, emotional, physical, social and intellectual needs of all
- foster Gospel values of *openness, tolerance, love, connection, service, growth* and *perseverance*, equipping all members of our school community to serve as responsible citizens within St Conval's and in the local and global community

As a community of LEARNING, we aim to:

- provide the highest quality of learning and teaching across the curriculum, supporting all pupils to be literate, numerate and healthy, equipped with the knowledge, skills and attributes necessary for being lifelong successful learners in an ever-changing society
- establish and maintain high, but realistic, standards and expectations for all, fostering a love of learning in both pupils and adults and supporting everyone within our school community to take responsibility for their own learning
- work in close partnership with parents, the parish, the wider community and other partners to ensure all pupils benefit from relevant learning experiences beyond the classroom.

SCHOOL INFORMATION

<i>Name and Address:</i>	St Conval's Primary School 140 Shawhill Road Glasgow G43 1SY
<i>Telephone Number:</i>	0141 632 0745
<i>Email Address:</i>	headteacher@st-convals-pri.glasgow.sch.uk
<i>School website:</i>	https://blogs.glowscotland.org.uk/gc/stconvalprimaryschool/

BACKGROUND INFORMATION

Denominational Status:	Roman Catholic
Present Roll:	216
Capacity:	507
Stages taught:	P1-P7

St Conval's is co-educational.

School Staff

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

Head Teacher:	Marian Kelly
Depute Head Teacher:	Christine Healey
Principal Teacher:	Rachel Woods

ENROLMENT

Registration of Primary 1 children takes place in November and is advertised widely in local press etc. Prospective parents are welcome to visit the school and should contact the school office. Enrol is now conducted online – see the link below.

Families living outwith the catchment area are welcome to make a placing request to attend St Conval's Primary School but must enrol their child online as a first step. Further information is available using the following <https://www.glasgow.gov.uk/index.aspx?articleid=18426>

ORGANISATION OF CLASSES

The following guidelines set by 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.

THE SCHOOL DAY

School opens	9.00am
Morning Interval	10.30 – 10.45am
Lunch	12.15 – 1.00pm
School closes	3.00pm

P1 children will remain in school until 15.00 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/index.aspx?articleid=17024>

PUPIL ABSENCE

Within St Conval's Primary good attendance is encouraged at all times and children rewarded accordingly. 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 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>

MEDICAL AND HEALTHCARE

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 current 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.

The school nurse visits the school at various times during the year. Parents will be informed by letter.

Allergies

The school should be kept informed of any allergies and reactions. A profile from hospital should be provided by the parent/carer and the prescribed medication supplied to the school. Following the completion of medical forms, this medication will be stored in the designated safe area, to be administered if and when required. Currently, several children have peanut allergies and parents/carers are requested to ensure that all snacks and lunch boxes are nut free.

Other Prescribed Medications

Only prescribed medication from your doctor, in its original packaging and with pharmacist instructions, will be administered. Written parental/carer consent, on official school medical forms, is required.

INCLEMENT WEATHER AND EMERGENCY CLOSURES

During periods of inclement weather, the children will be allowed to enter the school from 8.50am. Children will be supervised until their teacher collects them at 9.00am. All classes are supervised indoors during wet intervals.

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 will do all we can to keep parents up-to-date with information on the closure or re-opening of the school through the texts, Twitter, Seesaw, the website, local media and letters. In the event of an emergency, such as fire, children will be taken to St Mary's Church Hall and dismissed from there at the normal time.

SCHOOL UNIFORM

Our uniform was agreed in consultation with pupils and parents. One of our main priorities is that St Conval's uniform is as affordable as possible and, for this reason, the ONLY specialist uniform item is a school tie. Parents can choose to purchase their child's school uniform from any retailer, with school ties being available at cost price from the school office. The daily uniform for all St Conval's pupils is:

- **White** school shirt
- School tie (clip-on ties are available for younger pupils and Primary 7 pupils are provided with a special P7 tie)
- **Grey** trousers, skirt, pinafore or shorts
- Plain **grey** v-neck jumper or cardigan (or traditional St Conval's school jumper with coloured-piping)
- **Black** shoes or trainers
- Girls have the option of wearing a blue-checked summer dress during warmer months
- Optional St Conval's blue blazer

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.

Our PE Kit at St Conval's is a plain **white** t-shirt plain **black** or **navy** shorts or jogging trousers and a plain **black** or **navy** sweatshirt.

Children are asked not to wear other colours or clothing with sequins or emblems.

We also ask that children do not wear branded sports clothing for PE.

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.

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. From January 2022, this will include all P5 pupils and from August 2022, this will include all primary aged pupils.

If you plan to send your child/children to breakfast club, you should inform the staff of any medical dietary requirements.

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>

BREAKFAST CLUB

Our Breakfast Club runs daily in the dining hall from 8.00-8.45am. Breakfast is free for pupils eligible for school meals. For other pupils, the cost is £2.00 for the first child in a family and £1.00 for all other siblings please pay money into same account as lunches. Children should enter by the gate in Shawhill Road with an adult and wait to be escorted across the driveway by catering staff.

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 at

<https://www.glasgow.gov.uk/index.aspx?articleid=17882>

TRANSFER FROM PRIMARY TO SECONDARY SCHOOL

Transfer from Primary to Secondary School

Children and young people normally transfer between the ages of 11 ½ and 12 ½, 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:

Holyrood Secondary School

100 Dixon Road

Glasgow

G42 8AU

<tel:01415820121>

headteacher@holyrood-sec.glasgow.sch.uk

Holyrood Secondary School staff work with our pupils from Primary 6 onward to prepare them for the transfer to secondary school.

COMMUNICATION WITH PARENTS

At St Conval's 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.

Seesaw App- This is the main method of communication at St Conval's, so it is important all parents/carers check it regularly.

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

Twitter (X) – will contain a great deal of information about the school. It is a good idea to check this regularly.



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.

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.

DATA PROTECTION

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 AND COMPLAINTS

St Conval's Primary School endeavours to maintain positive, open relationships with parents, carers and the wider community. However, if you have a comment or complaint about any aspect of the school, please contact the Head Teacher in the first instance. Glasgow City Council complaints procedures are available at:

<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 or education.customercare@glasgow.gov.uk

It is extremely important that all issues are dealt with within an atmosphere of mutual trust and respect. St Conval's Primary expects parents and carers to behave in a reasonable and civilised manner towards all school staff. Incidents of verbal or physical aggression towards staff by parents/carers will be reported immediately to the Head Teacher who will take appropriate action in line with Glasgow City Council policy.

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

CURRICULUM FOR EXCELLENCE

Curriculum for Excellence aims to achieve a transformation in education in Scotland by providing a flexible and enriched curriculum for all children and young people from 3-18. The curriculum includes all of the experiences which are planned for children and young people through their education, wherever they are being educated. *Curriculum for Excellence* is underpinned by the values inscribed on the mace of the Scottish Parliament: Wisdom, Justice, Compassion and Integrity.

The purpose of *Curriculum for Excellence* is encapsulated in the four capacities: to enable each young person to be a **successful learner**, a **confident individual**, a **responsible citizen** and an **effective contributor**.

There are eight curriculum areas:

Languages (literacy)
Mathematics (numeracy)
Sciences
Social Studies

Expressive Arts
Health and Well Being
Religious and Moral Education
Technologies



Literacy, Numeracy and Health & Wellbeing are given particular importance as knowledge and skills in these areas are so vital to everyday life.

In *Curriculum for Excellence*, learning is divided into two phases: the Broad Education (BGE) and the Senior Phase. Learning is also divided into levels as follows:

<u>LEVEL</u>	<u>STAGE</u>
Early	the pre-school years and P1 or later for some
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 and fourth	S1-S3, but earlier for some
Senior Phase	S4-S6 and college or other means of study

Curriculum

Expressive arts: The inspiration and power of the arts play a vital role in enabling our children and young people to enhance their creative talent and develop their artistic skills.

Health and wellbeing: Learning in health and wellbeing ensures that children and young people develop the knowledge, understanding and skills which they need now and in the future to help them with their physical, emotional and social wellbeing.

Science: Science and its practical application in healthcare and industry is central to our economic future, for our health and wellbeing as individuals and as a society.

Social Studies: Through social studies, children and young people develop their understanding of the world by learning about other people and places both past and present, societies, their beliefs and values.

Religious and moral education: Religious and moral education includes learning about Christianity, Islam and other world religions, and supports the development of beliefs and values.

Languages: Knowing other languages and understanding other cultures is a 21st century skill set for students as they prepare to live and work in a global society.

Mathematics: Mathematics equips us with the skills we need to interpret and analyse information, simplify and solve problems, assess risk and make informed decisions.

Technologies: The range of subjects in technical education has changed significantly over the last two decades and now includes craft, design, engineering and graphics.

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

USEFUL WEBSITES

Education Scotland www.education.gov.scot

National Parent Forum of Scotland www.npfs.org.uk

Parentzone <https://education.gov.scot/parentzone/>

Connect <https://connect.scot/>

RELIGIOUS OBSERVANCE

Our school is fortunate to have a close link with St Mary's Parish. Father John Carroll assists with elements of Religious education in our Roman Catholic school and provides opportunities for religious observance. At St Conval's we work in partnership with Father Carroll to prepare pupils to receive the Sacraments of Reconciliation, First Holy Communion and Confirmation.

St Conval's welcomes children of any faith, and of no faith at all, and the religious convictions and personal conscience of individual pupils and their families are acknowledged and respected at all times.

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 & 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 November 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>

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, you will receive a copy of our Standards and Quality report. Copies from previous years are available on the school website. The Standards and Quality 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 which is discussed with our Parent Council. Any parent or carer seeking a copy of the plan can contact the school office or check out our website.

We have the following missions in our current School Improvement Plan (2023/24):

- Raise attainment in Reading & Writing
- Establish consistence in our approach to Assessment
- Promote innovative approaches to teaching & learning
- Develop learner agency
- Ensure equal opportunities & the inclusion for all learners
- Monitoring of Health & Wellbeing

St Conval's summarises progress, successes and achievements on an annual basis in its Standards and Quality Report. A copy of our 2022/23 Standards and Quality Report, along with the School Improvement Plan for 2023/24, is available on our school website: <https://blogs.glowscotland.org.uk/gc/stconvalprimaryschool/>

PROMOTING POSITIVE RELATIONSHIPS

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. At St Conval's we are committed to promoting an ethos which promotes relationships built on mutual trust and respect and creates an engaging and empowering climate for learning. All members of the school community ensure our values are high profile through their day to day interactions.

Relationships are central to positive behaviour. Across the school community relationships are positive and supportive and a strong emphasis is placed on the encouragement and recognition of positive behaviour through Pupil of the Week certificates, 'Cool Class Cup', House points and on-going praise by all members of staff.

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. A copy of our home learning policy is available on the website and on request from the school office.

THE PARENT FORUM AND PARENT COUNCIL

In line with the Scottish Schools (Parental Involvement) Act 2006, all parents/carers are automatically members of the St Conval's Parent Forum and have the right to establish a Parent Council to represent them.

Parent Forum

The Parent Forum is made up of all parents/carers who have a child in St Conval's Primary. Membership of the Parent Forum allows all parents/carers to have a say and for their collective views to be represented on the quality and standard of education in the school and any other relevant matters. One of the ways parents/carers in the Parent Forum are able to express their views is through the elected Parent Council.

Parent Council

St Conval's has a very active Parent Council whose role is to represent the views of all parents. All parents are welcome to attend Parent Council meetings and can become members at the AGM. All Parent Council minutes are published in the 'Parent' section of the school website.

Current Parent Council Office Bearers:

Chairperson	Mrs Ujwala Fernandes
Secretary	Mrs Tracey McCauley
Treasurer	Mrs Michelle Flynn

The Parent Council are always looking for new members. If you wish to contact the Parent Council or would like to join, please email: St-Convals-PC@hdvnr.com

PUPIL 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 are available on the Parent Council page of the school website/school app and on request from the school office.

EXTRA CURRICULAR ACTIVITIES

We have a range of activities that run between Monday – Thursday to extend the learning experience. These currently include drama, cross country, basketball and language clubs. Please check your child's schoolbag for information as places are popular and usually limited.

Good links with community organisations and our Active Schools Co-ordinator are vital for the success of these programmes.

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 at <https://education.gov.scot/parentzone>.

Connect

Connect is a national organisation that provides advice and resources for parents and carers. www.connect.scot

Enquire Scotland

Enquire is a national advice service for families with additional support needs. 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
