

SCHOOL HANDBOOK

2026/2027

St Martin's Primary

Mainstream and Enhanced Provision



Last updated August 2026



0141 557 3722

Sighthill Community Campus.
Sighthill Avenue, Glasgow, G21 1AJ



WELCOME TO OUR SCHOOL

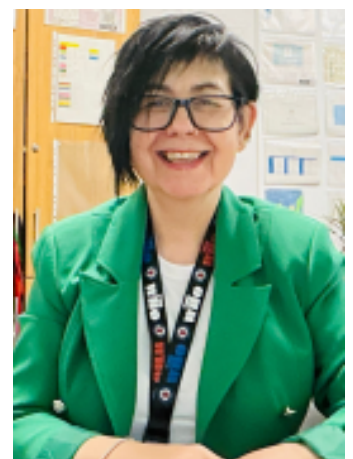


“One School. One building. One Vision. One Word- inclusion.”

I would like to welcome you and your child to St Martin's Primary. This handbook contains a range of information that you might find helpful. Please do not hesitate to contact the school or check the school blog/X account or app if you need more information. I hope that this handbook gives you a glimpse of life at our school. We look forward to having you and your child work with us and hope that this will be the start of a strong partnership. At St Martin's, we are committed to promoting the health and wellbeing of everyone in the school community. We are a Gold Sports School Award winner, Story Massage Centre of Excellence and a Health Promoting School. We strive to provide an education which is relevant to the needs of all children today and aim to enable all children to make independent, healthy choices.

Every child is important and we work hard to ensure that being a part of St Martin's is a happy and meaningful experience where confident and positive attitudes are promoted. We are a UNICEF Silver Rights Respecting School and encourage selfrespect, respect of others, self- discipline and independence. We understand the importance of working in partnership with our parents and we provide an environment in which adults and children feel at ease and welcomed.

Mrs Donna K. McKay
Headteacher



OUR VISION, VALUES AND AIMS



Our Visions, Values and Aims In St Martin's Primary, our caring staff knows every child is special and we strive to create a safe, welcoming, understanding and helpful ethos and environment where every child and their family's needs are met.

Our strong values and our commitment to our children encourages them to develop confidence and independence to further their skills for learning, skills for life and skills for work while embracing the diversity of our community. We want happy children who love to learn.

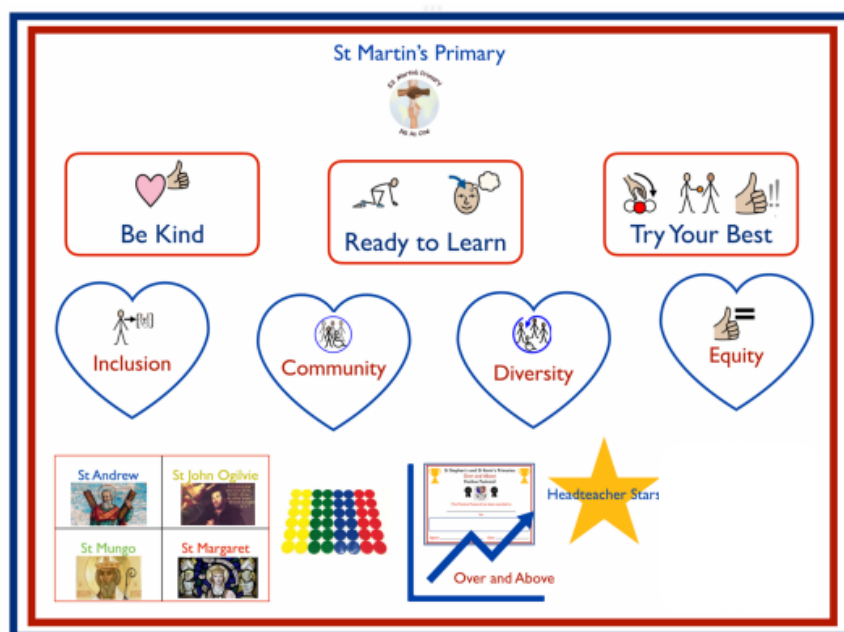
In June 2021, our pupils, parents and carers and staff voted for our new school rules and values. These three school rules and values will be visibly consistent across our school.

Our school rules are: Be Kind, Ready to Learn and Try Your Best.

Our school values are Inclusion, Community, Diversity and Equity. We explore and discuss these regularly at our school assemblies, in class and in and around our school.

We hold monthly 'All As One' awards ceremonies to celebrate our children embracing our rules and values.

Headteacher Stars and Over and Above Our children can earn special headteacher stars for their house. These are worth 25 house points. They can also earn Positive Postcards for behaviours that are Over and Above.

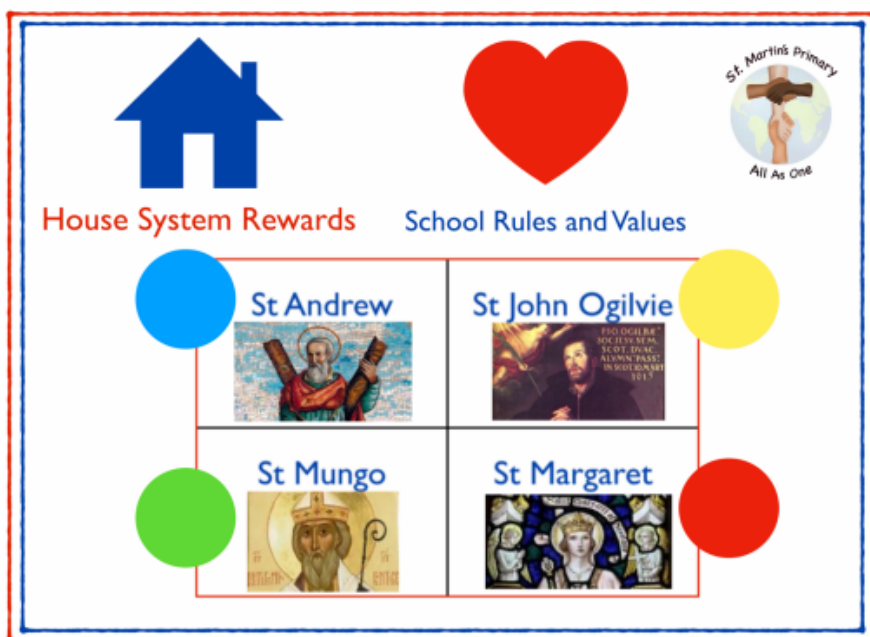


SCHOOL HOUSES



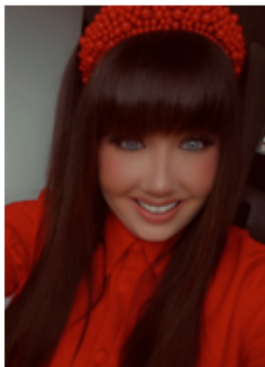
All of our children and staff are part of a house. Our houses are named after Scottish saints. These are St Andrew, St John Ogilvie, St Mungo and St Margaret. Our houses are associated with a colour of token and our children can earn these by following our three rules and displaying our school values. The house with the most tokens receives an end of term treat.

Our House Captains, Vice Captains, Prefects and Head Boy and Girl meet with the houses to engage in Pupil Voice Sessions. They use the Showbie platform to record meetings and agree next steps for improvement.



SENIOR MANAGEMENT

TEAM 



**Mrs
McEachran
Depute
Headteacher
Mainstream**



**Mrs McKay
Headteacher**



**Mrs Gardner
Depute
Headteacher
Enhanced
Provision**



**Mrs Seaver
Principal
Teacher
Mainstream**



**Miss Capanni
Principal
Teacher
Enhanced
Provision**



**Miss Fraser
Principal
Teacher
Enhanced
Provision**

MAINSTREAM CLASSES

Primary 1 - Mrs McGlennaghan

Primary 2-1 - Miss Francis

Primary 2-3 -Mrs Gill/Miss Cassidy

Primary 3-4 -Miss Harvey

Primary 4-3 - Mrs Cowan

Primary 6-5 - Miss O'Hagan

Primary 5-6 - Miss Khalid

Primary 7K - Mr Kelly

Primary 7W - Ms Whyte

PI-4 NCCT - Miss Semple

P5-7 NCCT/DL0L - Mrs Cheung

Spanish - Ms Seaver

Nurture - Mrs Weir

Support for Learning Workers

Ms Chalmers

Ms Ferguson

Ms Leadbitter

Mrs Craig

Ms Docherty



Catering Manager - Allison Henvey

Clerical - Karen Matthews

Clerical - Helen Worrall

Janitor - Maureen

Janitor -

First Aider - Mrs Craig

First Aider - Karen Matthews

ENHANCED PROVISION CLASSES

Harris - Miss Stewart

Tiree - Mrs McDade

Bute - Mrs Gilhooly

Iona - Miss Dobbie/Miss Thomson

Islay - Miss Daly

Skye - Mr McCann/Miss Lyons

Barra - Miss Hamill

Arran - Miss Docherty

Mull - Mrs Patra

NCCT - Miss Airlie/Miss Inglis

Support for Learning Workers

Ms Keane

Ms Tamburrini

Ms Green

Ms Sultan

Ms Osagie

Miss Geary

Ms Wingate

Miss Taylor

Mrs Meighan

Ms Iadadaine

Ms Black



Support for Learning Workers

Miss Safi

Mrs Satar

Ms Anderson

Ms Buchan

Ms Carmichael

Miss Haines

Ms Imtiaz

Ms Marandura

Ms McKenzie

Miss Reid

Ms Saleh

Ms Subramanian

Ms Waldman

ENROLMENT



Mainstream

Registration of Primary 1 children takes place in November and January and is advertised widely in local press and nurseries. Prospective parents are welcome to visit the school and should contact the school office on order to arrange a suitable time. Families living outwith the catchment area are welcome to make a placing request to attend St Martin's Primary but must enrol their child at their local school as a first step. Further information is available using the following link:



**SCAN
ME!**



Enhanced Provision

Where the outcome of a Team Around the Child meeting is that the child or young person requires additional support, it is the responsibility of the establishment (early years, primary or secondary) to collate relevant documentation to request further support from the AIG. The AIG would need basic planning paperwork such as: The Wellbeing Assessment Plan, relevant minutes of meetings and the Profile of Need (annual review information). Supporting documentation must include the views of the parent(s)/carer, child/young person, and the educational psychologist (EP) (if involved) and demonstrate clear evidence of assessment and personalisation over time and the impact of this. During this process, parents and carers will be offered the opportunity to discuss their child's additional support needs as well as the potential placement. However, parents must enrol their child at their local mainstream school as a first step.

Classes are much smaller to reflect the complexity of additional needs and profile of our children in these classes, therefore the average class size is 10 children with additional staffing allocated to support.

ORGANISATION OF CLASSES



Organisation of Classes St Martin's Primary The following guidelines are set by Scottish Government:

P1 maximum 25

P2&3 maximum 30

P4-7 maximum 33

Composite Class maximum 25

Composite classes have pupils from more than one stage.

St Martin's Primary - Enhanced Provision The classes in the enhanced provision are:
Tiree, Harris, Iona, Bute, Islay, Mull., Skye, Barra and Arran.

THE SCHOOL DAY

Morning 09:00 - 10:30

Interval 10:30 - 10:45

Lunch 12:15 - 13:00

Afternoon 13:00 - 15:00

P1 children will also be full time from 09:00 - 15:00 when they start school in August.

SCHOOL DAY



8:45am - 9:00am	Mainstream children come into playground and school bus arrives. Children receive a bagel when they arrive
9:00am	School bell goes and day starts
10:30am - 10:45am	Playtime
12:15pm - 1:00pm	Lunchtime
2:55pm 3:00pm	School bus children go down to meet staff School finishes

SCHOOL DAY



9:00am	Transport buses and taxis start to arrive. Children begin coming into the enhanced provision
9:00am - 9:30am	Settling in, morning routine and bagels/snack
10:30am - 10:45am	Playtime for some classes and some classes have their outdoor play at different times (check with SLT)
12:15pm - 1:00pm	Lunchtime. Some classes go down to the main lunch hall and some have lunch in the areas outside their classroom (check with SLT)
2:30pm 2:45pm 3:00pm	iPad time End of day routine Transition to bus/taxi/front entrance

SCHOOL HOLIDAYS

26/27



August

Monday, 10 August 2026 (Return date for Teachers & In-Service Day)

Tuesday, 11 August 2026 (In-Service Day)

Wednesday, 12 August 2026 (Return date for Pupils)

September

Friday, 25 September and Monday, 28 September 2026 (September weekend holiday)

October

Friday, 9 October 2026 (In-Service Day)

Monday, 12 to Friday, 16 October 2026 (October Week)

December – Christmas and New Year

Schools close at 2.30 pm on Friday, 18 December 2026

Monday, 21 December 2026 – Monday, 4 January 2027 (Christmas holidays)

January

Schools return on Tuesday, 5 January 2027

February mid term break

Monday, 15 February 2027

Tuesday, 16 February 2027

Wednesday, 17 February 2027 (In-service day)

March

Friday, 26 March 2027 (Good Friday)

Monday, 29 March 2027 (Easter Monday)

April – Spring Holiday

Schools close at 2.30 pm on Friday, 2 April 2027

Monday, 5 April – Friday, 16 April 2027 (Spring Break)

Schools return on Monday, 19 April 2027

May

Monday, 3 May 2027 (May Holiday)

Thursday, 6 May 2027 (In-service day to coincide with elections, but may be subject to change)

Friday, 28 May 2027 and Monday, 31 May 2027 (May Weekend)

June

Schools Close at 1.00 pm on Friday, 25 June 2027

ATTENDANCE



Our attendance policy aligns with Glasgow's 'All Learners, All Achieving'– Included, Nurtured and Supported Policy' (August 2025). It is Glasgow's ambition to be a world class learning city, founded on nurture principles; a city where education staff are committed to social justice and the values of compassion, ambition, trust and equity to ensure inclusive and quality education for all learners. All education staff in Glasgow have a legal duty, in line with the principles of Getting it Right for Every Child (GIRFEC) and the recommendations of the European Convention of Human Rights to: work collaboratively to identify barriers to learning; make reasonable adjustments to meet need and remove these barriers for all children and young people. This means every child and young person is entitled to support to enable them to gain as much as possible from the opportunities which Curriculum for Excellence provides

If a child is absent due to sickness, parents should contact the absence reporting line directly and not the school on 0141-287-0039. However, if parents know in advance that their child will be absent then please inform the school as soon as possible. If the child is going to be absent for some time, it would be helpful to know at the earliest opportunity. Only the following reasons should be reported directly to the school: Absences of a sensitive nature or a personal nature including welfare related Bereavement Serious illness, for example, absence going to last more than one week Injury, for example, broken limb Contagious diseases/illness Lateness The school uses daily text messaging to inform parents of their child's absence if no contact is made. All unexplained absence is investigated by the school and appropriate action taken.

St Martin's Attendance Matters

Every school day makes a difference.

By making sure your child goes to school every day, you're helping them build a bright future and reach their full potential.



- Going to school every day opens doors to better opportunities in the future
- It helps children develop essential life skills
- It fosters relationships that can last a lifetime



SCAN TO ACCESS OUR ATTENDANCE POLICY

EMERGENCY CONTACT INFORMATION



At the start of each school session, P1 parents will be issued with the annual data check form. All other stages will be sent a one page Emergency contact details form annually to check the contact and medical information we hold. 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 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 1998 (number Z4871657) and all personal data is treated as confidential and used only in accordance with the Data Protection Act 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 www.glasgow.gov.uk/privacy.



APPOINTMENTS

Appointments during school hours Where possible, appointments should be arranged outwith school hours. However, 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



CHILD PROTECTION

Child protection means protecting a child from abuse or neglect. Abuse or neglect need not have taken place, if it is sufficient for a risk assessment to have identified a likelihood of risk or significant harm from abuse or neglect.



What do staff do if they have concerns about a child's welfare or safety?

Contact the Child Protection co-ordinator (Mrs McKay) or in the event of her absence, Mrs Gardner/Mrs McEachran. If all of the SMT are out of the building, staff contact any member of SLT. Any staff member with an issue or concern regarding a child's welfare will discuss it immediately with Mrs McKay/SLT. Child protection policy and protocols will be followed to ensure the safety and well-being of the child.

St Martin's Primary
Child Protection Co-ordinators




Mrs Gardner
Depute Headteacher


Mrs McKay
Headteacher


Mrs McEachran
Depute Headteacher

! Mrs McKay is the Child Protection Co-ordinator for our school

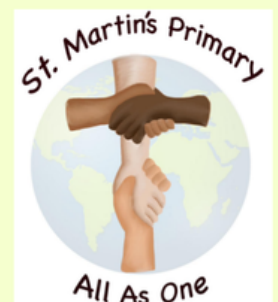
Mrs McEachran and Mrs Gardner are Deputy Child Protection Co-ordinators

If you have any concerns about a child in our school please speak to Mrs McKay, Mrs McEachran or Mrs Gardner

"It's everyone's job to make sure children are alright."
Report of the Child Protection Audit and Review – Scottish Government

Copies of our Child Protection leaflet are available from the office

Keeping Children Safe



**ST MARTIN'S
PRIMARY
SCHOOL**

All As One

BULLYING RESPONSE PROCESS

Our Anti Bullying Charter is in place and is shared and discussed with our pupils regularly. This is also displayed around the school.



ANTI BULLYING CHARTER



1. All children and young people have human rights. Bullying is a breach of Children's Rights and children need to be protected from bullying behaviour.
2. Bullying behaviour is never acceptable.
3. Bullying behaviour needs to be challenged and effectively addressed.
4. Adults have an important role to play.
5. Bullying behaviour will not be tolerated; this helps to create an environment where bullying behaviour is less likely to thrive.
6. Children have the right to protection from all forms of physical or mental violence, injury or abuse.

WE WILL:

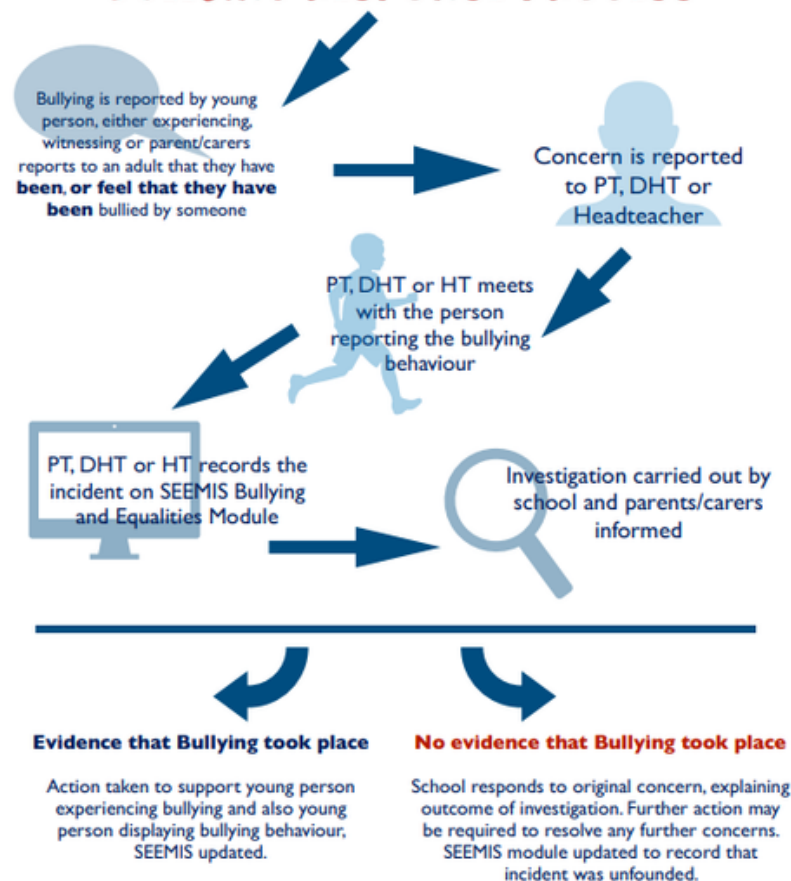
- Listen
- Acknowledge and address bullying behaviour
- Respect and support everyone involved
- Record, monitor and review bullying behaviour



Staff record and report any concerns. Please take a look at our Bullying Response Process flowchart for further information.



BULLYING RESPONSE PROCESS



HEALTH



The visits at various times during the year for routine health checks, vaccinations and medical examinations. Parents are kept informed by letter, text message by our school app. If a child becomes ill during the course of the school day, he/she may require to be sent home. Please ensure that you keep the school informed of all contact details. Parents should inform the school of any medical requirements relating to their child. If a child requires medication during the school day, parents must complete the appropriate medical form however children are required to be able to take medication by themselves as staff are not permitted to administer medication.



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. The school should be able to get in touch with parents or an emergency contact in case of accident or sudden illness of a child. Parents are therefore requested to give a contact name and address and telephone number other than their own which the school can contact in an emergency.

FIRE EVACUATION PROCEDURES

The school follows clear fire evacuation procedures and carries out regular announced and unannounced fire drills to ensure that staff and learners know how to respond safely and calmly. Social stories and visual supports are used to help learners who may need additional preparation or reassurance around fire alarms and evacuation routines. Individual PEEPs (Personal Emergency Evacuation Plans) are regularly reviewed and updated to ensure appropriate support is in place for learners who require additional assistance. Parents and carers are kept informed of any relevant changes or information regarding their child's evacuation arrangements, helping to ensure that safety procedures are consistent, inclusive and responsive to individual needs.



SCHOOL UNIFORM



SCHOOL UNIFORM



In St Martin's, we have a shared uniform. Our school uniform consists of:

- Sky blue shirt
- Red school jumper or cardigan
- Grey school trousers, skirt or shorts
- Red summer dress
- School Tie
- Indoor soft shoes
- Outdoor appropriate shoes

We are mindful of the different sensory needs of our pupils and ties do not have to be worn. If your child has any sensory issues, please contact the headteacher and she will discuss options with you.

SCHOOL UNIFORM



PE KITS



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



We are a GOLD Sports Scotland award winning school and are very proud of the accessible and inclusive sports opportunities we have for our children. Please keep a lookout on our school app for lunchtime and after school clubs.



SCHOOL GRANTS



SCHOOL CLOTHING

The School Clothing Grant award is a payment of £120 (for a primary-aged child) or £150 (for a secondary-aged child). This grant is given annually to those on a qualifying benefit to assist with the cost of purchasing school clothing. Clothing Grant payments will be made automatically for families who are eligible and meet the criteria detailed below (please scan the code below to read more in the Eligibility section)



FREE SCHOOL MEALS

All children in P1-P7 are automatically entitled to receive a free school lunch. This is called 'Universal Entitlement'.

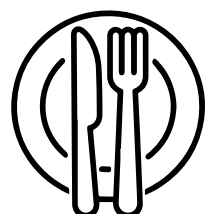
A breakfast service is also offered each day. Those who receive a free school meal via universal entitlement will not automatically qualify for a free school breakfast.

To receive a free breakfast at school, you must have completed a free school meal application and be financially eligible (see eligibility section via QR code above).

If your child has newly enrolled into P1 this year and you think you are entitled for free school meals, you must apply if you have not already done so. They will not be enrolled for free school meals automatically.

New applications will be processed as soon as possible, and if eligible, your child should receive free school meals within four weeks.

Please ensure to advise us of any change in circumstances as this could affect your entitlement/eligibility.

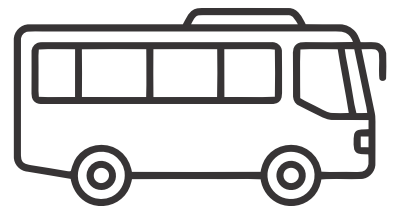


TRANSPORT



MAINSTREAM

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 policy is more generous than the law requires. This means that the provision of transport could be reviewed at any time. Parents/ Carers who consider they are eligible should speak with the office staff who will give them a breakdown of details to apply online.



ENHANCED PROVISION

The education authority will normally provide free home to school transport for pupils who have been assessed to attend specialist school provision to meet the requirements of his or her Additional Support Needs. An escort supervises children on the bus. Where free transport is provided, it may be necessary for children to walk to the vehicle pick-up point. It is the parent/ carer's responsibility to ensure that their child arrives at the pickup point on time. It is also the parent /carer's responsibility to ensure that the child behaves in a safe and acceptable manner whilst using school transport. It is expected that no child/young person with additional support needs will be on transport for more than one hour.

If there is any change to transport arrangements, we will contact parents/carers as soon as we can so that alternative arrangements can be made.



P7 TO S1 TRANSITIONS



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:

St Roch's Secondary School Phone: 0141-582-0270

Email: Headteacher@st-rochs-sec.glasgow.sch.uk

Website: www.st-rochs-sec.glasgow.sch.uk Glasgow



Secondary School staff work with our pupils to prepare them for the transfer to secondary school. The process is similar for St Martin's Enhanced Provision children. The children transfer to one of the following: Mainstream Secondary School within the child's local community, Mainstream Secondary School with co-located unit to support children with Additional Learning Needs or a stand alone ALN Secondary School.

NURSERY TO P1 TRANSITIONS

Our leadership team will be informed of our new P1 learners in Term 3 (January - March). They will then arrange nursery visit to discuss transitions for our new cohort of learners. We continue to work with the nurseries in our learning community to host 'Create the Future', a nursery to P1 digital academy event. This has taken place over the last three years and continues to provide additional transition experiences for our children.

From May - June, our new P1 children will come to visit us on campus and have three afternoons to settle into their new environment and meet the supporting adults. Parents and carers will spend this time speaking with the SLT and getting to find out more about the school. On the last week of term, all of our new P1 children will be invited in for a full morning.

A P1 Sway will be shared with all of our families. This includes information about routines, uniforms and other additional information.



TRANSITIONS



'Every child and every young person will grow and learn in a caring and nurturing environment where they are safe and happy, active, nurtured and achieving, respected, responsible and included. They, and their families, will know they are valued and their needs will be understood and met. Almost all children with identified additional support needs will go to school within their community and with their peers, with appropriate support based on robust, collaborative assessment. Together, staff, families and young people will plan appropriate pathways for those few young people who require a very high level of additional support' A Transition Planning Review takes place during the last year of primary education to allow parents/carers and professionals the opportunity to discuss the most suitable placement for their child. Links will be established with the appropriate secondary provision to ensure a smooth transition for all young people.

SUPPORT FOR PUPILS

The school has a duty to ensure that all pupils have equal access to the curriculum, with appropriate support for their needs if required. This applies to the content of lessons, teaching strategies and minor adaptations to the school environment. There are a wide range of factors which may act as a barrier to learning. We are committed to working closely with parents and carers to ensure that they are fully involved in any decisions about support for their children's needs. Any parent or carer seeking further advice regarding this policy should contact the Head Teacher in the first instance.



CURRICULUM



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

Through the experiences we provide at St. Martin's, 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 curricular areas.

Expressive Arts

Health & Wellbeing

Languages

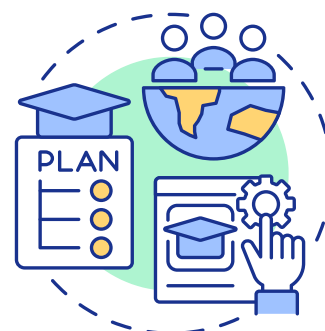
Mathematics

Religious & Moral

Sciences

Social Studies

Technologies



Progress in learning is indicated through curriculum levels as detailed below.

Level	Stage
Early	The pre-school years and P1 or later
First	To the end of P4, but earlier or later for some
Second	To the end of P7, but earlier or later for some
Third & Fourth	S1-S3, but earlier for some

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 are 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. In St. Martin's, we are a Catholic school and we following the RERC curriculum "This is Our Faith" and "God's Loving Plan".



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

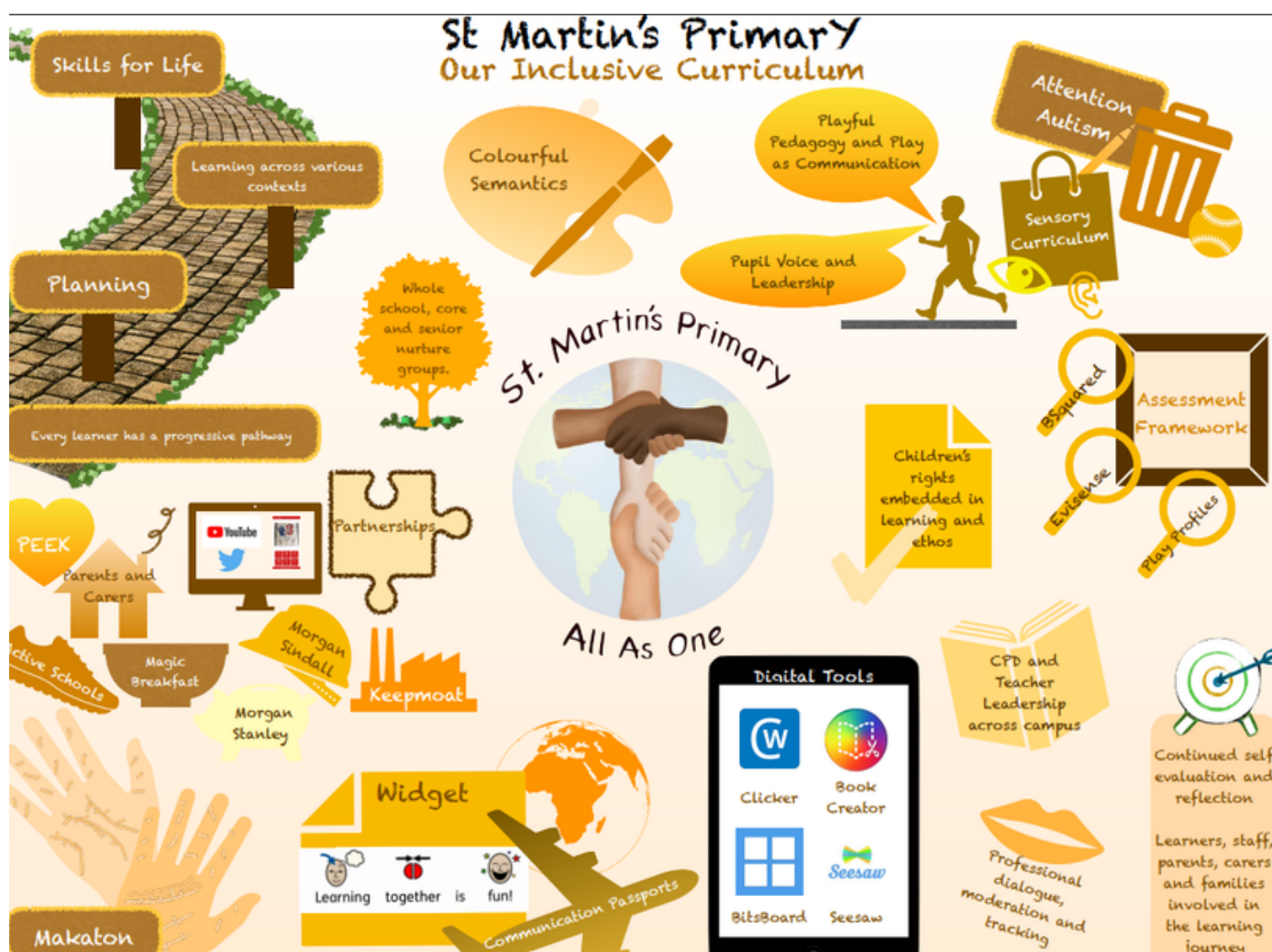


OUR INCLUSIVE CURRICULUM



Our inclusive curriculum infographic highlights consistent aspects of practice embedded across our school. Please feel free to ask our team about anything you would like to know more about.

We will also be gathering feedback from our families to plan family learning sessions and support for families around our inclusive practice.



CURRICULUM RATIONALE



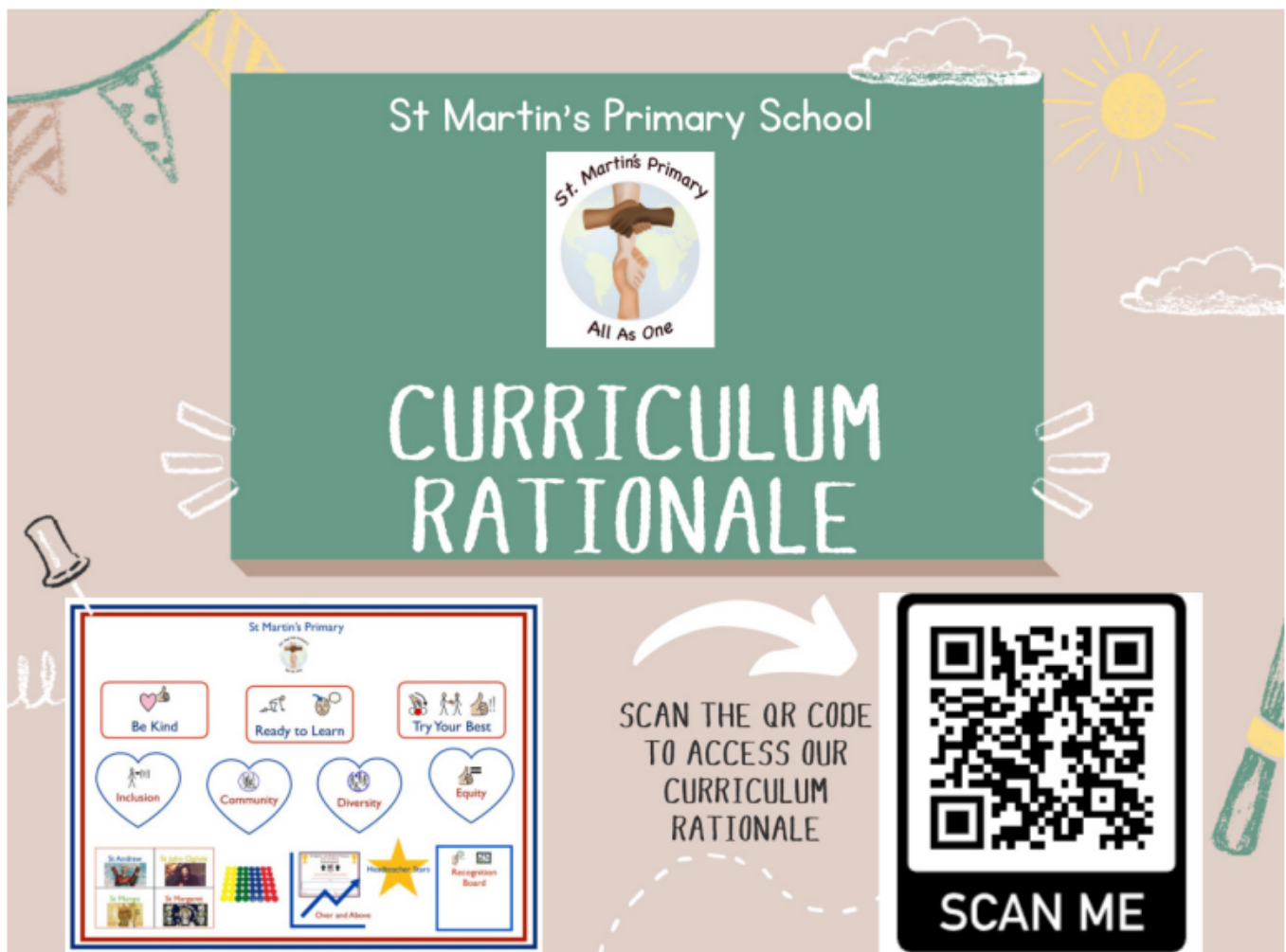
From January - June 2024, we consulted with our staff, learners, parents and carers to create our Curriculum Rationale. This was centred around three questions:

What makes our school unique?

What do we want our curriculum to look like?

What do we want our young people to achieve by the time they leave our school?

Together we created our Curriculum Rationale.. We have two quality assurance points throughout the year to review and update.



Scan the QR code to access a digital version of our Curriculum Rationale.

GETTING IT RIGHT FOR EVERY CHILD



GIRFEC stands for “Getting It Right for Every Child”. This is the Scottish Government-led approach to making sure that all our children and young people – and their parents or carers – can get help and support when needed from birth through to age 18 (or beyond if still in school).

The vast majority of Scotland’s children and young people get the love and support they need from within their families and their wider, local communities. But even the most loving and caring families can sometimes need extra support. The GIRFEC approach aims to make it as easy as possible for any child or young person (and their parents) to get that help or support when they need it.

To access support when needed, part of the Children and Young People Act (Scotland) 2014, states that every child in Scotland has a Named Person, as a single point of contact. This Named Person has a responsibility to provide help and support when asked and can draw together other services if needed, co-ordinating help for the child or parents.

The Named Person will be a promoted teacher within the school. The name of the individual Named Person for your child(ren) will be provided.

Please do not hesitate to contact the school if you want to speak with your child’s Named Person



getting
it right
for every child

PUPILS WITH AUTISTIC SPECTRUM DISORDERS

Whilst at St Martin's we aim to provide a language and communication friendly environment across the school, some children who have an Autistic Spectrum Disorder require more specialised support. Experienced teaching and support staff utilise a wide range of strategies and children are offered frequent opportunities to practice the skills and strategies which will help them to integrate with their wider peer group. Strategies and expertise in dealing with pupils with Autism are shared across the school.

ASSESSMENT AND REPORTING

All children are assessed both formally and informally throughout the year. This allows children and their teachers to identify their strengths and areas for improvement. An assessment framework is in place and is used to enable staff to pass on information to SLT during tracking meetings and 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 September and March. An annual report is sent to parents towards the end of each school year. All children attending St Martin's Enhanced Provision and some of our children in the mainstream will also receive a wellbeing assessment plan (WAP), based on the following Wellbeing indicators:

SAFE HEALTHY ACTIVE NURTURED ACHIEVING RESPECTED RESPONSIBLE INCLUDED

Parents will be invited in for a review meeting to discuss new targets, strategies and evaluations of previous targets outlined in their child's WAP.

If your child has recently moved to a placement in the enhanced provision, parents and carers will be invited to a post placement review. Annual reviews will also take place to discuss progress and suitability of placement. This is also an opportunity to discuss pupil risk assessments, care plans and personal emergency evacuation plans.



PROMOTING POSITIVE BEHAVIOUR

Children's Rights as outlined in the UNCRC (United Nations Convention on the Rights of the Child) are fundamental to a good school ethos. Adults in our school will work with children to ensure they are aware of their rights and fully respect the rights of others. Therefore, the approach within St. Martin's 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 house tokens, awards at assemblies and certificates sent home to parents. The highest standards of behaviour are expected of pupils at all times. Where this is not the case, a variety of sanctions are used. Parents are asked to co-operate with the school in encouraging a sense of responsibility and good behaviour in their children

PLAYGROUND

An adult presence is provided in playgrounds at break times. In St. Martin's, the Support for Learning Workers and SLT will be present in the playground to supervise the children. In order to ensure the safety of our children at all times, any adult in the playground or within the school building without authorisation will be challenged, and we would appreciate your support in this matter. (Safety and supervision of Pupils) (Scotland) Regulations 1990.

We continue to work in partnership with our friends at OPAL and are making inclusive and accessible adaptations to our playground, taking pupil voice into consideration. We currently have a 5G football pitch, bikes and scooters, scooter boards, climbing frames and slides, a trim trail, dressing up materials, music and loose parts. We continue to speak to our children to add more experiences for them and make their playtimes fun and memorable.

St Martin's Enhanced Provision also has a smaller enclosed playground with sensory play experiences, a swing, bikes and scooters, musical instruments and playground boppers to support with vestibular and physical development.



PUPIL VOICE

In order that all children will have the opportunity to have their views heard classes contribute regularly to Assemblies, sharing learning and celebrating success. There is also a Head Boy and Girl, captains, vice captains and prefect mentors. Pupils have opportunities to be part of other whole school committees such as Digital Leaders, Period Dignity Ambassadors and Peacemakers. Pupil Voice is incorporated into each assembly and we regularly update our school community with our Pupil Voice newsletters.



Our Head Boy and Girl, captains, vice captains and prefects meet with SLT on a regular basis to use their digital portfolio on Showbie to identify and discuss areas for improvement. The leadership team are also in pupil working parties to support our school improvement plan across our school.



DIGITAL PLATFORMS

At St Martin's Primary, we use digital platforms to help strengthen communication between school and home and keep families involved in their child's learning.

For P1-P4, we use Seesaw, while P5-P7 use Showbie. We also use Seesaw with learners in our Enhanced Provision, allowing staff to share learning, achievements and important updates in an accessible way. Seesaw provides a secure way for families to see learning and communicate with school, while Showbie supports the sharing of learning and communication with older pupils and their families.

These platforms allow staff to share photos, videos, learning experiences and updates from school, as well as providing families with an opportunity to send messages and share relevant information from home. This helps create a stronger link between learning at school and at home.

Parents and carers will be provided with a unique QR code for their child. Simply download the free Seesaw app, open it and scan the QR code provided by the school. This will connect you directly to your child's Seesaw portfolio, where you can view updates and communicate with staff.

Please keep your child's QR code safe and do not share it with anyone else. If you need any help accessing Seesaw, please contact the school office.



ST MARTIN'S PRIMARY

Seesaw

- All learners across our mainstream and enhanced provision will be given a Seesaw code. Families can log into their child's Seesaw account by scanning the QR code or entering the text code. Please contact the office if you would like any support with this.
- Families can 'like' a post or post a comment on their child's posts or on the photographs and/or videos that the teachers or child uploads. This is a great way of our staff knowing that you have access and are being notified of the posts!
- Seesaw is also used to send out announcements to our families. We regularly send out the St Martin's Memo or any additional information about the school.
- In the enhanced provision, our staff may send our families a message to update them or to ask for e.g. more intimate care items such as nappies or wipes to be sent in.
- If you have any concerns or questions, please phone the school on 0141 577 3722 to speak with Mrs McKay, Mrs McEachran or Mrs Gardner. We would kindly ask that you do this rather than messaging the teacher directly.
- We have set office hours on Seesaw for our classes. These hours are from 8:00am until 4:30pm. We would kindly ask that you do not attempt to send any messages out with these hours. Please phone the school directly and we will be happy to help.

We are delighted to be able to use the Seesaw app to share, communicate and connect with our families.



COMMUNICATION WITH PARENTS/CARERS



At our 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 provided they are not teaching or in another meeting. Please either pop in to the school office or phone for an appointment.

Seesaw and Showbie App– will share picture, videos and recordings of your child's learning. The Announcement feature on Seesaw will be used to share messages, letters etc.

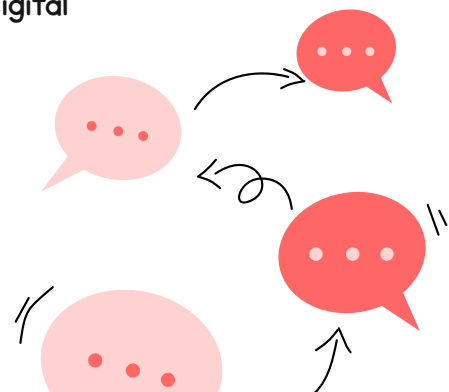
Newsletters – will be sent out on a regular basis to keep parents informed about the work of the school. **Letters** – further information which requires a response may be sent out in letter form.

School blog/X – will contain a great deal of information about the school. It is a good idea to check this regularly.

School App – will be used to send notifications of important messages, assembly uploads, letters from Education Services 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 also welcome at other events throughout the school year e.g. workshops, information evenings, class performances, religious services and assemblies. The school newsletter and website will keep you informed.

The St Martin's Weekly Memo will also be sent out every Friday on all digital platforms.



PARTNERSHIPS WITH PEEK

At our 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. We are very lucky to work closely with our partners from PEEK. They regularly visit our school to lead outdoor learning activities with our children. PEEK also organise Street Play after school clubs, as well as October Week, Easter and Summer camps for our children and families.



SCHOOL PANTRY

We are committed to supporting our families and have an on site pantry available for families to access. Please just let our clerical staff know and we can support with this.



PARENT COUNCIL

We are excited to start a new Parent Council this year. If this is something you would like to be involved in, please contact the school directly and you will be given all of the information regarding dates and agendas for meetings.

RELIGIOUS OBSERVANCE

Our school is fortunate to have a close link with the local church, St. Mungo's R.C. Church. The priests assist with the religious education curriculum and we celebrate Holy Mass once a month as well as on Holidays of Obligation. Holy Mass is celebrated in the school dining hall. Parents have the right to withdraw their child from religious observance and should inform the school in writing.

COMMENT OR COMPLIMENT

In St Martin's Primary we aim to have positive relationships across our school community. However, if you have a comment or compliment about any aspect of school life, please contact the Head Teacher in the first instance. Glasgow City Council complaints procedures can be accessed by scanning the QR code.



SCHOOL APP

Please download our school app to receive all the most up to date information about our school.



X ACCOUNT

@StMartinsPSGCC



SCHOOL WEBSITE

