



Saint Mungo's Primary School

Handbook 2022-23

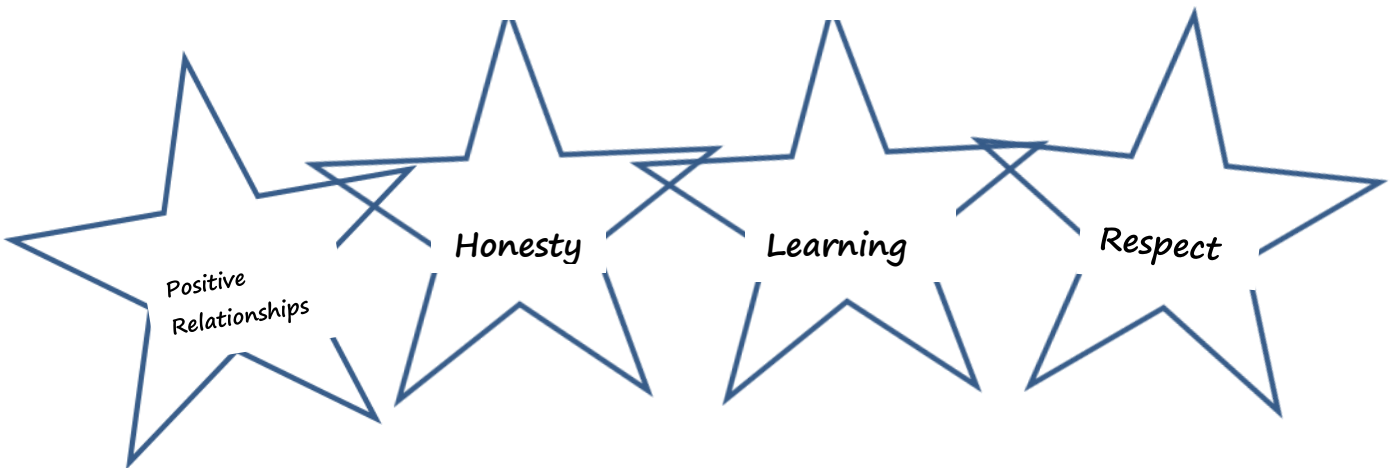
Last updated on 20<sup>th</sup> September 2022



# SAINT MUNGO'S PRIMARY SCHOOL



*The Future Begins Here!*



# 2022 - 2023



Saint Mungo's Primary School  
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Last updated on 20<sup>th</sup> September 2022



45 Parson Street  
Glasgow G4 0PX

School: 0141 552 3120  
Nursery: 0141 552 2484  
Fax 0141 552 7900

Dear Parent/Carer,

Welcome to St Mungo's Primary School and Nursery Class. I am sure that you will quickly feel part of our Community. Primary School is a very important time for your child. They will be learning lots over the coming years, and will develop skills that they will use now, and in their future. Your support in helping your child to learn and develop is crucial and is welcomed by the school.

Our Primary School was opened in 1973. Our School currently accommodates 161 children and our Nursery Class can accommodate up to 48 children; 24 in the morning, and 24 in the afternoon.

Our Vision, Values and Motto

We currently hold as our values:

- Positive Relationships
- Honesty
- Learning
- Respect

We will be looking to update these and our motto this academic year.

In St Mungo's Primary School and Nursery Class, we work closely as a team to provide a safe, nurturing and consistent environment for all of our children.

Close partnerships with our Local Parish ensures Faith development.

We work with our local and wider community links to plan broad experiences which will provide opportunities for children to develop skills for now and the future; learning, life and work.



Saint Mungo's Primary School  
Handbook 2022-23  
Last updated on 20<sup>th</sup> September 2022



Again, our aim is that you always feel part of our School and know that you are welcome to discuss your child's progress at any time with your teacher or myself.

You should find this handbook helpful in answering any questions you have relating to our School. The information in our handbook was correct at the time of writing.

If you have any suggestions or comments regarding our handbook, please do not hesitate to let me know.

Yours sincerely,

Mrs Patricia McNulty  
Acting Head Teacher  
[Headteacher@st-mungos-pri.glasgow.sch.uk](mailto:Headteacher@st-mungos-pri.glasgow.sch.uk)



Our School Staff is subject to change, however at the time of writing is detailed below.

### **Staff Organisation**

Acting Head Teacher     Mrs Patricia McNulty

Acting Depute Head     Miss Jennifer McBride

Principal Teachers     Mrs Sarah Reid  
   Miss Catriona Ward

### **Class Teachers**

P1                     Miss Catriona Ward /Mrs Lyndsey Simpson

P2                     Mrs Anne Maguire

P3                     Ms Katrina Brown

P4                     Mrs Sarah Reid / Mrs Emma Irvine

P5                     Mrs Joanne Donachy

P6                     Ms. Moira Henry / Mrs Danielle Houston

P7                     Mrs Clare Johnstone

NCCT                Mr Pat McAleer

EAL                   Mrs Anne Marie McDermott

Support and Inclusion     Miss Alexandra Brown/ Mrs Claire Friel

### **Pupil Support Workers**

Mrs Cruickshanks

Mrs Dockrell

Mrs Donnelly

Mrs Flanagan

Mrs Beekman



Saint Mungo's Primary School  
Handbook 2022-23  
Last updated on 20<sup>th</sup> September 2022



### **Nursery Staff**

Mrs Green (Team Leader)  
Mrs Carr  
Mrs Craig  
Mrs Campbell  
Mr McNamee

### **Clerical Assistants**

Ms L McBride  
Mrs J Todd

### **Support Staff**

Janitor: Mr Clark  
Kitchen Staff supervisor:  
Ms Watson (supervisor)

### **First Aid**

Mrs Donnelly  
Miss Ward  
Mrs McNulty  
Mrs Carr

**Child Protection Coordinator:** Mrs McNulty

**Meeting Learners' Needs Coordinator:** Miss McBride

### **School Information:**

You may find it useful to cut out and keep the following information for quick reference:

#### Contact details:

St Mungo's Primary School  
45 Parson Street  
Glasgow  
G4 0PX

Telephone: 0141 552 3120  
Pupil Absence Line: 0141 287 0039  
Email: [Headteacher@st-mungos-pri.glasgow.sch.uk](mailto:Headteacher@st-mungos-pri.glasgow.sch.uk)



Denomination:	Catholic
Present roll:	161
Capacity:	230
Stages taught:	Nursery class and Primary 1 - 7

## Enrolment

Registration of Primary 1 children takes place in November and January and is advertised widely in local press etc. Prospective parents are welcome to visit the school and should contact the school office.

Families living out with the catchment area are welcome to make a placing request to attend Glasgow Primary School but must enrol their child at their local school as a first step. Further information is available using the following link:

<http://www.goglasgow.org.uk/pages/show/848>

**Catchment Map and Area:** Details of the school's catchment area can be found on the Glasgow City Council website at:

<https://www.glasgow.gov.uk/index.aspx?articleid=1589>

## Organisation of Classes

The following guidelines set by Scottish Government apply.

PI	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

Morning	09.00 - 10.30
Interval	10.30 - 10.45
Morning continued	10.45 - 12.15
Lunch	12.15 - 13.00
Afternoon	13.00 - 15.00

## The School Year

### October

- Friday 14<sup>th</sup> October 2022 (In-Service Day)
- Monday 17<sup>th</sup> - Friday 21<sup>st</sup> October 2022 (October week)

### December - Christmas and New Year

- Schools close at 2.30pm on Thursday 22nd December 2022

### January

- Schools return on Tuesday 3<sup>rd</sup> January 2023

### February Mid-term break

- Monday 13th February 2023
- Tuesday 14th February 2023
- Wednesday 15th February 2023 (In-Service Day)

### April - Spring Holiday (Easter)

- Schools close at 2.30pm on Friday 31<sup>st</sup> March 2023
- Good Friday 7th April 2023
- Easter Monday 10th April 2023
- Schools return on Monday 17th April 2023

### May

- Monday 1<sup>st</sup> May 2023 (May Day Holiday)



- Thursday 25<sup>th</sup> May 2023 (In-Service day)
- Friday 26<sup>th</sup> May Holiday and Monday 29<sup>th</sup> May 2023 (May Weekend)

### June

- Schools close at 1pm on Friday 23<sup>rd</sup> June 2023

### August

- Monday 14<sup>th</sup> August 2023 (Return date for Teachers & In-Service Day)
- Tuesday 15<sup>th</sup> August 2023 (In-Service Day)
- Wednesday 16<sup>th</sup> August 2023 (Return date for the pupils)

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

<https://www.glasgow.gov.uk/index.aspx?articleid=17024>

### **Pupil attendance and absence**

Within St Mungo's Primary School excellent attendance (95% and above) is encouraged at all times. Parents are asked to inform the Pupil Absence Line (0141 287 0039 or [www.glasgow.gov.uk/pupilabsence](http://www.glasgow.gov.uk/pupilabsence)) if their child is going to be absent. This should be done as soon as possible on the first day of absence. If your child is going to be absent for some time, it would be helpful to know at the earliest opportunity. If no contact is made a text message will be sent to you asking to contact the School. All unexplained absence is investigated and appropriate action taken.

Parents who wish to request special leave for their child should be submitted in writing to the Headteacher.

### **Appointments during school hours**





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

## **Medical & Healthcare**

Our health partners visit at various times during the year for routine health checks, vaccinations and medical examinations. Parents are kept informed by letter. Our flu vaccinations will be taking place on 20<sup>th</sup> October this year. Please make sure you have returned your child's information.

## **Administration of Medication**

Please talk to the Class teacher or a member of the Senior Leadership Team if your child needs medication whilst at School. You will need to fill in a form, called an Administration of Medication form. The office staff will give you the necessary form to complete.

If your child suffers from any condition, which is aggravated by certain foods or involvement in particular activities, you must ensure that staff are fully informed.

Please note that staff must be informed and kept up to date of any medical condition.

## **Illness or Accident at School**

If your child becomes ill while at school we will make him/her as comfortable as possible and then, if necessary, contact either yourself or one of the emergency contacts.

If your child is unwell before coming to school it is important that you keep him/her at home. This will prevent other children and staff from becoming infected.

Minor accidents will be dealt with in school by staff and/or our trained First Aider. Accidents are recorded in our accident book. If the injury is to a child's head, we will telephone you and send a letter home.

If the accident requires further treatment, we will inform you or an emergency



contact immediately.

## Information on Emergencies

We make every effort to maintain a full education service, but on some occasions circumstances arise which lead to disruption. Establishments may be affected by, for example, severe weather, temporary interruption of transport, power failures or difficulties of fuel supply. In such cases we shall do all that we can to let you know about the details of the closure or re-opening. We shall keep in touch by using letters, notices in local shops and community centres, announcements in local churches and in the press and on local radio

## School Uniform

The school uniform is:

- Blue shirt
- School tie
- Navy blue trousers
- Navy blue skirt
- Black footwear



Sweatshirts, cardigans, polo shirts and ties with the school logo are available for purchase at Be Schoolwear, 35 Argyle St, Glasgow G2 8AH 0141 221 4472.

Our uniform was agreed in consultation with pupils and parents. It is expected that all children attending St Mungo's Primary School will adhere to this dress code. Our uniform provider has been carefully selected with consideration to keeping cost of the school day low.



## 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. Your child will not currently need PE wear for indoors. We will keep you updated about this.

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

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

## Clothing & Footwear Grants

Parents/Carers receiving Income Support, Job Seekers Allowance (Income Based), Working Tax Credit (with a total annual income of less than £15,050\*), Housing Benefit, or Council Tax Benefit 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>

## Insurance

Parents should note that the authority does not carry insurance to cover the loss of personal items and any claims submitted are likely to be met only where the authority can be shown to have been negligent.



## School meals

Our school provides a lunch service which offers a variety of meals and snacks. Special diets for children with medical requirements can be provided. Please inform the Headteacher.

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

All children in P1-5 are entitled to a free school meal. The cost of school lunch to children who pay is £1.90.

Children and young people of parents/carers receiving Income Support, income-based Job Seekers Allowance, Working Tax Credit (where income is less than £6,420), Child Tax Credit only (where income is less than £15,910\*) 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 at

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

## Breakfast club

The charge for breakfast club is £2 per day. There is a discounted charge of £1 for second and subsequent children.

Breakfasts are free for those who have qualified for free school meals.

The universal free meal provision for P1 – 5 does not extend to breakfast clubs therefore children who do not qualify for free meal entitlement must pay.

## 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 should obtain an application form from the school or at

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

## Transfer from Primary to Secondary School

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

Contact details:

St Roch's Secondary School  
40 Royston Road  
Glasgow City Council  
G21 2NF

Phone: 0141 582 0270

Email: [headteacher@st-rochs-sec.glasgow.sch.uk](mailto:headteacher@st-rochs-sec.glasgow.sch.uk)  
[www.st-rochs-sec.glasgow.sch.uk](http://www.st-rochs-sec.glasgow.sch.uk)

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

Arrangements are made for children who require extra support to transfer to Secondary. This is called an enhanced transition. You will be asked to come into the school to discuss further if this is the agreed route for your child.

## Communication with Parents

At St Mungo's Primary School and Nursery Class we use a variety of ways to keep in touch.



*Open Door Policy* – class teachers and the Senior Leadership Team are available for all parents and carers at any time providing they are not teaching or in another meeting. Please phone the school office for an appointment.

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

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

*Emails* – Much of our communication is now done through email to minimise transmission and to reflect our sustainability goals of paper reduction. You should let the school admin office know if your contact details change in any way as we do want you to receive all communications from us.

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

*Twitter* – Please follow us for daily updates on Twitter at St\_Mungos\_Pri

*Website:* Please find all up to date information and links on our school website. <https://bit.ly/3ukjPpp>

*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. As we emerge from COVID restrictions, there will hopefully be more opportunities throughout the year when parents can discuss their child's progress with the class teacher and view the child's work.

Restrictions dependant, parents and carers will be welcome at other events throughout the school year e.g. workshops, information evenings, class performances, Religious and other assemblies. The school newsletter will keep you informed.



## 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.



Parents of children attending the School should provide the names, addresses, and telephone numbers of two relatives/friends who may be contacted in case of emergency. Please update the School of any changes.

## 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](http://www.glasgow.gov.uk/privacy).



## Religious Education

We are a Catholic School. Our Catholic Values underpin all of our relationships in school and are celebrated from 9am until 3pm. Our school is fortunate to have a close link with the local Church; St Mungo's. The Priest assists with the Christianity element of Religious and Moral Education and provides opportunities for religious observance.

We prepare children for the Sacrament of First Reconciliation, First Holy Communion and Confirmation. We also prepare for Christmas and Easter by learning the story of the Nativity and the Easter Story. Our children in Primary 1, 2 and 3 are involved in performing the Nativity to parents and others in the school.

## The Curriculum

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 Glasgow Primary School we want our children to become Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors. We are committed to providing children with a broad general education and focus on eight curriculum areas.

Expressive Arts	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

**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.

This year 2021-2022, we hope to further develop our St Mungo's Curriculum and consult our parents and carers on what this should look like. Please do get involved when we ask for your feedback! We are keen to listen to and act on our views!

Parents will be invited by letter to the school to hear more about lessons which may be of a sensitive nature, including the Primary 6 and 7 'God's Loving Plan' lessons.

### Useful websites

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

[www.educationscotland.gov.uk/parentzone/index.asp](http://www.educationscotland.gov.uk/parentzone/index.asp)

### Visiting Specialists/Learning Visits

We may employ visiting specialists to enhance the learning that is taking place in class. Alternatively, we may arrange for a class to visit a particular place to apply what they have learned in a real life context.

We will always let you know in advance of any visits that will be taking place.

### 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 twice per year. An annual report is sent to parents towards the end of each school year.



If you have any concerns about your child's progress please see your child's teacher at their earliest opportunity.

Class teachers meet with the Headteacher to discuss the planned work each term. During these meetings, individual children are discussed and children are identified who may require early intervention to support their learning.

### **Pupil Profiles**

Every child leaving primary school in Scotland has their key achievements in school, at home and in the community documented within a P7 profile. The content of the profile is decided by the young person. The profile is a positive record of their achievements and emphasis their strengths. The profile provides a valuable way for learners to share valuable information about their achievements with their parents and teachers in secondary school.

### **Learner Voice**

Children are at the heart of our learning at St Mungo's and as such we consult them in their learning and lives. We have a newly elected Learner Council – two members from each class who were congratulated and welcomed into office on the 27<sup>th</sup> September 2022 by our own Townhead Councillor the Phillip Bratt. We also have a very active Eco Council who are currently guiding us towards more sustainable ways of learning and living and have worked hard to make sure we maintain our ECO award. We are ably represented on the safety front too with two reps from P6 and P7 who are our Junior Road Safety Officers.

### **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.



Saint Mungo's Primary School  
Handbook 2022-23  
Last updated on 20<sup>th</sup> September 2022



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

If you are concerned about your child's support needs please contact our Meeting Learners' Needs Coordinator; **Miss McBride**

Further information relating to additional support needs is available on the Glasgow City Council website –

<http://www.glasgow.org.uk/pages/show/811>

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

## **Child Protection**

The Child Protection Coordinator is **Mrs McNulty**. All of our staff are trained in the use of Management Circular 57 which is Glasgow's Procedure for Child Welfare and Safety.

### *GIRFEC and the Named Person*

*GIRFEC isn't an extra thing people have to do. It's a way for those who support children to work differently, making sure that they are all on the same page. Where needed, GIRFEC links day-to-day work in education, health, policing, social work and the voluntary sector – in fact any organisation whose staff come into direct contact with children. It makes it easier for those different organisations to communicate consistently with each other, and with parents, carers, children and young people.*

*GIRFEC provides a structure that helps people to work in the same way and use the same language. This allows discussions with the child and their family to focus on what is good in a child's life, and what might need attention or support.*

*It's the bedrock for all children's services and can also be used by practitioners in adult services who work with parents or carers.*

*The approach helps practitioners focus on what makes a positive difference for children and young people – and how they can act to deliver these improvements. Getting it right for every child is being threaded through all existing policy, practice, strategy and legislation affecting children, young people and their families.*



***What Getting it Right for Every Child means:***

***For children, young people and their families:***

- *They understand what is happening and why*
- *They have been listened to carefully and their wishes have been heard and understood*
- *They will feel confident about the help they are getting*
- *They are appropriately involved in discussions and decisions that affect them*
- *They can rely on appropriate help being available as soon as possible*
- *They will have experienced a more streamlined and co-ordinated response from practitioners*

***For practitioners:***

- *Putting the child or young person at the centre and developing a shared understanding within and across agencies*
- *Using common tools, language and processes, considering the child or young person as a whole, and promoting closer working where necessary with other practitioners*

*If you would like to access support from the Named Person Service, please contact the school. (For Early Years establishments this should be "please contact your Health Visitor")*

The Named Person in St Mungo's Primary School is **Mrs McNulty**.



**School Improvement**

On an annual basis, you will receive a copy of our Standards and Quality report. Copies from previous years are available from the school office. 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 and shared with all stakeholders at the beginning of each academic year. Any parent or carer seeking a copy of the full plan can obtain this from the school office.

Our themes for Improvement in 2022-2023 include:

- Develop Teaching and Learning pedagogies
- Develop and broaden the St Mungo's curriculum
- Increase Parental Engagement and involvement

We are also part of Scotland's Attainment Challenge; Glasgow's Improvement Challenge.



You can find a report of our most recent HMle inspection at:

<http://www.educationscotland.gov.uk/inspectionandreview/reports/school/primsec/StMungosPrimarySchoolGlasgowCity.asp>

## **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. Therefore, the approach within St Mungo's Primary School is to build a positive ethos that demonstrates care and respect for all. Positive behaviour is recognised and celebrated. Our school operates a system of class charters to set out expected behaviour. We have a Recognition Board in every teaching space so that children are striving to be recognised and rewarded for best conduct first and foremost. This is celebrated through Fun 31, treats, awards at assemblies and certificates sent home to parents etc.

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

Please ask for a copy of our Promoting Positive Relationships policy which was newly developed in 2021 so that you can help support the school in maintaining high standards.

## **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 homework policy is obtainable from our school office.

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



## Parent Council

We have a very 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 October. Our first meeting will take place on **Wednesday 6<sup>th</sup> October** at 6pm and all are welcome! We would love to see as many new faces as possible. Parent Council minutes are available on request from the school office.



## Lunchtime and after school activities

We have a wide range of activities that run Monday – Thursday to enhance the learning experience. These currently include dance, athletics, running and football. Please check your child's schoolbag for information as clubs are popular and places usually limited.

We have excellent relationships with our Active Schools Coordinator who assists in organising these activities.

## Policies

All school policies can be obtained by contacting the school office. Glasgow City Council policies and procedures are available online.

## Parent Concern

If you have a concern regarding your child, please speak to the class teacher in the first instance. If the concern is not resolved, a member of the Management Team will become involved. In the unlikely event the concern is still unresolved; it will be escalated to the Headteacher. Please understand that it is not always possible to see a parent at the time of approach due to other commitments, however we will endeavour to do our best and make contact on the same day.



## Comments & Complaints

In St Mungo's Primary School & Nursery Class we aim to have positive relationships across our school community. However, if you have a comment or complaint about any aspect of school life, please contact the Headteacher in the first instance.

Glasgow City Council complaints procedures are available:  
<http://www.glasgow.org.uk/pages/show/1424>

Customer Liaison Unit  
Education Services  
Glasgow City Council  
City Chambers East  
40 John Street  
Glasgow G1 1JL

Tel: 0141 287 5384  
e-mail: [education@glasgow.gov.uk](mailto:education@glasgow.gov.uk)

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

### Useful addresses:

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

Tel: 0141 287 2000  
[www.glasgow.gov.uk](http://www.glasgow.gov.uk)





## Equal Opportunities

All Primary and Pre 5 services should reflect the council's equal opportunities policies and be anti-racist, anti-sexist, multi-cultural and recognise the rights of both men and women to work or care for children. Our provision takes account of the needs of people who have special needs or chronic illness. These principles are reflected in the criteria used to admit children to the nursery and in the curriculum of all the establishments.

## Dealing with Racial Harassment

The Race Relations Act 1976 makes it unlawful to discriminate against someone because of his/her colour, race, nationality, ethnic or national background. The Act makes it the duty of Glasgow City Council to eliminate unlawful racial discrimination. In 1999 the guidelines, "Dealing with Racial Harassment" were issued to assist all teaching staff in dealing with such incidents.

The adoption of an anti-racist approach should be seen as part one of the continuing attempt to improve the quality of education.

**No smoking environment** Smoking is not permitted on our school grounds.