



Welcome to  
Saint Patrick's Primary School



School Handbook

2023 – 2024

# Scottish Education Values



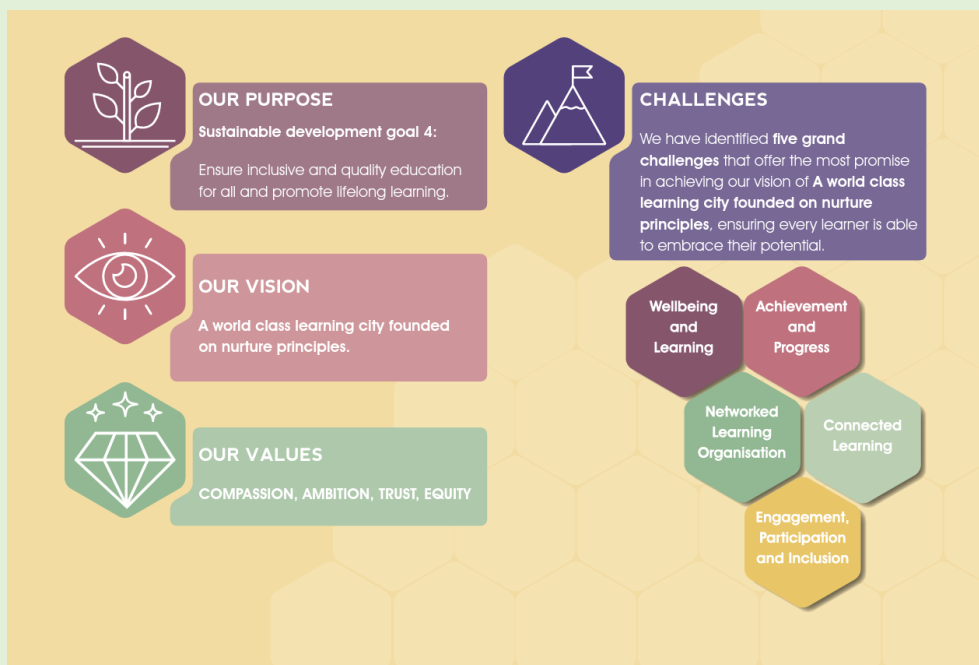
Wisdom

Justice

Compassion

Integrity

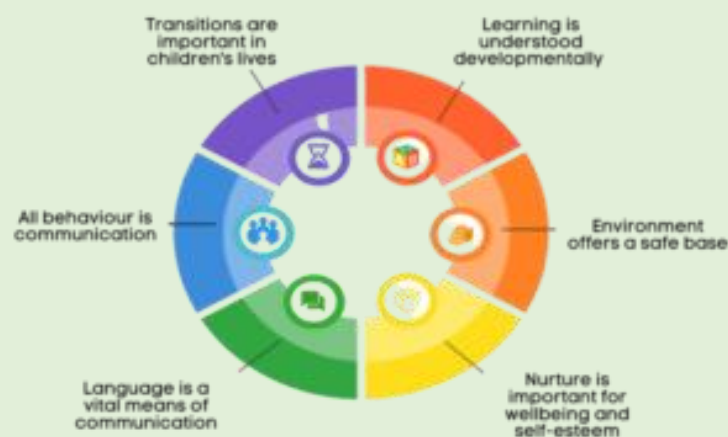
## Glasgow's All Learners, All Achieving



## Striving to be a 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.





# Welcome to St. Patrick's Primary School

St Patrick's Primary School offers a welcoming, safe, caring and nurturing ethos where all of our children are listened to, valued, supported and encouraged; to be the best they can be. Our staff team are committed to providing rich learning experiences every day for your children and aim to provide what they need, at the time they need it.

We see parents and carers as the first educators of the children and it is our role to support you in that. We have great support from our wider school community including; St Patrick's Parish Church, The Salvation Army, The Pyramid at Anderston, Tesco, Morgan Stanley, Barclays Bank and The Hilton Hotel to name a few.

Our aim is to prepare our children for life and work by educating the whole child; intellectually, emotionally, socially and spiritually through our formal and informal curriculum. We hope that through the experiences and activities we provide, our children will become Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors.

We look forward to working with you and your child and hope that this will be the start of a strong partnership.

Yours sincerely

M Moore

Head Teacher

## Our Vision & Mission in St Patrick's

Our mission in St Patrick's Catholic Primary School is to ensure we identify and support the God-given skills and talents of each and every child in our care.

We are a collaborative community that creates, supports, facilitates and organises rich learning experiences and opportunities, in and out with school. These rich learning experiences aim to motivate, inspire and ignite curiosity in our children's learning.

We enable all of our children to flourish and become Successful Learners, Confident Individuals, Effective Contributors and Respectful Citizens.

We are an inclusive school that is rich in diversity and we embrace our cultural differences and learn with and from each other.



## Our Core School Values are...

Respect

Responsibility

Resilience



All of these are nurtured and nourished through our positive Relationships.





## A CHARTER for CATHOLIC SCHOOLS in SCOTLAND

The mission of the Catholic school is to develop as a community of faith and learning, providing the highest quality of education, and offering formation through the promotion of Gospel values, through celebration and worship, and through service to the common good.

**All Catholic schools in Scotland**, in honouring Jesus Christ as the Way, the Truth and the Life, will feature the following characteristics:

- a commitment to the integrated education and formation of the whole person, in close partnership with parents as the first educators of their children;
- an inclusive ethos which aims to honour the life, dignity and voice of each person, made in the image of God;
- a commitment to the search for wisdom in life and to the pursuit of excellence, through the development of each person's unique God-given talents;
- a commitment to the spiritual formation of the school community, through the shared experience of prayer and liturgy, and in partnership with local parishes;
- the provision of religious education programmes which will enable young people to develop their understanding of Gospel values and of how to apply them to life;
- a commitment to uphold the moral teaching, faith tradition and sacramental life of the Catholic Church;
- a commitment to communicate Catholic social teaching and thereby to promote social justice and opportunity for all;
- a commitment to ecumenical action and the unity of Christians;
- the promotion of respect for different beliefs and cultures and for inter-faith dialogue;
- a commitment to support the continuing professional and spiritual development of staff.

**All staff appointed to a Catholic school** are expected to support and promote the aims, mission, values and ethos of the school, as illustrated in this Charter



## School Information

School Name:	St. Patrick's Primary School
Address:	10 Perth Street Anderston Glasgow G3 8UQ
Telephone Number	0141 221 2921
Email:	<a href="mailto:headteacher@st-patricks-pri.glasgow.sch.uk">headteacher@st-patricks-pri.glasgow.sch.uk</a>
X:	<a href="#">@ stpatrickspri</a>
Webpage:	<a href="https://blogs.glowscotland.org.uk/gc/stpatricksprimaryglasgow/">https://blogs.glowscotland.org.uk/gc/stpatricksprimaryglasgow/</a>
Denominational status:	Roman Catholic, Co-educational
Current Roll:	211
Capacity:	

The working capacity of the school may vary depending upon the number of pupils at each stage and the way in which the classes are organised.

Stages taught:	P1 - P7
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### Our School Day

Breakfast Club	8.00 - 8.45am
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Playground supervision	8:45am
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School start time	9 am
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### Morning Interval

P1, P2 & P3	10:15-10:30am
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P4-P7	10.30 - 10.45am
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### Lunch Break

P1 -P3	12.15 - 1pm
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P4-P7	12:30 - 1:15pm
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Dismissal Time	3.00 pm
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## The Team Around Your Child 2023-24 are...

### Senior Management Team

Head Teacher:	Mrs M Moore
Acting Depute Head Teacher	Mrs K Shearer

### Senior Leadership Team

Acting Principal & Nurture Teacher:	Miss T Doherty
Acting Principal Teacher:	Mrs E Halcrow

### Organisation of Classes

The following guidelines set by Scottish Government apply.

P1	maximum 25
P2 & P3	maximum 30
P4 -7	maximum 33
Composite classes	maximum 25

Composite classes have pupils from more than one stage.

### Class Teachers

Primary 1 (maximum 25 children)	Miss A Balloch
Primary 1/2 (maximum 25 children)	Miss A Egan
Primary 2 (maximum 30 children)	Mrs R Higgins & Mrs D MacQueen
Primary 3 (maximum 25 children)	Miss P Aitken
Primary 4 (maximum 33 children)	Mr J Prentice
Primary 5 (maximum 33 children)	Mr Kelly & Mrs A Kapelko
Primary 5/6 (maximum 25 children)	Miss R Woods
Primary 6 (maximum 33 children)	Mr M Miley
Primary 7 (maximum 33 children)	Miss E Stewart & Mrs T Lally
English as Additional Language Teacher	Miss I Harris-Stewart
Challenge Leader of Learning	Mrs J Tait
Spanish Teacher	Mrs T Lally
Italian Teacher	Mrs A Capasso



**Pupil Support Staff:**

Miss H Coyne (First Aider)  
Miss M Howie (Nurture Assistant)  
Mrs S Ahmad  
Mrs J Stables (Play Pedagogy)  
Miss K Murray  
Ms S Batool

**Clerical Support:**

Mrs N Rennie  
Mrs P Divers

**Parent Council Chairperson:**

Pamela Massey

**St Patrick's Church Representative:** Canon Paul Gargaro

**Neighbourhood Janitor:**

Mr William O'Hara



## Child Protection and Safeguarding

All educational establishments and services must take positive steps to help children protect themselves by ensuring that programmes of health and personal safety are central to the curriculum and should have in place a curriculum that ensures that children have a clear understanding of the difference between appropriate and inappropriate behaviour on the part of another person, no matter who. As with other areas of the curriculum, you will be kept informed of the health and wellbeing programmes for your child's establishment.

Educational establishments and services must create and maintain a positive ethos and climate which actively promotes child welfare and a safe environment by:

- ensuring that children are respected and listened to
- ensuring that programmes of health and wellbeing are central to the curriculum
- ensuring that staff are aware of child protection issues and procedures
- establishing and maintaining close working relationships and arrangements with all other agencies to make sure that professionals collaborate effectively in protecting children.

The name of the Child Protection Coordinator and Depute Child Protection Coordinator is displayed in our establishment and is as follows:

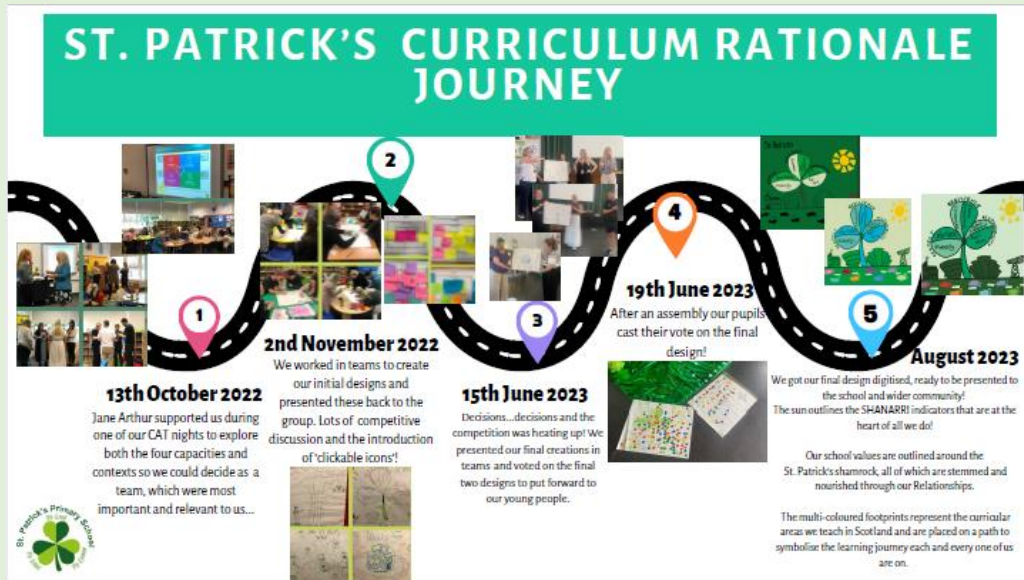
Child Protection Coordinator: Mrs M Moore (HT)

Depute Child Protection Coordinator: Ms K Shearer (ADHT)

**If you have any child protection and safeguarding concerns at all, these should be reported to Mrs Moore (HT) in the first instance. If unavailable, please report to Ms K Shearer (ADHT)**

## Our Curriculum Rationale

We worked as a team to establish the identify of St Patrick's and what is important to us. This work is mapped out below:



This is the first thing you see when you enter our school.

Our 3 values hug each leaf of the shamrock. Inside are what we pride ourselves on and are very important to us when we consider the service we provide. The sunshine is the icons from SHANNARI which stands for every child being Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible and Included. The footsteps represent us taking one step in front of the other in learning across all 8 curricular areas. These are our vehicles that aid us in becoming Successful Learners, Effective Contributors, Confident Individuals and Responsible Citizens.



## Curriculum for Excellence 3-18

Curriculum for Excellence is our Scottish curriculum:

<https://education.gov.scot/curriculum-for-excellence/>

It 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 age 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 Saint Patrick's 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 Education (RERC)	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.

**Religious Education (RERC):** Religious Education includes learning about Christianity, Islam and other world religions, and supports the development of beliefs and values.

The publication of 'This Is Our Faith' is highly significant for many reasons. It is the Religious Educational syllabus which has originated in Scotland and has been created to meet the distinctive needs of our young people. We are successfully developing the use of this resource throughout our school. Our school is a community which is open, welcoming and inclusive. The church expects that Catholic schools, working with parents and families, will seek to prepare pupils to find happiness and to lead lives of goodness, built upon Christian values, personal integrity and moral courage. Sex education is taught through RERC and Health and Wellbeing, alongside the Relationships and Moral Education programme, 'God's Loving Plan'.

Regular whole school assemblies and attendance at Mass allow us the opportunity of praying together as a community and to celebrate the successes and achievement of our pupils. Our school chaplain makes frequent visits to school, and services are conducted both in the school and in St Patrick's Church. On special occasions, parents are invited to join in the services held in school, and are always welcome to join us in church.

### **Religious Observance:**

Our school is fortunate to have a close link with the local church. The Parish Priest supports the Religious Education in Roman Catholic Schools (RERC) and provides opportunities for religious observance. Parents have the right to withdraw their child from religious observance and should inform the school in writing.

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.

**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.

**Assessment:**

All children are assessed both formally and informally throughout the year. In St Patrick's Primary School, we use both formative and summative assessment through 4 approaches: ongoing, periodic, standardised and holistic. This broad lens of assessment ensures teachers can to identify children's strengths and areas for improvement. This enables staff to plan for targeted learning to support as well as to challenge. The assessment information is also used to pass on information to parents about the progress of their child during parental information sessions. An annual report is sent to parents towards the end of each school year.

**Homework:** Homework should be of a high quality and relevant to on-going class work. It should cover all curricular areas and inform parents about the classroom curriculum.

Time spent on homework varies according to the stage of the children. Infants may spend 10 - 20 minutes on an activity while Primary 4 - 7 children may spend 15 - 40 minutes.

Our homework policy emphasises the importance of partnership and communication between teachers and parents.

**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>

**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. We are currently embarking on our bronze award in recognition of the work we do to ensure Children's Rights are central to our school vision. Our approach is to build a positive ethos that demonstrates care and respect for all. Positive behaviour is recognised and celebrated. This is often celebrated through winning house rewards as a collect group or individual awards at assemblies. We have an achievement wall also to capture recognised achievements that happen out with our school too.

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

### Attendance at School

St Patrick's Primary School community strive for excellence in attendance. If your child says they are not well, but there is nothing obvious, we would encourage you to bring them to school. If they continue to feel unwell or they get progressively worse as the day goes on, we **promise** we will contact you. Consequently, please ensure that you keep the school informed of all up to date contact details - home and mobile telephone numbers, email addresses etc.

If your child is going to be absent, parents are asked to telephone the Absence Reporting Team on **0141 287 0039**. **This can be done from 8am 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. 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.

In St Patrick's Primary school, we encourage punctuality. Children come in from 9am and start learning straight away. This learning includes the routine of the school day, social and emotional learning as well as academic learning. Every minute counts for your child.



# LATE FOR SCHOOL?

CHILDREN LEARN BEST AT THE START OF THE DAY

If your child misses....	That Equals...	Which is...	Over 13 years of schooling that is.....
10 minutes a Day	50 minutes a Week	1.5 Weeks per Year	Nearly <u>1/2 Year</u> of lost learning
20 minutes a Day	1 hour 40 minutes a Week	2.5 Weeks per year	Nearly <u>1 Year</u> of lost learning
30 minutes a day	1/2 a Day a Week	4 Weeks per year	Nearly <u>1.5 Years</u> of lost learning
1 hour a Day	1 day a Week	8 Weeks per year	Nearly <u>2.5 Years</u> of lost learning

Support your child's success. Make sure they attend school, all day, every day!

## EVERY MINUTE COUNTS!

### School Uniform

We have a wonderful school uniform that we are all very proud of. It is expected that **all children** attending Saint Patrick's Primary School will adhere to this dress code.

The school uniform is:

- Green pullover OR sweatshirt OR cardigan
- Grey tailored trousers or skirt
- White or green school shirt or blouse with school tie
- White or green polo shirt
- Green blazer OR green fleece/waterproof jacket
- Green or white tights OR white or black socks
- Green shorts and gym shoes or trainers for PE
- Black school shoes

St Patrick's School uniform can be purchased from the BE Schoolwear Shop at 35B Argyle St (at the back entrance to Argyle Street Station, across from the St Enoch Centre).

You may also buy on-line from [www.border-embroideries.co.uk](http://www.border-embroideries.co.uk)

School ties, blazer badges, green gym shorts, hoodies and tracksuits are available to buy from the school office.



## PE Kit

It is important that pupils come prepared to learn and for PE this requires appropriate clothing. All jewellery **MUST** be removed; this is in keeping with GCC Education Service's Policy. 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

## Medical & Healthcare

Health professionals visit the school at various times during the year for routine health checks, vaccinations and medical examinations. Parents are kept informed by letter.

It is the responsibility of the parents to 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.

### Medical Appointments during school hours

Please arrange doctor/dentist appointments after school or during the school holidays. If your child has an unavoidable appointment, please give the letter or appointment card to the clerical staff in our office to file this in their records.

## Emergency Closure of School

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 shall do all we can to let you know about the details of our closure or re-opening by using letters, text messages, X and the local media etc.



## Clothing & Footwear Grants

Parents/Carers receiving Income Support, Job Seekers Allowance (Income Based), Working Tax Credit (with a total income of less than £16,105 \*), 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>

## School Meals and Breakfast Club

Our school provides a breakfast and lunch service that offers a variety of meals and snacks including a vegetarian and Halal option. Special diets for children with medical requirements can be provided. Please inform the Headteacher.

Breakfast of cereal, toast and fruit juice is available from **8am**. Breakfast is £2.00 (£2 for first child in family and £1 for subsequent children)

**There is no charge for breakfast if an application for school clothing grant and free school meals is successful. \*See below\***



All children in P1-5 are entitled to a free school meal. For children in P6 & P7 lunch may be purchased for **£1.90** daily.

A copy of the menu is available from the school office or by following this link:

<https://www.glasgow.gov.uk/index.aspx?articleid=23007>

Children who prefer to bring packed lunches are accommodated in the dining hall. Please ensure you are mindful of any dangers such as glass bottles/hot drinks are not permitted.

**All children are entitled to free milk and fruit on a daily basis.**

Water is available from water coolers at all times during school day.

\*Children and young people of parents/carers receiving Income Support, income-based Job Seekers Allowance, Working Tax Credit (where income is less than £6,900), Child Tax Credit only (where income is less than £16,105\*) and income-related Employment and Support Allowance are entitled to a free breakfast and lunch 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>

### **Big Voices - Afterschool Care**

St Patrick's Primary school have a new afterschool care provision. This is not a service supplied from the school but a local business. If this is something you would like more information on please contact Big Voices on 07999027073 or 07761752264

### **Parents as Partners in their Children's Learning**

The Scottish Schools (Parental Involvement) Act 2006 has changed the arrangements for parental representation in all schools. Since August 2007, all parents/carers are automatically members of the Parent Forum for their school and they have a right to establish a Parent Council to represent them.

#### **Parent Forum**

The membership of the Parent Forum is made up of all parents/carers who have a child or young person at an education authority school. Membership of the Parent Forum allows parents/carers to have a say in the local arrangements to enable their collective views to be



represented on matters such as the quality and standard of education at the school and other matters of interest to parents/carers. One of the ways parents in the Parent Forum will be able to express their views will be through the Parent Council.

### **Parent Council**

The Parent Council is a group of parents/carers selected by members of the Parent Forum to represent all the parents/carers of children at school. Parent Councils are very flexible groups and the Parent Forum can decide on the type of group it wants to represent their views. A Parent Council could get involved in:

- Supporting the work of the school
- Gathering and representing parents' views to the Head Teacher, Education Authority and HMIe
- Promoting contact between the school, parents/carers, children and their local community
- Fundraising
- Involvement in the appointment of senior school staff

Parent Councils are recognised in law from August 2007. As a statutory body, the Parent Council has the right to information and advice on matters which affect children and young people's education. The school and the local authority must listen to what the Parent Council says and give it a proper response. Every school's Parent Council will be different because it will be parents/carers in each school who make the key decisions. The Parent Council is also entitled to support from the education authority in fulfilling its role.

St Patrick's Primary School are always looking to recruit new members. This year we have been successful in doing so and now have approximately 8 members representing across all school stages. Our chair of the Parent Council is Pamela Massey. You can follow the Parent Council on X (formerly known as twitter) @StPatsGlasPC.

### **Communication with Parents**

We will use a variety of ways in keeping in touch with you:

**Open Door Policy-** Our leadership team are available for all parents and carers at any time if they are available. Please either call into the school office or phone for an appointment.

**Annual telephone conversation:** Each teacher will call every parent/guardian to introduce themselves and find out about your child. Please share as much information during this call as you can, as it really helps to plan your child's learning and capture their interest.



**Seesaw** - Each pupil has a Seesaw account. Please ensure you have access to this to enable you to see your child's learning in school.

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

**Letters** - other information that requires a response may be sent out in letter form.

**School website** - will contain a great deal of information about our school. It is good to check this regularly.

**X (formerly known as Twitter)** - up to date information about school life and events taking place. Find us @stpatricksPRI

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

**Parent's Evenings** - 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.

Parents are also welcome to attend other school events throughout the school year, for example, religious services, assemblies, workshops performances etc.

On an annual basis, you will receive a copy of our Standards and Quality report. The Standards and Quality report highlights progress in key curricular areas such as literacy, numeracy and health & wellbeing. 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.

### **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), address 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 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> .

### **Useful websites**

Education Scotland [www.education.gov.scot](http://www.education.gov.scot)  
National Parent Forum of Scotland [www.npfs.org.uk](http://www.npfs.org.uk)  
Parentzone <https://education.gov.scot/parentzone/>  
Connect <https://connect.scot/>

## **School Enrolment**

Registration of Primary 1 children takes place in November and January and is advertised widely in the local press, nurseries, shops etc. Prospective parents are welcome to visit the school and should contact the school office, which is open from 8:30-4pm.

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

<https://www.glasgow.gov.uk/index.aspx?articleid=18426>

The Education authority does not provide transport for those pupils in receipt of a placing request other than in exceptional circumstances and where appropriate legislation applies.

## **School Holidays/ Inservice Days - Pupils should not attend**

### **August**

- Monday, 14 August 2023 (Return date for Teachers & In-Service Day)
- Tuesday, 15 August 2023 (In-Service Day)
- Wednesday, 16 August 2023 (Return date for Pupils)

### **September**

- Friday, 22 September and Monday, 25 September 2023 (September weekend holiday)

### **October**

- Friday, 13 October 2023 (In-Service Day)



- Monday, 16 to Friday, 20 October 2023 (October Week)

### **December - Christmas and New Year**

- Schools close at 2.30 pm on Friday, 22 December 2023
- Monday, 25 December 2023 - Friday, 5 January 2024 (Christmas holidays)

### **January**

- Schools return on Monday, 8 January 2024

### **February mid-term break**

- Monday, 12 February 2024
- Tuesday, 13 February 2024
- Wednesday, 14 February 2024 (In-service day)

### **April - Spring Holiday (Easter)**

- Schools close at 2.30 pm on Thursday, 28 March 2024
- Good Friday 29 March 2024
- Easter Monday 1 April 2024
- Monday, 1 April - Friday, 12 April 2024 (Spring Break)
- Schools return on Monday, 15 April 2024

### **May**

- Thursday, 2 May 2024 (In-service day to coincide with UK Parliamentary elections, but may be subject to change)
- Monday, 6 May 2024 (May Holiday)
- Friday, 24 May 2024 and Monday, 27 May 2024 (May Weekend)

### **June**

- Schools Close at 1.00 pm on Wednesday 26 June 2024

**All information included in this handbook was correct at the time of printing.**

### **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)

**Contact Details:**

St. Patrick's Primary School  
10 Perth Street  
Glasgow  
G3 8UQ  
Phone: 0141 221 2921

Email: [headteacher@st-patricks-pri.glasgow.sch.uk](mailto:headteacher@st-patricks-pri.glasgow.sch.uk)

## **Comments & Complaints**

In Glasgow Primary Schools 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 Mrs M Moore, Headteacher, in the first instance.

Glasgow City Council complaints procedures are available:

<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](mailto:customercare@glasgow.gov.uk) or [education.customercare@glasgow.gov.uk](mailto:education.customercare@glasgow.gov.uk) The above website also includes information on data protection and freedom of information.