

# Toryglen Primary School Handbook



Last updated June 2026

## Welcome

I would like to warmly welcome you and your child to Toryglen Primary School. We hope that this handbook provides you with information you find useful and gives you a glimpse of life at Toryglen Primary 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. We look to deliver an education which meets the needs of every child as an individual. We also intend to provide a safe and secure environment for your child where relationships are at the heart of everything we do.

Please do not hesitate to contact the school or check the school website if you need more information.

<https://blogs.glowscotland.org.uk/gc/toryglenprimary/contact-us/>


Sarah Meehan  
Head Teacher

You can cut out the following information and have it on your fridge, purse or work desk etc. for ease of finding the numbers required.

<b>Contact Details:</b>
Toryglen Primary School 6 Drumreoch Place Glasgow G42 0ER Tel: 0141 647 4396
Email: <a href="mailto:headteacher@toryglen-pri.glasgow.sch.uk">headteacher@toryglen-pri.glasgow.sch.uk</a>

## Our Vision, Values and Aims

Our school vision, values and aims were updated in 2021 to make them more meaningful for our children, families and community. This was part of our School Improvement Plan. Please see out infographic below that outlines these:




# Toryglen Primary School and LCR



## Our Vision

*Toryglen Primary School and LCR is a safe and inclusive community where everyone has a voice that is valued. Built on a foundation of trust and care, our children thrive and are supported to be the best versions of themselves.*



#togetherweLEARN



## Our Values

IncLusion

REsponsibility

RelAtionships

Respect

Nurture

## Our Aims

To get it right for every child by working in partnership with families and support agencies to provide the highest level of support and care that our children deserve.

To provide every child with the essential skills required to thrive in our ever-changing world and make a positive contribution to society.

To raise attainment by meeting the needs of all our children by providing a high quality and meaningful curriculum that is accessible for everyone.

To raise attainment by providing opportunities for every child to develop their capacity to be responsible citizens, effective contributors, successful learners and confident individuals.

### School Information

- Co-educational school
- Non-denominational
- Language and Communication Resource (LCR)
- Nurture class
- Stages taught: P1-P7
- Current Roll: 125
- Capacity: 462

## Our Staff 2026-27

<b>SLT</b>		
Head Teacher	Sarah Meehan	
Depute Head Teacher	Paul Hardie	
Principal Teacher	Patrick Fisher	
Principal Teacher (LCR)	Carol Boyd	
<b>Class Teachers</b>		
Beth Corrie	P2/1	Room 1
Harry Leggett	P3/2	Room 2
Kayleigh Southerton	P5/4	Room 17
Amy Davies	P6/5	Room 15
Sarah Drewitt	P7	Room 5
Sarah-Jane Devlin	Class A'an	Room 9
Chris Jukes	Class Lawers	Room 8
Alison Clark	Class Lomond	Room 10
Laura Murney	Class Nevis	Room 11
Lindsey Brown	Nurture Teacher	Room 4
<b>Clerical Team</b>		
Caroline Baird	Mon-Fri	8.30-16:00
Rachel Natrass	Mon-Fri	8:00-11:35
<b>Support for Learning Workers</b>		
Leeanne Callaghan	Tues-Fri	9:00-15:00
Stephanie Douglas	Mon-Fri	8:45-14:45
Jane Evans	Mon-Fri	9:00-14:45
Nayyar Fatima	Mon-Fri	9:00-15:00
Beth Fearon	Wed -Thurs	9:30-14:30
Carol Anne Gilles	Mon-Wed	9:00-15:00
Joanne Jackson	Mon-Fri	9:00-15:00
Diane Johnston	Wed-Thurs	9:00-15:00(T/12:30)
Ruby Kazmi	Mon-Fri	9:30-14:30(Th14:00)
Shona Kilday	Mon-Fri	9:00-15:00
Jabeen Malik	Mon-Fri	9:00-15:00
Kirsty McElhinney	Mon-Wed	9:00-15:00
Lauren Ross	Mon-Fri	9:00-15:00
Sami Stewart	Mon-Fri	9:00-15:00
Shagufta Wasim	Tue-Fri	9:30-14:30(T/14:00)
<b>Janitor</b>		
Rosie Baillie		

### Child Protection

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 programme 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.

Our designated Child Protection Co-ordinator is Head Teacher, Mrs Meehan and Depute Head Teacher, Mr Hardie. Should you have any child protection or safety concerns at any time please get in touch with one of our CP co-ordinators to discuss and make them aware. If you are unable to contact the school please contact Social Care direct on: 0141 287 0555.

### **Organisation of Classes**

The following guidelines set by Scottish Government apply.

P1 maximum 25

P2&3 maximum 30

P4-7 maximum 33

Composite classes maximum 25

Composite classes have pupils from more than one stage.

This session we have 5 mainstream classes and 4 LCR classes.

#### **Mainstream Classes**

- P2/1
- P3/2
- P5/4
- P6/5
- P7

#### **LCR Classes**

- Class Nevis
- Class Lawers
- Class A'an
- Class Lomond

### **School hours**

Morning Session 1 09.00 -10.30

Interval 10.30 - 10.45

Morning Session 2 10.45 - 12.15

Lunch 12.15 - 13.00

Afternoon 13.00 - 15.00

All pupils can access the breakfast club any time from 8am until 8.30am during term time. They stay in breakfast club until 8.45am and then are escorted to the playground at 9am.

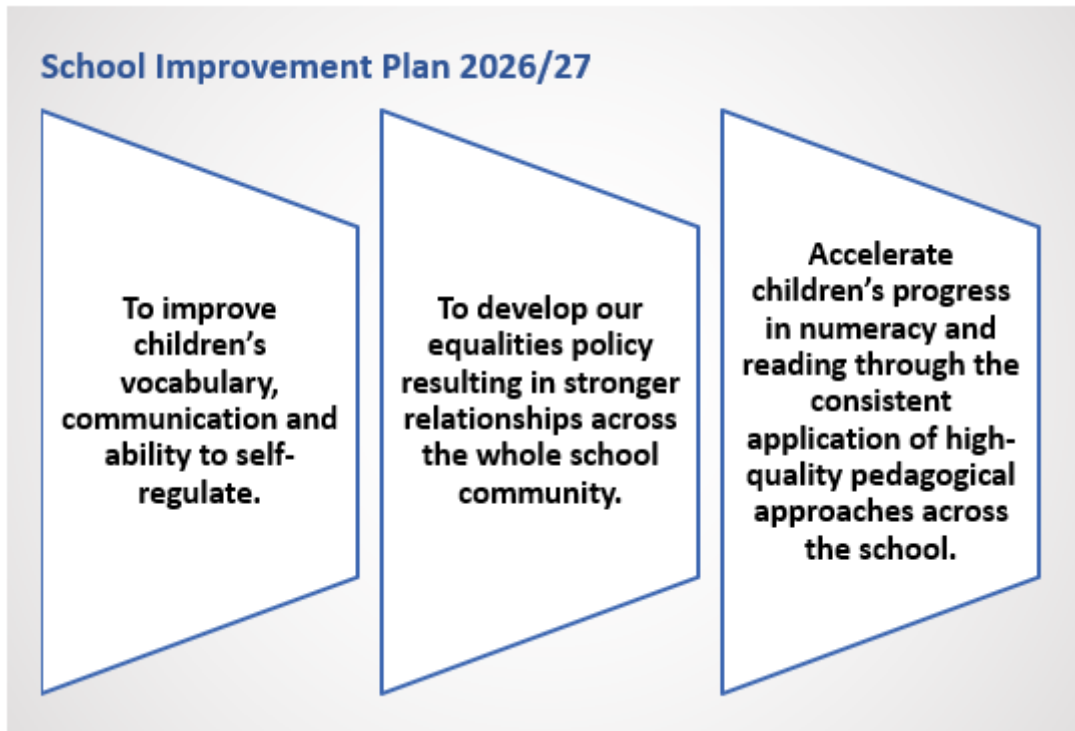
### **School Term Dates**

Details of school term dates are available on the Glasgow City Council website:

<https://www.glasgow.gov.uk/article/4276/School-Term-Dates>

## School Improvement

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. Standards and Quality Report and School Improvement Plan will be published on our website.



## Enrolment

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

Families living outwith the catchment area are welcome to make a placing request to attend Glasgow Primary School but must enrol their child online as a first step. Further information is available using the following <https://www.glasgow.gov.uk/article/5506/Placing-Requests>

After registration in November, DHT will make contact with you to share transition plans. This transition plan is in line with our learning community and will give opportunities for children to visit school and meet key staff.

LCR Pupils are placed in the school following rigorous assessment and planning for individual needs. 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.

## Attendance

Within Toryglen Primary School good attendance is encouraged at all times. Parents are asked to advise if their child is going to be absent. This should be done as early as possible on the first day of absence. If the young person

is going to be absent for some time, it would be helpful to know at the earliest opportunity. The school uses daily text messaging to inform parents and carers of absence if no contact is made. All unexplained absences are investigated by the school and appropriate action taken. All calls must be made to the Pupil Absence Reporting Line on 0141 287 0039. The line is open between 08.00-15.30 Monday to Friday. Alternatively you can use the online form on the Glasgow City Council website:

<https://www.glasgow.gov.uk/article/4277/Pupil-Absence-Reporting>

### **Appointments during school hours**

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

### **Medical & Healthcare**

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

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. This is available on request from the school office.

### **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, 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, emails, texts and the local media etc.

### **Emergency Contact Details**

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

### **Data Protection – 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\

<https://www.glasgow.gov.uk/media/461/resE1871CF3F2494B849C69E8DA24E223E2/pdf/resE1871C>

### **Our Uniform**

The school uniform is:

- White shirt & school tie or blue polo shirts and sweatshirts / cardigans,
- Grey/black/navy trousers
- Grey/black/navy skirt

School uniform is available to purchase at <https://www.schoolwearmadeeasy.com/badged-school-uniform/r-w/toryglen-primary-school>

### **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 will 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 learning taking place.

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 £15,860\*), Housing Benefit, Council Tax Benefit or Universal Credit (where the total income is less than £7320) 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/article/2492/Clothing-Grants-Free-School-Meals>

### **School Meals**

Our school provides a lunch service which offers a variety of meals and snacks. Medical diets for children can be provided. Further information can be found here:

<https://www.glasgow.gov.uk/article/6188/Fuel-Zone-School-Meals>

All children in P1-7 are currently entitled to a free school meal.

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

Children and young people of parents/carers receiving Income Support, income-based Job Seekers Allowance, Working Tax Credit (where income is less than £7920\*), Child Tax Credit only (where income is less than £16,500\*), Universal Credit (where income is less than £7,320) and income-related Employment and Support Allowance are entitled to a free midday meal. Information and application forms for free school meals may be obtained at:

<https://www.glasgow.gov.uk/article/2492/Clothing-Grants-Free-School-Meals>

## 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:

<https://www.glasgow.gov.uk/article/2493/Free-School-Transport-for-Catchment-School>

### Taxi Transport

The education authority will normally provide free home to school transport for pupils who have been assessed to meet the requirements of his or her Additional Support Needs.

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 pick-up 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 you require to cancel or make any changes to your child's taxi please do so by calling 0141 287 1056.

## Transfer from Primary to Secondary School

Children and young people normally transfer between the ages of 11 ½ and 12 ½, so that they will have the opportunity to complete at least 4 years of secondary education. Parents and carers will be informed of the school arrangements no later than December of P7.

Children from our school normally transfer to:

Kingspark Secondary

14 Fetlar Drive

Glasgow G44

0141 582 0150

Email: [headteacher@kingspark-sec.glasgow.sch.uk](mailto:headteacher@kingspark-sec.glasgow.sch.uk)

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

### LCR Secondary Placements

Children from our LCR normally transfer to a stand alone ASL provision or a co-located LCR provision.

A Transition Planning Review takes place during the P6 year to allow parents/carers and professionals the opportunity to discuss the most suitable placement for their child for secondary school.

Links will be established with the appropriate secondary provision to ensure a smooth transition for all young people.

## Communication with Parents

At Toryglen Primary School we use a variety of ways to keep in touch.

**Open Door Policy** – the senior leadership team are available for all parents and carers at any time providing they are not teaching or in another meeting. Please either pop in to the school office or phone for an appointment.

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

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

**Twitter**- will contain a great deal of information about the school. It is a good idea to check this regularly, please follow us at [@toryglenps](https://twitter.com/toryglenps)

**Showbie**- will be updated with key information and teachers will send reminders about events. Please contact school if you do not have log in details for this app.

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

**Meetings** - Parents and carers are welcome in the school to discuss any aspect of their child’s development and progress. To avoid disappointment, it is advisable to make an appointment. There are various opportunities throughout the year when parents can discuss their child’s progress with the class teacher and view the child’s work.

Parents and carers are welcome at other events throughout the school year e.g. workshops, information evenings, class performances, religious and other assemblies. The school newsletter and Seesaw will keep you informed.

## Our 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 Toryglen 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.

<b>Level</b>	<b>Stage</b>
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. We use ‘Emotion Works’ throughout the school to

**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.

**Literacy:** We use Jolly Phonics support our teaching of phonics and reading. We use book banding to assess our learners and all reading schemes are colour banded in the school. We use Writing is developed through the use of ‘Routes Through Writing’ which explores different genres.

**Mathematics:** Mathematics equips us with the skills we need to interpret and analyse information, simplify and solve problems, assess risk and make informed decisions. We use Glasgow Counts approaches to teach numeracy and maths. Children are taught using the 'CPA Approach' - concrete, pictorial and abstract. We use Heinemann Active Numeracy as a resource to enhance our practice.

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

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

### **Useful Websites**

Education Scotland [www.education.gov.scot](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/>

### **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.

Some of our assessments include

- Glasgow Motivation and Wellbeing Profile
- Phonics Assessments
- Spelling Assessments
- Routes Through Writing assessments
- MALT Assessment
- Class observations
- Pupil learning conversations
- Class work

Assessment records are kept by the class teacher and form the basis of discussion at Parents' Evenings. An annual report is sent to parents towards the end of each school year.

We track our pupils attainment and achievement through Glasgow Monitoring and Tracking System.

We have a 'Meet the Teacher' event in September as an introduction to the school year. All parents are invited to attend and find out from the children what will be happening that year and to get an idea of how we are learning in school.

If you have any concerns about your child's progress do not hesitate to contact the school.

### **Support for Pupils**

The school has a duty to ensure that all pupils have equal access to the curriculum, with appropriate support for their needs if required.

This applies to the content of lessons, teaching strategies and minor adaptations to the school environment. There are a wide range of factors which may act as a barrier to learning. We are committed to working closely with parents and carers to ensure that they are fully involved in any decisions about support for their children's needs. We have a Staged Intervention Process in place where support/challenge is planned and closely monitored.

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/article/4726/Additional-Support-Needs>

## **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.

At Toryglen Primary School, we put Nurture at the heart of everything we do. Staff are trained in the 6 Nurture Principles, nurturing approaches permeate our interactions with our pupils and we have a Nurture Class -Busy Bees- where identified children have targeted nurture support.

## **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 Toryglen Primary School is to build a positive ethos that demonstrates care and respect for all. Positive behaviour is recognised and celebrated and we place our school values at the core of everything we do. Our school operates a system of class charters to agree behaviours with the children. We also have a House System based on our school values where children can earn House Tokens.

We have high expectations of our learners. Parents are asked to co-operate with the school in encouraging a sense of responsibility and positive choices in their children.

## **Religious Observance/ Time for Reflection**

Parents have the right to withdraw their child from religious observance and should inform the school in writing.

In addition, parents and carers from religions other than Christianity may request that their children may be permitted to be absent from school in order to celebrate recognised religious events. Only written requests detailing the proposed arrangements will be considered. Appropriate requests will be granted on up to 3 occasions in any 1 school session.

## **Pupil Groups**

Our pupils are given many opportunities to be part of Pupil Groups in the school. These opportunities include

- House and Vice Captains
- Pupil Council
- Roght Group
- P1 Buddies

## **Partnerships**

We are dedicated to forming positive relationships with our community. We have positive links with Ardnahoe Nursery, St Brigid's Primary School, Middlefield School and Kings Park Secondary School. We work closely with the other schools in our Learning Community to share good practice and ensure consistency for our young people.

Active Schools work within the school to provide sessions and clubs for our children. The Community Police have worked with the school to support learning about road and internet safety.

We have made links with Urban Roots, who support us with our playground developments, and Asda Toryglen, who have supported many of our events. We are keen to further develop our partnerships so please contact the school if you feel you may be able to support us.

### **Parent Council**

We have an enthusiastic Parent Council that is there to represent the views of all parents and support school initiatives. All parents are welcome to attend Parent Council meetings and can become members. If you would like to join please contact our Chair of the Parent Council, Michelle Milligan on toryglenprimaryptc@gmail.com

### **Membership of the Parent Council**

Generally members of the Parent Council must be parents/carers of children and young people who attend the school and the chairperson must have a child in the school. However, the Parent Council can decide to co-opt other members from teachers and the community who will have knowledge and skills to help them.

We are always looking for new members to join the team. Anyone looking to contact the parent council should approach any of the members listed above or contact the school.

### **Comments & Complaints**

In Toryglen Primary School 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 :  
<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.

### **Authority Contacts**

Executive Director of Education Services:  
Head of Service:  
Quality Improvement Officer:  
These people can be contacted at

John McGee  
Carolyn Davren  
Michelle Wright  
Education Services  
City Chambers East  
40 John Street  
Glasgow  
G1 1JL

