

Wallacewell Primary School

Handbook

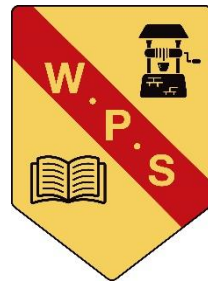
Last updated: 25/09/2024



305 Standburn Road,
Glasgow
G21 3RH



@WallacewellPS



Welcome

Dear Parent / Carer,

I am delighted to welcome you and your child to Wallacewell Primary. Thank you for trusting us with your child's education. The seven years at primary school are a very important time in your child's life and we look forward to sharing it with you.

Wallacewell Primary is situated in an ever-developing area of Robroyston. We are part of the Smithycroft learning Community. Our school is part of a joint campus with Acerdyke Nursery.

Wallacewell Primary's vision is to create a happy, healthy, caring and inclusive learning environment in which everyone feels valued and respected. This is underpinned by the values of honesty, respect, responsibility and kindness. The existing vision and values very much align with my own vision for our school:

- To get it right for every child
- To be the very best

The team at Wallacewell Primary are hard-working, enthusiastic professionals who put the education, care and welfare of children first. We provide a positive, nurturing environment which helps children thrive.

Like you, I have ambitious aspirations for our pupils, our school and our school community. I am very much looking forward to working with you to achieve these aspirations and ensuring we get it right for the children of Wallacewell.

Please do not hesitate to contact the school or check the school website if you need more information: <https://blogs.glowscotland.org.uk/gc/wallacewellprimary/>

More information can also be found on X (*formerly known as Twitter*): @WallacewellIPS

If you have any concerns or worries about your child, or if there is anything you would like to discuss or that I can help with, please do not hesitate to contact me.

Yours,



Miss L Davidson

Laura Davidson
Head Teacher

School Information



| | | | | | | | |
|----------------------------------|---|----|----|----|----|----|----|
| Head Teacher | Laura Davidson | | | | | | |
| School details | Wallacewell Primary School 305 Standburn Road, Glasgow G21 3RH | | | | | | |
| Telephone | 0141 557 5041 | | | | | | |
| Pupil absence line | 0141 287 0039 | | | | | | |
| Email | headteacher@wallacewell-pri.glasgow.sch.uk | | | | | | |
| Website | https://blogs.glowscotland.org.uk/gc/wallacewellprimary/ | | | | | | |
| Twitter | @WallacewellIPS | | | | | | |
| Present roll <i>per stage</i> | P1 | P2 | P3 | P4 | P5 | P6 | P7 |
| | 71 | 62 | 59 | 60 | 56 | 53 | 51 |
| Total roll | 412 | | | | | | |

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

The school is non-denominational and co-educational.

The following class size guidelines set by Scottish Government apply:

| | |
|-------------------|------------|
| P1 | maximum 25 |
| P2 and P3 | maximum 30 |
| P4 - P7 | maximum 33 |
| Composite classes | maximum 25 |

Our school day runs from **9:00 – 15:00**.

Playtime/Morning Interval is **10:30 – 10:45** for Primary 1-3 and **10:45-11:00** for Primary 4-7.

Lunchtime is **12 :15 – 13 :00** for everyone.

Vision, Values and Aims

Wallacewell Primary is a happy and vibrant school where we encourage a strong sense of community in which pupils are supported to flourish as individuals across all aspects of their development. Our partnerships with families and other partners are valued highly. Our staff are committed to providing a safe and nurturing environment in which every child has the opportunity to develop, achieve and thrive.

After consultation with pupils, families, staff and other stakeholders in June 2024 we have refreshed our vision, values and aims Wallacewell Primary. We are delighted to share our refreshed vision and values with you in this document.

Our Vision: *We Belong, We Learn, We Achieve* – is at the heart of all our work. Our vision recognises the value we place on community, collaboration and the aspiration we have for our children, families and wider school community. At Wallacewell we are committed to empowering our young people to succeed. As part of a networked learning organisation we will work to create a happy, healthy, caring and inclusive school where everyone feels valued and respected and supported to overcome barriers and achieve their full potential.

Our Values: Our values illustrate the attributes valued by our school community.



Our values complement our school 'Code of Conduct' of Ready, Respectful, Safe.

Our Aims

Wallacewell Primary aims to:

- foster positive relationships with families and the wider community to enhance learning
- provide high quality learning experiences for all in a safe, caring and stimulating learning environment where pupils are motivated and supported to succeed and achieve
- promote and develop an ethos of trust and respect through which positive relationships can be developed and maintained
- remove barriers to learning, ensuring an inclusive and equitable learning provision for all in which diversity is celebrated
- equip our young people with the knowledge to become responsible and aware global citizens, with the skills needed for work and life- long learning

Staff

This list is for session 2023-24. Staffing may vary from session to session, and can sometimes change during a session.

Leadership Team

| | |
|-----------------------------------|----------------------------|
| <i>Headteacher</i> | <i>Miss Laura Davidson</i> |
| <i>Depute Head Teacher (P1-3)</i> | <i>Mrs Kathleen Taylor</i> |
| <i>Depute Head Teacher (P4-7)</i> | <i>Miss Nicola Kelly</i> |
| <i>Principal Teacher</i> | <i>Mrs Paula Wightman</i> |

Teaching Staff

| | |
|-------------|---|
| <i>P1a</i> | <i>Gillian Scott</i> |
| <i>P1b</i> | <i>Alisha McGuigan</i> |
| <i>P1c</i> | <i>Nicole Cattley</i> |
| <i>P2/1</i> | <i>Laura Jardine/ Kimberley Ferguson</i> |
| <i>P2a</i> | <i>Jason Milligan/ Kathleen Taylor</i> |
| <i>P2b</i> | <i>Shaun Collins</i> |
| <i>P3a</i> | <i>Lesley Potter</i> |
| <i>P3b</i> | <i>Catherine McCafferty</i> |
| <i>P4a</i> | <i>Isla MacLennan</i> |
| <i>P4b</i> | <i>Paula Wightman</i> |
| <i>P5a</i> | <i>Louise Johnston (Mon-Tue)/ Sandra Jodah (Wed-Fri)</i> |
| <i>P5b</i> | <i>Laura Mair (Mon, Tues, Thur & Fri) / Louise Johnston (Wed)</i> |
| <i>P6a</i> | <i>Hannah Dedecker (Mon-Tue)/ Kirsty Gray (Wed-Fri)</i> |
| <i>P6b</i> | <i>Racheal MacNeil</i> |
| <i>P7a</i> | <i>Ailie Stevenson/ Nicola Kelly</i> |

P7b Samuel McKay
Supply Lauren Donachie
NCCT Christine McCarroll

EAL Teacher Karen Nicol
Literacy CLOL Sandra Stewart
Numeracy CLOL Sandra Jodah
Digital/STEM Leader of Learning Laura Jardine
Dyslexia Champion Laura Jardine

Support for Learning Workers

Marie McGilp Helen How
Jemma White Nida Zafar
Gillian MacPherson Ross Kirkbride
Joanna Henderson Donna Sinclair
Lesley McCann Ann Osamwonuyi
Karen Flanagan

Clerical Team

Lorraine Aitchison
Tracy Lynch

Pupil Absence

Glasgow's primary schools encourage good attendance at all times. Parents/carers are asked to inform the school if their child is going to be absent. This should be done before 08:45 on the first day of absence through the pupil absence line on 0141 287 0039. The line is open from 08.00 - 15.30, Monday to Friday.

If the child is going to be absent for some time, it would be helpful to know at the earliest opportunity. The school may send text messages or make phone calls to find out why pupils are not at school, if no contact is made.

Attendance figures are closely monitored, and when they fall below certain levels (see below), further action may be taken.

| | |
|-------------------------------|--|
| 98% attendance or more | <i>above national average</i> |
| 95% - 97% attendance | <i>in line with national average</i> |
| 90% - 94% attendance | <i>may begin to impact attainment</i> |
| 80% - 89% attendance | <i>letter sent home</i> |
| Less than 80% | <i>may lead to visit from Home School Support Worker</i> |

Please support your child to be on time as late-coming disrupts teaching and learning, and changes to routine can cause upset or distress.

We also ask that you are on time to collect your child(ren) at the end of the day.

Reminder: our school hours are **09:00 – 15:00**.

School Holidays 2023-2024

Details of holiday dates are available on the Glasgow City Council website:
<https://www.glasgow.gov.uk/article/4276/School-Term-Dates>

They will also be issued by the school in newsletters.

Enrolment for Primary 1

Registration for Primary 1 takes place online in November and is advertised in nursery schools and the local press. Families are welcome to visit the school, and should contact the school office to arrange this.

Families living outside our catchment area are welcome to make a placing request to attend Wallacewell Primary School but must first enrol their child at their local school.

Further information is available on the Glasgow City Council website:
<https://www.glasgow.gov.uk/education>

Medical and Healthcare



We have visits from a school nurse, dentists, opticians and other health professionals at various times during the year.

If children become ill during the course of the school day, they may require to be sent home. Please ensure all contact details are kept up-to-date.

Families should inform the school of any medical requirements relating to their child. If a child requires medication during the school day, the appropriate medical form must be completed at the school office.

If your child has an unavoidable appointment, please contact the school office and then collect them from the school office at the specified time.

Emergency Contact Information

At the start of each school session, an annual data check will be carried out. Please ensure that we have all up-to-date and relevant information.

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.

Emergencies

We make every effort to maintain a full educational service but, on some occasions, circumstances may arise which lead to disruption.

Schools may be affected by, for example, severe weather, temporary interruption of transport, power failures, difficulties of fuel supply or industrial action.

In such cases, we shall do all we can to let you know about the details of our closure or re-opening by using letters, texts, email or social media.

Clothing and 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>

School Uniform



We are very proud of our school uniform at Wallacewell Primary School. School uniform plays a key role in promoting pride, self-confidence, and a feeling of belonging within the school community. Our uniform was agreed in consultation with pupils and parents. We encourage all of our pupils to adhere to our dress code.

The school uniform at Wallacewell Primary is:

- Gold Polo shirt
- Red cardigan/sweatshirt
- Grey/black trousers
- Grey/black trousers skirt

Pupils are asked to bring a pair of indoor shoes to school which must be worn whilst in the school building. This helps us to keep our school clean and safe for all pupils throughout the school day.

Sweatshirts, cardigans, polo shirts and other clothing items such as jackets with the school logo can be purchased from: <http://www.kitmykid.co.uk/>

Please note, there is no obligation to buy these. Plain clothes without the badge, but in the school, colours as noted above, are perfectly acceptable.

A pre-loved uniform bank is available in our foyer. You can take whatever you need, and donations are always welcome!

PE Kit

Children have two hours of PE each week. One session takes place indoors and the other outdoors. It is important that pupils come prepared to learn, and for PE this requires appropriate clothing whether this be indoors or outside.

As per Health and Safety guidelines, all jewellery must be removed.

Pupils who are not to participate in PE must have a note or 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 clothing which:

- May 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 jewellery)
- Could cause damage to flooring

- Carries advertising, particularly for alcohol or tobacco
- Could be used to inflict damage on other pupils

Dress for the Weather

Please send your child to school with appropriate clothing for the weather in Scotland: rain, sun, hail, wind, cold and snow. The children will be outside before school, at break time and at lunch time, in addition to taking their learning outside.

Please note we do not keep the children inside, except in extreme circumstances.

Thank you for your cooperation with this.



School Meals

Lunch service is provided by Fuel Zone dining staff, who offer a variety of meals and snacks. There are always vegetarian and halal options, and medical diets for children can be provided.



All children in P1-P5 are entitled to a free school meal. Children who prefer to bring packed lunches can join their friends in the dining area.

Lunch options are available to view in advance on the *ParentPay* website, and choices should be made in advance. All families are required to create a ParentPay account. Unique activation codes can be obtained from the school office.

If you plan to send your child/children to breakfast club (£2 per child, no more than £3 per family) you should inform the staff of any medical or dietary requirements.

Children and young people of parents/carers receiving Income Support, income-based Job Seekers Allowance, Working Tax Credit, Child Tax Credit only, Universal Credit and income-related Employment and Support Allowance are entitled to a free meal. Information about thresholds and application forms for free school meals may be obtained at: <https://www.glasgow.gov.uk/index.aspx?articleid=17885>

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. Families who consider they are eligible can apply online 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 11½ and 12½, so that they will have the opportunity to complete at least 4 years of secondary education. Families will be informed of the school arrangements no later than December of P7.

Secondary staff work with pupils from P6 onward to prepare them for this transition.

Children from our school normally transfer to:

Smithycroft Secondary
282 Smithycroft Rd,
Glasgow
G33 2QU

0141 582 0220



Head Teacher: Patrick Oberg

Communication with Families

At Wallacewell School we use a variety of methods to keep in touch:

- *Open Door Policy:* the Senior Leadership Team are available to speak to families if they are not teaching or in another meeting. Please pop in to the school office or phone for an appointment. They are also in the playground at the start and end of each day.
- *Newsletters:* these will be issued, on the school website, on a regular basis to keep families informed about the work of the school.
- *Class Newsletters:* termly newsletters will keep you updated about the learning and teaching taking place in classes.
- *Letters:* further information which requires a response may be sent out in letter form.
- *Text messaging:* you may also receive text reminders about events.
- *Meetings:* Parents/carers are welcome in the school to discuss any aspect of their child's development and progress, but it is advisable to make an appointment. There are various planned opportunities throughout the year when parents/carers can discuss progress with the class teacher.

- *Showcase events:* There are other events throughout the school year such as workshops, class performances and open afternoons.
- *Website:* <https://blogs.glowscotland.org.uk/gc/wallacewellprimary/>
- *X (Twitter):* Follow us for news and updates: **@WallacewellIPS**

Data Protection – use of information about children and parents/carers

We collect information about children attending school (and also about families, 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, or with health professionals. 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>

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 families to ensure that they are fully involved in any decisions about support for their children's needs.

Information relating to additional support needs is available on the Glasgow City Council website at <https://www.glasgow.gov.uk/index.aspx?articleid=18941>

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.

Child Protection

If you have concerns about a child's welfare please intimate your concern to the Head Teacher (Child Protection Co-ordinator) or, in their absence, the Depute Head Teachers (Depute Child Protection Co-ordinators).

Curriculum for Excellence 3-18



Curriculum for Excellence aims 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 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.

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 |

Through the experiences we provide at Wallacewell Primary School, we want our children to become:

Successful Learners

Confident Individuals

Responsible Citizens

Effective Contributors

We are committed to providing children with a broad general education, focussing on eight curriculum areas:

Expressive arts: The inspirational power of the arts plays a vital role in enabling children and young people to enhance and develop their creative talent and 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 across different workplace settings is central to our economic future, for our own health and wellbeing, and that of 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, and their societies, beliefs and values.

Religious and moral education: Religious and moral education includes learning about all major 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. In Wallacewell, children are taught French.

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 ICT, craft, design, engineering and graphics.

More information about Curriculum for Excellence can be found at: <https://education.gov.scot/>

Assessment and Reporting

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/carers about the progress of their child.

Assessment records are kept by the class teacher and form the basis of discussion at Parent Evenings in November and March. An annual report is sent home towards the end of each school year.

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

School Improvement



Our annual Standards and Quality Report is available to view on our website or by areas such as literacy and numeracy, and celebrates other successes we have had. It also contains highlights of our School Improvement Plan.

We always welcome your thoughts, opinions and feedback on how we are doing, so please do not hesitate to contact us at any time. However, we do undertake a big family survey at the end of each school year and other smaller consultations through the year. We would encourage all families to participate in these.

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 work with the children to ensure they are aware of their rights and fully respect the rights of others. Therefore, the approach within Wallacewell Primary School is to build a positive ethos and develop positive relationships that demonstrate care and respect for all.

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

Our *Relationships*, *Anti-bullying* and *Equality* policies are available to view at:

<https://blogs.glowscotland.org.uk/gc/wallacewellprimary/anti-bullying-at-wallacewell-primary/>

Partnerships with Families

Continuing to learn at home helps children to achieve more and is a vital part of our partnership with parents/carers. Please check your child's schoolbag for communication about home learning and specific tasks.

Here are some of the ways we are keen to involve families in their child's learning at Wallacewell Primary:

- Listen to your child read
- Offer support and guidance in completing home learning
- Assist at school: share your skill or time with us
- Accompany school trips
- Support fundraising events
- Join us for Open Afternoons and Parents' Evenings

Parent Council

We have an active Parent Council which represents the views of all families. All parents/carers are welcome to attend Parent Council meetings and can become members at any time throughout the year. New members are always welcomed and encouraged!

Please contact the Parent Council at wallacewellparentcouncil@glow.sch.uk if you would like to be involved.

You can also keep up to date with the latest Parent Council news on our website: <https://blogs.glowscotland.org.uk/gc/wallacewellprimary/category/parent-council-news/>

And through their Facebook page:

<https://www.facebook.com/people/Wallacewell-Primary-School-Parent-Council/61561288283924/?rdr>

Pupil Voice

Our pupils are involved in different leadership groups within the school setting. Our main committees are the Pupil Council, Rights Respecting Schools, Digital Leaders of Learning, Health Committee, Eco Committee, Junior Road Safety Officers and Playground Leaders.

These groups encourage and lead the pupils' voice for change and improvement within the school.

Religious Observance

Pupils learn about a range of religions, and their associated beliefs, festivals, traditions and symbols etc. We celebrate the diversity of our school community.

Families from religions other than Christianity may request that their children 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.

Extra-curricular Activities

A wide range of activities run between Monday – Thursday. These extend the learning experience after school and at lunchtimes. Please check your child’s schoolbag and your emails for information as places are popular and usually limited.

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

Useful Information

Parentzone

Parentzone Scotland provides up-to-date information about learning in Scotland, and practical advice and ideas to support children’s learning at home. <https://education.gov.scot/parentzone>.

Connect

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

Enquire Scotland

Enquire is a national advice service for families with additional support needs. www.enquire.org.uk

Glasgow City Council

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

Head of Service: Douglas Hutchison

0141 287 2000

www.glasgow.gov.uk

Comments and Complaints

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 Head Teacher in the first instance.

Glasgow City Council complaints procedures are available:

www.glasgow.gov.uk/index.aspx?articleid=16133

Customer Care Team
Customer & Business Services
Glasgow City Council
City Chambers
Glasgow G2 1DU

0141 287 0900

customercare@glasgow.gov.uk

or

education.customercare@glasgow.gov.uk

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