

Contents

Contents.....	1
Letter from the Director of Education and Leisure Services	5
Welcome from the Head Teacher	6
Religious Observance	6
Our Vision	7
Our Values	7
Our Motto	7
School Aims	8
Service Pledges	9
Standards and expectations.....	9
We will:	9
Pupils will have opportunities for:.....	9
You can also expect:	9
How can you help?	9
About Our School.....	11
School Staff.....	11
Management Team.....	11
School Information	13
School Contact Details	13
Parent Council Contact Details	13
School Roll	13
Parental Involvement.....	14
Information, Support and Advice	14
School Year	14
School Day.....	14
School Hours	14
School Dress.....	16
School Dress	17

Registration and Enrolment	18
Induction Procedures for Pupils Starting at the School and Their Parents.....	18
Assessment and Reporting	18
Tracking Learners' Progress.....	19
Reporting	19
Profiles.....	19
Summary of the School Improvement Plan.....	19
Main Improvement Tasks for 2015/2016.....	20
Transfer to Secondary School.....	21
Transfer from Nursery to Primary.....	21
Car Parking	21
Care and Welfare	21
School Security	22
Attendance and Absence	22
Attendance and Absence Data	23
Child Protection.....	23
Mobile Phones	23
Legal Aspects	24
School Meals	25
School Transport.....	26
Pickup Points.....	26
Placing Requests.....	26
Additional Support Needs	26
Playground Supervision	27
Pupils Leaving School Premises at Breaks.....	27
Equalities	27
Medical and Health Care	28
Behaviour and Discipline.....	28
Bullying.....	29
Parental Support with Discipline	29
Wet Weather Arrangements.....	29
The School Curriculum	30
Curriculum for Excellence.....	30

Broad General Education	30
Subjects.....	30
Literacy & English	31
Modern Foreign Languages.....	31
Numeracy & Mathematics.....	32
Health & Wellbeing Education	33
Social Studies	34
Expressive Arts.....	36
Art:	37
Drama.....	37
Music	37
Dance	37
Religious and Moral Education	38
Religious Observance	38
Technologies	39
Sciences	40
Assessment is for Learning.....	41
Additional Support for Learning.....	41
Getting it Right for Children and Young People in Renfrewshire.....	41
For children, young people and their families, the GIRFEC approach will mean:	42
Education (Additional Support for Learning)(Scotland) Act 2009.....	43
Educational Psychology Service	44
Specialist Support Service	44
Homework.....	45
Role of Parents.....	45
Enterprise in Education	46
Extra-curricular Activities	47
Home School Community Links	49
Parent Council	50
Home School Links	50
Citizenship Groups.....	51
Pupil Council and ECO Committee	52
Community Links	52

Visitors	52
Visits	53
School Lets	54
Other Useful Information	55
Listening to learn - Complaints, Comments and suggestions	55
Data Protection	56
Information in Emergencies	56
Important Contacts.....	57
Websites.....	58
Glossary.....	59
Parent Feedback	59
Tell us what you think	60



December 2015

Dear Parents

Each year our schools issue a copy of the handbook which outlines the current policies and practices of the council and of the school. Renfrewshire Council is committed to providing high quality services. This commitment is reflected in our council plan vision which is:

Renfrewshire Council is an organisation which is focused on achieving the following outcomes:

- Increased, sustainable investment in our economy;
- Improved health, well-being and life chances for children and families;
- Improved support to vulnerable adults;
- Reduction in the causes and impact of poverty; and
- a safer and stronger Renfrewshire,

It gives me great pleasure, as the director of children's services, to commend the school handbook to you as a source of helpful information not only on day to day matters of school procedure, but as an interesting insight into the school itself.

Yours sincerely

Peter MacLeod
Director of Children's Services

Welcome from the Head Teacher

Dear Parent/Carer

Welcome to Langcraigs Primary School. This handbook is your guide to the school. It will provide you with information on all aspects of life and work within the school. I hope that you will find it helpful and informative.

In Langcraigs we aim to provide a happy, secure and health promoting learning environment where your child will be encouraged to work hard, to develop social talents and abilities and to take pride in their achievements. We strive to provide all our pupils with a wide range of learning opportunities and our aim is to encourage pupils to be confident individuals, responsible citizens, effective contributors and successful learners.

I look forward to working with you to achieve these aims and to provide a quality education for your child.

If at any time there is any matter you wish to discuss, please do not hesitate to get in touch.

Yours sincerely



Graeme Maclean
Head Teacher

Religious Observance

Our school is fortunate to have a close link with the local church. The minister assists with the Christianity element of Religious and Moral Education and provides opportunities for religious observance. Parents have the right to withdraw their child from religious observance and should inform the school in writing.

In addition, parents from religions other than Christianity may request that their children be permitted to be absent from school to celebrate recognised religious events. Only written requests detailing the proposed arrangements will be considered.

Our Vision

To provide all our pupils with a range of experiences which will equip them with the skills and knowledge required in order to meet the challenges they will face throughout their lives

Our Values

These are the values we work towards at Langcraigs and they are the result of a consultation exercise with parents, pupils, staff and our partners.

Honesty

Respect

Responsibility

Compassion

Effort

Our Motto

All our pupils had the opportunity to think of a school motto and the eventual winning motto was voted by our Pupil Council and is as follows:

“Onwards and Upwards”



School Aims

In Langcraigs Primary we aim to:-

1. Promote a positive ethos which reflects our five core values – **honesty, respect, responsibility, compassion and effort**, all of which encourage a sense of identity and pride in our school.
2. Encourage and enable all our pupils to be **successful learners, confident individuals, responsible citizens, effective contributors** and to achieve a standard of attainment which is appropriate to age aptitude and ability.
3. Provide a **broad, relevant coherent and progressive curriculum** which offers our pupils **challenge, choice and enjoyment** and which is consistent with National and local guidelines.
4. Provide **a range of teaching and learning approaches** which take account of individual needs, and achievement of pupils.
5. Provide **equal opportunities** within an effective system which take account of the educational pastoral and social needs of all our pupils.
6. Promote **healthy lifestyles**.
7. Through efficient financial management, **provide well organised and suitable resources** which support learning and teaching.
8. Provide our community with a **well managed efficient and effective school**.



Service Pledges

Standards and expectations

We will:

- offer all children and young people a free school place;
- provide school premises which meet health and safety standards;
- provide information on your child's progress;
- provide religious and moral education for your child;
- give support and encouragement to parental involvement in schools;
- provide regular information on school activities; and
- provide 25 hours of class contact time in each regular school week for pupils of primary-school age.

Pupils will have opportunities for:

- personal and social development;
- music, cultural activities and creativity;
- access to healthier lifestyles and sports activities; and
- community involvement.

You can also expect:

- a formal written report on your child's progress;
- an annual report on progress within the school improvement plan;
- an opportunity to have a formal meeting with your child's class teacher or teachers;
- us to strive to meet your child's needs; and
- regular reports on the quality of the school.

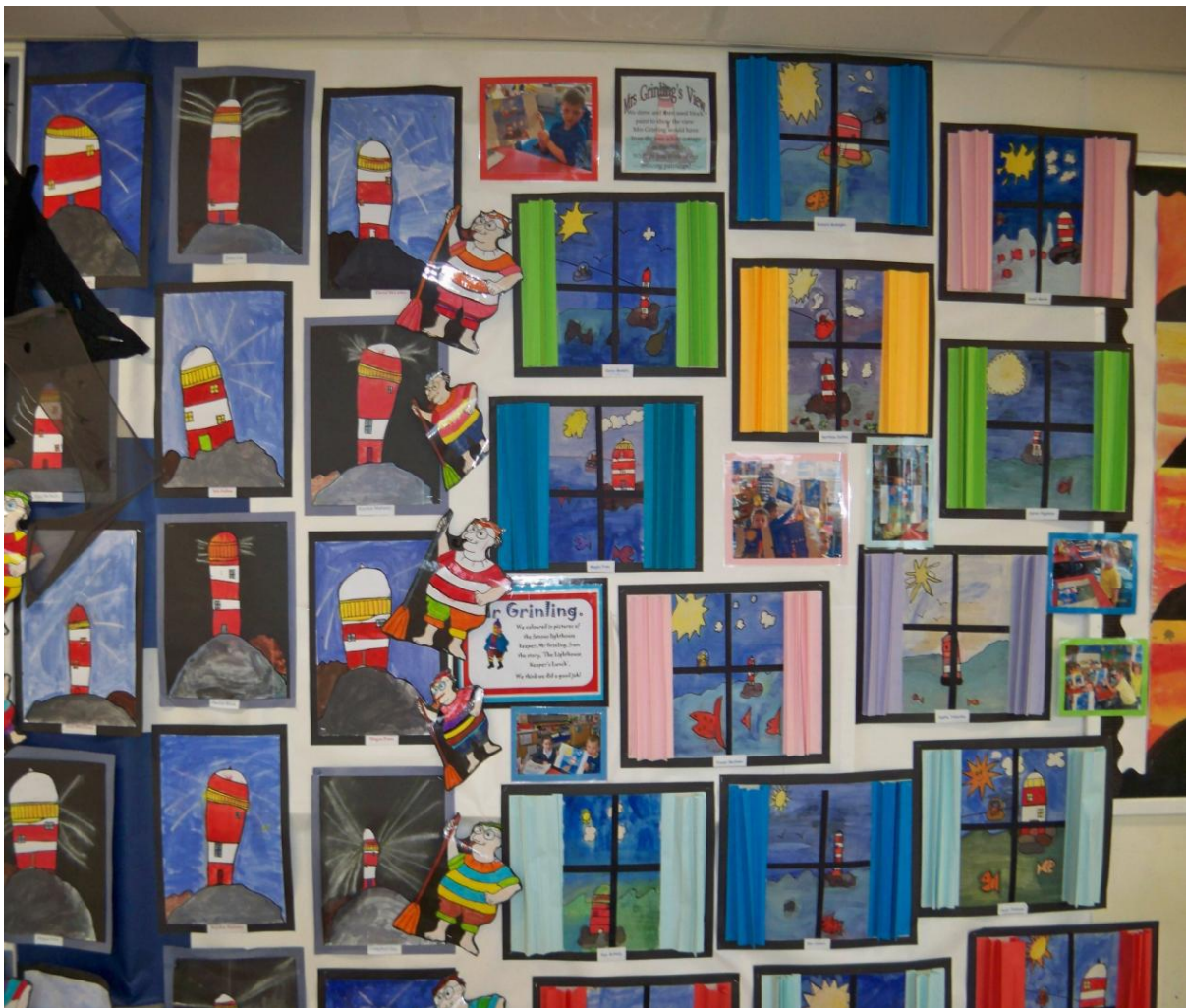
How can you help?

By law, you must make sure your child receives education.
As a parent, you can help your child by:

- making sure your child goes to school regularly;
- encouraging and supporting your child with homework;

- showing that you are interested in how your child is getting on at school;
- encouraging your child to respect the school and the whole school community; and
- being involved in the school.

Throughout this handbook the term 'parent' has the meaning attributed in the Standards in Scotland's Schools Act 2000 and the Scottish Schools (Parental Involvement) Act 2006. This includes grandparents, carers or anyone else who has parental responsibility for the child.



About Our School

School Staff

Management Team

Head Teacher	Mr Graeme Maclean
Depute Head Teacher	Mrs Alison Hill
Principal Teacher	Mrs Linda Love

Class Teachers

Miss Lisa Stewart	P1A
Mrs Linda Love/Mr John McMaster	P1B
Mrs Jennifer McGinn/Mrs Mitch Murphy	P2
Miss Eilidh McMillan	P2/3
Miss Barbara Dickson	P3
Mr Philip Lardner	P4
Mrs Audrey Stevenson/Mrs Mitch Murphy	P4/5
Miss Elaine Wilson	P5
Mrs Jennifer Gibney	P6
Miss Innes Monaghan/Mr John McMaster	P6/7
Mrs Angela Mullen	P7
Mrs Deborah Dickson (Non Class Contact Teacher)	

Support Staff

Business Support Officer	Miss Mandy Johnston
Senior Clerical Officer	Mrs Elena McMenemy
Clerical Assistant	Mrs Fiona Bruce
Classroom Assistants	Mrs Rosie Smith Mrs Diane Young
Classroom Assistants (ASNA)	Mrs Deborah Wilson Mrs Jane Patterson Miss Emma Gray
Janitor	Mr Gordon Anderson
Cleaning Supervisor	Mrs Irene Stevenson
Catering Manager	Mrs Liz Murray
Lunchtime Supervisors	Mrs Morag Goodwin Mrs Lorraine Wilson

Home School Link Worker

Ms Rachel Robinson

Visiting Teacher for Brass Tuition

Mr Michael Howie

Active School Co-ordinator

Mr Robert Agnew



School Information

Langcraigs Primary was built in 1956. It offers modern facilities combined with traditional spacious accommodation and architectural features.

The school is co-educational and non-denominational covering Primary 1 to Primary 7.

The design of the school is such that it is easily accessible for pupils and parents with physical disabilities and who may require a wheelchair. It has a lift, ramps and dedicated parking spaces to ease access.

School Contact Details

- phone number: 0141 884 2848
- email address: langcraigsenquiries@renfrwshire.gov.uk
- write to or visit us at: Langcraigs Primary School
Glenfield Road
Glenburn
Paisley
PA2 8QE
www.langcraigs.renfrewshire.sch.uk

Parent Council Contact Details

The Parent Council can be contacted via the school.

School Roll

Present Roll 282
Agreed Capacity 329

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

Current Roll: **P1:** 43 **P2:** 39 **P3:** 35 **P4:** 41 **P5:** 50
 P6: 41 **P7:** 33

Occasionally numbers are such that composite classes need to be established. Under these circumstances composite classes would be formed based upon Language groupings.

Estimate of likely intake:	2014-2015:	38
	2015-2016:	38
	2016-2017:	38

N.B. No Primary 1 or Primary 2 class will contain more than 25 pupils.

Associated Secondary School

Gleniffer High School
Amochrie Road
Paisley PA2 0AG

Parental Involvement

Parents can be involved in their child's learning by:

- supporting learning at home;
- developing strong partnerships between home and school; and
- engaging with the school, especially with Curriculum for Excellence

Information, Support and Advice

At Langcraigs we communicate with parents on a regular basis and in many ways e.g. monthly newsletter, texts, telephone calls and meetings. Our management team operate an open door policy so if you need any support or advice then please do not hesitate to contact the school.

School Year

Term 1 (August – December); Term 2 (January – March); Term 3 (April – June)

School Day

Primary 1 pupils attend school on a full-time basis from the first Monday in September.

School Hours

Morning:	9.00am - 12.15pm
Interval	10.30am - 10.45am
Lunch	12.15pm - 1.00pm
Afternoon	1.00pm - 3.00pm

Renfrewshire Council			Amended March 2015
			2 in-service days on return in August
Proposed School Holiday Arrangements			1 Day St Andrews Day
			Finish 20 December 2016
			2 Day February Break
2016/2017			Finish 28 June 2017
			Inservice days before holidays
Term	Break	Dates of Attendance	
First		In-Service Day	Thursday 11 August 2016 (IS)
		In-Service Day	Friday 12 August 2016 (IS)
		Schools Re-Open	Monday 15 August 2016
	Local Holiday/Closed	Schools Closed	Friday 23 September 2016
		Schools Re-Open	Tuesday 27 September 2016
	Mid Term	In-Service Day	Friday 14 October 2016 (IS)
	Schools Closed	Monday 17 October 2016	
	Schools Re-Open	Monday 24 October 2016	
	St Andrew's Day	Schools Closed	Wednesday 30 November 2016
		Schools Re-open	Thursday 1 December 2016
	Christmas	Schools Closed	Wednesday 21 December 2016
Second		Schools Re-Open	Thursday 5 January 2017
	Mid-Term	In-Service Day	Friday 10 February 2017 (IS)
		Schools Closed	Monday 13 February 2017
		Schools Re-Open	Wednesday 15 February 2017
	Spring	Last day of session	Friday 31 March 2017
		Schools Closed	Monday 3 April 2017
		Schools Re-Open	Tuesday 18 April 2017
Third	May Day	Schools Closed	Monday 1 May 2017
		Schools Re-Open	Tuesday 2 May 2017
	Local Holiday/Closed	In-Service Day	Thursday 25 May 2017 (IS)
		Schools Closed	Friday 26 May 2017
		Schools Re-Open	Tuesday 30 May 2017
		Last day of session	Wednesday 28 June 2017
		Schools Closed	Thursday 29 June 2017
Teachers Return -	Friday 11 August 2017		
(IS) - In-Service Day			
In-Service Days	(Only Staff Attend on these days - No Pupils)		
	Thursday	11/08/16	
	Friday	12/08/16	
	Friday	14/10/16	
	Friday	10/02/17	
	Thursday	25/05/17	

School Dress

Formal School Uniform:

White shirt / blouse with blue and yellow Langcraigs school tie

Grey cardigan / jumper

Grey trousers / grey skirt / grey pinafore

Grey blazer with school badge

Black school shoes

Informal School Uniform:

Blue sweatshirt

Yellow poloshirt

Grey trousers / grey skirt / grey pinafore

Black shoes



School Dress

Renfrewshire Council encourages each school to adopt a dress code after discussion with parents, pupils and the parent council. The council supports an agreed dress code because of the benefits it brings, including improvements in safety, security, discipline, ethos and community spirit, and a decrease in bullying and expense for parents.

Some types of clothing will not be allowed in school for reasons of safety, decency or indiscipline. Types of clothing which will not be allowed include:

- clothes which are a health or safety risk;
- clothes which may damage the school building;
- clothes which may provoke other pupils;
- clothes which are offensive or indecent; and
- clothes which encourage the use of alcohol or tobacco, or other inappropriate substances.

Pupils will not be deprived of education, any benefit or access to examinations because of not wearing school uniform.

In the interests of health and safety, of both individual and others present, all jewellery, including body jewellery, must be removed before taking part in physical education lessons or physical activities.

Grants for footwear and clothing for children are available to parents receiving:

- income support;
- job seekers allowance (income based);
- employment and support allowance (income based);
- incapacity or severe disablement allowance;
- state pension credit;
- child tax credit;
- support under part VI of the Immigration and Asylum Act 1999; or
- universal credit.

Information and application forms for free school meals are available from schools, registration offices and customer service centres. A form can be downloaded from the council's website: www.renfrewshire.gov.uk.

Please help the school and the education authority by making sure that pupils do not bring valuable or expensive items of clothing to school. The council has no insurance to cover the loss of valuable items.

Registration and Enrolment

The date for registration of new school entrants is advertised in all local nurseries, national and local press and on the council's website www.renfrewshire.gov.uk. It is normally in January each year. Pupils should be registered in only one school for their catchment area. Parents will be provided with information about the school, when they register their child.

Parents who want to send their child to a school other than the catchment school must make a placing request. Information on this procedure is contained in the leaflet 'Sending your child to school.' The leaflet is available from any school, by phoning our customer contact centre on 0300 300 0170, or on our website www.renfrewshire.gov.uk. It is important to note that a successful placing request into a primary school does not guarantee a successful placing request when a child is transferring to secondary school.

Parents of pupils who have moved into the catchment area or, who wish their child to transfer to the school, should contact the school office for information.

Induction Procedures for Pupils Starting at the School and Their Parents

Arrangements for meetings with parents and induction days for pupils will be notified during the spring or summer terms.

Assessment and Reporting

Assessment is an integral part of learning and teaching. It helps provide a picture of the learner's progress and achievements, and identifies the next steps in learning.

Assessment includes supporting learning, learner engagement and ensuring appropriate support. Assessments of pupils are based on the evidence of : what pupils say, what pupils write, what pupils make, what pupils do and observation of how they go about their tasks and activities.

We operate a policy of continuous assessment from Pr. 1 to Pr.7. Each child has a folder where samples of work, results of formal tests and work covered during each term are kept. **Following assessment, the class teacher will plan pupils' next steps in learning.**

During term 1, P1, P2 and P5 pupils complete a baseline assessment, which assesses literacy and numeracy skills.

At present a written report is received by parents every session. This report is issued in Term 2 and discussed with parents during Parents' Night. This report gives an indication of pupil attainment and next steps in learning.

Curriculum for Excellence Levels are as follows:

- Pupils in Primary 1 work on Early Level experiences and outcomes.
- Pupils in Primary 2-4 work on first level experiences and outcomes.
- Pupils in Primary 5-7 work on second level experiences and outcomes.

If at any time during the year you have reason to be concerned about your child's progress or welfare, please do not hesitate to contact the school in the first instance, to arrange to speak with the Head Teacher or Depute Head.

Tracking Learners' Progress

Information on learners' progress is gathered through planned assessments and this information is recorded. This allows teachers to have a clear picture of how learners are progressing. It will also allow teachers to identify next steps in learning and inform reporting on progress and achievement.

Reporting

Regular reports to parents provide clear, positive and constructive information about their child's learning and progress, reflecting on what has been achieved against standards and expectations.

Profiles

Profiles will be used to recognise pupils' progress in learning and achievement, while supporting and informing transitions. As children reach the end of primary school (primary 7) and young people their broad general education at the end of S3, they will record their most recent and relevant learning and achievements in a personal profile which will also incorporate a reflective statement by the learner.

Summary of the School Improvement Plan

Progress of Main Improvement Tasks 2014/2015

- **Develop a whole school approach to Recognising and Realising Children's Rights (RRCR)**
Our staff attended a cluster presentation which helped develop staff's knowledge of RRCR. Some individual classes discussed the issue further on an individual basis.
- **Update our existing mathematics programme of study**
All our staff were involved in updating early, first and second levels of mathematics. We hope by having a more appropriately structured

programme of study that the pace of learning and subsequent attainment levels will be further improved.

- **Develop P1's & P2's approach to delivering active maths**
A working group reorganised the lower school's maths resources and procedures in order to create a more uniform and consistent approach to maths at this stage. This will be implemented by lower school staff at the beginning of the new session.
- **Further develop interdisciplinary learning (IDL) throughout the school**
IDL is now embedded throughout the school with staff now able to more confidently assess how well a pupil can use their skills when undertaking a specific challenge.
- **Review and update the school's religious and moral education programme**
A new programme of study is now in place which provides more variety for teachers and pupils.
- **Develop higher order thinking skills approach throughout the school**
Teachers attended and In-service presentation on how best to develop pupils' skills within everyday teaching practices. This will now be developed further in 2015/2016 throughout the whole school.
- **Further improve the school's transition arrangements at Pre-5/Primary and Primary/Secondary stages**
A structured programme is now in place for both ends of the school, which has helped facilitate communication links with our Pre 5 and Secondary colleagues.
- **Implement French in P1**
All P1 pupils are experiencing the French language within and out with the classroom.

Main Improvement Tasks for 2015/2016

- Continue to implement French in P1
- Continue to develop and implement Getting It Right For Every Child (GIRFEC)
- Review our current procedures for reporting to parents
- Develop skills based learning within our everyday teaching practices
- Review our updated Religious & Moral Education and Mathematics programmes of study
- Develop our existing P.E., Music, Drama, Art & Design and Dance programmes of study
- Continue to follow the guidelines for enhancing teachers' skills and knowledge by encouraging continuous professional update

- Use How Good Is Our School? (HGIOS) documentation to ensure that quality self evaluation is embedded in our school procedures

Transfer to Secondary School

Pupils normally transfer to secondary school between the ages of eleven and twelve years, so that they will have the opportunity to complete at least 4 years of secondary education. Parents will be informed of the arrangements no later than December of the year before the date of transfer.

Parents who want to send their child to a school other than the catchment school must make a placing request. Information on this procedure is contained in the leaflet 'Sending your child to school.' It is important to note that a successful placing request into a primary school does not guarantee a successful placing request when a child is transferring to secondary school.

Langcraigs Primary School is an associated primary school of Gleniffer High School

Head teacher Mr David Nicholls

Telephone: 01505 813116

Transfer from Nursery to Primary

Before leaving nursery, a transfer of information record for each child will be prepared by nursery staff to ensure a smooth transition and continuity of education for the child transferring to primary.

Your child will be supported in the transition from nursery to primary school. This will include processes such as sharing of information on your child through the transfer of information document, joint curricular experiences with the primary school, visits to the primary which help to ensure a smooth transition and continuity of learning for the child transferring to primary.

Car Parking

One dedicated parking space has been created to ease access for people with disabilities. **Please do not use this space without authorisation.** In the interests of safety to our pupils, the school gates are closed from 8.50am – 9.10am and from 2.50pm – 3.10pm.

Care and Welfare

Your child's welfare is central to the ethos of the school. Please contact the school to share any concerns you have about your child's welfare or wellbeing. The staff will work with you as parents or carers, to make sure children are safe, happy and able to benefit from the educational opportunities we offer. This handbook gives details of how we deal with bullying, homework, additional support needs and many other areas that may impact on your child's wellbeing.

School Security

Renfrewshire Council has introduced procedures to ensure the safety and security of pupils and staff when attending or working in a school. We use a number of security measures including a visitors' book, badges and escorts, while visitors are within the school building. Normally, anyone calling at a school for any reason, will be asked to report to the school office. The school staff then can make the necessary arrangements for the visit.

Attendance and Absence

It is the responsibility of parents of a child of school age to make sure that their child is educated. Most do this by sending their child to school regularly. Attendance is recorded twice a day, morning and afternoon.

Absence from school is recorded as authorised, when it is approved by the education authority, or as unauthorised, when the absence is unexplained.

Contact Procedures

If a child is absent from school, parents are required to phone or email the school office by **9.30 am** on the first day. If no telephone call or email is received, parents will automatically receive a text message asking them to phone the school immediately.

If an absence is planned, please inform the head teacher in writing. If a child requires to depart early for any reason the school office must be notified in advance. No child will be permitted to leave early unless collected by an authorised adult. If at the end of the school day, for any reason, a child is not collected at his/her usual meeting place he/she must return to the building and report to the office immediately. Please ensure that your child understands this arrangement.

Please make every effort to avoid family holidays during term time as this disrupts the child's education and reduces learning time. The head teacher can approve absence from school for a family holiday in certain extreme situations, for example, in traumatic domestic circumstances where the holiday would improve the cohesion and wellbeing of the family. Please discuss your plans with the head teacher before the holiday. If the head teacher does not give permission before the holiday, it will be recorded as unauthorised absence. The head teacher may also exercise discretion when a parent can prove that work commitments make a family holiday impossible during school holiday times. Normally, your employer will need to provide evidence of your work commitments. Absence approved by the head teacher on this basis is regarded as authorised absence.

Parents from minority ethnic religious communities may request that their children be permitted to be absent from school to celebrate recognised religious events. Absence approved by the head teacher on this basis is regarded as authorised

absence. Extended leave can also be granted on request for families returning to their country of origin for cultural or care reasons.

A supportive approach is taken to unexplained absence. However the education authority has legal powers to write to, interview, or refer pupils to the Reporter to the Children's Panel, if necessary.

Attendance and Absence Data

Absence rates are calculated as a percentage of the total number of possible attendances for all pupils of the school in the stage shown. Each morning and each afternoon of each school day is considered as a separate possible attendance.

Child Protection

All children have a right to be protected from harm, abuse and neglect. The vision of the Renfrewshire Child Protection Committee is that "It's everyone's job to make sure that children in Renfrewshire are safe."

Renfrewshire Council has a [child protection policy](#) and guidelines are in place to make sure that all council staff are alert to the welfare of children. Our staff work closely with other agencies to protect children and keep them safe. All school staff receive training each year and must report any concerns they have about the welfare of children. In every situation, the welfare of the child overrides other considerations.

Mobile Phones

The benefits of mobile phones are recognised. Many young people and their parents regard them as an essential means of communication. Mobile phones can continue to be brought into schools however the following limitations will apply in Renfrewshire schools and establishments:

- At Langcraigs, if a child has to bring a mobile phone to school then they are asked to hand it in to the office at 9.00am and collect it at 3.00pm.
- All phones should be turned off and kept out of sight during the school day within the school campus.
- Photographing or recording of sound or images of staff, other pupils or visitors to the school is not allowed at any time within the school campus or on school transport.
- Mobile phones may be confiscated where these rules are broken.
- Any recordings made on school premises or school transport found on confiscated phones will be deleted on their return.
- Any photographs or recordings of staff in any situation, whether taken on school premises or elsewhere, found on confiscated phones will be deleted on their return.

- Children's Services expects that schools will, through normal collegiate procedures, develop or review existing policies on the use of mobile phones that take account of the views of all staff, parents and pupils.
- Schools should ensure that pupils, parents and staff are aware that should a pupil breach the policy they will be disciplined in line with the school's positive behaviour/discipline policy.
- Individual school policies should clearly state for the benefit of staff, pupils, parent and visitors any variations from the restrictions on use of mobile phones set out below.
- Pupils and parents should be notified that mobile phones will be confiscated where these limitations are breached.
- An increasing range and variety of mobile phones possess the ability to access the Internet and to use Bluetooth technology to communicate. These technologies provide unparalleled sophistication and complexity which can provide access to a wealth of online resources and possibilities. Pupils and parents should be aware that this also leaves pupils open to dangers such as Cyberbullying, grooming and access to inappropriate material. Reference should be made to Renfrewshire's anti-bullying policy for further guidance in this area.
- Staff should not delete photographs or recordings from confiscated mobile phones.
- When staff confiscate mobile phones or other devices they should ensure that these are retained in a safe place that cannot be accessed by others. This may be a lockable drawer or cupboard, a base area or a delegated area in the school office. Confiscated mobile phones should normally be passed to the school office or senior member of staff as soon as possible after confiscation.

Legal Aspects

- There are a number of aspects of the law that may apply to mobile phone misuse and the responses to that misuse. In the most serious cases there may be a crime involved – an incident that is being filmed might be an assault or breach of the peace. The misuse of a mobile phone might be an offence under the Communications Act 2003, if it involves a call or message that is grossly offensive or is of an indecent, obscene or menacing character; and, the distribution of certain pornography might be an offence under the Civic Government (Scotland) Act 1982.
- In situations which are so serious that a school might call in the police it is for the police, not the school, to consider what, if any, criminal offence may apply.

These restrictions on use apply equally during any school activity that takes place off campus.

Pupils breaking the rules will be disciplined in line with the school's positive behaviour or discipline policy.

School Meals

Children of parents receiving income support or income based job seekers allowance and in some cases child tax credit, are entitled to a free midday meal. Information and application forms for free school meals are available from schools, registration offices, customer service centres or may be downloaded from the council's website: www.renfrewshire.gov.uk

Children who are also entitled to free school meals are entitled to free milk at lunchtime. Milk may also be available for sale in the school during the lunch period.

All schools in Renfrewshire offer a nutritionally balanced, healthy meal for your child each school day. Many studies have shown a strong link between a healthy diet and concentration.

The Renfrewshire Council school meals website provides details of these daily choices. The website also offers delicious recipes of some of the pupil's favourites, and provides information on upcoming events and theme days.

From January 2015, children in Primary 1 to 3 across Renfrewshire have the option of receiving a FREE school meal every day. Parents do not have to do anything to claim this, pupils in the appropriate age group will have automatic entitlement.

Langcraigs Primary has its own kitchen and an excellent choice of dinners or snacks is available, provided by our catering manager Mrs Liz Murray and her staff, Mrs Lorraine Wilson and Mrs Morag Goodwin are our dining hall supervisors. Members of staff also assist with the supervision of school meals and packed lunches. Should your child require a special diet on medical or religious grounds please discuss this with the school.

We operate a cash cafeteria system which runs as follows:

The children choose from a selection of nutritionally balanced meals. School meals are priced at £2.05 or £1.85, depending on the menu option selected.

The four week menu will be given to all P1 parents before their child starts taking school meals. Parents are always welcome to visit the cafeteria, particularly when their child begins taking meals for the first time.

Children may also bring a packed lunch to school. **Please remember to keep food and drink in a separate container from your child's school bag.**

Glass containers must not be brought to school. We ask that drinks supplied for packed lunches are in cartons or plastic bottles.

We do not allow children to leave school grounds to purchase a meal or snack.

Research has shown that drinking water can improve children's attention skills.

Pupils are encouraged to bring a filled bottle of plain water to sip during the day. Three water coolers are also available for children's use.

Milk, fruit juice, fresh fruit can be purchased during the morning interval. **As we are a health promoting school, sweets, crisps and fizzy drinks are not sold.**

School Transport

Renfrewshire Council's current policy is to provide home to school transport to all primary school pupils who live more than 1.609 kilometres (1 mile) from their catchment school by the recognised shortest safe walking route. Parents who think they are eligible can get an application form from the school or Children's Services in Renfrewshire House, Paisley or online at www.renfrewshire.gov.uk. These forms should be completed and returned before the end of February for those pupils beginning school in August to allow the appropriate arrangements to be made. However parents may make an application at any time.

In special circumstances, the Director of Children's Services has discretion to grant permission for pupils to travel on transport provided by the education authority, where spare places are available, at no additional cost to the authority.

Pickup Points

Where home to school transport is provided, some pupils will require to walk a reasonable distance from home to the transport pick-up point but this should not exceed the authority's agreed limit of 1.6 kilometres (1 mile).

It is the parent's responsibility to make sure that their child arrives at the pickup point on time and behaves in a safe and acceptable manner while boarding, travelling in and leaving the vehicle. Children who misbehave can lose their right to home to school transport.

Placing Requests

You should be aware that if we grant your placing request, we do not have to provide a school bus pass or any other help with transport.

Additional Support Needs

Renfrewshire Council may provide home to school transport for children assessed to attend any school because of their additional support needs. If transport is required an appropriate vehicle to meet the child's need will be provided.

Playground Supervision

An adult presence is provided in playgrounds at break times, as required by law.

Mr Anderson (the school janitor), classroom assistants and additional support needs assistants are present in the P3 - P7 playground. Classroom assistants and pupil monitors are present in the P1 – P2 playground during all breaks. Specific areas are allocated for football and our classroom assistants provide a variety of games to play in particular areas of the playground.

Pupils Leaving School Premises at Breaks

Schools have a duty to look after the welfare of their pupils. This means that the staff should take the same care of pupils as a sensible parent would take, and includes taking reasonable care of pupils' safety during intervals and lunchtimes..

Renfrewshire Council recommends that pupils should not leave school grounds at intervals. Primary pupils should only leave at lunch times when they are going home for lunch, with their parents' agreement. Parents should encourage their children to follow these rules in the interests of safety.

Equalities

Renfrewshire Council is committed to ensuring that all employees, customers and partners are treated fairly and with respect at all times. We are committed to [promoting equality](#) and tackling discrimination through the way services are planned, delivered and purchased. The council promotes and encourages a culture whereby equality of opportunity exists across all the protected characteristics of age, disability, race, gender reassignment, pregnancy and maternity; religion and belief; marriage and civil partnership, sex and sexual orientation.

School education is open to all pupils and all reasonable measures will be taken to make sure that the curriculum is available to every child. The Equality Act 2010 introduced a new public sector general equality duty which requires Scottish public authorities to pay 'due regard' to the need to:

- Eliminate discrimination, victimisation, harassment or other unlawful conduct that is prohibited under the Equality Act 2010;
- Advance equality of opportunity between people who share a characteristic and those who do not; and
- Foster good relations between people who share a relevant protected characteristic and those who do not.

The council supports the right of each citizen to a quality of life which is free from violence, discrimination and harassment. The council will take steps to ensure that all citizens, regardless of race, ethnic or national origin, religion, social background, marital status, gender, disability, age or sexuality have full access to its services,

taking all possible measures to prevent discrimination in the way its services are delivered.

Parents can help to monitor our success in promoting equality of opportunity for all by providing equalities related information when asked.

Medical and Health Care

Medical inspections are carried out at various times during a child's primary school years. As parents you will be given notice of these and encouraged to attend, except for vision and hearing tests and dental examinations. The head teacher will assume that your child will attend all inspections unless told otherwise. Parents are told about any recommended action or treatment. All examinations are carried out by Greater Glasgow and Clyde Health Board staff.

Parents should notify the school of any medical requirements or allergies that their child may have. If medication is required it is better if this can be provided outwith school hours. In cases where it is necessary to take medication during the school day, parents should contact the school to make appropriate arrangements. Staff are not obliged to administer medicine to pupils.

Minor accidents are dealt with by the school. If a pupil takes ill or has an accident at school which requires that they be sent home or for treatment, the school will provide basic first aid and contact parents or carers. So it is very important that the school has up to date contact details for all parents or carers and an additional contact person in case parents or carers can't be reached. This information should be current and the school notified of any changes. We will not send children home from school unaccompanied.

In the event of a serious illness or accident, a member of staff will accompany the child to a doctor or hospital and parents or carers will be notified immediately.

Behaviour and Discipline

Positive attitudes to behaviour are always encouraged.

The main objective of our Discipline Policy is to prevent the incidence of indiscipline rather than try to cure it after it has happened.

Our whole school discipline system is called 'It's Good to be Green'.

This approach has implications in many areas:

- Providing a wide, well balanced curriculum for the child.
- Making sure that children are learning at their own ability level and achieving success.
- Staff and pupils showing care and respect for each other.
- Expecting high standards through praise and encouragement.
- Ensuring our school is a welcoming and attractive place.

Bullying

“Tackling Bullying in Renfrewshire” is the authority’s policy on preventing and dealing with bullying in our school. The policy stresses the importance of involving the whole school community - pupils, parents and all the staff in the school.

You can view the anti-bullying policy by asking the school office for a copy of the document or by accessing the policy online at www.renfrewshire.gov.uk.

Parental Support with Discipline

At the beginning of each session P1 parents are issued with detailed information on our school discipline policy.

We encourage our children to acquire positive social values, particularly in relation to good manners, courtesy and in caring for their environment, e.g. no dropping litter. We believe a code of behaviour is learned in the child’s home, and that parents are the prime educators of their children. We therefore look to our parents for their support in stressing the importance of these values. Indeed, the partnership between home and school is vital if such values are to be consistently reinforced.

The majority of children react well to praise and consistent behaviour from adults and these children are rewarded by various means for their good behaviour.

There are always children however, who, for various reasons, may cause disruption. We regard parents’ co-operation and involvement with us in modifying unacceptable behaviour as a crucial factor in helping their child.

If behaviour in school is unacceptable, parents are notified at the early stages in order to prevent a decline in educational attainment. We particularly appreciate and value the co-operation of parents. Often this same behaviour is noticed at home and is equally concerning to parents. Working together is in the best interests of the child in promoting good behaviour and therefore educational progress.

Wet Weather Arrangements

When weather conditions are poor children spend playtime / lunchtime indoors. They choose from a variety of tabletop activities e.g. drawing, reading, colouring in, jigsaws etc. During wet breaks children are supervised by classroom assistants, promoted members of staff and Primary 7 monitors. On miserable wet mornings please time your child’s arrival at school for 8.50am. Due to lack of adult supervision we cannot open the doors before this time.

The School Curriculum

Curriculum for Excellence

[Curriculum for Excellence](#) (CfE) is the curriculum followed in all Scottish establishments and is built on the values of wisdom, justice, compassion and integrity. All children and young people should develop skills for life, skills for learning and skills for work which will prepare them for a world that is changing very **fast. The curriculum in our schools will continue to develop over coming years** to ensure that all our children and young people become successful learners, confident individuals, responsible citizens and effective contributors.

The curriculum follows two phases – the broad general education (BGE) and the senior phase.

Broad General Education

One of the key entitlements of CfE is that all children should receive a rounded education, known as the broad general education (BGE), from early years to the end of S3, before moving to a senior phase in S4 to S6 which will include studying for qualifications. This BGE should provide young people with a wide range of knowledge, skills and experiences that they can draw on as their lives, careers and job opportunities continue to change.

The BGE phase of CfE is closely connected to the senior phase with the learning undertaken until the end of S3 providing a strong foundation for choosing and specialising in a range of subjects. In the senior phase, young people will have the opportunity to take qualifications and courses that suit their ability and interests.

The curricular areas which will be followed within the BGE are:

Subjects

The curriculum consists of eight main subjects:

- Literacy & English
- Numeracy & Mathematics
- Health & Wellbeing
- Social Studies
- Expressive Arts
- Religious and Moral Education
- Technologies
- Sciences

Literacy & English

The main elements of this subject are:

Reading, Writing, Listening and Talking.

Reading in the **Early Stages (P1 – P3)** is taught using a combination of look and say (word recognition) and phonic (a, c, dr etc. Sounds) training.

The early stages reading scheme is ‘Oxford Reading Tree’, a colourful, stimulating scheme which encourages reading to be fun. Our phonic programme, “Jolly Phonics”. This has proved to be most successful in training children to read, write and spell.

In the **Upper Stages (P4 – P7)** our reading scheme is New Ginn 360, which encourages developmental reading in addition to providing a structure for acquiring skills in listening, talking and writing. We also use novels, newspapers and internet articles as stimulus for reading.

To further ensure progression and provide reinforcement the following schemes are also used:-

Writing	‘Big Writing’ ‘Renfrewshire Writing Framework’ ‘Reasons for Writing’ ‘Scolastic’ ‘Jolly Grammar’	Talking	‘The Spoken Word’ ‘Oracy’
Listening	‘Listen and Do’ ‘English Alive’ ‘Oracy’	Spelling	‘Jolly Phonics’ ‘Nelson Spelling’

Modern Foreign Languages

French is taught throughout all stages in Langcraigs School as per The Scottish Government’s policy for pupils to learn a modern language from an early age.

As well as talking and listening, the children are now being taught aspects of reading and writing in their foreign language. From P5 upwards, pupils are beginning to experience a second modern foreign language e.g. Italian



Numeracy & Mathematics

The main elements of this subject are:-

- Problem solving and enquiry skills
- Information handling
- Number, money and measurement
- Shape, position and movement

One of the major changes in Mathematics has been the emphasis on oral maths i.e. mental agility exercises which train children to carry out maths processes “in their heads”. At Langcraigs, we do encourage children to learn ‘number facts’ and tables. However, of equal importance, is the opportunity for pupils to apply their mathematical knowledge to solving problems in real life.

Our maths planners have been revised to take account of Curriculum for Excellence and more emphasis is being placed on active methodology throughout the school.



Health & Wellbeing Education

Learning in health and wellbeing ensures that children and young people develop the knowledge and understanding, skills, capabilities and attributes which they need for mental, emotional, social and physical wellbeing now and in the future. Learning through health and wellbeing enables children and young people to:

- Make informed decisions in order to improve their mental, emotional, social and physical wellbeing
- Experience challenge and enjoyment;
- Experience positive aspects of healthy living and activity for themselves
- Apply their mental, emotional, social and physical skills to pursue a healthy lifestyle;
- Make a successful move to the next stage of education or work;
- Establish a pattern of health and wellbeing which will be sustained into adult life, and which will help to promote the health and wellbeing of the next generation of Scottish children; and

- For some, perform at high levels in sport or prepare for careers within the health and leisure industries.

Health and Wellbeing in schools covers:

- Mental, emotional, social and physical wellbeing;
- Planning for choices and changes;
- Physical education, physical activity and sport;
- Food and health;
- Substance misuse; and
- Relationships, sexual health and parenthood.

Health and wellbeing cannot exist in a vacuum. It requires exchange of information, mutual support and collaboration with community partners, schools and parents.

Social Studies

Social Subjects are normally studied as part of a topic e.g.

Scottish Wars of Independence	(History Based)
Europe	(Geography Based)
Paisley	(Local Study)
Parliament	(Society Based)

All children will have experienced a balanced variety of subjects throughout their years at primary school.

Our aim is to help the child learn more about our own and others' environments. Thus in Primaries 1 and 2, the child is involved in finding out more about themselves, their families and their own immediate environment.

As they progress through the school the children will develop an awareness of other places and past times.

Some classes will be involved in local studies and make 'field trips' to study certain local areas, e.g. Local shops, Gleniffer Nature Reserve, Paisley Heritage Trail, Sma' Shot Cottages, Scotland Street School (Charles Rennie Mackintosh Topic).



Expressive Arts

The main elements of this subject are:

- Art
- Drama
- Music
- Dance



Perfect Pandas and Owls by Primary 1





Art: work is often linked to a Topic and greatly enhances the appearance of the school. Teachers follow a structured Art & Design package.

Drama: takes many forms – from role play in the house corner to performing in class assemblies to pupils and parents, or presenting aspects of the current topic being studied in class. Renfrewshire Drama guidelines are used at all stages.

Music: is taught through a straightforward approach using ‘Music Express’ and ‘Silver Burdett’, a structured scheme developed for use in Primary School.

At Primary 6 and Primary 7 stages every child is given the opportunity to play a brass instrument. They are given a test to discover their aptitude for music. Those who are successful are tutored by our visiting brass instructor, Mr Mike Howie.

P4 & P5 pupils participate in the ‘Go for Bronze’ vocal training programme.

Dance: A mix of traditional and modern dances are experienced by our pupils.

Religious and Moral Education

Our programme of religious and moral education is linked to the Education Authority's Religious and Moral Education Guidelines. Religious Education which is currently under review with the introduction of 'A Curriculum for Excellence'.

The aims of Religious and Moral Education are to help pupils understand the nature of religion and to encourage them to seek their own understanding of the religious dimensions of life and develop an understanding and awareness of our multicultural society.

In Langcraigs, pupils study three world religions: Christianity, Judaism and Islam. Each primary stage follows four R.E. topics per session. For example in Primary 2 children will study – Harvest (Christianity) – The Nativity Play (Christianity, Welcoming a Baby (Judaism), Eid ul Fitr (Islam).

Religious Observance

Worship of the Christian religion takes place in the school hall, through class assemblies. Pupils attend Glenburn Parish Church to celebrate the Christian festivals of Easter and Christmas. A harvest festival is held in school, where food parcels, donated by pupils, are distributed to our local senior citizens.

It should be noted that parents/guardians have the right to withdraw their child from religious education and/or religious observance. It is school policy that a standard letter will be signed by parents/guardians, to confirm their decision.

Renfrewshire Council values the variety of individuals and communities, living and working within Renfrewshire and their contribution to the political economic, cultural and social life of the area. This is reflected in our policy Promoting Race Equality in Education. In accordance with Section 71 (1) of the Race Relations (Amendment) Act 2000. The council will have due regard to the need to:

- Eliminate unlawful discrimination
- Promote equality of opportunity; and
- Promote good race relations between persons of different racial groups
- Eliminate harassment of disabled people
- Take positive steps to take account of disabled peoples disabilities
- Promote positive attitudes towards disabled people
- Encourage the participation by disabled people in public life

Technologies

The school is well equipped with ICT resources. Room 17 is currently dedicated to ICT, with 20 PC's; 2 laser printers; an interactive whiteboard; a laptop PC plus projector. This room is timetabled to ensure that all classes can access it.

Classrooms are equipped with a variety of iMac, eMac and iBook laptop computers. An additional laptop computer, projector and interactive whiteboard are also available for use in classrooms.

All of our classrooms are equipped with a wall mounted smartboard which greatly enhances pupils learning experiences. Our gym hall is equipped with a large screen which is used for whole school assemblies and presentations.

The school makes use of the online resource GLOW “a remarkable innovation which aims to link the nation’s schools in a network of education activity, creativity accomplishment plus success”.

Technology – Children are involved in a range of technological activities with the emphasis on a practical, “hands-on” approach

Children are also involved in updating our school website, which you can visit on www.langcraigs.renfrewshire.sch.uk



Sciences

We have in place a structured science programme which is used throughout the session.

The main elements of this subject are:

Living Things and the Processes of Life

Energy and Forces

Earth and Space

The Renfrewshire Science scheme uses familiar situations to develop children's scientific understanding within the context of their everyday lives.



Assessment is for Learning

Teachers use various interactive assessment methods to gauge the progress of pupils.

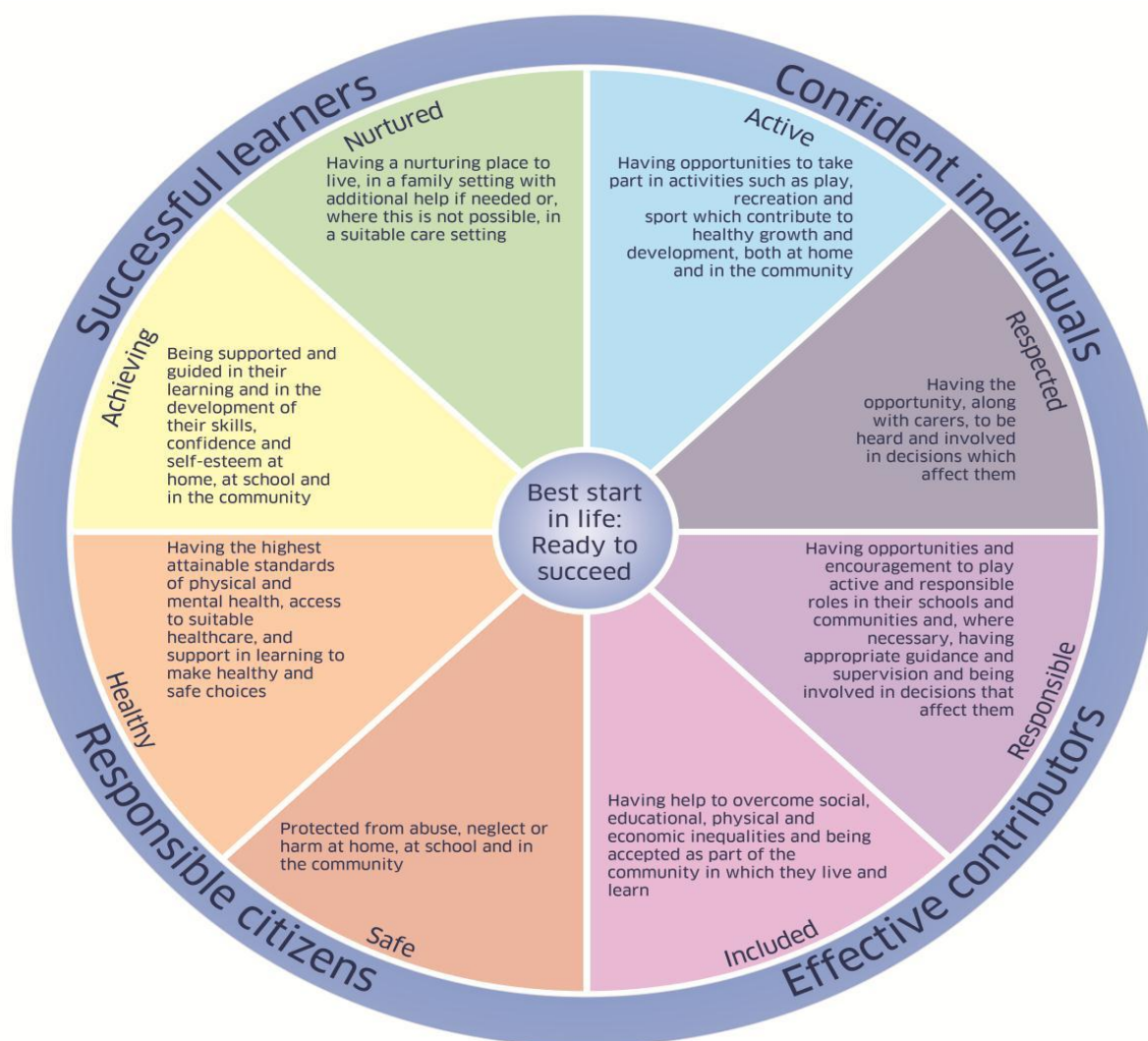
Additional Support for Learning

At Langcraigs, our Depute Head Teacher organises additional support for any pupils who have been identified as requiring extra input.

Getting it Right for Children and Young People in Renfrewshire

We want all our children and young people to be fully supported as they grow and develop. There are 8 areas of wellbeing which they need to progress to do well now and in the future.

Children's well-being is important at every stage of childhood. Every child needs to be **healthy, achieving, nurtured, active, respected and responsible, and, above all, safe**. These are the eight indicators of well-being (SHANARRI) which are set within the 'four capacities' which are at the heart of the Curriculum for excellence.



Renfrewshire’s GIRFEC policy ensures that children, young people and their families receive the help they need when they need it. As children and young people progress on their journey through life, some may have temporary difficulties, some may live with challenges and some may experience more complex issues. Sometimes they – and their families – are going to need help and support.

The Getting it Right for Every Child (GIRFEC) approach ensures that when we provide support, it is based on the level of need for each child.

For schools in Renfrewshire the GIRFEC approach is implemented via the Getting it Right for Every Learner policy which gives more detail of additional support needs and help children receive from schools and other services.

For children, young people and their families, the GIRFEC approach will mean:

- They will feel confident about the help they are getting
- They understand what is happening and why

- They have been listened to carefully and their wishes have been heard and understood
- They are appropriately involved in discussions and decisions that affect them
- They can rely on appropriate help being available as soon as possible
- They will have experienced a more streamlined and co-ordinated response from practitioners

The Children and Young People Act (2014) has introduced new duties in relation to GIRFEC which will be enacted in 2016. More information will be provided about this in due course.

Education (Additional Support for Learning)(Scotland) Act 2009

The above Act commenced on November 14th 2010 and is a revision of and replaces the 2004 Act of the same name.

Under the Act, children or young people have additional support needs where they are unable to benefit from school education without the provision of additional support.

In the Act, 'additional support' means provision which is additional to, or otherwise different from, the educational provision made generally for children or young people of the same age in a local authority's schools, or as is appropriate to the circumstances, in early years establishments or any other education provision.

The Act aims to ensure that all children or young people are provided with the necessary support to reach their potential.

Getting it Right for Every Learner (GIRFEL)

The GIRFEL policy sets out how we discharge our responsibilities under the Education (Additional Support for Learning)(Scotland) Act 2009 and links to the wider GIRFEC agenda to make sure that children and young people get the help they need when they need it.

This policy sets out how we will support all children and young people . It applies to all mainstream schools, specialist provision, and all early years establishments including partner nurseries.

Further information is available by contacting your school directly or by visiting the www.renfrewshire.gov.uk website.

Independent sources of information and advice nationally include -

[Enquire](#) – the Scottish advice service for additional support for learning

Telephone – 0845 123 2303

Email – info@enquire.org.uk

[Scottish Independent Advocacy Alliance Ltd](#) - a national organisation which promotes and supports advocacy

Telephone – 0131 260 5380

Email – enquiry@siaa.org.uk

Educational Psychology Service

Educational psychologists provide a specialist service to schools and pre five establishments. They work in collaboration with teachers, parents and other professionals to help children and young people make the most of their lives, particularly in educational settings.

This school has a system in place for monitoring and reviewing the progress of all children. As part of this system, we have a named educational psychologist who visits the school on a regular basis and who is part of the school's extended support team.

When concerns arise about a particular pupil, the school plans action to address these concerns. Parents are kept informed throughout this process. When those working with your child would like the help of the educational psychologist, they will discuss this with you and arrange a meeting involving the psychologist.

Through this process the educational psychologist can contribute to the ongoing assessment of your child, where appropriate.

Specialist Support Service

The specialist support service makes provision for children and young people who have a range of additional support needs. The service comprises of teachers who work in the pre-5, special, primary and secondary sectors. Staff in the service work in partnership with staff in the school to plan and deliver an appropriate curriculum. The service also provides staff development and advice on resources.

The teams support the additional needs of:

- children with a significant hearing and or visual impairment;
- bilingual learners who are at early stages of learning spoken English;
- looked after and accommodated children and young people who are experiencing difficulties in school;
- children at early stages of primary school who have a developmental coordination disorder along with attention difficulties;
- young people who attend the extended new directions provision; and
- pre-5 children who have been identified as having significant support needs.

Homework

Homework is an integral part of learning and teaching. It provides the opportunity for the development of self reliance, self discipline, self confidence and participation in taking responsibility for learning by your child. It also strengthens the link between home and school in providing an opportunity for parents and carers to share in the learning process. Homework can take many forms and will reflect the age, stage and area of learning currently being undertaken by your child. It will be issued on a regular basis and will be varied, meaningful and interesting.

Langcraigs Primary school has a homework policy based on Renfrewshire Council's policy and guidance. You can request a copy of this policy from the school office.

Homework is given regularly, both to encourage good working habits and to keep parents in touch with their child's school work. It is most helpful if you keep to a regular "quiet time" at home when homework is being completed.

At the beginning of every new school year, parents will be given information about the homework tasks their children will be expected to do. Your child will be issued with a homework notebook in August. This will give specific details related to your child's stage. The amount of time which should be spent on homework is as follows:

at P1 – 3 about 10 minutes each night

at P4 – 5 about 20 minutes each night

at P6 – 7 about 30 minutes each night

Homework will usually be practise or revision of a skill or process which the pupil has been taught in class, i.e. Reading, Maths or Spelling work. Current research in Mathematics indicates that children need lots of oral practice to help them improve their mental agility. Pupils are encouraged to learn and memorise addition and subtraction facts as well as multiplication tables. In Langcraigs we have introduced Maths homework sheets which reflect this research. At the early stages particular emphasis is put on aspects of number, money and time, which we feel are important "life skills" for every child.

P4 – P7 will have two research based assignments to complete each session.

Each term, parents will be given information about the content of their child's learning.

Role of Parents

Through your homework information sheets, you will know exactly when your child will be given for homework, the expected **content** and the acceptable **amount of time** which should be spent on homework tasks. This information should help avoid the situation which occasionally arises, when children say they have no homework - **they have!** So please enquire.

Once a month, every child will complete all their school work in their Home Link jotter. This lets parents see what their child has done in class during the day. Parents are encouraged to sign and comment in the jotter.

Parental interest and support is most appreciated, both in ensuring that tasks are completed and in signing the task as an indication that your child has done or has attempted the work given.

Enterprise in Education

Enterprise in education is an excellent strategy to develop the enterprise and employability skills of our young people.

It lies at the centre of curriculum for excellence and promotes a wide range of opportunities, including cross curricular work ,for our children and young people from 3-18 to become successful learners, confident individuals, responsible citizens and effective contributors.

The four main areas of enterprise in education are:

- Enterprising learning and teaching;
- Entrepreneurial learning;
- Work based vocational learning; and
- Careers education.

Five inter-related themes are built around the main areas:

- Supporting the development of skills for life, skills for work;
- Engaging employers;
- Embedding enterprise in the curriculum;
- Building capacity; and
- Enhancing our international profile.

Enterprising activities will be organised to reflect the age and interests of our pupils.

The range of activities could include:

- Links and partnerships with businesses, colleges , schools abroad;
- Fundraising events organised and run by pupils;
- Fairtrade activities;

- Joint school and community initiatives; and
- Work experience placements and speakers.

At Langcraigs we aim to develop enterprising skills, attitudes and creativity across the curriculum. Each class from P1 - P7 has an entitlement to enterprise on an annual basis and pupils benefit from appropriate experimental entrepreneurial activities. We are continually developing partnerships with local businesses and other organisations.

Extra-curricular Activities

A wide range of activities for pupils is arranged by our active sports co-ordinator. These include badminton, football, basketball, athletics, hockey and tennis.

Parents and friends willingly give up their free time to provide activities for our pupils. These activities give our children the opportunity to take part in and experience different challenges which contribute significantly to their overall development. The following activities are available throughout the session:-

Discos & Evening Events	--	Parent Council
Lunchtime and Afterschool Clubs	-	Renfrewshire Sports Co-ordinator
Friday Club	-	Martin Boyd & Lisa Brotherston
Football training	-	With support from St Mirren
Netball Club	-	Miss Wilson
Gardening Club	-	Mrs Love
Homework Club	-	Mrs Hill
Aerobics Club	-	Mrs McMenemy

Primary 6 undergo swimming lessons at the Lagoon Leisure Centre.

A residential trip is planned for P6 and P7 pupils every second year and in April 2016, our pupils will be spending five days at Lockerbie Manor.



Home School Community Links

By law schools have a duty to promote parents' involvement in children's education. Parents are welcomed to be:

- involved with their child's education and learning;
- be active participants in the life of the school; and
- express their views on school education generally and work in partnership with their children's schools.

Every parent who has a child at our school is a member of the Parent Forum. The parent council is a group of parents chosen to represent the parent forum. As a member of the Parent Forum, each parent can expect to:

- receive information about the school and its activities;
- hear about what partnership with parents means in our school;
- be invited to be involved in ways and times that suit you;
- identify issues you want the parent council, to work on with the school;
- be asked your opinion by the parent council on issues relating to the school and the education it provides;
- work in partnership with staff; and
- enjoy taking part in the life of the school in whatever way possible.

The type of things the parent council may get involved in include:

- supporting the work of the school;
- gathering and representing parents' views to the Headteacher, education authority and Education Scotland;
- promoting contact between the school, parents, pupils, and the local community;
- fundraising;
- organising events;
- reporting to the parent forum; and
- being involved in the appointment of senior promoted staff.

For more information on parental involvement or to find out about parents as partners in their children's learning, please contact the school or visit the Parentzone website at www.parentzonescotland.gov.uk.

Parent Council

At Langcraigs our Parent Council play an active role in our school and the office bearers are as follows:

Chairperson:	Mrs Carol Shaw
Vice Chairperson:	Mrs Kirsty Ireland
Treasurer:	Mrs Angela McNeil
Secretary:	Mrs Laura Pattison
Staff Representative:	Mr Graeme Maclean & Mrs Linda Love

Home School Links

The Home Link Service is one of the services working to support children and families in Renfrewshire. They are a multi disciplinary team based in different areas across Renfrewshire and appointed in teams linked to the school clusters in each area.

The main aim of the service is to increase the educational attainment of young people by developing links between home and school thus ensuring that pupils identified through the school's Extended Support Framework as facing issues at home, or in school, which are proving to be barriers to learning are offered additional support.

Support offered to pupils can be given individually or in a group setting. Parents are kept fully involved and initially a home visit will be offered to discuss the referral, and thereafter progress will be reviewed and evaluated on a regular basis keeping parents and pupils fully informed.

Support is also offered to pupils having been identified as being anxious at times of change. Moving from pre 5 to primary, primary to secondary school and from secondary to further education or employment. As this can be a stressful time to both pupils and parents we can work with you and your child's school to ensure a smooth transition, and help them learn how to cope with change.

The Home Link service is a non statutory service and staff work in partnership with parents and school staff. They also work in partnership with other agencies including Counselling and support services, Health, Social Work and Community Learning and Development and other identified local voluntary and government agencies.

Langcraigs staff work hard to encourage meaningful links between home and school. We try to keep parents informed of all school events by sending monthly newsletters and various information sheets.

Sometimes children forget they have been given a letter from school **so please do check your child's school bag every day.**

Parents are kept informed of their child's progress through school reports and Parents' Evenings, which are held in November and March.

During our Pre-School programme, parents will meet our Home-School Link Worker, Karen Fraser. Karen visits our school one and half days per week and her role is to foster links between home and school.

You are most welcome to visit the school at any time but it is preferable to telephone first to find the best time.

The development of the child is the combined responsibility of both the parents and the school and education should be a partnership between home and school..

Your active support and interest in your child's education will greatly enhance their progress in school. We feel that children respond well when praised and feel even better when they can show their school successes to their proud parents

In order to help parents gain an insight into children's learning we have offered Maths workshops, paired reading activities, information on drug awareness and a series of behaviour management workshops.

WE greatly appreciate the involvement of parents in accompanying children on field studies, school trips and assisting teachers in practical class activities. In the interests of safety, parent helpers are required to be disclosure checked.

Citizenship Groups

On one Monday every month, all our staff take a group of children from P1 – P7 for various activities, which include art, baking cakes, litter picking and jewellery making.



Pupil Council and ECO Committee

In Langcraigs Primary we believe that pupils should have a say in how the school is run. We have a Pupil Council and an ECO Committee which consists of representatives from Primaries 4,5,6 and 7. They meet regularly with our Depute Head Teacher to discuss ideas for improvement and how they can be implemented.



Community Links

The school identifies closely with the community through as many links as possible. Children distribute food parcels to the elderly within the local area following our Harvest Festival. We invite local pensioners to join with us in our Christmas Festivities and we regularly participate in fund raising events for charity. Excellent links exist with Glenfield Nursery, Glenburn Nursery and Gleniffer High School. We involve the local community with our learning programmes and through educational excursions.

Visitors

Throughout the session we invite visitors from the local community to talk with our children and plan visits and activities out with the school.

We have had visitors from the following organisations:- Community police, Renfrew District Good Dog Campaign, Dental Hygienist, Fire Safety Officers, Quarrier's Homes, Storytellers. PACE Theatre Company, Zoolab, Gleniffer Rangers and very important visitors – Grandmas and Grandpas.

Visits

During the sessions our pupils take part in educational visits which would normally be an integral part of their Social Studies Topic.

Many of our classes make an arranged visit to Glenburn Library and we encourage all pupils to take out a membership ticket.



School Lets

To apply to use school facilities contact the Community Facilities Section at St. Catherine's Primary School. Contact details are in the important contacts section at the end of this handbook.



Other Useful Information

Listening to learn - Complaints, Comments and suggestions

Renfrewshire Council encourages feedback on its services from parents and pupils as part of our overall commitment to giving the best possible service and to working in partnership. We are, therefore, interested in feedback of all kinds, whether it be compliments, suggestions or complaints.

If you want to register a comment of any type about the school you can do this by writing, telephoning or making an appointment to see someone. All feedback is welcome and keeps us in touch.

If, in particular, you have a complaint about the school, please let us know. It is better that these things are shared openly and resolved fairly, rather than being allowed to damage the relationship between the family and the school. There will be no negative consequences arising from making a complaint and we will deal with the issue as confidentially as possible. If we have made a mistake we will apologise quickly and clearly and try to put things right.

There are some things which you should take note of in relation to making a complaint:

- It is helpful if complaints are made initially to the Headteacher. This makes sure that the school knows what is going on and has an opportunity to respond and resolve the issue.
- It is helpful if you can give some details of the issue and ask for an early appointment to discuss it.
- We will try to respond as quickly as possible, but often issues are complex and we need time to investigate.
- If you are still unhappy with the service or with our response then you will have the right to take up the matter further. You can put your complaint in writing or fill in a complaint form, available in the school or any council office. We can help if you have difficulty with this. Completed forms should be sent to: Renfrewshire Council, Children's Services, Renfrewshire House, Cotton Street, Paisley PA1 1TZ. Telephone 0300 300 3000.
- If you are still unhappy after the further investigation and reply you can take the matter up with the Scottish Public Services Ombudsman, our reply will include the contact details.
- You should also note that you have the right to raise unresolved concerns with your local councillor, MSP or MP.

Data Protection

Information on pupils, parents and guardians is stored on a computer system and may be used for teaching, registration, assessment and other administrative purposes. The information is protected by the Data Protection Act 1998 and may only be disclosed in accordance with the law. For more information please contact the school.

Information in 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 to transport, power failures or difficulties of fuel supply. In such cases, we will do all we can to let you know about the details of closure or reopening. We will keep in touch using letters, e-mail and text messaging, and on the school and council's websites, announcements in the press and on local radio.

To help us keep you informed it is important that you make sure we have the most up to date emergency contact information for your family.

Important Contacts

Director of Children's Services

Peter MacLeod	Renfrewshire House Cotton Street Paisley PA1 1LE	Email schools.els@renfrewshire.gov.uk Phone: 0141 618 6829 Fax: 0141 842 5655
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Homelink Service Staff

Paisley/ Renfrew & Erskine Team	St Fergus Primary School Blackstoun Road Paisley PA3 1NB	Email morag.mcguire@renfrewshire.gov.uk Phone: 0141 848 1344 Fax: 0141 848 6650
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Community Learning & Development

Community Facilities Section	Johnstone Town Hall Ludovic Square Johnstone PA5 8EE	Email comfac.els@renfrewshire.gov.uk Phone: 0300 300 1210
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Adult Learning Services	Johnstone West Campus Beith Road Johnstone PA5 0BB	Email als.els@renfrewshire.gov.uk Phone: 01505 382863
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Youth Services	West Primary School Newton Street Paisley PA1 2RL	Email youthservices.els@renfrewshire.gov.uk Phone: 0141 889 1110 Fax: 0141 840 5353
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Registration Area Offices

Paisley Area	Paisley Registry Office 1 Cotton Street Paisley PA1 1BU	Email registrar.cs@renfrewshire.gov.uk Phone: 0141 840 3388 Fax: 0141 840 3377
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Johnstone Area	Johnstone Registry Office 16/18 McDowall Street Johnstone PA5 8OL	Email registrar.cs@renfrewshire.gov.uk Phone: 01505 320012 Fax: 01505 331771
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Customer Service Centre

Websites

You may find the following websites useful.

- www.parentszonescotland.gov.uk - parents can find out about everything from school term dates to exam results. This site also offers information for pre-5 and post school. It also lists relevant publications for parents and provides hyper-links to other useful organisations.
- www.hmie.gov.uk - parents can access school and local authority inspection reports and find out more about the work of Education Scotland.
- www.scottishschoolsonline.gov.uk - parents can find out about individual schools. They can choose a school and select what type of information they need such as Education Scotland reports, exam results, stay on rates and free school meal entitlement.
- www.renfrewshire.gov.uk - contains information for parents and information on Renfrewshire schools.
- <http://www.childline.org.uk/Explore/Bullying/Pages/Bullyinginfo.aspx> - contains information for parents and children on varying forms of bullying and provides help for parents and children who are affected by bullying.
- <http://www.respectme.org.uk/> - Scotland's anti-bullying service. Contains information for parents and children on varying forms of bullying and provides help for parents and children who are affected by bullying
- <http://www.ltscotland.org.uk/> - provides information and advice for parents as well as support and resources for education in Scotland
- <http://www.equalityhumanrights.com/> - contains information for everyone on equality laws within the government and local authorities.

Glossary

CFE - Curriculum for Excellence

ASN – Additional Support Needs

BGE – Broad General Education

EMA – Education Maintenance Allowance

DDA – Disability Discrimination Act

EHRC – Equality Human Rights Commission

IA – Impact Assessment

SIP – Service Improvement Plan

ASL – Additional Support for Learning

LTS – Learning and Teaching Scotland

SQA – Scottish Qualifications Authority

FOI – Freedom of Information

HGIOS/AifL – How Good is our School/Assessment is for Learning

S1 – 1st year of secondary school

HT/PT/GT – Head Teacher/Principal Teacher/Guidance Teacher

CLAD – Community Learning and Development

RLL – Renfrewshire Leisure Ltd

GIRFEC – Getting it Right for Every Child

Although this information is correct at time of printing in December 2015, there could be changes affecting any of the contents before or during the course, of the school year or in future school years.

Parent Feedback

Please take a few minutes to fill in and return the questionnaire on the next page. Your feedback will help us improve the hand book next year.

Tell us what you think

Your feedback will help us to improve our handbook.

- | Did you find the | Please tick |
|------------------------------|--|
| 1. handbook useful? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. information you expected? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. handbook easy to use? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Please tell us how we can improve the handbook next year.

Name of school: _____

Thank you for filling in the questionnaire. Your views are appreciated. Please return this questionnaire to:

Gayle Fitzpatrick

Management Information Officer

Renfrewshire Council

Children's Services

Renfrewshire House

Cotton Street

Paisley

PA1 1LE

email address: gayle.fitzpatrick@renfrewshire.gcsx.gov.uk