

Handbook 2016/2017

Moss Vale Primary Nursery



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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 Mossvale Primary School and Nursery Class. Some of you will already be familiar with the school whilst others are meeting us for the first time. This handbook is your helpful guide, providing you with information on all aspects of the life and work of the school. I hope you will find it a helpful reference source.

In Mossvale, we aim to provide a happy, secure, health promoting learning environment where your child will be encouraged to work hard, develop social skills, build on their talents and 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

Julie Colquhoun
Headteacher

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.

School aims

- To provide a positive and welcoming environment where everyone is encouraged to do their best
- To give children, parents and staff a strong voice which is always heard and valued
- To promote equality, respect diversity and value the special contributions everyone can make to our school
- To achieve the best outcomes for each child through fostering positive partnerships with parents and the wider community
- To equip children with the knowledge and skills required to lead an active and healthy lifestyle and maintain positive friendships
- To actively involve children in their learning, encourage ambition and celebrate their achievements

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

Head Teacher and Depute Head Teachers

Headteacher: Julie Colquhoun

Responsible for the overall management and organisation of the school and nursery class.
 Specific areas: Expressive Arts, Social Studies, Technologies, RME, P1-P7 Pastoral Care, Child Protection, Transitions



Depute Headteacher: Margaret Paton

To assist and, where necessary, deputise for the Headteacher.
 Specific areas: Additional Support Needs, Modern Languages, management of the nursery class and additional support needs wing and overall responsibility for Support for Learning across the school and nursery.



Principal Teacher: Tracey Robb

Specific areas: Mathematics, Science and School website in addition to teaching in Primaries 5/4 and 6



Teaching Staff

Primary 1	Mrs Heather Moynihan
Primary 2/1	Miss Susan Bruce
Primary 2	Mrs Suzanne McCrum
Primary 3	Miss Heather Imrie
Primary 4	Miss Deborah Tazzar
Primary 5/4	Miss Hazel McCormack
Primary 6/5	Miss Claire Sheridan
Primary 6	Miss Caroline Henderson/Mrs Tracey Robb
P7	Miss Nicola Scott

Non Class Contact

Mr Stephen Renfrew

Other staff in the school

Support Staff

Mrs Catherine Harris
Mrs Lyn Morier

Senior Clerical Officer
Clerical Officer

Classroom Assistants (Additional Support Needs)

Mrs Judith Brown
Miss Charlotte Fox
Ms Julia McRae

Classroom Assistants

Mrs Michelle Morrison

Janitorial Staff

Mr Gerard Brennan

Visiting Specialists

Mr Peter Gill
Mr John McGhee
Mr David Rose
Miss Michelle McKillop
Mrs Christine Younger
Mr Richard House

School Chaplin
Instrumental Music Instructor
Active Schools Co-ordinator
Home Link
Speech & Language Therapist
Visual Impaired Support Teacher

Catering Staff

Mrs Joanne Thomson
Ms Theresa Lavelle
Miss Stacey Moyes
Miss Linda Diven

Catering Manager
Catering Assistant
Catering Assistant
Catering Assistant



School information

School contact details

- phone number: 0141 889 3411
- email address: mossvaleenquiries@renfrewshire.sch.uk
- write to or visit us at: 3/5 Gockston Road, Paisley, PA3 2QB

Parent Council contact details

Chairperson: Mr George Hamilton

Email: george.hamilton@gshesolution.co.uk

School roll

The present roll for session 2015/16 is 199. The maximum roll is 217.

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

Information about the school is shared with parents in a variety of ways. Our new school website contains all pertinent information on the school and nursery and has a variety of links which parents may find useful in supporting their child's education at home. Each month, both the school and nursery issue a newsletter informing parents of events, achievements and forthcoming diary dates. These are also added to our website. Individual classes also issue their own termly newsletters informing parents about the learning taking place. Each class has a blog detailing learning in the classroom. Letters regarding events and activities such as after school clubs are also sent out regularly to parents to ensure consent is gained for children who wish to participate.

Throughout the year, we have a variety of curriculum information sessions and parents appointments to inform you of your child's progress and keep you abreast of current curricular developments. All teaching staff are available to meet with parents who require support or advice concerning their child's learning – appointments can be made via the school office.

School day

The school hours are:

Open	9.00am	-	3.00pm
Interval	10.30am	-	10.45am
Lunch	12.15pm	-	1.00pm

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





Renfrewshire Council			Amended March 2015
			2 in-service days on return in August
			1 Day St Andrews Day
			Finish 20 December 2016
			2 Day February Break
			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
Second	Christmas	Schools Closed	Wednesday 21 December 2016
		Schools Re-Open	Thursday 5 January 2017
		In-Service Day	Friday 10 February 2017 (IS)
		Schools Closed	Monday 13 February 2017
		Schools Re-Open	Wednesday 15 February 2017
Third	Spring	Last day of session	Friday 31 March 2017
		Schools Closed	Monday 3 April 2017
		Schools Re-Open	Tuesday 18 April 2017
	May Day	Schools Closed	Monday 1 May 2017
		Schools Re-Open	Tuesday 2 May 2017
		In-Service Day	Thursday 25 May 2017 (IS)
	Local Holiday/Closed	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

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.

Mossvale Primary has an attractive uniform:

Tie: Navy Blue/Silver Stripe
 Badge: Navy Blue/Silver
 Skirts/Trousers: Navy Blue/Dark Grey



Shirts/Blouses: White, Blue or Grey
Jumper/sweatshirt: Navy Blue

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

During the summer term, staff and 'buddies' visit all children who have enrolled to come to Mossvale in their own nursery establishments. Arrangements for meetings with parents and induction days for pupils will be sent to parents early in the summer term. These induction days allow children to meet their teachers and classmates, familiarise themselves with their classroom and play with our resources. Parents have the opportunity to learn about the school and the curriculum, meet important members of staff and the school community, ask any questions they may have about their child starting school and sample a school lunch with their child.

For children attending Mossvale Nursery Class, transition to school is made even smoother through a variety of on-going joint activities with the school. For example, attending assemblies, joint playtimes in the school playground, classroom play sessions with Primary 1 children and visiting the school lunch hall to sample food throughout the year.

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

Class Organisation

The current class structure and roll for each class is as follows:

• Primary 1	18
• Primary 2/1	20
• Primary 2	20
• Primary 3	25
• Primary 4	30
• Primary 5/4	23

- Primary 6/5 24
- Primary 6 23
- Primary 7 16

Parents should note that the working capacity of the school may vary depending upon the number of pupils at each stage and the way the classrooms are organised. The design of the school is such that it is easily accessible for pupils with physical disabilities who may require a wheelchair. Dedicated parking spaces have been created to ease access for people with disabilities.

Renfrewshire Council's normal maximum number of pupils in a single year class is 25 for P1-P2, 30 for P3 and 33 for P4-7 with the maximum number of pupils in a composite class being 25.

Schools are staffed to agreed standards based on the total number of pupils within the school regardless of the numbers of pupils at each year stage. This means that headteachers need to organise classes to make best use of available staff, resources and space. Balancing up the various factors involves both educational and organisational considerations.

The head teacher is responsible for structuring classes on the basis of advice given by the council.

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.

In Mossvale Primary, we incorporate a range of summative and formative assessment strategies to help us plan, along with children and parents, the next steps in meeting the needs of all of our pupils. Each class teacher involves the children in setting themselves termly, challenging targets in Maths/Numeracy, Literacy and Health and Wellbeing. Evidence of achievement of these is gathered by the teachers and children.

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.

In Mossvale, we meet with parents formally in October and May to discuss the progress of pupils across all areas of the curriculum, their achievements and their future learning. Parents receive information on learning targets in November and a full report on all curricular areas in March, prior to meeting with the teacher.

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 2015/16

Service Outcomes:

Renfrewshire's Council Plan and Community Plan set out a vision for Renfrewshire, identifying the challenges and opportunities and provides a framework for improving outcomes for the citizens of Renfrewshire. From this, Children's Services has developed an action plan setting out how it intends to achieve the outcomes identified in the Council and Community Plan.

As part of Children's Services, Mossvale Primary School and Nursery Class has developed their school improvement plan which provides a framework for how we intend to continue our work towards achieving better outcomes for those associated with our school community.

In both the national and local context, Curriculum for Excellence, Getting it Right for Every Child and closing the poverty attainment gap are the focus for education and responding to these priorities will be a central aspect for Mossvale Primary School and Nursery Class since they are central to preparing and supporting children and young people for the future.

School aims

- To provide a positive and welcoming environment where everyone is encouraged to do their best
- To give children, parents and staff a strong voice which is always heard and valued
- To promote equality, respect diversity and value the special contributions everyone can make to our school
- To achieve the best outcomes for each child through fostering positive partnerships with parents and the wider community
- To equip children with the knowledge and skills required to lead an active and healthy lifestyle and maintain positive friendships
- To actively involve children in their learning, encourage ambition and celebrate their achievements

Improvement objectives

- Establish a Child's Plan for every Nursery child – this will include their Care Plan

- Introduce a nurturing approach and nurturing strategies within the Nursery and Primary 1
- Implement the recommendations from 'Building the Ambition' document within the Nursery
- Improve the Going for Green school behaviour system
- Continue to develop 'children's rights' within and across the curriculum
- Embed the reciprocal reading approach across all classes in the school and introduce within the Nursery
- Review the Health and Wellbeing curriculum to ensure appropriate skills progression from the Nursery to Primary 7
- Implement the local authority Numeracy Champion initiative
- Implement the local authority Literacy Coaching Programme
- Extend French to all stages within the school and Nursery
- Embed our new, whole school Vision, Values and Aims

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.

Mossvale Primary School is an associated primary school of Paisley Grammar Secondary School.

Acting Head teacher Ms Donna Stevenson telephone: 0141 889 3484

Children transferring from Mossvale to Paisley Grammar participate in a comprehensive transition programme, developed by the secondary and the associated primary schools, throughout their Primary 7 year. For example, visits to Paisley Grammar IT and Maths departments, joint learning projects with the English, Maths and Modern Languages departments and visits from a variety of Paisley Grammar staff to speak with the children on a number of topics. 2 formal induction days take place in June each year at Paisley Grammar, where children follow timetables similar to those they will experience in their first year at the secondary. Paisley Grammar staff also visit to speak with parents and Mossvale staff to ensure continuity and progression in children's learning when they transfer to secondary.

Nursery class of Mossvale Primary School

Nursery Class Provision

The school's Bluebell nursery class provides 33 morning and 33 afternoon places for children aged 3 - 5 years. In addition, the Snowdrop nursery class provides 12 places for children aged 3 -

5 years with language and communication difficulties.

Children are eligible for entry to the nursery class from the month after their third birthday for birthdays between September and February. Children with birthdays between March and August will be eligible for entry to the nursery class in August. Application forms for a nursery place are available from our school office or Renfrewshire Council's website and should be returned there on completion. Parents may register an application for their child from the age of 2 years.

Admission to Nursery

Nursery class provision is non-denominational. Placement in the nursery class does not guarantee a place in the primary school if a placing request is necessary. All Renfrewshire nursery classes adhere to the council's early years admission policy and all applications are dealt with in line with its guidelines.

All applications are discussed at the area admissions panel and agreement about the allocation of places is made by the members. Parents will receive notification when their child is allocated a place and information will accompany this about starting dates and times.

In some circumstances children awarded a priority ranking within the early years admissions policy may start once they become 3 years of age.

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, and visits to the primary.

Car Parking

A dedicated parking space has been created to ease access for people with disabilities. Please do not use this space without authorisation.

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 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 can then 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.

In Mossvale, we monitor children's attendance and lateness on a monthly basis and liaise with parents and carers as appropriate.

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 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.

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.

In Mossvale, parents and pupils are encouraged to promptly report any incidents of bullying to either the head teacher or depute head teacher to enable school staff to resolve problems at an early stage by taking necessary action.

Mossvale Code Of Conduct

In School

- be pleasant and polite to everyone
- be kind and considerate to everyone
- treat others as you would want to be treated yourself
- move around the building in a quiet, orderly fashion
- work as hard as you can to help both yourself and others
- remember, others are working, you should work quietly too
- look after your own, the school’s and others’ property
- be proud of Mossvale, wear your uniform
- come prepared for school, bring your homework, P.E. kit and your indoor shoes
- never leave the school without permission
- expensive items (i.e. jewellery, toys) may be broken or damaged at school, please leave them at home
- have pride in the appearance of your school, keep it tidy by putting your litter in the bin

In The Playground

- keep yourself safe, play sensibly
- use appropriate language, be pleasant and polite to everyone
- never leave the playground without permission
- line up promptly and quietly after intervals
- report any incidents to one of the adults in the playground
- treat the monitors and playground supervisors with respect

On the way to and from School

- remember you represent your school, act sensibly and responsibly
- be safe, use the crossing patrols
- always come straight to school and go straight home at the end of the day
- wear a smile, be happy and enjoy yourself at school

N.B. Children in Primaries 1 and 2 must be brought to and taken home from school by an adult.

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:

- 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.
- Childrens 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.renfrewhire.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.

Children who pay for lunches use the Cashless Catering System in Mossvale. Essentially this system lets pupils pay for school meals without having to carry cash every day. Free school meal pupils have amounts credited to their account daily and as such there is total anonymity for users. We require permission to use your child's photograph and biometric finger scan, this information is held under secure conditions and will never be transferred out with the school. This system is not linked to any other system and cannot be accessed by unauthorised users. There are no worries about missing a day either as monies credited to the system simply carry forward until they are used.

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.

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. In Mossvale, our playground is supervised by our support staff, including the janitor, during playtimes and lunch times.

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. Therefore 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

In Mossvale we aim to encourage pupils to develop responsible attitudes, self control, honesty and consideration for others across the whole school and in the local and wider community. Good behaviour and respect are encouraged and basic school rules reinforced, through our Good to be Green Behaviour programme – developed following consultation with all our stakeholders. Using this, we aim to create an atmosphere of order and purposefulness throughout the school, allowing the children to spend their day in a controlled yet stimulating atmosphere where their learning can thrive. We give positive recognition to pupils who are working hard and behaving responsibly. Pupils in each class who work or behave exceptionally well are regularly rewarded. For example, they might receive points or certificates in recognition of responsible behaviour or effort from their teacher. 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.

Please ask to see our Promoting Positive Behaviour Policy or find it on our website.

Wet weather arrangements

During wet and inclement weather, the children spend their breaks in the classroom supervised by support staff and a member of the management team. Class teachers are responsible for ensuring children know what activities they are allowed to carry out during this time e.g. rainy day drawing books, construction activities and library books. The children are allowed to eat their snacks in the classroom.



Curriculum matters

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 quickly. 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:

Literacy, numeracy and health and well-being – responsibility of all; and

English, mathematics, modern languages, sciences, social studies, expressive arts and religious and moral education/religious education in Roman Catholic schools.

The Learner's Journey

The experiences and outcomes within Curriculum for Excellence are written at 5 levels, with progression to qualifications described under the senior phase. The journey most children are expected to follow through the levels during the different stages is set out below. Some children will start learning at these levels earlier and others later, depending on individual needs and aptitudes. The framework is, however designed to be flexible in order to permit careful planning for those children with additional support needs.

Level	Stage
Early	the pre-school years and Pr 1 or later for some
First	to the end of Pr 4, but earlier or later for some

Second	to the end of Pr 7, but earlier or later for some
Third and Fourth	S1 to S3, but earlier for some The fourth level broadly equates to SCQF level 4
Senior phase	S4 – S6 and college or other means of study.

Subjects

In Mossvale, as well as teaching the discreet subjects listed above, we use an approach referred to as interdisciplinary learning to make links between different subjects or disciplines to enhance children's learning as appropriate. It promotes the development and application of what has been taught and learned in new and different ways. It provides opportunities for deepening learning, for example through exploring an issue, solving problems or completing a final project.

Our approach to literacy, numeracy and health and well-being

It is the responsibility of all staff in Mossvale to contribute to children's learning and development in literacy, numeracy and health and well-being. Although these subjects are often taught discreetly they permeate all areas of the curriculum and it is the responsibility of all staff to promote opportunities to develop children's knowledge and skills in these areas.

Our approach to relationships, sexual health and parenthood education

Our teachers are trained to deliver the Curriculum for Excellence experiences and outcomes which relate to the Relationships, sexual health and parenthood aspect of Health and well-being. Parents are informed when sensitive areas are planned to be covered within the classroom and have the opportunity to withdraw their child if they would prefer to teach their child about these areas at home.

Assessment is for Learning

The principles of Curriculum for Excellence apply to assessment in a way that achieves coherence across experiences and outcomes, learning and teaching and assessment practice. Assessment is an integral part of learning and teaching. It helps to provide a picture of a child's or young person's progress and achievements and to identify next steps in learning.

Assessment approaches need to promote learner engagement and ensure appropriate support so that all learners can achieve their aspirational goals and maximise their potential.

As with all aspects of Curriculum for Excellence, assessment practices should be seen from the perspective of the learner. Learners should be engaged in all aspects of assessment processes and be afforded an element of choice and personalisation in showing that they have achieved the intended outcomes.

As learners move through the curriculum, they will experience a range of approaches to assessment. From the learner's perspective, assessment will begin in pre-school by focusing on personal development and feedback with experiences built around the developing child while in addition at the senior phase young people will experience assessment practices which lead to qualifications.

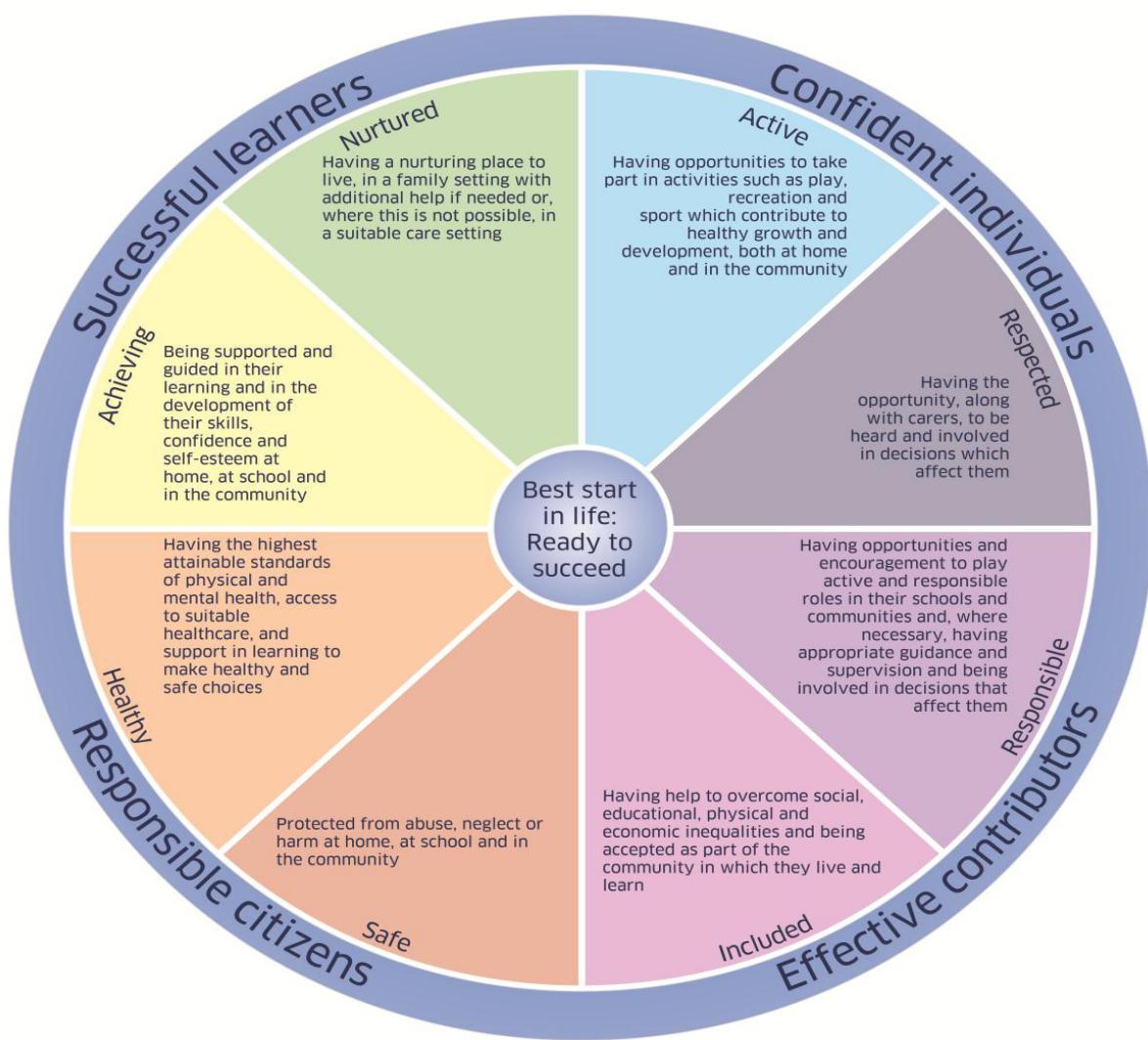
Please ask to see our Assessment Policy or find it on our website.

Additional support for learning

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](http://enquire.org.uk) – the Scottish advice service for additional support for learning

Telephone – 0845 123 2303

Email – info@enquire.org.uk

[Scottish Independent Advocacy Alliance Ltd](http://www.siaa.org.uk) - 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.

Health and 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.

Specialist support service – teachers teaching in more than one school

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.

Mossvale 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 or find it on our website.

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.

Extra-curricular activities

Our Active Schools Co-ordinator, David Rose, organises a wide range of sporting activities, after school and during lunch times, for all age groups of children e.g. badminton, hockey, dance and football. In addition, some teaching staff run clubs out with the formal curriculum such as, netball, scripture union and football.

Parents are notified prior to extra-curricular activities beginning and consent for children to attend is sought.



Home school community links

Parent Council

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.

In Mossvale, our Parent Council meets on the last Monday of each month in the school building. All parents are welcome to attend and those who cannot are kept up to date with progress through regular newsletter items.

Parent Fundraising Group

At Mossvale Primary School we are keen to encourage parental involvement in the life of the school. As a result, we have an active group of parents who regularly meet to discuss and plan events which raise funds for our school. They are aptly named 'Mossvale FUNdraisers'. Their events range from organising School Discos to Family Fun Nights. All parents are welcome to join this much valued group.

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.

Pupil Council

We have a very pro-active Pupil Council in Mossvale Primary School. Each year, classes vote for 2 children to represent their views on the Pupil Council. The group meets at least every fortnight to discuss a wide range of school topics and issues and plan fundraising opportunities for the whole school to participate in.

The Pupil Council is very much run by the children themselves, although one member of staff attends meetings. The children plan the agenda for meetings, take the minutes and report back to their class mates and staff, including the head teacher. They plan and undertake a wide range of tasks which help to improve the school environment for their peers.

Our Early Level Pupil Council promotes school nursery links. It has members from both morning and afternoon nursery sessions who meet with our Primary 1 Pupil Council representatives to discuss issues around transition to school. A member of the nursery staff team co-ordinates the Early Level Pupil Council.

Community links

The school identifies very closely with the local community through many and varied links. Children visit old peoples' homes and the local sheltered housing complex to distribute food parcels following our Harvest Festival. Children in the choir sing for a variety of pensioners groups throughout the year. Mossvale Community Church visit the school each week for the Friday Club which now has more members than ever before! We invite local pensioners to join us in our Christmas festivities and we regularly participate in fundraising events for charity e.g. Children in Need and Comic Relief. Excellent links exist with our cluster primary schools, Rainbow Nursery and Paisley Grammar School. We involve the local and wider community with our learning programmes through planned visits to the school from a variety of personnel and outside educational excursions.

Sharing a campus with St James' Primary School makes it easy for us to develop and sustain strong working relationships and friendships. The children regularly get together at assemblies, playtimes, fundraising events and during extra-curricular activities. We also plan shared learning projects with our peer classes in St James's. There is a strong community feel to the school.

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 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
Adult Learning Services	Johnstone West Campus Beith Road Johnstone PA5 0BB	Email als.els@renfrewshire.gov.uk Phone: 01505 382863
Youth Services	West Primary School Newton Street Paisley PA1 2RL	Email youthservices.els@renfrewshire.gov.uk Phone: 0141 889 1110 Fax: 0141 840 5353

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
Johnstone Area	Johnstone Registry Office 16/18 McDowall Street Johnstone PA5 8OL	Email registrar.cs@renfrewshire.gov.uk Phone: 01505 320012 Fax: 01505 331771
Customer Service Centre	Renfrewshire House Cotton Street Paisley PA1 1AN	Email customerservices.contact@renfrewshire.gov.uk Phone: 0300 300 0330

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 handbook 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?

Yes No

2. information you expected?

Yes No

3. handbook easy to use?

Yes 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

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