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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

A handwritten signature in black ink that reads "Peter MacLeod".

Peter MacLeod
Director of Children's Services

Welcome from the head teacher

Welcome to St Fillan's Primary School

As Acting Head Teacher of St Fillan's Primary School, I am delighted to share this handbook with you, which I hope will provide you with the information you will require as a new parent / carer to the school. This handbook aims to provide an outline and brief profile of the school.

As a school we strive to provide the best quality education for the children in our care, ensuring they are actively involved in their own learning, allowing them to develop spiritually, emotionally, intellectually, socially and physically. We support all of our children to ensure they do their best and fulfil their potential throughout Primary School, encouraging them on their journey as lifelong learners.

We are proud of our catholic ethos and promote a broad and balanced curriculum, including preparation for the Sacraments to our pupils, which is delivered by competent and caring staff. We pride ourselves in our achievements and continually strive to improve our high levels of attainment.

As a school we are committed to working in partnership with parents and carers and we very much value your opinions and suggestions on how to improve our school. We are proud of our standing in the community and are continually forging new initiatives and partnerships, supported by our committed Parent Council.

In St Fillan's Primary School, we give children as many opportunities as possible and promote a caring, honest and respectful ethos where we work together as a community. Children are encouraged to take pride in the school and are encouraged to be responsible for their actions. We have high but achievable expectations in terms of behaviour, attitude and attendance at school.

If you require any further information or details please do not hesitate to contact me. I look forward to working with you in the future.

Yours sincerely



Marie Ward
Acting Head Teacher

School aims

Vision:

At St. Fillan's Primary School we believe that all persons are created by God, unique and equal. The whole school community strives to build up an ethos that is based upon Gospel Values.

St. Fillan's Primary School aspires to be a centre of excellence and achievement, one which provides the highest quality of education. We believe that children learn best and fulfil their potential in a secure and happy environment where they are confident, valued and trusted.

We promote creativity and enthusiasm because we believe that children should enjoy their learning and also be challenged to develop to their fullest potential. All children are valued, supported and encouraged to participate in the life of the school and the wider community.

Values:

The words below are a selection that the children decided would be the most important to include in the Values of our school community.

AIMS:

We aim to provide a stimulating, inclusive and appropriate curriculum in line with Curriculum for Excellence which will be:

- Responsive to the principles of curriculum design and full implementation of Curriculum for Excellence experiences and outcomes in meeting the needs of all of our pupils
- Effective in ensuring that our school curriculum is a stimulus for personal achievement and that all pupils aim high and achieve to their fullest potential
- Staffed and resourced to the best of our ability
- Delivered using a variety of active and collaborative teaching and learning approaches

We aim to improve the standard of attainment and achievement within the school by:

- Providing a review of learning and planning of next steps to ensure appropriate support, challenge and pace of learning
- Ensuring that pupils have access to learning activities and experiences which meet their needs and barriers to learning are addressed
- Effective tracking of pupil progress and achievement and use of a range of assessments throughout the learning journey

- Opportunities are varied, planned and celebrated to recognise wider achievement

We aim to provide quality learning and teaching by:

- Engaging in professional reflection and evaluation of new initiatives in education
- Developing creative and innovative practice at all stages
- Effective use of assessment information to identify next steps in learning
- Ensuring the use of Technologies permeate the curriculum
- Involving parents in their child's learning
- Providing opportunities for our pupils to assess their own progress and regularly engage in self and peer assessment

We aim to support pupils by:

- Building their confidence, self respect and self esteem
- Developing positive behaviours that demonstrate a sense of individual and collective responsibility
- Developing informed attitudes towards leading a healthy and active lifestyle
- Promoting pupil involvement in the life of the wider community
- Maintaining effective partnerships with other agencies to offer maximum support for our pupils
- Developing life skills and attitudes that will prepare them for the world of work

We aim to create a positive school ethos by:

- Ensuring the school values of St. Fillan's Primary School become part of the day to day life of the school
- Creating a safe, relaxed and happy teaching environment
- Ensuring staff, pupils and parents are valued
- Ensuring staff and pupils are encouraged and motivated as fully as possible
- Ensuring that visitors are welcomed
- Ensuring trust and co-operation amongst staff and parents
- Building effective relationships with the Parent Council, parish, community and other agencies

We aim to support staff to develop to their full potential by:

- Creating a strong collegiate school team which operates in an atmosphere of openness, support and effective communication
- Ensuring professional development of staff supports national, authority and individual needs

- Reviewing resources and accommodation to meet the demands of a changing curriculum
- Annual staff review which informs classroom practice and supports continuous improvement for learners

We aim to secure improvement and respond to educational change by:

- Maintaining rigorous self evaluation procedures
- Ensuring an effective and responsive consultation processes
- Active participation of whole school community in planning for improvement
- Developing leadership roles at all levels to bring about change and improvement
- Providing high quality provision which promotes continuous improvement
- Working with our school community and partner agencies to evaluate provision for all stakeholders
-

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 Principal Teacher

Mrs M Ward

The Head Teacher has overall responsibility for running the school and is responsible for the pastoral care of all children P1-P7. This includes achievement, progress and Child Protection. The Head Teacher also works closely with local high schools to ensure smooth primary/secondary transitions for children.

She is also responsible for liaison with colleges/schools to support students/work experience.

Mrs J McPherson

Mrs McPherson is the Principal Teacher. Her remit includes pupil support, reading and pastoral care for P1-P4. The Principal Teacher is also responsible for pre-5/primary transition.

Teaching Staff

Primary 1	Mrs A Cleary
Primary 2/3	Mrs J McKay
Primary 3/4	Mrs J Degnan
Primary 4/5	Mrs S Sim/Mrs L McVicker
Primary 5/6	Mrs J Kaney/Mrs M McKay
Primary 7	Mrs J MacFarlane

Other staff in the school

Senior Clerical Assistant	Mrs C Scott
Clerical Assistant	Mrs S Richardson
Classroom Assistant (Additional Support Needs)	Mrs J Kelly
Janitor	Mrs J Johnston
Cook	Mr J McDermott
Dinner Hall Supervisor	Mrs K Cooper
	Ms L Kane

Visting Staff

Dr Routray	School Doctor
Ms Mairead Young	School Nurse
Ms Gai McKelvie	Educational Psychologist
Mr Robert Russell	Woodwind Instructor
Mr Cameron Sharp	Active School Co-ordinator
Mr Neal Robertson	Service Delivery Officer
Ms Irene Dayer	Home Link worker

Chaplaincy Team

Father Danny McLoughlin
Sister Mary Francis Collett

School information

School contact details

- phone number: 01505 613131
- email address: stfillansenquiries@renfrewshire.gov.uk
- write to or visit us at: 1a Main Street, Houston, PA6 7EL

Parent Council contact details

Chairperson: Mr Douglas Harvey

Email: dougjharvey@aol.com

In St Fillan's Primary school we value the many opportunities to communicate with parents. Over the school session there is a variety of opportunities including: Meet the Teacher, monthly newsletters, curriculum information sessions, open afternoons and topic showcase events. Each class also prepares a class mass or service which we encourage parents to attend.

School roll

The current school roll is 140. This is distributed in the following way:

Primary 1	21	Primary 4/5	21
Primary 2/3	22	Primary 5/6	24
Primary 3/4	23	Primary 7	29

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

It is important that parents are active partners with the school to provide a high quality education for our learners. The school website offers a wealth of information about St.Fillan's Primary School including monthly newsletters. We also provide a number of links to other websites which will provide information and advice to parents. Through letters, leaflets and information evenings we also keep parents up

to date with new initiatives and developments within the school and local authority.

We operate an open door policy and encourage parents to give regular feedback by visiting, e-mailing or using homework diaries as a form of communication.

School day

Informal Entry	8.55 a.m
Interval	10.40 a.m – 10.55am
Lunch	12.35 p.m – 1.20 p.m
Dismissal	3.00 p.m

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

School Handbook 2016-17

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
Proposed School Holiday Arrangements			
2016/2017			
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

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.

This school has a very attractive uniform and the items are listed below. Our pupils are asked to wear the agreed uniform at all times and parental support is appreciated:

- Brown skirt/trousers (smart/tailored) and **dark outdoor shoes.**
- Brown blazer or brown school fleece jacket (and brown shower proof jacket).
- Blue shirt and tie, school sweatshirt or brown jumper/cardigan, or
- School polo shirt and school sweatshirt.

- The wearing of trainers to and from school is actively discouraged and we ask that they be kept for indoor use only.

- Please note shirt and tie (formal school uniform) will be required by all children. This will be requested for formal school events and masses.

Summer (if desired)

Blue/white gingham dresses **or** smart, plain brown or navy blue shorts with a school polo shirt.

If shorts are worn they must be suitable and complement the uniform. If a sweater/cardigan is required in summer, it must be from the school uniform.

PE Kit

St. Fillan's t-shirt (in the appropriate house colour) dark coloured shorts and soft-shoes.

Rain jacket and joggers for outdoor learning.

Due to lack of space, we request that PE kits are only brought to school on gym days.

All children should have soft shoes or trainers for changing. All items of clothing should be clearly marked with the child's name. Jewellery should be kept to a minimum, if at all, and **must be removed** before PE for health and safety reasons.

Stationery Requirements

It would be helpful for the start of the new term if, in your child's pencil case, you could include the following items: -

HB pencils	Ruler (with your child's name)
Rubber	Glue stick (with your child's name)
	Small calculator (from P.3 onwards with your child's name)
	Speller checker (optional from P.7 onwards)

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.

After the initial enrolment for Primary 1 occurs, steps are taken to ensure that the transfer from pre-school is as happy as possible. Arrangements for meetings with parents and induction days for pupils will be notified during the spring or summer terms.

Local pre-school establishments: -

Houston Primary Nursery	01505 610043
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Abbey Nursery, Houston	01505 612369
Woodlands Nursery, Houston	01505 613134
Rivendale, Bridge of Weir	01505 610611

During the induction process a Primary 7 Buddy is identified for each Primary 1 child. There are opportunities for these children to develop relationships in the playground and through weekly activity time. This programme offers a valuable support to the younger children and provides the older children with responsibility and opportunities to develop their leadership skills.

Class Organisation

St. Fillan's Primary School is a co-educational school, catering for both boys and girls. The school meets the needs of the Roman Catholic community within Bridge of Weir, Crosslee and Houston. The Head Teacher organises classes in line with Council policy and these are subject to annual review. In recent years, St. Fillan's Primary School has included composite classes throughout the school.

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.

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

Strategic Actions

- Continue to implement 'Getting it right for every child' (GIRFEC)
- Update our child protection training programme
- To raise awareness and understanding of the United Nations Convention On the Rights of the Child (UNCRC) amongst children and those working with children
- Continue to implement CfE
- Improve the quality and experience of modern languages (MFL) in primary schools
- Continuous improvement and self-evaluation procedures are embedded in all Renfrewshire education establishments

Improvement objectives

- Continue to improve staff awareness of GIRFEC agenda and further improve outcomes for children
- Staff will be trained on Internet Safety and child sexual exploitation
- Development of nurturing approaches, focusing on children's rights
- Pupils will be supported to focus on their development of skills and will be encouraged to reflect on progress and achievement across the eight curriculum areas
- We will continue to develop approaches to the delivery of Curriculum for Excellence. Staff will have training on mental maths strategies
- Staff will further enhance the MFL skills and further opportunities for pupils to learn and use modern languages will be provided
- We will revise our quality assurance procedures which will provide consistency and ensure clarity of impact
- All staff will continue to be supported through the process of Professional Update. We will implement Renfrewshire Council PRD Policy and paperwork

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.

St Fillan's Primary School is an associated primary school of St Benedict's High School

Head teacher Mr G O'Neil

Telephone: 01505 327500

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 which help to ensure a smooth transition and continuity of learning for the child transferring to primary.

St Fillan's Primary School staff visit local nurseries to meet with your child as part of the transition process. Our P7 "Nursery Ambassadors" will also visit nurseries to speak to children.

Car Parking

- (a) Dedicated parking space(s) has (have) been created to ease access for people with disabilities. Please do not use this space/these spaces without authorisation.
- (b) Those using this space should be disabled badge holders.
- (c) In the interest of the children's safety, parents are asked to drop children away from the school gates. There is a park and stride facility where parents can park in the Fox and Hounds car park and walk children to the school gates. The official school car parking area is limited and is for staff parking only. All children should walk round the barriered route and not through the school car park.

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 contact is not made to us we may need to go to other contact numbers that you have provided.

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.

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.

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 works 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 mobiles 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.

In St Fillan's Primary School the system, which operates in the canteen, is a simple one, which the children can easily manage. Money is collected first thing in the morning when children report to the dining hall to select their chosen meal and pay.

A number of themed days encourage children to taste different types of foods. There are a number of nutritional choices for lunchtime and a selection of healthy snacks for interval. The school also offers a Fairtrade Cafe to children three times per week. This is run by senior pupils.

In the summer term, parents will be invited to sample the canteen menu and to introduce pre-school children to school meals.

Special diets can be provided for children with specific medical problems. (Parents should contact the school cook).

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.

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

The relationship between pupil and teacher is similar to that between child and his/her own parents requiring mutual respect and consideration. In St. Fillan's we follow a classroom discipline plan that affords every pupil guidance in making good decisions about his or her behaviour and thus an opportunity to learn in a positive, nurturing classroom environment.

To encourage pupils to follow the rules, staff will support appropriate behaviour with verbal recognition and positive notes, stickers and certificates.

In the case of repeated or serious incidents, parents would be advised immediately and invited to discuss the matter fully. Good home/school relationships should ensure that any difficulties could be resolved. The early intervention of parents, whose children are creating discipline problems, is of extreme importance in the school's attempts to ensure the highest quality of education for all pupils.

It is important that we create a community in the school where you know that your child will be happy and safe. We have a positive approach to discipline by encouraging and rewarding good behaviour and attitudes. In St. Fillan's, teaching and learning focus on developing children who are confident individuals, successful learners, effective contributors and responsible citizens.

Wet weather arrangements

During wet intervals and wet lunch breaks children will remain indoors. Senior pupils monitor in younger classes with adults being allocated departments to monitor. Children are given a variety of relaxing activities to choose from during this time. Children will continue to eat their lunch in the school dining room and return to their classroom afterwards.

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 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:

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

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

The Learner's Journey

Children progress and achieve in different ways and at different rates. The focus for progression is not only about “how fast” but also about “how much” and “how well” children are learning.

All children have access to all curricular areas across each session. Spanish is taught from P1-P7. French is taught from P5-P7.

All children have a personal learning profile where they can store examples of good work. Regular opportunities are provided for children to discuss their learning with their teacher and plan their next steps in their learning journey.

Subjects

There are 8 subject / curricular areas within the Curriculum for Excellence Curriculum. These are;

Health and Wellbeing
Social Studies
Expressive Arts
Religious Education
Sciences
Literacy and English (including Spanish P5-7)
Numeracy and Mathematics
Technologies

All children in St.Fillan's Primary will study all subjects across the year.

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

Literacy, Numeracy and Health and Well-Being are the responsibility of all staff within a school. Through Curriculum for Excellence children and young people are entitled to a continuous focus on Literacy, Numeracy and Health and Well-being. These skills are developed across all curricular areas and are essential if young people are to access learning, succeed and live healthy, active lives.

Our approach to relationships, sexual health and parenthood education

As a Roman Catholic Primary School this is taught based on the gospel values and teachings of the Catholic Church. A programme called 'God's Loving Plan' is used as a basis to teach children about forming healthy loving relationships. This begins in P1 with friendship and develops to P7 where the sacrament of marriage is explored. Materials are on display for parents to see at various curricular events throughout the year.

Assessment is for Learning

In St. Fillan's our policy on assessment is informed by the national initiative "*Assessment is for Learning*" programme and through "*Ambitious Excellent Schools*". It is guided by local advice and the draft Assessment Policy from Renfrewshire Council. Teachers share the learning intentions with pupils. These are displayed in the classroom and are closely linked to the Curriculum for Excellence outcomes. Staff also discuss with the children the criteria for success (ie what they must do in order to be successful) to ensure that there is a shared understanding of the knowledge and skills to be attained. Pupils are also encouraged to contribute their own ideas regarding what they might wish to learn, how they might learn and to evaluate their own learning using checklists. Children will also use self and peer

assessment to help them identify their next steps in learning. By using positive and constructive feedback, pupils are encouraged to take more responsibility for their own learning.

Assessment for Learning is assessment to promote and support learning. Information gathered by teachers and students modifies and improves teaching by ensuring

- **pupils understand clearly** what they are trying to learn, and what is expected of them
- **pupils are given feedback** about the quality of their work and what they can do to make it better
- **pupils are given advice** about how to go about making improvements
- **pupils are fully involved** in deciding what needs to be done next, and who can give them help if they need it

Religious Observance

Our school is fortunate to have a close link with the local church. The parish priest supports the ethos and life of the school and religious education. Parents have the right to withdraw their child from religious observance and should inform the school in writing. All pupils attend mass or services unless parents have made alternative arrangements with the Head Teacher.

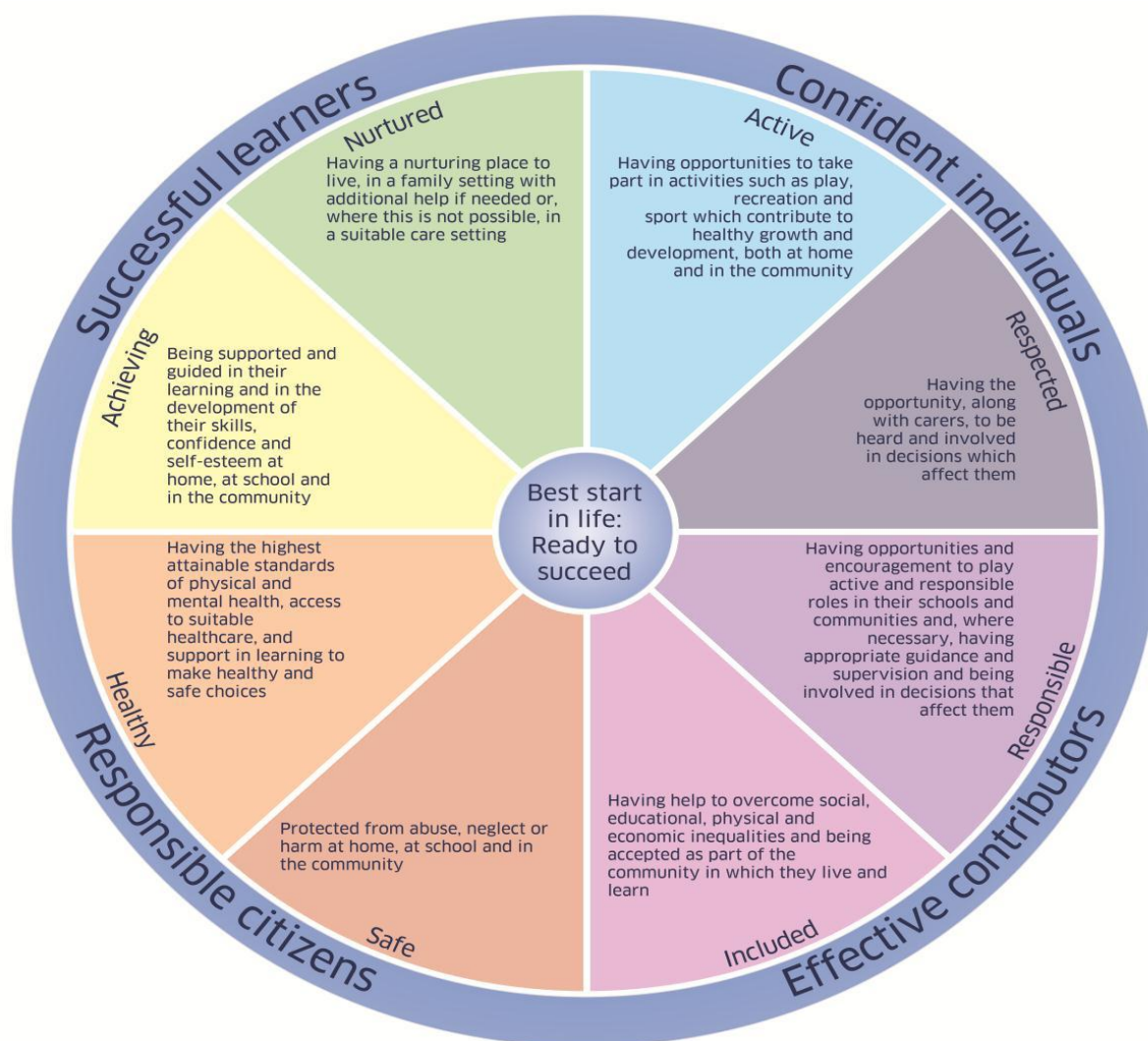
In addition, parents and carers from religions other than Christianity may request that their children may be permitted to be absent from school in order to celebrate recognised religious events. Only written requests detailing the proposed arrangements will be considered.

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 **Safe, healthy, achieving, nurtured, active, respected, responsible and included**. 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.

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.

St Fillan's 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.

Every child in Primary 1 is issued with a homework bag or folder. It is essential that this, or similar, continues to be used throughout the school. Pupils are also issued with homework diaries, which should be signed by a parent at the end of each week. If a child experiences difficulty with homework, a note in the diary would alert the teacher to the problem. Homework tasks should also be signed. Pupils and parents are issued with an annual homework agreement. Classes are provided with a homework programme/timetable.

There are regular opportunities for parents to come into school and find out about the curriculum, resources and teaching methods.

Amount of Homework

Homework tasks will generally increase from 10 minutes in P.1 to approximately 30 minutes in P.7, on average per night. This includes the valuable time spent on oral or "learning" activities.

Homework Hints

What Parents Can Do To Support Children with Homework

- Encourage your child to settle in a suitable place to complete homework, away from possible distractions
- Encourage your child to complete homework to the best of their ability
- Oversee any written work your child has (but don't do it for them)
- Join in any active homework that requires adult involvement (eg active spelling, maths work, topic research etc)
- Support your child in ensuring homework is received / returned to school
- Provide your child with suitable equipment for homework (eg pencils, rubbers, rulers)

- Sign off homework diary every week
- Use the diary as a communication tool to the teacher (diaries are usually checked at the end of each week so remind your child to advise they have a message if written midweek)
- Support our homework policy by working in partnership with your child and his/ her teacher

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

The school encourages pupils to participate in a range of sporting, leisure and cultural activities. A number of these may be delivered through partnership initiatives. The Active Schools Co-ordinator is involved in arranging clubs. These may include badminton, basketball, cycling proficiency, football and many others. Fitness activities are included for the upper school with dance and play groups catering for the children in the lower school. Pupils who participate in extra curricular activities are expected to attend every session. For safety reasons, parents should notify the office in advance of an absence.

We have a sports/activity day in the summer term. Visits and educational outings, linked to the curriculum, are regularly arranged.

Our children are encouraged to develop a sense of citizenship within the school and wider community. We foster a caring attitude towards others through our regular charity events. Children often enter competitions within and outwith the school.

Parents are encouraged to be involved wherever possible in their child's education and help for activities is always welcome. However, in accordance with guidelines, volunteers are required to complete a PVG check. Further information can be obtained from the school office.

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.

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

Council consists of representatives from Primaries 1-7. Each class has a pre-council meeting and class representatives bring forward items for the Agenda.

Eco Committee

The Eco Committee assist in energising whole school green attitudes and working towards another Green Flag.

Travel Plan Group

The Travel Plan Group works with parents to improve road safety in the vicinity of the school.

JRSO

The Junior Road Safety Officers work alongside the Travel Plan Group to educate the school community about road safety. They organise events across the school.

House Captains/Vice Captains

St Fillan's Primary is divided into four houses: Queen Margaret (Yellow); Ogilvie (green); Columba (red) and Ninian (blue). Each house has a House Captain and a Vice Captain. They plan and organise whole school events and fundraising for charity.

Fairtrade Committee

The Fairtrade group lead the school in raising awareness of the Fairtrade initiative and regular fundraising initiatives.

Library Committee

The Library Committee encourage children across the school to read a variety of texts and arrange whole school events such as World Book Day.

Media Team

The Media Team are responsible for photographing and recording big school events. They also photograph all committees whilst they are hard at work.

Environmental Wardens

Our Environmental Wardens work hard to ensure the school's outdoor environment is well looked after and protected.

Peer Mediators

Peer Mediators are trained each year and support all children in the playground to sustain positive relationships with their peers.

Rights Respecting Committee

The Rights Respecting Committee lead the school in their Rights and UNCRC work.

Community links

In St. Fillan's we have strong community links, which support the development of enterprising skills, a knowledge of the world of work and the integration of the school within the community. These include cluster links, community links, parish links and parent links.

□ **Cluster links which include:**

- Pupils from St Benedict's High School support many of our focus days.
- Senior pupils from St Benedict's offer support during theme days such as storytelling and anti-bullying.
- Many sporting opportunities are organised for children across all the cluster schools to come together. These take place in St Benedict's High School or Linwood Sports Centre.
- Children from all the cluster schools come together across the year to celebrate and worship the word of God in Holy Mass, Prayer Services and retreats.
- We have close liaison with St Benedict's High School throughout the school year.

● **Community links which include:**

- Police links include regular visits by our community Police Officer who assists us with our citizenship programme, including Safe Kids workshops, anti-vandalism and road safety input.
- Paramedics and Fire Service who give input on occasions.
- Health professionals during health week, e.g. work opportunities as dieticians, dentists, sports instructors.
- RSPCA with a dog handling and good pet owner course.
- Professional advice and support from environmental groups, including garden designers, RSPB, Starling Learning, and Bright New Scotland. Local businesses involved in initiatives to promote recycling, including mobile phones and ink cartridges.
- A Fair Trade initiative where Rainbow Turtle, a fair trade supplier, visits the school. Pupils then promote the concept of sustainable development and fair trade, both to the school community and the parent/parish community.
- This year St Fillan's Fair Trade Group were awarded the Best School at Promoting Fair Trade in Renfrewshire.
- Author and storyteller visits are arranged to encourage children to consider writing as a career or pastime.
- We have strong links with children's and third world charities. Each class house has adopted a charity for which they organise fund raising events.
- Visitors from St Vincent's Hospice and SCIAF regularly visit to speak about

their work.

- The children's involvement in the Social Committee fayre's including links with various small local businesses, e.g. jewellery makers, gift stores. The children themselves have stalls, which in recent years have included selling toys and games.
- We have workshops for children on business and enterprise, including 'Can do, Will do' attitudes to work sessions, 'My Amazing Brain' and 'Creativity in the Workplace'.
- Swimming instructors visit the school and P6 attend the local swimming pool for lessons.
- The PACE Theatre Company visit the school and the children from St. Fillan's and Houston Primary work together to consider, through the medium of drama, such complex issues as bullying, sectarianism, etc. They can also ask the performers about their careers.
- Renfrewshire Road Safety Officer is involved in supporting P6 pupils in the process of completing application forms and interviewing for the position of Junior Road Safety Officer.
- Children are involved in the local agricultural show and Houston & Killellan Kirk Carnival and have won competitions organised by the committees.
- We have hosted visits from our Provost and from our local councillor.
- Our pupils are regular participants of inter-school festivals for badminton, rugby, tennis and local school sport relay teams.
- Our children are involved annually in the Rotary Club Quiz for Primary Schools. Last year they had great success becoming overall runners up in the whole of Scotland.
- Our Morrisons voucher project is a community event. With the support of local residents we are able to purchase equipment annually to support the work in the school garden.
- Our school gardening club work with Bridge of Weir Horticultural Society who provides advice in order to develop the school garden.
- Work with Gryffe Camera Club encourages children to develop an interest in photography showcasing their work during assembly.

- **Parish links**

Parish links are fostered by whole school attendance at Mass and class groups going to Mass on a regular basis:

- We have Advent and Lenten services in school, with the assistance of the parish Sister and many other activities, which add to the religious life of the school.
- Parishioners attend our nativity play and we collect groceries for hampers for the senior citizens of the parish.
- Whole school involvement in the RCIC (preparation of children for the sacraments).
- Father Danny McLoughlin visits the school to support staff in the delivery of Religious Education.
- **Parent links**
 - Many of our contacts come through the parent community. Parents are invited into the school to talk about the world of work and business opportunities.
 - Parents are invited to participate in class and school activities. We have a bank of parent helpers who assist us with events and trips, as well as regular support in school.
 - Strong links with our Parent Council and Social Committee.

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?

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

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