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December 2014

Dear Parent

Each year our schools make available a copy of the handbook which outlines the current policies and practices of the council and of the school. Renfrewshire Council is committed to becoming a high performing public sector organisation and we will work to make Renfrewshire a fairer, more inclusive place where all our people, communities and businesses thrive.

To create a better future, Renfrewshire Council will focus on achieving the following outcomes:

- Increased, sustainable investment in our economy;
- Improved health, wellbeing and life chances for children and families;
- Improved support to vulnerable adults;
- Reduction in the causes and impact of poverty; and
- A safer and strong Renfrewshire.

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

Yours sincerely

A handwritten signature in black ink, appearing to read "R Naylor".

Robert Naylor
Director of Education and Leisure Services

Welcome from the Head Teacher

**St James' Primary School
10 Brown Street
Renfrew
PA4 8HL**

Tel No: 0141 886 2497

Head Teacher: Mrs Margaret Convery

December 2014

Dear Parent/Guardian,

Welcome to St James' and thank you for taking our handbook. St James' is a Roman Catholic Primary School situated in the town of Renfrew, serving the communities of Renfrew and Inchinnan. Our school is founded on the core values of wisdom, justice, compassion and integrity. We are committed to the principles of equality and mutual respect.

In St James' we promote an ethos of achievement for the pupils entrusted to our care by their parents and guardians. We appreciate the importance of good home/school partnerships. In this school community we foster a caring attitude towards others, a concerned interest in society and an awareness of our responsibilities as citizens. We seek to develop hardworking, self motivated pupils.

We aim to provide an educational framework that enables all pupils to develop and fulfil themselves. In implementing 'Curriculum for Excellence' we will take account of and meet the educational needs of every pupil. It is our desire that each child is able to achieve success in a wide variety of ways.

The effective school organisation and positive ethos ensure that St James' is well placed to provide a happy and successful experience for all pupils, parents and staff.

Yours faithfully,

M D Convery

**M D Convery
Head Teacher**

St James' School Vision

"Tell me and I forget, Teach me and I may remember, Involve me and I learn"

Benjamin Franklin

School Aims

In St James' Primary School, we aim: -

To provide a breadth of motivating learning opportunities in order to meet individual needs (Curriculum)

To develop transferable skills for learning throughout life (Skills)

To encourage sustainability, we promote respect and care for our school and community environment (Sustainability)

To ensure that all pupils are sufficiently challenged and presented with appropriate opportunities in order to achieve success (Meeting Needs)

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 normal 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 any homework given;
- 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, carer or anyone else who has parental responsibility for the child.

About our school

School staff

Head Teacher and Depute Head Teachers

Head Teacher	Mrs M Convery
Depute Head Teacher	Mrs E Bradford (part time)
Depute Head Teacher	Mrs E Brown
Principal Teacher	Mrs M O'Neill

Teachers

Primary 1a	Miss Canero
Primary 1b	Mrs Moore
Primary 1c	Miss Kelly
Primary 1d/2a	Miss Norrie
Primary 2b	Mrs Ruddy / Mrs Mullan
Primary 2c	Mrs Gillies
Primary 2d/3a	Mrs Black
Primary 3b	Mrs O'Neill / Mrs Church
Primary 3c	Mrs Macleod
Primary 3d/4a	Mrs Pacitti
Primary 4b	Mrs McClelland
Primary 4c/5a	Miss Feeley
Primary 5b	Mrs Connell
Primary 5c	Mrs McMahon
Primary 6a	Miss Sharkey
Primary 6b	Mrs Tiffoney
Primary 7a	Miss Wilson
Primary 7b	Mr McGowan

Other staff in the school

NCCT	Miss Welsh & Mrs Hogan
Visiting Staff	Mr Cowie (Music Instruction)

Business Support Service

Mrs M Adam
Mrs L Bickerton
Mrs M Forbes
Miss J Gordon

Classroom Assistants

Mrs A Smart
Mrs M Docherty
Mrs J Reid

Additional Support Need Assistant

Mrs L Russell
Mrs A Hawthorn
Mr J Temple
Mrs L Pattinson

Janitor

Mr W Muir

Cook

Mrs S Allan

Chaplain

Rev J Eagers

School information

School contact details

- 0141 886 2497
- stjamesrenfrewenquiries@renfrewshire.gov.uk
- St James' Primary School, 10 Brown Street, Renfrew PA4 8HL

This is a triple stream, co-educational, Roman Catholic Primary School catering for children from 4½ years to 12½ years.

School roll

The school roll at present stands at 475, comprising:

Primary 1	76	Primary 4	63	Primary 7	52
Primary 2	68	Primary 5	68		
Primary 3	87	Primary 6	61		

In the next three years we anticipate a yearly intake at Primary 1 of 75 pupils.

Our associated secondary school is:

Trinity High School
Glebe Street
Renfrew PA4 8TP

Telephone No: 0141 886 6121

Acting Head Teacher: Mrs Renfrew

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

Parents/Guardians are the first educators of their children and the staff of St James' Primary School look forward to working in close partnership with all pupils and families. Throughout the school year information will be distributed in a variety of ways including monthly newsletter, letters, leaflets, meetings and special events. The school has an effective Parent Group which meets with the Head Teacher on a termly basis to discuss matters of interest. There is a sub group which focuses on social and fundraising events for pupils and families. Parents are actively encouraged to become involved in the life of the school.

School day

School hours

(Informal entry)	08.55am – 09.00am
School day starts	09.00am prompt
Interval	10.40am – 10.55am
Lunch (staggered)	12.20pm – 1.05pm or 1.20pm
Dismissal	3.00pm

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

School Office Hours

The school office is open between 8.40am and 4.00pm. If telephoning, please call between these times.

School Holidays 2015-2016

Renfrewshire Council				
				1 Day St Andrews Day
Proposed School Holiday Arrangements				Finish 22 December 2015
				2 Day February Break
Session 2015/2016				Finish 28 June 2016
				Inservice days before holidays
Option D				
Term	Break	Dates of Attendance		Working Days Teachers
First		In-Service Day	Tuesday 11 August 2015 (IS)	
		In-Service Day	Wednesday 12 August 2015 (IS)	
		Schools Re-Open	Thursday 13 August 2015	
	Local Holiday/Closed	Schools Closed	Friday 25 September 2015	
		Schools Re-Open	Tuesday 29 September 2015	
	Mid Term	In-Service Day	Friday 9 October 2015 (IS)	
		Schools Closed	Monday 12 October 2015	
		Schools Re-Open	Monday 19 October 2015	
	St Andrew's Day	Schools Closed	Monday 30 November 2015	
		Schools Re-open	Tuesday 1 December 2015	
	Christmas	Last day of term	Tuesday 22 December 2015	
		First Day of Break	Wednesday 23 December 2015	86
Second		Schools Re-Open	Thursday 7 January 2016	
	Mid-Term	In-Service Day	Friday 12 February 2016 (IS)	
		Schools Closed	Monday 15 February 2016	
		Schools Re-Open	Wednesday 17 February 2016	
	Good Friday/ Easter Monday	Schools Closed	Friday 25 March 2016	
		Schools Re-Open	Tuesday 29 March 2016	
	Spring	Schools Closed	Monday 4 April 2016	
		Schools Re-Open	Monday 18 April 2016	68
Third	May Day	Schools Closed	Monday 2 May 2016	
		Schools Re-Open	Tuesday 3 May 2016	
	Local Holiday/Closed	In-Service Day	Thursday 26 May 2016 (IS)	
		Schools Closed	Monday 30 May 2016	
		Schools Re-Open	Tuesday 31 May 2016	
		Last day of session	Tuesday 28 June 2016	
				41
				195
Teachers Return - 11th August 2016				
(IS) - In-Service Day				
In-Service Days	(Only Staff Attend on these days - No Pupils)			
	11/08/2015			
	12/08/2015			
	09/10/2015			
	12/02/2016			
	26/05/2016			

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;
- income based job seeker's allowance;
- pension credit;
- housing benefit;
- council tax benefit; or
- depending on annual income, child tax credit or working tax 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 grey uniform and the items are listed below. Our pupils are asked to wear the agreed uniform at all times and parental support is appreciated:

- Grey skirt or trousers
- White shirt and school tie or white polo shirt
- Grey jumper/cardigan/sweatshirt
- Dark outdoor shoes (wellingtons for winter)
- Soft shoes (gym shoes) must be worn indoors at all times
- Shoe bag (drawstring, lightweight)
- Black blazer or suitable outdoor jacket

The wearing of trainers to and from school is actively discouraged and we ask that they are kept for indoor use only. We request that pupils wear a shirt and tie on special occasions and for photographs.

Summer Uniform (if desired)

- Blue/white gingham dress
- Smart grey shorts and white polo shirt

Please note that if a jumper/cardigan is required it must be grey.

PE Kit

T-shirt, shorts and gym shoes/trainers.

All items of clothing and equipment require to be clearly marked with the child's name. Jewellery must be kept to a minimum, if at all, and for health and safety reasons must be removed before PE and certain activities. Earrings must be removed for physical activities. Please note that pupils should not have their ears pierced during term time because they are unable to remove earrings for at least a six week period. This should be left to the longer summer holidays.

Stationery Requirements

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

- HB pencils
- Whiteboard marker
- Rubber
- Sharpener
- Ruler
- Glue stick
- Small calculator from P3 onwards

Please put your child's name on any items you feel appropriate.

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.

Class Organisation

Maximum class sizes:

P1	25
P2-3	30
P4-P7	33

At the start of each school session, pupils in each stage group may be rearranged into different classes according to the number of pupils across the school. A pupil may not remain in the same class throughout his/her primary school career. At present there are 18 classes, including a number of composite classes. All classes are arranged in accordance with Renfrewshire Council guidance.

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

1.2	Continue to implement 'Getting it right for every child' (GIRFEC)
1.7	Continue to implement the early years strategy (Families First)
2.2	To raise awareness and understanding of the United Nations Convention on the Rights of the Child
6.5	Continue to implement CfE
6.6	Improve the quality and experience of modern foreign languages (MFL) in primary schools
14.4	Develop policy and procedures to support the implementation of 'Teaching Scotland's Future' (Donaldson Review)

Improvement objectives

That children, young people and vulnerable adults benefit from services that are flexible and of high quality

Promote effective learning and raise achievement for all children and young people 3 to 18, through the implementation of curriculum for excellence and the development of skills

Services are provided by a highly skilled workforce

Quality indicators

The quality indicator framework used in Scotland, 'How Good Is Our School', focuses specifically on the impact of schools in improving the educational experience and lives of pupils. The emphasis on impact and outcomes reinforces the principle that self evaluation leads to improvements in the educational experiences and outcomes for children and young people and to the maintenance of the highest standards possible.

Transfer to secondary school

Pupils normally transfer to secondary school between the ages of eleven and a half and twelve and a half 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 James' Primary School is an associated primary school of Trinity High School.

Acting Head Teacher – Mrs Renfrew. Telephone: 0141 886 6121

Car Parking

There is a staff car park. Parents are not permitted to use the staff car park at any time. This includes dropping off or collecting pupils and evening events.

Dedicated parking spaces have been created to ease access for people with disabilities. Please do not use these spaces without authorisation.

Please note that there is no parking on the parent drop-off zone at the front of the school. This is strictly for drop-off only.

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 of our pupils, to make sure they 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. Visitors are required to enter St James' through the main front entrance at all times. Parents are not permitted to enter school playgrounds. Primary 1 (and their siblings) may enter and exit the school grounds at the Porterfield Road gate so that families can be together. This gate is primarily for Primary 1 children as it comes through the nursery play area. Primary 2 to 7 pupils enter the school grounds via the main gates at Brown Street. Parents of older children are requested to select a meeting place well away from these gates to allow the parents of younger children to get closer. There is plenty of meeting space further down the path and towards the front of the building.

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, that is approved by the education authority, or as unauthorised, that is unexplained by the parent (truancy).

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 prosecute parents, 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.

If a parent has a concern they should not hesitate to bring it to the attention of the Head Teacher or Depute Head Teacher. Promoted staff within the school have a pastoral role for children and can be approached by pupils who feel uncomfortable about any situation. The class teachers are also happy to assist any child. Bullying will immediately be brought to the attention of parents if their children are found to be involved.

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 they come into contact with. 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 have to 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 have to be deleted from phones on their return.
- Education and leisure 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.

Please note that in St James' Primary, mobile phones must not be used (switched off) by pupils during the school day. The school's parent council does not allow children to use mobile phones during pupil discos/events in the evenings.

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.

Pupils are permitted to drink water during class time from a 'sports top' bottle. Pupils should bring a full bottle to school each day and it can be refilled.

Children who bring packed lunches are accommodated in the dining hall. In fine weather pupils may at times be allowed to eat these outside. For safety reasons, packed lunches should not include flasks containing hot liquids or soups.

To minimise the risk of nut allergy to other pupils parents are asked to refrain from including any type of nut or nut products in packed lunches or snacks.

Pupils are discouraged from taking lunch items out of the canteen to the playground.

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, all children in Primary 1 to 3 across Renfrewshire will 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 education and leisure 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 education and leisure services has discretion to grant permission for pupils to travel in transport provided by the education authority, where spare places are available, at no additional cost to the authority.

Please note that privilege passes, for those who are not eligible for transport, must be requested from the Education Authority on an annual basis. Children are not permitted to use school buses without authorisation.

In St James' it is our policy to assist all children to return home safely at the end of the day. Children must be aware of their own travel arrangements prior to coming to school each day. Unplanned alterations to travel arrangements often cause confusion. Consequently, parents are respectfully asked not to contact the school office for this purpose, other than in an emergency situation.

Pupils are generally supervised, where possible, by a member of staff when boarding the buses. It is helpful if parents of young pupils inform the school when the children initially travel on the school bus.

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 the mornings, it is inadvisable for pupils to arrive in the school grounds before 8.45am. Please note that playgrounds are not supervised before the start of the school day.

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, where they are engaged with them.

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.

Pupils in St James' are required to inform the class teacher in the morning if they are going home for lunch.

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.

In St.James', every effort is made to encourage our pupils to achieve their full potential and to participate in a wide range of activities. It is very important to the well-being of our pupils that they are treated fairly and feel valued. In turn, pupils are expected to value and respect all members of the school community. We actively discourage discrimination of any kind.

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 but, in cases where it is necessary that during the child's time in school, parents should contact the school to make appropriate arrangements. Staff are not obliged to give medicine to pupils.

Minor accidents are dealt with by the school's qualified first aider. 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 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.

Pupils are not routinely checked for head lice, therefore, parents are asked to do this on a very regular basis. If your child is unfortunate enough to be affected please notify the school immediately. If you require any advice please contact your local pharmacy or Renfrew Health Centre. As a precaution, we recommend that all children with long hair should wear it tied back in school.

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. James' we actively promote positive behaviour. We follow a classroom discipline plan that offers every pupil support in making good decisions about his or her behaviour and an opportunity to learn in a positive, nurturing classroom environment.

There are three simple core rules:

- Follow instructions and directions.
- Use appropriate school language: no teasing, name calling, put downs, or bad language.
- Keep hands, feet and objects to yourself.

To encourage pupils to follow the rules, staff will support appropriate behaviour with verbal recognition and positive notes, stickers and certificates. However, if a child chooses to break a rule, there will be a consequence.

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 can 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 to create a school community where children feel happy and safe. We have a positive approach to discipline by encouraging and rewarding good behaviour and attitudes. In St. James', teaching and learning focus on developing children who are confident individuals, successful learners, effective contributors and responsible citizens.

Wet weather arrangements

Children usually remain indoors in inclement weather and on these occasions there is limited adult supervision.

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

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

The Learner's Journey

As part of their learning journey, our pupils have a variety of opportunities and experiences. They learn in different contexts so that they acquire skills and positive attitudes as well as progress in their knowledge and understanding of curricular areas. These contexts are described below.

The four contexts of the curriculum

The curriculum is the totality of all that is planned for children throughout their education. *Building the Curriculum 3* identifies four contexts for learning:

- Ethos and life of the school as a community
- Curriculum areas and subjects
- Interdisciplinary learning (IDL)
- Opportunities for personal achievements

The four contexts are intrinsically related in establishing a climate in which all learners can achieve their full potential. The experiences and outcomes, taken as a whole, define the standards and expectations for the entire curriculum. They will be the focus of planning all aspects of learning across all contexts of the curriculum, including opportunities for personal achievement.

Subjects

The Curriculum is organised in 8 subject areas.

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

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

It is the responsibility of all teachers and practitioners to support all pupils in the development of skills in Literacy, Numeracy and Health and Well-being.

Literacy, Numeracy and Health and Well-being are important in all areas of learning. Being active, healthy, numerate, being able to read, write, listen carefully and talk clearly will increase opportunities for pupils in all aspects of life and will allow them to participate fully in learning. Having the necessary skills to be secure as they progress into further education and on into the workplace will prepare them for our ever changing and developing world.

In all three areas, we aim to promote the development of

- Critical thinking
- Creative thinking
- Competence in listening, talking, reading and writing
- Personal, interpersonal and team working skills
- Building financial capability
- Ability to make positive life choices.

Various cross-curricular and interdisciplinary programmes of work are planned for and learners are encouraged to be involved in leading their learning at all stages.

St. James' Primary school is committed to enhancing the chances of every pupil to succeed in life. We ensure that all children receive two hours of PE each week to encourage active and healthy lifestyles.

Through the implementation of Curriculum for Excellence, St James' has embraced a wide range of methodologies and strategies aimed at improving the standards for literacy, numeracy and health & wellbeing. Pupils are much more actively engaged in their learning and have greater understanding of what to do to improve. Over the next three years we intend to further embed our methodologies and strategies across the full curriculum. We have recently implemented a more active learning resource for mathematics and numeracy. We have been developing new approaches aimed at improving attainment in pupils' reading and writing. Inter-disciplinary learning approaches have been used successfully in recent years and we intend to continue working on this important aspect of teaching and learning. We will continue to update and further develop our school policies and procedures in line with Curriculum for Excellence.

Religious Observance

Our school is fortunate to have close links with local parishes. 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.

Our approach to sex education

This is explored through focusing on relationships and is informed by our programme, God's Loving Plan, which is used at all stages (P1-P7) in catholic primary schools. Guidance and direction are provided from our Catholic Education Service. The programme is available in school for any parent wishing to view it and is fully explained at the pre-school induction meetings. Parents are provided with sufficient information in advance of certain topics which are due to be covered.

Assessment is for Learning

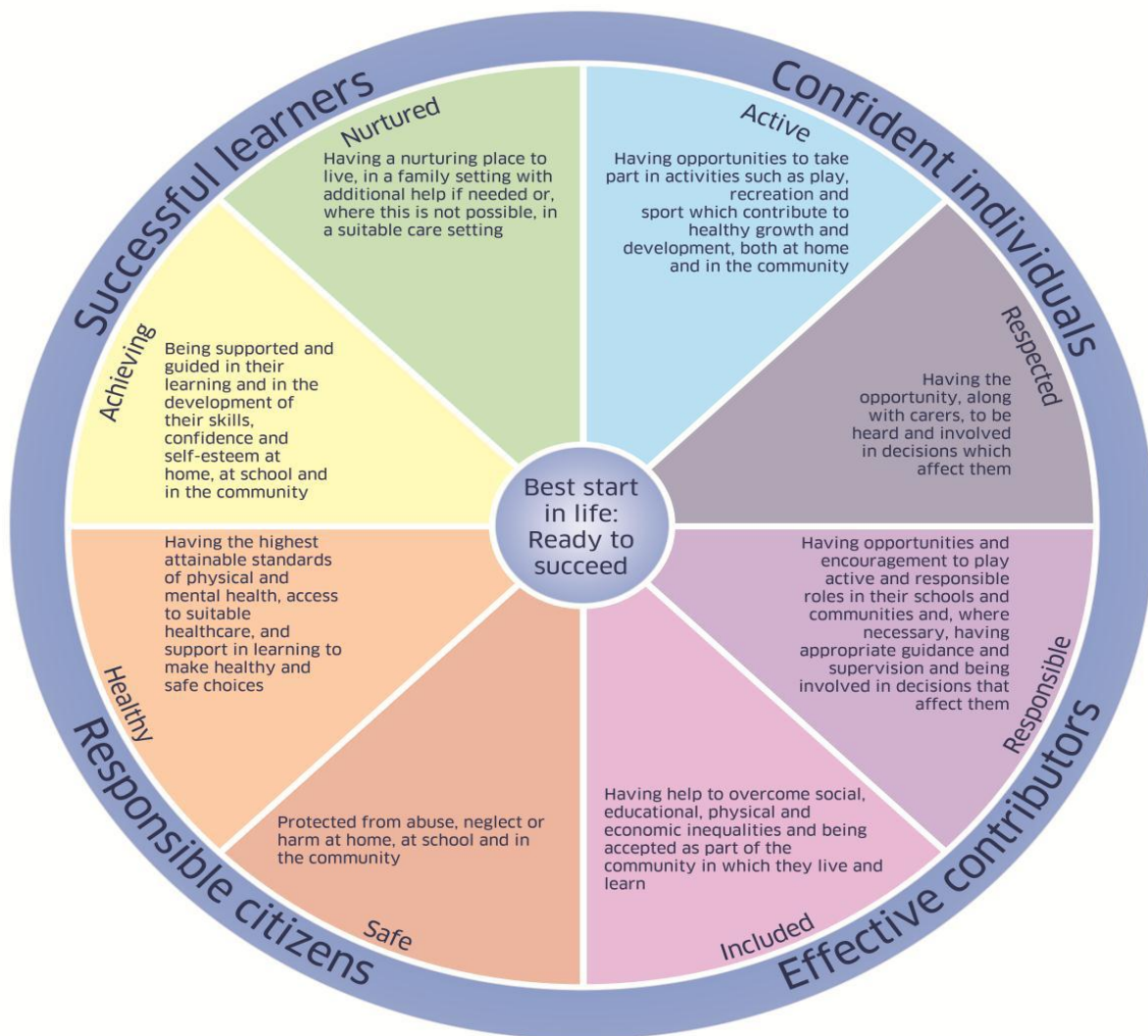
Assessment is at the heart of the learning and teaching process. 'Assessment is for Learning' encourages teachers to explain clearly to the pupils what is to be learned and to identify the criteria for success. Pupils are given feedback about the quality of their work and how to make it better. They are encouraged to reflect on their efforts and identify next steps in their learning.

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.

In due course, all children will have a 'named person' in line with Scottish government legislation. This person will have access to a range of supports within education services and can seek help from a further range of services and agencies easing the access to appropriate and proportionate help for children, young people and families.

The named person in this establishment for your child will be the Head Teacher or a member of Senior Management Team.

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

All pupils in St. James' are regarded as individuals. Pupils' needs are catered for by the class teacher. Teachers build on pupils' strengths and identify any areas that require particular support. In addition, pupils may be supported by other members of staff or professionals. When a child experiences a difficulty parents are contacted as soon as possible.

In St James' there is an Extended Support Team (EST) framework which involves a multi-agency approach to supporting pupils. During the session the EST considers all pupils, and parents will be advised if issues arise which require further discussion or possible intervention.

Parental support and home/school liaison is valuable in all aspects of a child's education. Parents have an open invitation to contact the school.

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 James' 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.

In St James' Primary School, pupils receive a weekly organiser or home/school notebook which should be signed by a parent at the end of each week. If a child experiences difficulty with homework a note in the organiser would alert the teacher to the problem. The organiser is checked by the teacher on a weekly basis. Pupils will be given a weekly homework programme/timetable. Homework tasks are generally given Monday to Thursday only.

Amount of Homework

The time taken for homework will generally increase from 10 minutes in P1 to approximately 30 minutes in P7, on average per night. This includes the valuable time spent on oral or 'learning' activities.

Homework Hints

General advice includes:

- Help your child to succeed by providing a quiet place to work
- Try to remember to sign markers and diaries etc
- Encourage both reading aloud and silently at home (from P1 to P7)
- Remember to ask your child lots of questions as part of their reading
- Help your child to learn number facts and times tables regularly
- Remember that both written and unwritten homework is valuable
- Ensure that homework is regularly completed and handed in on time
- If homework causes problems do not hesitate to let us know

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. Activities which are organised by the local Active Schools Co-ordinator are the responsibility of the co-ordinator and the coaches which are appointed. Pupils who participate in any extra-curricular activity are expected to attend every session. Parents should notify the school office in advance if a child will not be attending on a particular day.

The school organises a fitness/activity day in the summer term. Visits and educational outings linked to the curriculum may also be arranged.

In accordance with guidelines volunteers and helpers are required to complete a Disclosure 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.

Within the school there is an active committee of parents, known as the Parent Group. There is also a sub group known as the Social Events Group. The parent group is responsible for organising a number of social and fundraising events with a focus on the pupils.

Home school links

The Home Link Service is one of the services working to support children and families in Renfrewshire. We 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.

Home Link service is a non statutory service and staff work in partnership with parents or carers and school staff. We 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

There is a Pupil Council in the school. There are representatives from all classes who meet regularly with members of staff to discuss a range of issues.

Community links

Effective education is a genuine partnership between parents and teachers. Parents are welcome to participate in the life of the school. Parent/teacher meetings are arranged twice yearly to allow discussions to take place. A comprehensive school calendar is issued at the start of the year and an informative newsletter is distributed at the beginning of each month and added to the school website. We also encourage partnership with parents by arranging various events and religious services during the year. Within our community we also have very close links with our own parishes, other schools, churches, various local organisations and charities.

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, Education and Leisure Services, Renfrewshire House, Cotton Street, Paisley PA1 1LE. Telephone 0141 618 7201.
- 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 of 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 Education and Leisure

Robert Naylor	Renfrewshire House Cotton Street Paisley PA1 1LE	Email els@renfrewshire.gov.uk Phone: 0141 618 7195
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Homelink Service Staff

Paisley Team 1 / Renfrew & Erskine Team	St Fergus Primary School Blackstoun Road Paisley PA3 1NB	Email louise.mccrory@renfrewshire.gsx.gov.uk Phone: 0141 848 1344
and		
Paisley Team 2 / Johnstone & Linwood Team		

Community Learning & Development

Community Facilities Section	St. Catherine's Primary School Brabloch Crescent Paisley PA3 4RG	Email comfac.els@renfrewshire.gov.uk Phone: 01505 335 550
Adult Learning Services	West Johnstone Shared Campus Beith Road Johnstone PA5 OBB	Email als.els@renfrewshire.gov.uk Phone: 01505 335 873
Youth Services	West Primary School Newton Street Paisley PA1 2RL	Email youthservices.els@renfrewshire.gov.uk Phone: 0141 889 1110

Registration Area Offices

Paisley Area	Paisley Registry Office 1 Cotton Street Paisley PA1 1AN	Email registrar.cs@renfrewshire.gov.uk Phone: 0300 3000 310 Fax: 0141 618 7060
Renfrew Area	Renfrew Registry Office Town Hall Renfrew PA4 8PF	Email registrar.cs@renfrewshire.gov.uk Phone: 0141 885 4179 Fax: 0141 886 3589
Johnstone Area	Johnstone Registry Office 16/18 McDowall Street Johnstone PA5 8QL	Email registrar.cs@renfrewshire.gov.uk Phone: 01505 320 012 Fax: 01505 382 130

Customer Service Centre

Customer Service Centre	Renfrewshire House Cotton Street Paisley PA1 1AN	Email customerservices.contact@renfrewshire.gov.uk Phone: 0141 840 3477
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Websites

You may find the following websites useful.

- [ParentZone](#) - parents can find information, relevant publications and links to other useful organisations.
- [Education Scotland](#) - parents can access school and local authority inspection reports and find out more about the work of Education Scotland.
- [Scottish schools online](#) - 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.
- [ChildLine Bullying information](#) - 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.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 2012, 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

Please tick

1. the handbook useful?

☐ ☐ Yes

☐ ☐ No

2. the information you expected?

☐ ☐ Yes

☐ ☐ No

3. the 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:

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Renfrewshire Council

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