



Balornock Primary

School Handbook 2018-2019



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Welcome to Balornock Primary School
422 Broomfield Road
Glasgow
G21 3UT
Phone 0141 558 5224
Fax 0141 558 2599
Email: headteacher@balornock-pri.glasgow.sch.uk

Dear Parent/Carer

I would like to extend a warm welcome to you and your child. I hope this will be the start of a partnership which will develop throughout your child's school career.

The staff at Balornock appreciate and value the support we get from parents as we work together to ensure that your child becomes an enthusiastic and successful learner.

We work hard to create a happy, safe, inclusive environment where your child will be encouraged to achieve his/her best and play a full part in the life of our school.

I hope that this handbook gives you a glimpse of life at Balornock Primary School, it contains a range of information that you might find helpful. Please do not hesitate to contact the school or check the school website if you need more information.

Lynn McSorley
Head Teacher



School Vision & Values

Visions

At Balornock Primary School we strive to create a safe and nurturing learning environment where everyone feels respected, supported and inspired to achieve their full potential, encouraging everyone to become successful learners, confident individuals, effective contributors and responsible citizens.

Values

Our Core Values are

Nurture Respect Achieve

We believe in working closely with parents and the wider school community to develop a happy welcoming school that ensures pupils develop the necessary skills to achieve their full potential and lead an active, fulfilling and productive life.

- We have a responsibility to ensure that what we do is of value to ourselves, the school and the community
- Everyone should be treated fairly and with respect in a safe and secure environment.
- An active and healthy lifestyle should be encouraged to promote physical and emotional wellbeing.

School Information

You can cut out the following information and have it on your fridge, purse or work desk etc. for ease of finding the numbers required.

Contact Details:

Lynn McSorley
Head Teacher
422 Broomfield Road
Balornock
Glasgow
G21 3UT

Phone: 0141 558 5224

Email: headteacher@balornock-pri.glasgow.sch.uk

Website : <https://blogs.glowscotland.org.uk/gc/balornockprimary>

Balornock Primary is a non-denominational, co-educational school that provides education for children from P1-7.

Balornock Primary is part of the Springburn Learning Community. Springburn Learning Community consists of Springburn Academy, associated Primary Schools and Pre-five establishments.

At present, the school role is 290 with a planning capacity of 417
Please note that the working capacity of the school may vary dependant upon the number of pupils at each stage and the way in which classes require to be organised.

Balornock Primary is utilised out with school hours. Currently we host:

Milton Out of School Care – Monday –Friday 3.00-6.00

Termly Parent Council Meetings, School Events, Public Meetings

Monthly Local Councillor Surgery

Letting information and details are available from:-

Community Letting Section, Glasgow City Council
Culture & Leisure Services
20 Trongate, Glasgow G1 5ES
Tel : 0141 302 2814/5/6/7

<http://www.glasgow.gov.uk/en/Residents/YourCommunityFacilities/communitylettinghtm>

Balornock Staff 2017 – 2018

A full list is available on the school website and parents will be updated on any changes as required.

The leadership team is as follows:

Headteacher:	Mrs Lynn McSorley
Depute P1-P7:	Mrs Loretta MacNeil
Principal Teachers:	Miss Caryn Smith Mrs Jemma McMillan Mrs Claire Roger Mr Ray Viola

Enrolment

Registration of Primary 1 children takes place in November and is advertised widely in local press etc. Families who require assistance to complete the online registration should contact school office. Prospective parents are welcome to visit the school and should contact the school office.

Families living outwith the catchment area are welcome to make a placing request to attend Balornock Primary School but must enrol their child at their local school as a first step. Further information is available using the following <https://www.glasgow.gov.uk/index.aspx?articleid=18426>

Organisation of Classes

Each year classes are organised depending on the number of pupils starting in August and the number of pupils at each stage throughout the school.

The following guidelines set by Scottish Government apply.

P1	maximum 25
P2&3	maximum 30
P4-7	maximum 33
Composite classes	maximum 25

Composite classes have pupils from more than one stage.

The School Day

Soft Start P1 – P3	8.45am
School Starts	9.00am
Interval	10.30am - 10.45am
Lunch	12.15pm - 1.00pm
School Finishes	3.00pm

School Holidays

Details of holiday dates are available on the Glasgow City Council website:
<https://www.glasgow.gov.uk/index.aspx?articleid=17024>

August

- Monday 13 August 2018 (Return date for Teachers)
- Tuesday 14 August 2018 (In-service day)
- Wednesday 15 August 2018 (Return date for Pupils)

September Weekend

- Friday 21 September 2018
- Monday 24 September 2018

October

- Friday 12 October 2018 (In-service day)
- Monday 15 October to Friday 19 October 2018 (October Week)

December - Christmas and New Year

- Schools close at 2.30pm on Thursday 20 December 2018
- Schools return on Monday 7 January 2019

January

- Monday 7 January 2019 (Return to school)

February Mid-term break

- Monday 11 February 2019
- Tuesday 12 February 2019
- Wednesday 13 February 2019 (In-Service day)

April - Spring Holiday

- Schools close at 2.30pm on Friday 29 March 2019
- Schools return on Monday 15 April 2019
- Friday 19 April 2019 (Good Friday)
- Monday 22 April 2019 (Easter Monday)

May

- Monday 6 May 2019 (May Day)
- Tuesday 7 May 2019 (In-Service day)
- Friday 24 May and Monday 27 May 2019 (May Weekend)

June

- Schools close at 1pm on Friday 28 June 2019

Pupil Absence

Within Glasgow Primary School good attendance is encouraged at all times and children rewarded accordingly. Parents are asked to advise if their son or daughter is going to be absent. This should be done as early as possible on the first day of absence. If the young person is going to be absent for some time, it would be helpful to know at the earliest opportunity. The school uses daily text messaging to inform parents and carers of absence if no contact is made. All unexplained absence is investigated by the school and appropriate action taken. All calls must be made to the Pupil Absence Reporting Line on 0141 287 0039. The line is open between 08.00-15.30 Monday to Friday. Alternatively you can use the online form on the Glasgow City Council website:

<https://www.glasgow.gov.uk/index.aspx?articleid=18832>

Appointments during school hours

If your child has an unavoidable appointment, please give them a letter for their class teacher and then collect them from the school office at the specified time.

Medical & Healthcare

The school nurse visits at various times during the year for routine health checks, vaccinations and medical examinations. Parents are kept informed by letter.

If a child becomes ill during the course of the school day, he/she may require to be sent home. Please ensure that you keep the school informed of all contact details.

Parents should inform the school of any medical requirements relating to their child. If a child requires medication during the school day, parents must complete the appropriate medical form. This is available on request from the school office.

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 shall do all we can to let you know about the details of our closure or re-opening by using letters, texts, Glasgow City Council Twitter and announcements in the local media.

Balornock Primary Dress Code

Our school uniform is something that we are very proud of. It gives everyone the sense of being part of our school community. In addition it helps young people develop a pride in their appearance and helps them to recognise the importance of coming to school ready to work and learn. It also enables staff to easily identify our pupils when we are in the playground or out on activities. This helps us to keep everyone safe.

Here the uniform which has been agreed by our Pupil Council, Parent Council and Staff.

The school uniform is:

- White shirt
- School tie
- Navy/black trousers
- Navy/black skirt
- Yellow Polo Shirt – NOT RED
- Blue sweatshirt/cardigan/jumper – NOT RED
- Indoor shoes

Sweatshirts, cardigans, polo shirts and ties with the school logo are available for purchase from BE Schoolwear, 35B Argyle Street Station, Glasgow G2 8AH.

It is expected that all children attending Balornock Primary School will adhere to this dress code.

PE Kit

It is important that pupils come prepared to learn and for PE this requires appropriate clothing. All jewellery should be removed. Pupils who are not participating in PE must have a note or a medical certificate. Pupils who are unable to participate in practical PE should still bring their kit to allow them to assist in the lesson by refereeing, keeping scores or assisting with the distribution of equipment. This ensures that they are still able to take part in some way in the work of the class and do not miss out on the knowledge and understanding of the course.

There are forms of dress that are unacceptable in school, such as items of clothing which:

- Potentially encourage factions (such as football colours)
- Could cause offence (such as anti-religious symbolism or political slogans)
- Could cause health and safety difficulties (such as loose fitting clothing, jewellery)
- Could cause damage to flooring
- Carry advertising particularly for alcohol or tobacco
- Could be used to inflict damage on other pupils

Clothing & Footwear Grants

Parents/Carers receiving Income Support, Job Seekers Allowance (Income Based), Working Tax Credit (with a total annual income of less than £15,860*), Housing Benefit, Council Tax Benefit or Universal Credit (where the total income is less than £7320) will normally be entitled to monetary grants for footwear and clothing for their children. Information and application forms may be obtained from schools and at <https://www.glasgow.gov.uk/index.aspx?articleid=17885>

School meals

Our school provides a lunch service which offers a variety of meals and snacks. Medical diets for children can be provided. Further information can be found here: http://www.fuelzoneprimary.co.uk/UserFiles/files/Medical_Diet_Leaflet%20-%20June%202017%20WEB.pdf. Please inform the Headteacher.

Children who prefer to bring packed lunches will be accommodated in a suitable area.

All children in P1-4 are entitled to a free school meal.

If you plan to send your child/children to breakfast club, you should inform the staff of any medical dietary requirements.

Children and young people of parents/carers receiving Income Support, income-based Job Seekers Allowance, Working Tax Credit (where income is less than £7920*), Child Tax Credit only (where income is less than £16,500*), Universal Credit (where income is less than £7,320) and income-related Employment and Support Allowance are entitled to a free midday meal. Information and application forms for free school meals may be obtained at <https://www.glasgow.gov.uk/index.aspx?articleid=17885>

Transport

The education authority has a policy of providing free transport to all pupils who live outwith a certain radius from their local school by the recognised shortest walking route. This means that the provision of transport could be reviewed at any time. Parents/Carers who consider they are eligible should obtain an application form from the school or at <https://www.glasgow.gov.uk/index.aspx?articleid=17882>

Transfer from Primary to Secondary School

Children and young people normally transfer between the ages of 11 ½ and 12 ½, so that they will have the opportunity to complete at least 4 years of secondary education. Parents and carers will be informed of the school arrangements no later than December of P7.

Children from our school normally transfer to:

Springburn Academy
151 Edgefauld Road
Springburn
Glasgow
G21 4JL
Tel : 0141 582 0230
Email: headteacher@springburnac-sec.glasgow.sch.uk

Pupils have the opportunity to visit Springburn Academy and work with staff from Primary 6 onwards to prepare them for the transfer to secondary school.

Communication with Parents

At Balornock Primary School we use a variety of ways to keep in touch.

Open Door Policy – the senior leadership team are keen to be available for all parents and carers at any time providing they are not teaching or in another meeting. Please either visit the school office or phone for an appointment.

Newsletters – will be sent out on a regular basis to keep parents informed about the work of the school.

Letters – further information which requires a response may be sent out in letter form.

School website– will contain a great deal of information about the school. It is a good idea to check this regularly. Our classes share their learning through regular blogs.

Website : <https://blogs.glowscotland.org.uk/gc/balornockprimary>

Twitter : [Twitter@balornockPrimarySchool](https://twitter.com/BalornockPrimarySchool)

Text messaging / Groupcall – You may also receive text reminders about events/school closures etc.

Meetings - Parents and carers can make an appointment to discuss any aspect of their child's development and progress with a member of our Leadership Team or Class Teacher by contacting our school office. Throughout the year we invite parents to attend a variety of meetings where they will have the opportunity to discuss their child's progress with the class teacher and view the child's work. Parents and carers are invited to attend other events throughout the school year e.g. workshops, information evenings, class performances. The school newsletter and website will keep you informed.

Emergency Contact Information

At the start of each school session, parents will be issued with the annual data check form. Please ensure that this is completed and returned to the school. It is also important that you let us know if there are changes to your telephone number(s) or to those of your emergency contacts throughout the year.

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

We collect information about children attending school (and also about parents/carers, emergency contacts etc. provided in the annual data check) to allow us to carry out the Council's functions as the education authority for the City of Glasgow. This may sometimes involve releasing personal information to other agencies and other parts of the Council, particularly in relation to child protection issues or criminal investigations, and it may also be used for research purposes (see the link below for more details regarding this).

Information held by the school is, in legal terms, processed by Glasgow City Council. The Council is registered as a data controller under the Data Protection Act 2018 and all personal data is treated as confidential and used only in accordance with the Data Protection Act, the General Data Protection Regulations, and the Information Use and Privacy Policy approved by the City Council. For more information on how we use personal information, or to see a copy of the Information Use and Privacy Policy, see <https://www.glasgow.gov.uk/index.aspx?articleid=18010> .

Education specific privacy statements can be accessed at <https://www.glasgow.gov.uk/index.aspx?articleid=22069> .

Comments & Complaints

In Balornock Primary School we aim to have positive relationships across our school community. However, if you have a comment or complaint about any aspect of school life, please contact the Headteacher in the first instance.

Glasgow City Council complaints procedures are available : <https://www.glasgow.gov.uk/index.aspx?articleid=16133>

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

Tel: 0141 287 0900

e-mail: customercare@glasgow.gov.uk or education.customercare@glasgow.gov.uk

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

Curriculum

Curriculum for Excellence 3-18

Curriculum for Excellence aims to help prepare children and young people with the knowledge and skills they need in a fast changing world. As part of the Curriculum for Excellence, all children from pre-school to the end of S3 will receive a rounded education known as a Broad General Education (BGE). Curriculum for Excellence is all about bringing real life into the classroom and taking lessons beyond it.

Through the experiences we provide at Balornock Primary School we want our children to become Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors. We are committed to providing children with a broad general education and focus on eight curriculum areas.

Expressive Arts	Health & Wellbeing	Languages	Mathematics
Religious & Moral	Sciences	Social Studies	Technologies

Progress in learning is indicated through curriculum levels as detailed below.

Level	Stage
Early	The pre-school years and P1 or later
First	To the end of P4, but earlier or later for some
Second	To the end of P7, but earlier or later for some
Third & Fourth	S1-S3, but earlier for some

Expressive arts: The inspiration and power of the arts play a vital role in enabling our children and young people to enhance their creative talent and develop their artistic skills.

Health and wellbeing: Learning in health and wellbeing ensures that children and young people develop the knowledge, understanding and skills which they need now and in the future to help them with their physical, emotional and social wellbeing.

Science: Science and its practical application in healthcare and industry is central to our economic future, for our health and wellbeing as individuals and as a society.

Social Studies: Through social studies, children and young people develop their understanding of the world by learning about other people and places both past and present, societies, their beliefs and values.

Religious and moral education: Religious and moral education includes learning about Christianity, Islam and other world religions, and supports the development of beliefs and values.

Languages: Knowing other languages and understanding other cultures is a 21st century skill set for students as they prepare to live and work in a global society.

Mathematics: Mathematics equips us with the skills we need to interpret and analyse information, simplify and solve problems, assess risk and make informed decisions.

Technologies: The range of subjects in technical education has changed significantly over the last two decades and now includes craft, design, engineering and graphics.

There will be opportunities throughout the year for parents and carers to learn more about aspects of the curriculum and to be consulted about significant changes if appropriate.

Useful websites

www.curriculumforexcellencescotland.gov.uk

www.educationscotland.gov.uk/parentzone/index.asp

Religious Observance

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

Assessment & Reporting

All children are assessed both formally and informally throughout the year. This allows children and their teachers to identify their strengths and areas for improvement. A variety of assessment methods are used to enable staff to pass on information to parents about the progress of their child. Assessment records are kept by the class teacher and form the basis of discussion at Parents' Evenings in November and May. An annual report is sent to parents towards the end of each school year.

If you have any concerns about your child's progress do not hesitate to contact a member of the leadership team.

Pupil Profiles

Every child leaving primary school in Scotland has their key achievements in school, at home and in the community documented within a P7 profile. The content of the profile is decided by the young person. The profile is a positive record of their achievements and emphasis their strengths. The profile provides a valuable way for learners to share valuable information about their achievements with their parents and teachers in secondary school.

Support for Pupils

The school has a duty to ensure that all pupils have equal access to the curriculum, with appropriate support for their needs if required. This applies to the content of lessons, teaching strategies and minor adaptations to the school environment. There are a wide range of factors which may act as a barrier to learning. We are committed to working closely with parents and carers to ensure that they are fully involved in any decisions about support for their children's needs.

Any parent or carer seeking further advice regarding this policy should contact the Headteacher in the first instance.

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

Information on the Glasgow City Councils' Parental Involvement Strategy can also be found at <https://www.glasgow.gov.uk/index.aspx?articleid=17870>

GIRFEC and the Named Person

GIRFEC isn't an extra thing people have to do. It's a way for those who support children to work differently, making sure that they are all on the same page. Where needed, GIRFEC links day-to-day work in education, health, policing, social work and the voluntary sector – in fact any organisation whose staff come into direct contact with children. It makes it easier for those different organisations to communicate consistently with each other, and with parents, carers, children and young people.

GIRFEC provides a structure that helps people to work in the same way and use the same language. This allows discussions with the child and their family to focus on what is good in a child's life, and what might need attention or support.

It's the bedrock for all children's services and can also be used by practitioners in adult services who work with parents or carers.

The approach helps practitioners focus on what makes a positive difference for children and young people – and how they can act to deliver these improvements. Getting it right for every child is being threaded through all existing policy, practice, strategy and legislation affecting children, young people and their families.

What Getting it Right for Every Child means:

For children, young people and their families:

- They understand what is happening and why
- They have been listened to carefully and their wishes have been heard and understood
- They will feel confident about the help they are getting
- 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

For practitioners:

- Putting the child or young person at the centre and developing a shared understanding within and across agencies
- Using common tools, language and processes, considering the child or young person as a whole, and promoting closer working where necessary with other practitioners

If you would like to access support from the Named Person Service, please contact the school. *(For Early Years establishments this should be “please contact your Health Visitor”)*

The Scottish Attainment Challenge

The Attainment Scotland Fund is a targeted government initiative focused on closing the attainment gap between the most and least disadvantaged children in Scotland. Glasgow City Council is a Challenge Authority and Balornock Primary is a Challenge School.

The aim of the Scottish Attainment Challenge is to achieve equity in educational outcomes for all children, with a particular focus on closing the poverty-related attainment gap. Equity can be achieved by ensuring every child has the same opportunity to succeed. The Scottish Attainment Challenge is underpinned by The National Improvement Framework, Curriculum for Excellence and Getting it Right for Every Child.

The Scottish Attainment Challenge focusses on improvement in literacy, numeracy and health and wellbeing to ensure that all children reach their full potential.

In Balornock our Attainment Challenge funding is being used to support Literacy through Glasgow City Council’s Improvement Challenge’ Literacy for All’ programme. **Pupil Equity Funding (PEF)** is additional funding allocated directly to schools to support schools in making decisions about interventions and approaches which can help to close the attainment gap between our most and least disadvantaged children.

Balornock Primary school has been allocated funding through the Scottish Government Pupil Equity Fund. This session we continue to develop initiatives funded through our PEF allocation. These include Soft Start for P1-P3, Active Literacy P1-7, Glasgow Counts and the introduction of Nurturing Schools approaches in class and in our playground.

School Improvement

A copy of our Standards and Quality report is available on an annual basis. The Standards and Quality report highlights progress in key curricular areas such as literacy, numeracy and health & wellbeing. Our priorities for improvement are detailed in our School Improvement Plan which is discussed with our Parent Council. Any parent or carer can view our School Improvement Plan on our school website or obtain a copy from our school office.

Promoting Positive Behaviour

Children's Rights as outlined in the UNCRC (United Nations Convention on the Rights of the Child) are fundamental to a good school ethos. Adults in our school will work with children to ensure they are aware of their rights and fully respect the rights of others. Therefore, the approach within Glasgow Primary School is to build a positive ethos that demonstrates care and respect for all. Positive behaviour is recognised and celebrated. Our school operates a system of class charters to set out expected behaviour. This is celebrated through Golden Time treats, awards at assemblies and certificates sent home to parents etc.

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

Useful Contacts :

Parentzone Scotland is a unique website for parents and carers in Scotland, from early years to beyond school. The website provides up-to-date information about learning in Scotland, and practical advice and ideas to support children's learning at home in literacy, numeracy, health and wellbeing and science. Information is also available on Parentzone Scotland regarding additional support needs, how parents can get involved in their child's school and education. Furthermore, the website has details about schools including performance data for school leavers from S4-S6; and links to the national, and local authority and school level data on the achievement of Curriculum for Excellence levels. Parentzone Scotland can be accessed at <https://education.gov.scot/parentzone>.

Parent Council

We have a very active Parent Council that represents the views of all parents. All parents are welcome to attend Parent Council meetings and can become members at the AGM in September. Parent Council minutes are available on the Parent Council page of the school website and on request from the school office. A list of current members is also available on the website.

Pupil Council

Our Pupil Council is made up of 2 representatives from each year group. This is an important group which ensures that the views of pupils are heard.

Extra Curricular Activities

We have a wide range of activities beyond the bell for children and families that run between Monday – Thursday. These currently include dance, cooking, games, choir and football. Good links with community organisations and our Active Schools Co-ordinator are vital for the success of these programmes.

Insert for Establishment Handbooks and Public Display

All educational establishments and services must take positive steps to help children protect themselves by ensuring that programmes of health and personal safety are central to the curriculum and should have in place a curriculum that ensures that children have a clear understanding of the difference between appropriate and inappropriate behaviour on the part of another person, no matter who.

As with other areas of the curriculum, you will be kept informed of the health and personal safety programme for your child's establishment.

Educational establishments and services must create and maintain a positive ethos and climate which actively promotes child welfare and a safe environment by:

- ensuring that children are respected and listened to;
- ensuring that programmes of health and personal safety are central to the curriculum;
- ensuring that staff are aware of child protection issues and procedures;
- establishing and maintaining close working relationships and arrangements with all other agencies to make sure that professionals collaborate effectively in protecting children.

Should any member of staff have concerns regarding the welfare or safety of any child they must report these concerns to the Head of Establishment or the person deputising for the head of establishment. He/She after judging that there may be grounds for concern regarding the welfare or safety of any child must then immediately advise the duty Senior Social Worker at the local Social Work Services area office of the circumstances.



Useful addresses:

Education Services
City Chambers East
40 John Street
Glasgow G1 1JL
Springburn Academy
151 Edgefauld Road
Glasgow
G21 4JL
Tel : 0141 582 0230

Tel: 0141 287 2000

www.glasgow.gov.uk

Disclaimer

Although this information is correct at time of printing, there could be changes affecting any

of the matters dealt with in the document:

- a) before the commencement or during the course of the school year in question;
- b) in relation to subsequent school years.

