



Sandaig Primary School School Handbook

OFFICIAL
SANDAIG PRIMARY SCHOOL HANDBOOK



Welcome to Sandaig Primary School

I would like to welcome you and your child to Sandaig Primary School. I hope this will be the start of a partnership, which will develop throughout your child's school career. At Sandaig we aim to create a happy, secure, nurturing and stimulating environment for our children. We believe in encouraging the children to be co-operative, to be helpful and to show mutual respect.

I hope this handbook helps you in some way to understand the life of our school.

Please feel free to call at the school to discuss any matters contained in this handbook or indeed any other matter, which may be of concern or interest to you.

Geraldine Smith
Head Teacher

Last Updated August 2019

SANDAIG PRIMARY SCHOOL

VISION

In partnership with parents we aim to provide a supportive and challenging environment which nurtures children and encourages effective learning for all. Through a balanced and structured curriculum and a high level of staff expertise, children will achieve high standards in educational attainment and in social interaction.

VALUES

- Co-operation
- Caring
- Respect
- Responsibility
- Honesty

AIMS

1. To encourage and welcome parents as partners in their child's education.
2. Using a variety of appropriate teaching methods we aim to provide a curriculum which meets the individual needs of all children.
3. To recognise the social and emotional needs of individual children and encourage positive developments.
4. To provide opportunities for purposeful staff development.

The above vision and aims for the children link directly to Rights of Children as set out in the leaflet available from the Education Department at <http://www.glasgow.gov.uk/childrensrights> or <http://www.goglasgow.org.uk/Pages/Show/1295>

SCHOOL INFORMATION

Sandaig Primary School
31 Burnmouth Rd
Barlanark
Glasgow
G33 4SA
Telephone 0141 773 1744
e-mail –headteacher@sandaig-pri.glasgow.sch.uk

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Sandaig Primary School is non-denominational and provides education for both boys and girls from Primary 1 to Primary 7. It is an open-plan school, which can accommodate a maximum of 440 pupils in 14 bases. The present roll is 235 children.

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

TEACHING STAFF:

Session 2018- 2019

Head Teacher	Mrs Geraldine Smith	
Depute Head	Mrs Julie Moore	
Acting Principal Teacher	Miss Louise King	
	Mrs Victoria Fleming	Nurture Teacher
	Miss Claire Kerr	P1
	Mrs Jennifer McConnell	P1
	Miss Jasmine Forbes	P2
	Miss Sophie Ralston	P3
	Mrs Mari McLean	P4
	Mrs Heather McKenna and	
	Mrs Shona Norrington	P5
	Mrs Caroline Hind	P6
	Miss Natasia Nawaz	P7
	Mrs Lucy Stewart	See Me, Hear Me Room
	Miss Elaine Johnston	NCCT
	Miss Louise Paterson	NCCT/Leadership

SUPPORT STAFF

Clerical

Mrs Kirsty Simpson
Mrs Hazel Ferguson

Support for Learning

Mrs Debbie Bell
Mrs Joanne Crichton (Nurture Class support)
Ms Karen Fullarton
Miss Karen Johnstone (0.6)
Mrs Susan Neely (0.6)
Mrs Gillian Weir (0.4)
Mrs Anne Marie Young
Mrs Afsa Zahir (0.4)

THE SCHOOL DAY

Morning	09.00 - 10.30
Interval	10.30 - 10.45
	10.45 - 12.15
Lunch	12.15 - 13.00
Afternoon	13.00 - 15.00

P1 children will remain in school until 15.00 from the first day of term.

SCHOOL HOLIDAYS

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

ENROLMENT

Registration of Primary 1 pupils takes place in November and is advertised widely in the local press etc. Enrolment is done through Glasgow City Council's website.

Prospective parents are welcome to visit the school and should contact the school office.

Families living out with the catchment area are welcome to make a placing request to attend Sandaig 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

The following guidelines set by the 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.

NURTURE CLASS

We are very fortunate in having additional teaching and support staff to run a nurture class.

Children (usually in the early stages) who would benefit most from more individual attention attend the 'Otter Room' for some part of the school day. Links are maintained with their own peer group and class teacher. They are taught in this small group environment for a period of time determined by the child's needs.

PUPIL ABSENCE

Within Sandaig Primary School good attendance is encouraged at all times. 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>

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.

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 and the local media etc.

SCHOOL UNIFORM

At Sandaig we believe that the wearing of school uniform helps to promote a pride in the school. We encourage the wearing of uniform at all times. All our pupils now wear uniform daily and we wish to continue this trend.



The traditional uniform is:-
Navy skirt or trousers
Navy or royal blue cardigan or jumper
Blue shirt & school tie

The popular uniform is:-
Royal blue school sweatshirt
Yellow polo shirt
Navy skirt or trousers



Ties, sweatshirts, polo shirts, and blazer badges are available from school.

We ask for your co-operation in the wearing of school uniform.

We have now introduced a separate uniform for P7 which consists of a black blazer, white shirt and a school tie.

Our uniform was agreed in consultation with pupils and parents. It is expected that all children attending Sandaig Primary School will adhere to this dress code.

PE KIT

It is important that children 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 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.

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There are forms of dress which 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 AND 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, or 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

<http://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](http://www.fuelzoneprimary.co.uk/UserFiles/files/Medical%20Diet%20Leaflet%20-%20June%202017%20WEB.pdf)

Please inform the Headteacher if your child requires a medical diet.

Children who prefer to bring packed lunches are accommodated in the gym hall.

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, Child Tax Credit only, Universal Credit 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

www.glasgow.gov.uk/index.aspx?articleid=17885

TRANSPORT

The Education Authority has a policy of providing free transport to all pupils who live out with 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 can apply online at

<https://www.glasgow.gov.uk/index.aspx?articleid=178852>

TRANSFER FROM PRIMARY SCHOOL TO SECONDARY SCHOOL

Children and young people normally transfer between the ages of 11½ and 12½, 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 at Sandaig Primary normally transfer to:-

Bannerman High School
Glasgow Road
Baillieston
Glasgow
G69 7NS

Telephone: 0141 582 0020

Email: headteacher@bannermanhigh.glasgow.sch.uk

Website <http://bannermanhigh.glasgow.sch.uk>

We have excellent links with Bannerman High and much time is spent in ensuring that the transition from primary to secondary is as smooth as possible.

Across the year children at the upper stages take part in events and activities with Bannerman High. Arrangements are in place for children to complete 2 days at Bannerman during term 4 of P7. Bannerman staff come to Sandaig to discuss any special needs or requirements that children may have on going to high school. Contact is also made with other schools which children identify as their destination school to inform the school of the child's progress.

COMMUNICATION WITH PARENTS

School newsletters are sent home at regular intervals and there is often an opportunity for parents to return a 'Parent Voice' slip if there is anything they wish to draw to the attention of the school. This can be done anonymously. There is a Head Teacher drop in evening each month where you can come along without an appointment.

Class Newsletters are sent home each term which gives you information about what the children will be learning and how you can help.

Regular Parents' Nights are held twice a year for parents/carers to have an opportunity to discuss on a one to one basis how their child is progressing with their learning.

Parents are invited into school throughout the year to hear directly from the children about their learning. These displays of knowledge often take part during the school day. Days and times are well publicised to parents/carers.

Members of school staff may on occasion phone home if there is something which they wish to discuss with you. Members of the SMT are available in the playground at the beginning and end of the school day if you wish to discuss a small matter.

Parents and carers are welcome in to school to discuss any aspect of their child's development and progress. Please contact the school to make an appointment.

Digital Communication-we primarily use the 'Xpressions' App to message parents. This requires you to have an email address registered with the school. We also use our school PIOTA app, and Twitter feed. You can follow us @sandaigprimary.

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Parents and carers are also welcome at other events throughout the school year eg workshops, information evenings, class performances, fund raisers etc. The school newsletter 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 any 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, or to see a copy of the Information Use and Privacy Policy, see 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>

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.

COMMENTS AND COMPLAINTS

In Sandaig 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

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

Co-operation

Caring

Respect

Responsibility

Honesty

CURRICULUM

Curriculum for Excellence 3-18

Curriculum for Excellence has been introduced to raise standards of learning and teaching for all 3 to 18 year olds. It aims to help prepare children and young people with the knowledge and skills they need in a fast changing world. As part of 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 in Sandaig 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.

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

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.

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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 local minister and youth workers assist with the Christianity element of Religious and Moral Education and provide opportunities for religious observance. Parents have the right to withdraw their child from religious observance and should inform the school in writing.

In addition, parents 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. Appropriate requests will be granted on up to 3 occasions in any 1 school session.

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 March. 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 the school.

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 emphasises 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. These profiles are built up over the previous years and are sent home at the end of P7. All pupils also have Learning Journey folders which are sent home each term providing a snapshot of their learning.

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 –

www.glasgow.gov.uk/index.aspx?articleid=18941

Information on the Glasgow City Councils' Parental Involvement Strategy can also be found at

www.glasgow.gov.uk/index.aspx?articleid=17870

THE NAMED PERSON

GIRFEC stands for 'Getting It Right For Every Child'. This is the Scottish Government-led approach to making sure that all our children and young people and their parents or carers- can get help and support when needed from birth through to age 18 (or beyond if still in school).

The vast majority of Scotland's children and young people get the love and support they need from within their families and their wider, local communities. But even the most loving and caring families can sometimes need extra support. The **GIRFEC** approach aims to make it as easy as possible for any child or young person (and their parents) to get that help or support when they need it.

To access support when needed, part 4 of the Children and Young people Act (Scotland) 2014, states that every child in Scotland has a Named Person, as a single point of contact. This Named Person has a responsibility to provide help and support when asked and can draw together other services if needed, co-ordinating help for the child or parents.

The Named Person will be a promoted teacher within the school. The name of the individual Named person for your child(ren) will be provided.

Please do not hesitate to contact the school if you want to speak with your child's Named Person.

SCHOOL IMPROVEMENT

On an annual basis, you will receive a copy of our Standards and Quality report. 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 the Parent Council. Any parent or carer seeking a copy of the plan can contact the school office.

Each year different areas of the curriculum and extended school life are reviewed. This session we are looking at:

- Digital Literacy
- Learning and Teaching
- Reading
- Health and Well-being
- Parental Engagement

PROMOTING POSITIVE BEHAVIOUR

Children's Rights as outlined in the United Nations Convention on the Rights of the Child (UNCRC) are fundamental to a good school ethos. Adults in our school will work with children to ensure they are aware of their rights and responsibilities and fully respect the rights of others. Therefore, the approach within Sandaig Primary School is to build a positive ethos that demonstrates care and respect for all. Positive behaviour is recognised and celebrated.

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Our school operates a system of class charters to set out expected behaviour. This is celebrated through awards at assemblies and postcards sent home to parents.

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.

HOME LEARNING

Continuing to learn at home helps children to achieve more and is a vital part of our partnership with parents. Please check your child's schoolbag for communication about home learning and specific tasks.

PARENT COUNCIL

We have an active Parent Council that represents the views of all parents. All parents are welcome to attend Parent Council meetings. The Parent Council meet on the last Wednesday of every month in Barlanark Community Centre.

PUPIL VOICE

The school has many active pupil groups who involve the children in developing and improving the school.

EXTRA CURRICULAR ACTIVITIES

Children are encouraged to take part in as many extra- curricular activities as possible. Most activities take place from 3pm-4pm with participation in competitions, events or displays as appropriate. This session we have also had a lunchtime running club.



Currently the school has a dance club, fitness club and a football club. Other after school activities are arranged at different times across the year. Please check your child's schoolbag for information as places are popular and usually limited.

Good links with community organisations and our Active Schools Co-Ordinator are vital for the success of these programmes.

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>

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Glasgow City Council

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City Chambers East
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Merchant City
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www.glasgow.gov.uk