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Haghill Park Primary School

415 Cumbernauld Road

Glasgow

G31 3LS

0141 554 3780

headteacher@haghillpark-pri.glasgow.sch.uk



School Handbook
Last Updated Oct 19

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Dear Parent/Carer

A VERY WARM WELCOME TO HAGHILL PARK PRIMARY SCHOOL

The information in this handbook will give you an idea of the work we do in school. If you have any queries/concerns please do not hesitate to contact me. We always do our best to sort out any problems as quickly as we can.

Here at Haghill Park we all try to make sure that children will enjoy their years with us. Visitors to the school have always commented on the friendly, welcoming atmosphere. We do our best to make sure that the children are given every opportunity to grow in confidence and to develop a variety of skills that will form the basis from which they can grow up to take their place in society.

For this to be successful the most important thing we can do is to work together. Home and school having close links ensures all children get the best possible start to their schooling. There will be many opportunities for you to get involved in school sometimes this may be helping on trips, attending workshops and/or fundraising events. We welcome any help that is available. One of the most important things you can do is come to Parents' Evening which we have twice a year.

We are looking forward to welcoming you and your child and hope they have many happy, enjoyable years with us.

Yours sincerely

Shelagh Delahunt

Headteacher



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School Vision and Values

In Haghill Park we will provide a welcoming and friendly environment, which celebrates the diversity of our community.

We are a nurturing school where everyone feels safe, happy and valued and all children are supported to reach their full potential. This is achieved through working together with children, their families and their community, based on a shared sense of direction.

Vision

Haghill Park Primary School and ELCC encourages all to strive for excellence in a nurturing, inclusive and creative environment

Values

We are proud to be a Rights Respecting School and strive to ensure that the Articles in the United Nations Convention on the Rights of the Child underpin our **school values**.

Respect

Care

Trust

Honesty

Responsibility

Equality.

Aims

- Provide a welcoming and stimulating environment where children are happy
- Encourage developments of the whole child - social, emotional, physical, mental and spiritual through quality learning experiences
- Provide a curriculum where every child is encouraged and challenged
- Develop confidence, self esteem, positive attitudes and respect for self and others
- To develop children's skills through exploration and creative thinking encouraging independent learning
- Respect and value diversity and equality at school and the wider community

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

Haghill Park Primary
415 Cumbernauld Road

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Glasgow G31 3LS

Phone 01415543780

Email - headteacher@haghillpark-pri.glasgow.sch.uk

School Staff

Head Teacher	Mrs Shelagh Delahunt
Principal Teachers	Mrs Karen Garcia Miss Jennifer Freeland Mrs Gillian Digweed/Miss Chloe Quinn (Acting)

The teaching staff

Primary 1	Miss Shona Miller/Miss Sasha Thomson
Primary 2	Miss Colleen Machray
Primary 3	Miss Amy Nicholson
Primary 4	Miss Chloe Quinn
Primary 5	Mr Stephen Sweeney
Primary 6/5	Miss Jennifer Freeland
Primary 7	Miss Meghan Kean

NCCT	Miss Melissa Kelly (P1 - 3), Miss Elaine McPherson (P4-7)
Improvement Challenge	Mrs Karen Garcia (Numeracy) 0.2 Mrs Gillian Digweed (Literacy) 0.4

Nursery Class

Team Leader	Mrs Jacqueline Campbell
Child Development Officers	Miss Johanna Scott Mrs Helen McNulty Mrs Carol Ann Dingwall Miss Lynn McKenzie Miss Kimberley McConville

Non-teaching staff

Pupil Support Assistants	Mrs Pamela Mackie Mrs Patricia McIntyre Mrs Pauline Anderson Mrs Sharon Robertson
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Clerical staff	Mrs Helen Granger Mrs Caroline Gibson
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Janitor	Mr Robert Murray
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Dining Hall Supervisor	Mrs Helen McStay
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Background Information

Haghill Park Primary is a non-denominational school for boys and girls from P1 - P7. The planning capacity is 264 and our present role is 184. We currently have 7 classes which includes one composite class.

We are part of Whitehill Learning Community.

We currently do not have a parent council, but we do have a group of parents who help us with fundraising and other events within the school.

We also have a nursery class which offers 40 places in the morning and 40 places in the afternoon for children aged 3-5.

Enrolment

Registration of Primary 1 children takes place in November and is advertised widely in local press etc. 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 Glasgow 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 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

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

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P1 children are dismissed at lunchtime until the first Monday in September after which they will remain in school until 15.00

School Holidays 2019 - 2020

Details of holiday dates are available on the Glasgow City Council website:

<https://www.glasgow.gov.uk/index.aspx?articleid=17024>

Pupil Absence

Within Glasgow 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/ 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.

Medical and 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.

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School Uniform

The school uniform is

- White shirt or polo shirt
- School tie
- Black trousers or skirt
- Blue school sweatshirt (v-neck or round neck)

Sweatshirts, polo shirts with the school logo can be purchased from <https://myclothing.com> online. School ties are available from the school office. Our uniform was agreed in consultation with pupils and parents. It is expected that all children attending Haghill Park Primary 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

Within Haghill Park we expect pupils to bring a change of shoes, shorts and a t-shirt will be provided.

Clothing & Footwear Grants

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Parents/Carers receiving Income Support, Job Seekers Allowance (Income Based), Working Tax Credit (with a total annual income of less than £15,050*), Housing Benefit, or Council Tax Benefit 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>

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>

School meals

Our school provides a lunch service which offers a variety of meals and snacks. Special diets for children with medical requirements can be provided. Please inform the Headteacher.

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

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

Children and young people of parents/carers receiving Income Support, income-based Job Seekers Allowance, Working Tax Credit (where income is less than £6,420), Child Tax Credit only (where income is less than £16,105*) 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 from schools and at <https://www.glasgow.gov.uk/index.aspx?articleid=17885>

Transition

Our nursery - P1 transition programme runs from November each year and is an opportunity each week for children to visit P1 and work with some of the children and the teacher. This is irrespective of the school they will attend as we feel it is a valuable learning experience for all pre-school children. They take part in learning sessions with the assistance of their P1 counterparts. Nursery staff work alongside the P1 teacher in the planning, organisation and delivery of the programme. All parents are invited in to observe this programme in action at some point during the session.

A nursery open day is held in November each year for pre-school parents which provides a series of workshops allowing parents to find out more about preparing their child for school and also about opportunities to extend the learning experiences at home.

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We have a similar transition programme from P7 to S1. Children are involved in a variety of visits where there are opportunities to go to Whitehill and be part of various subject lessons which are jointly planned by primary and secondary colleagues. This process is repeated in 2 terms each year and in the other two terms there are opportunities for children to work together in other ways through PE activities etc

We also operate an enhanced transition group which identifies children who may have difficulty settling in the new school environment and this group offers them more opportunities to be involved with school and perhaps visit more frequently to become more familiar and build up stronger relationships with key members of staff.

Transfer from Primary 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 from our school normally transfer to:

Whitehill Secondary School

280 Onslow Dr,

Glasgow G31 2QF

Phone: 0141 582 0290

Email: headteacher@whitehill-sec.glasgow.sch.uk

www.glasgow-sec.glasgow.sch.uk

Whitehill Secondary School staff work with our pupils from Primary 6 onward to prepare them for the transfer to secondary school.

Communication with Parents

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

Open Door Policy - the senior leadership team are available for all parents and carers at any time providing they are not teaching or in another meeting. Please either pop in to 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/Twitter - will contain a great deal of information about the school. It is a good idea to check this regularly.

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

Meetings - Parents and carers are welcome in the school to discuss any aspect of their child's development and progress. To avoid disappointment, it is advisable to make an appointment. There are various opportunities throughout the year when parents can discuss their child's progress with the class teacher and view the child's work.

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Parents and carers are welcome at other events throughout the school year e.g. workshops, information evenings, class performances, religious and other assemblies. 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 1998 (number Z4871657) and all personal data is treated as confidential and used only in accordance with the Data Protection Act 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 www.glasgow.gov.uk/privacy

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 & Complaints

In Haghill Park 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

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Glasgow City Council
City Chambers
Glasgow G2 1DU
Tel: 0141 287 0900
e-mail: customercare@glasgow.gov.uk

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 at Haghill Park 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.

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

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 February. An interim report is sent out in November and an annual report is sent to parents towards the end of each school year.

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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 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>

Nurturing City

The Glasgow City Council vision 'towards the nurturing city', puts building positive, trusting relationships at the core of our work. We ensure children, young people and families feel they belong, they are listened to and they are valued by embedding the principles of nurture across our early years, primary and secondary establishments. Staff are trained in attachment and nurture which deepens understanding of child development and enhances effective practice by responding to the needs of all children and young people in a consistent and caring way. Nurture is a universal approach which builds resilience, helping to reduce the impact of adversity. Effective communication and collaboration with parents and

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carers builds an ethos of partnership working putting the child at the centre, fostering high quality learning contexts.

Each of our nurturing establishments contribute to the development of Glasgow as a nurturing city, creating safe environments which allow our children and young people to flourish by raising attainment and promoting positive mental health and wellbeing.

School Improvement

On an annual basis, you will receive a copy of our Standards and Quality report. Copies from previous years are available on the school website. 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 seeking a copy of the plan can contact the school office or check out our website.

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 Haghill Park 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 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.

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. A copy of our home learning policy is available on the website and on request from the school office.

Parent Council

We have an 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

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website and on request from the school office. A list of current members is also available on the website.

Committees

At Haghill Park we believe that Pupil Voice is very important and encourage our children to have an active say in the running of the school. We have the following committees which meet on a monthly basis to encourage opinions and ideas to be shared. The minutes for these are on display in the foyer.

Our committees are

Pupil Council

School Nutrition Action Group

Global Goals Committee

Sports/HWB Committee

Children vote within their class for their committee members.

Extra Curricular Activities

We have a wide range of activities that run between Monday - Thursday to extend the learning experience. These currently include drama, arts and crafts, dance, netball and football. 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>.

Connect

Connect is a national organisation that provides advice and resources for parents and carers. www.connect.scot

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Enquire Scotland

Enquire is a national advice service for families with additional support needs.

www.enquire.org.uk

Useful addresses:

Education Services
City Chambers East
40 John Street
Glasgow G1 1JL

Tel: 0141 287 2000

www.glasgow.gov.uk

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