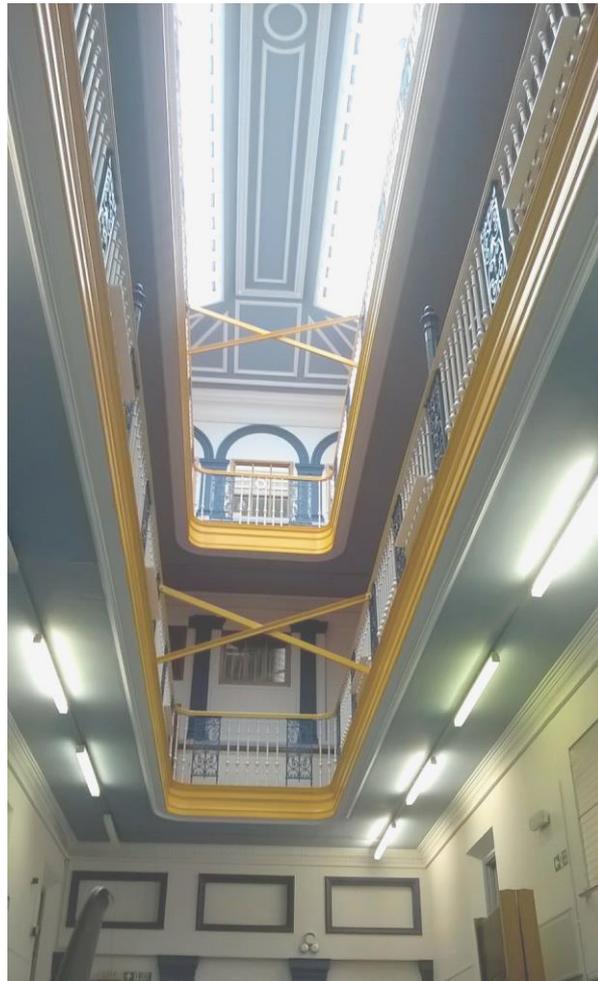


Welcome to Shawlands Primary



School Handbook

Shawlands Primary School Handbook

Dear Parent or Carer,

I would like to welcome you and your child to Shawlands Primary School.

This handbook is designed to give an insight into our school: our priorities, our values, our responsibilities, expectations and vision for the future. I hope that you find it interesting and informative.



In Shawlands Primary School we aim to provide a calm, nurturing, purposeful learning environment which both challenges and supports our pupils to do their very best in everything they do. We aim to provide the highest quality educational experiences by making learning stimulating, relevant and enjoyable; encouraging all of our pupils to become successful learners, confident individuals, effective contributors and responsible citizens with a strong sense of affiliation to the school and the wider community.

We recognise that to enable each child to do their best to work hard and behave well it is important that we work in close partnership with parents and carers and we encourage you to participate in activities and events within the school including those organised by our very strong Parent Council. It is important for us to build positive relationships with all our families, so please contact us if you have any concerns or questions.

I hope that this handbook gives you a glimpse of life at Shawlands Primary School. We look forward to having you and your child work with us and hope that this will be the start of a strong partnership.

Yours sincerely,

A handwritten signature in black ink, which appears to read 'Theresa Wright'. The signature is written in a cursive style.

Theresa Wright
Headteacher

Last updated November 2018

School Vision & Values

In Shawlands Primary School we will provide a welcoming and friendly environment, which celebrates the diversity of our community.

We make every effort to be a nurturing school where everyone feels safe, happy and valued and all children are supported to make the best possible progress. This is achieved through working together with children, their families and the community to meet the needs of every individual based on a shared understanding of our core values. These values recently been revisited and, after consultation with pupils, parents and carers, teaching and support staff, our school values are as follows:

Values:

- Respect
- Fairness
- Teamwork
- Responsibility
- Honesty
- Resilience

A School House system is in place to reinforce our values. All children and staff are allocated to one of eight Houses, with siblings being in the same House. The Pupil Council consulted with their peers and a decision was made to name Houses after inspirational Scots.: Burns, Glennie, Hoy, Mackintosh, Murray, Rowling, Tennant, Wallace. House points are given to children for demonstrating our School Values. There are regular House events throughout the year fostering a deeper sense of community and strengthening our School Ethos.

Our School Values are closely linked with Children's Rights for young people in Glasgow's education establishments.

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:

Shawlands Primary School
1284 Pollokshaws Road
Glasgow
G41 3QP

Phone: 0141 632 `1840

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

School website: <https://blogs.glowscotland.org.uk/gc/shawlandsprimaryschool/>

Background information:

- Co-educational school
- Non-denominational
- Stages taught: P1-P7
- Current Roll: 428
- Capacity: 612

School staff

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

The leadership team is as follows:

Headteacher: Mrs Theresa Wright
Depute P1-P3: Mrs Alison McGill (Monday- Wednesday)
Depute P4-P7: Miss Jane McClounan
Principal Teachers: Mrs Sarah Meehan
Mrs Kara Milliken

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 Shawlands 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 - 13.05
Afternoon	13.05 - 15.05

P1 children will remain in school until 15.05 from the first day of term.

School Holidays 2018-2019

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

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

Pupil Absence

Within Shawlands Primary School good attendance is encouraged and acknowledged 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.

Appointments during school hours

If your child has an unavoidable appointment, please inform the school via the absence line on 0141 287 0039 and, where possible, bring the appointment card/letter to the school office beforehand then collect your child from the school office at the specified time.

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

The school uniform is:

- White shirt, school tie and navy blue or grey jumper or cardigan
- or yellow polo shirt and navy school sweatshirt
- Grey/navy trousers
- Grey/navy skirt
- Blue or yellow checked school dresses are also suitable in warmer weather

Sweatshirts, cardigans, polo shirts with the school logo are available for purchase online at Tesco - www.tesco.com/ues or Gilmour Sports - www.gilmoursports.com. It is expected that all children attending Shawlands Primary School will adhere to our 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. It is recommended that if children are to have their ears pierced, for example, this should be done at the beginning of the summer holidays to allow enough time to pass for the jewellery to be removed for PE lessons.

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

Each article of clothing should be marked with the pupil/young persons' name. It would be helpful if this was also applied to each item of uniform, gloves, hats and coats as this would enhance the chances of lost items being reunited with their owner.

Clothing & Footwear Grants

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

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 if your child requires a medical diet.

Children who prefer to bring packed lunches will be accommodated in the lunch 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 (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:

Shawlands Academy

Moss side Road

Shawlands

GLASGOW

G41 3TR

Telephone No: 0141 582 0120

Email: headteacher@shawlandsacademy.glasgow.sch.uk

www.shawlandsacademy.glasgow.sch.uk

Shawlands Academy school staff work with our pupils from Primary 6 onward to prepare them for the transfer to secondary school.

Communication with Parents

At Shawlands 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 by arrangement. Please pop into the school office or phone for an appointment.

Please note: The school office is not open to parents until 9.15am unless by prior arrangement.

Open Afternoons – these are held in the first term of the new school year and allow parents to meet their child's teacher.

Shared Learning Grids – provide a choice of tasks each term, with set tasks for literacy and numeracy.

Newsletters – the headteacher's News Bulletin and class newsletters will be published termly on our website to keep parents informed about the work of the school. A text will be sent to alert you when these are updated. Paper copies are available from the school office on request.

Letters – further information which requires a response may be sent out in letter form. Please check schoolbags for these.

School website – will contain a great deal of information about the school. It is a good idea to check this regularly –

<https://blogs.glowscotland.org.uk/gc/shawlandsprimaryschool/>

Twitter- is being increasingly used to share information about events and the work of the school. Follow us on twitter @shawlands_pri

Text messaging – Most direct communication with parents is done by text. You may also receive text reminders about events/school closures etc.

Meetings – There are two opportunities throughout the year when parents can discuss their child's progress with the class teacher and view the child's work. In addition, parents and carers are welcome in the school to arrange a mutually convenient daytime appointment whenever they wish to discuss a matter concerning their child, with the class teacher, Depute Head Teacher or Head Teacher. Conversely, Teachers, Depute Head Teachers or Head Teacher may also contact parents if they have concerns about a child.

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.

The school publishes an annual Standards & Quality Report for parents on the school website. A paper copy is available from the school office on request.

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 <https://www.glasgow.gov.uk/index.aspx?articleid=18010>

Comments & Complaints

In Shawlands 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 from:
<https://www.glasgow.gov.uk/index.aspx?articleid=16133>

Or by contacting:
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.

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 Shawlands 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 curricular 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

The school provides opportunities for religious observance. Parents have the right to withdraw their child from religious observance and should inform the school in writing.

Parents and carers from religions other than Christianity may request that their children 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 ongoing formative assessment methods are used to inform and support the progression and continuity in children's learning. Parents are invited to meet with the class teacher twice per year to discuss their child's progress and how they can help. These meetings take place in the October and March. An end of term report will be sent home in June and an interim report in December.

If you have any concerns about your child's progress do not hesitate to contact us at 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.

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.

School Improvement

On an annual basis, a copy of our Standards and Quality report is available on our school website or from the school office on request. 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. We have developed a Promoting Positive Behaviour Policy which has been informed by the UNCRC and range of key national and local documents including The ASN Scotland Act, GIRFEC and Nurturing Principles. As a result, the approach within Shawlands Primary School is to build a positive ethos that demonstrates care and respect for all. Positive behaviour is recognised and celebrated in a variety of ways in class and at assemblies. Our school operates a house system and a series of class charters to set out expected behaviour.

The highest standards of behaviour are expected of pupils at all times and our Promoting Positive Behaviour Policy is designed to support this. There will be times when, in spite of our PPB approach, situations will break down. In this instance it is important to restore relationships to facilitate better behaviour and better learning in the long term. This is best achieved by working with all involved to change attitudes and behaviours. Parents are asked to co-operate with the school in encouraging a sense of responsibility and good behaviour in their children. We ensure that children and young people receive support at levels required to meet their additional support needs by using Glasgow's Staged Intervention Model. This means that individual pupils may have their own behaviour targets according to their own needs. These targets will be set collaboratively with pupils, parents and carers, school staff and other relevant professionals.

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. Please encourage your child to share their achievements out of school with us too. We want to celebrate all their successes!

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. Parents can also contact the Parent Council members through the Parent Council e-mail address: shawlandsprimarypc@live.co.uk

Pupil Council

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

Pupil Voice

All pupils at Shawlands Primary are encouraged to become actively involved in their learning and in the life of the school. Through participation in committees and clubs pupils take responsibility for many aspects of school life, for example:

- Pupil Council
- House Captains and Vice Captains
- Eco Committee
- Buddying System
- Playground Buddies
- Shawlands Outfitters
- SNAG
- Health Committee
- Rights Respecting Schools Committee

We aim to offer our pupils the opportunity to become confident, effective contributors who will be responsible citizens for our future.

Extra Curricular Activities

We have a wide range of activities that run after school or during lunch breaks to extend the learning experience. Over the course of the year these will include activities such as dance, drama, netball, running, hockey and football among others. We also have two school choirs: P4-5 and P6-7. 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.

Shawlands Out of School Care

Shawlands Primary is fortunate to have the services of Shawlands Out of School Care (SOOSC) based in the school premises.

Out of School Care runs from 8.00am – 9.00am and from 3.05pm – 6.00pm every school day. In addition SOOSC operates during most school holidays. A wide variety of interesting activities are provided for the children.

Anyone interested in finding out more about Out of School Care should contact :

Mrs Karen Stanway on 0141 – 632 – 2444.

Useful addresses:

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

Tel: 0141 287 2000

www.glasgow.gov.uk

Local Councillors

Bailie Norman MacLeod
Glasgow City Chambers
George Square
Glasgow
G21DU

Councillor David Meikle
Glasgow City Chambers
George Square
Glasgow
G21DU

Councillor Jon Molyneux
Glasgow City Chambers
George Square
Glasgow
G21DU

Bailie Hanif Raja
Glasgow City Chambers
George Square
Glasgow
G21DU

Social Work Services

Social Work Services – Gorbals
187 Old Rutherglen Road
Glasgow City Council G5 0RE

Glasgow Life

Community Letting
Emirates Arena
1000 London Road
Glasgow City Council G40 3HY
Tel: 0141 302 2814

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.