



Welcome to our school.



Information about
QUARRY BRAE PRIMARY SCHOOL
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Head Teacher: Mrs Sara Adam
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Glasgow City Council Web-site
www.glasgow.gov.uk/en/residents/goingtoschool

Non-denominational

Co-educational

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WELCOME TO QUARRY BRAE PRIMARY

Dear Parent /Carer

I would like to welcome you and your child to Quarry Brae Primary School. This handbook is designed to give parents and carers an insight into our school, our priorities, expectations and vision for the future. I hope you find it helpful and useful.

Our school has stood proudly in Parkhead, providing a service to our community for over 100 years. Many families have come through our doors and continue to do so - a tradition of belonging to our community. Our Victorian build is no longer and we are housed in a brand new build which was completed in October 2009. We share a site with Parkhead Community Nursery.

Quarry Brae Primary has always had a proud history in the area and building on this historical tradition, but with a view to taking the 'new' Quarry Brae Primary forward it is our aim to work in partnership with yourself and the wider community. We strive to keep you fully informed and will seek your views whenever possible. Your child is at the centre of all we do, their health and happiness are important to us, and we strive to ensure your child receives a quality education. We aim to provide the highest quality of service which enables each of our children to achieve their full potential promotes high expectation and raises expectations.

In Quarry Brae Primary we aim to provide a happy, stimulating and secure learning environment that encourages positive working attitudes in all our pupils, and fosters respect and tolerance for the beliefs and opinions of others. Lifelong learning is instilled to motivate and create opportunity.

We look forward to having your child with us at Quarry Brae Primary and hope that this is the start of a partnership that will continue throughout your child's school career.

Please do not hesitate to contact me if you wish to discuss any matters which may be of concern or interest to you.

Yours sincerely

[Sara Adam](#)

Head Teacher

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Our Vision



Our vision is to nurture children to be confident individuals, successful learners, effective contributors and responsible citizens promoting success by being resilient, fostering a growth mind-set..

Every child has the same opportunity to succeed.

values, for all children to be.....

***Responsible** – making good choices for yourself and others*

***Respectful** – treating everyone and everything with care and consideration*

***Polite** – using good manners to live together in harmony*

***Honest** – always telling the truth*

Children should develop.....

***Friendship** – providing trust and support*

***Perseverance** –not giving up when faced with a challenge....*

in all areas of their life.

*Our aim is to support our pupils to recognise the importance of **Global Citizenship & Rights Education** –all children will access their respective right to learning and take responsibility for their actions to support **Rights Education** through school charters and be the best they can be in their learning.*

This will be *achieved* by:

Providing our pupils with the appropriate skills for the world of work and how to contribute to the wider community. In doing this we will ensure that each child's time at Quarry Brae Primary is happy and a good foundation for life.

Fostering and providing opportunities that develop effective partnerships with parents and our wider school community, partner agencies.

Acknowledging and celebrating wider achievements, pupils and staff, out with school.

Providing equal opportunities for pupils and staff to learn together within the school context.

Our Vision

Attain



Achieve



Aspire



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Working Together

As parents, you are key partners in the education of your child/children. Your support is a key characteristic of a successful school.

Quarry Brae Primary School acknowledges this and is proactive in seeking ways to ensure a smooth continuity between home and school. We wish our school improvement plan and identified priorities to promote a more effective partnership, which will help to improve the quality of educational experience for every child in our care.

Effective partnerships are based on common goals and mutual respect and understanding. This is our educational principle, which supports the vision and values within this establishment, our school aims.



School Improvement Priorities

Our School Improvement Plan is constructed consultatively to ensure all staff, pupils and parents views are reflected in our aims, visions and values for the establishment. The improvement agenda is framed around National Priorities in Education:

1. Achievement and Attainment
2. Framework for Learning
3. Inclusion and Equality
4. Values and Citizen
5. Learning for Life.

Self evaluation is a key principle in the development process and activities are regularly undertaken which implement good practice in accordance with *How good is our School?* framework documentation. This is a reflective professional process through which we can get to know ourselves well and identify the best way forward for our pupils, promoting innovation. The framework of quality indicators guides us in this process and we are forward looking as we reflect on the quality of our work. Each term we audit our School Improvement Plan progress in our attempts to improve our provision and achieve our action plan targets. Our progress is monitored by our education authority in terms of standards and quality reports.

Your child is at the centre of all we do!

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QUARRY BRAE STAFF

Head Teacher Mrs Sara Adam
Depute Head Teacher Ms Nancy Porteous
Principal Teacher Mrs Sandra Smith
Principal Teacher Ms Louise Bremner

Class Teachers:

P1A	Ms Smith
P1B	Mrs Craig
P2	Mrs Gamble
P3/2	Mrs Farrell
P3	Ms McGregor & Mrs Doherty
P4/3	Mrs Fleming
P5/4	Mrs Simpson & Mrs O'Donnell
P5	Ms McKie
P6	Mrs Forrest
P7/6	Mrs Kinnear
P7	Mr Higgins
Nurture Class	Mrs Craig
GDDS	Ms Akers
CLOL	Mr Higgins

Pupil Support Assistants

Mrs Kennedy, Mrs Lewis, Mrs King, Mrs McColl, Ms Donnelly, Mrs O'Hara, Mrs Spiers
& Mrs White

Clerical Assistants

Mrs Anderson & Mrs Murray

Facility Officer

Mr Coyle

School Chaplain

Rev Jack Graham



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SCHOOL HOURS

We have a very popular breakfast club which starts at 8.15am each day.

Morning Session : Primary 1 - Primary 7: 9am - 12.15 pm

Interval: 10.30 am - 10.45 am

Lunch: 12.15pm - 1.00pm

Afternoon Session : Primary 1 - Primary 7: 1pm - 3pm

Primary 1 children attend school in the mornings only until after the first weekend in September.



ENROLMENT

Parents offered or seeking a place in this school for their child should visit the school and ask for the Head Teacher. An appointment may be made by telephone beforehand, but it is not always necessary. The child's Birth Certificate should be brought at this time and proof of residence.

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 closure and re-opening. We shall keep you in touch by using letters, notices in local shops and community centres, announcements in local churches and announcements in the press and on local radio.



Community Facilities

Groups or organisations wishing to use the school should contact Sandra Stewart, Community Letting Officer, Glasgow Life / Glasgow Communities; 0141 302 2816/7 or 287 5921.

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Parental Involvement

A new approach to involvement – because parents have such a vital role in their children's education, the Scottish Parliament has passed a new law called the Scottish Schools (Parental Involvement) Act 2006 to encourage and support more parents to become involved. This Act makes it a top priority for every education authority and every school to support the involvement of parents:

- at home – by providing parents with information on what their children are learning at school and how this can best be supported at home.
- through school – by providing parents with opportunities to contribute to the life and work of the school.
- in a more formal way – by helping parents decide what kind of parent group the school should have.

All parents are automatically members of the Parent Forum at their child's school and will be entitled to have a say in what happens at the school.

Quarry Brae Primary School has a **Parent Council** which is very parent-friendly and is a great opportunity to become more involved. The role of our council is to:

- support the school in its work with pupils
- represent the views of all parents
- encourage links between the school, parents, pupils, pre-5 groups and the wider community
- report back to the Parent Forum.

Please note that our Chairperson will be appointed this term.

Any telephone contact can be made through the school – 0141 554 1781

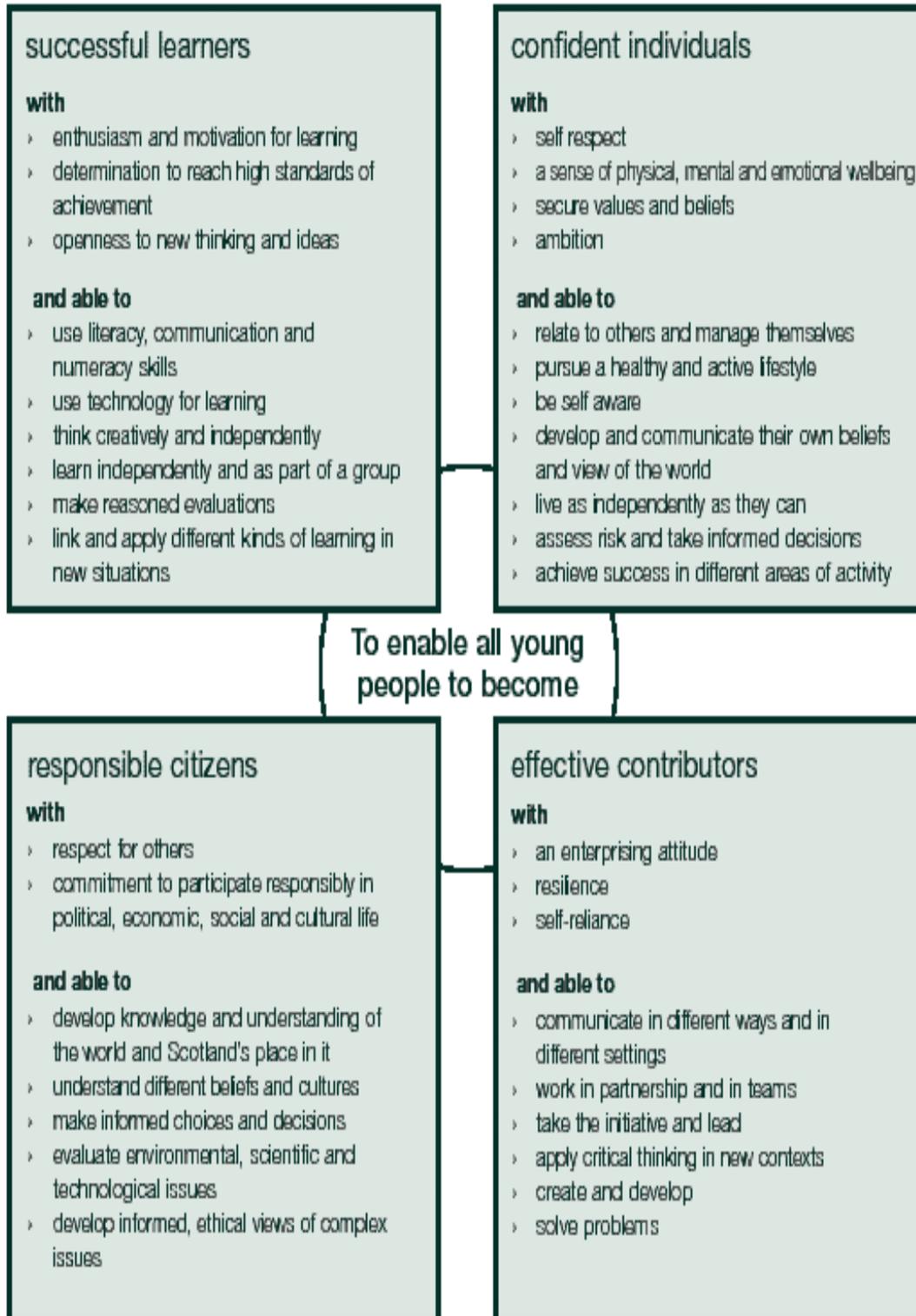
Procedures for Election of Parent Council Office Bearers:

The Chair, Treasurer, and Secretary of the Parent Council will be appointed by the Parent Council members immediately following its formation.

Office bearers will be re-selected by the Parent Council every 2 years.

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A Curriculum for Excellence



Through the experiences we provide at Quarry Brae 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.

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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.

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 are 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.

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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, Rev Jack Graham, 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.

Homework: Homework is an ideal means of developing parental partnership with the school. It not only consolidates the work done in school by the children but extends it by giving the parents the opportunity to help in research and home/school community based tasks. Homework should be an interesting and challenging task for the child and not a 'chore'. Homework is an important part of your child's development. Each year the programme might vary dependant on stage but parents will be informed at the start of each session what to expect. Homework is an important part of your child's development.

We are currently adapting our strategies to support effective implementation of this curriculum framework – features of effective learning and teaching, connections with other areas of the curriculum and familiarisation of how the experiences and outcomes are organised.

Assessment: This is a key factor in a child's educational development and progress at school. All pupils are assessed formally and informally throughout the year. This allows teachers to find out where the strengths of the children lie and builds upon them. It also allows weaknesses to be identified and action taken to remedy them. The school is able to evaluate whether or not methods and materials are effective and pass on accurate information to parents about the progress of their child.

Reporting: Teachers will invite parents to discuss progress at Parent's Meetings. These meetings are scheduled throughout the session to discuss your child and "next steps" in learning. An annual written report will be sent to parents in June. This report invites parents to record any comments they wish to make on the years work and progress made. Parents are welcome to contact the Head Teacher to discuss their child's progress. Parents wishing to meet the head teacher or class teacher to discuss progress should contact the School Office.

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Support for Learning Intervention Strategies

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>

Equal Opportunities and Social Inclusion

It is the policy of the school that no child be disadvantaged in opportunities because of gender, creed, colour or religion. The Head Teacher will be happy to give advice and information to parents.

Home School Links

Information about what is happening in school is communicated via our Quarry Brae Primary School monthly newsletters, which are sent home with pupils. Additional letters will be sent home when necessary in order to keep parents informed and about school events or any educational outings.



Parents have scheduled contacts with parents for a formal discussion on pupil progress. These interviews are confidential and organised by an appointment system. Annual Pupil Progress Reports are issued in June.

Throughout the session we seek to develop parental links by providing opportunities for parents to become familiar with the life of the school. We have Parent Curricular Workshops on selected curricular priorities to raise awareness of how you can support your child at home in these areas. We are delighted that so many parents wish to accompany our classes on outings and thank them for their commitment to our school.

The class teacher completes Curriculum News each term. It details all aspects of class work and topics to be covered in all of the curricular areas, again ensuring that parents are kept well informed about their child's education.

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At Quarry Brae Primary School we actively encourage parents to be involved in their child's education and recognise that it is crucial for the home and school to work together. We welcome parents to join in the life of the school!

Attendance at School

Duty of Parents

Section 30 of the 1980 Education Act lays a duty on every parent of a child of school age, to ensure that their child attends school regularly. Attendance must be recorded twice a day, morning and afternoon. Regulation 7 of the Education (School and Placing Information) (Scotland) Amendment, Etc. Regulations 1993 requires each child's absence from school to be recorded in the school register as authorised: i.e. approved by the authority, or unauthorised: i.e. unexplained by the parent (truancy) or temporarily excluded from school.



Parents should inform the school if their child is likely to be absent. Please give your child a note on his/her return to school, giving the reason for the absence. This school, in common with all other schools, has a School Attendance Officer who is required to investigate unexplained absences and the Attendance Council has the power to write to, interview or prosecute parents, or to refer pupils to the Reporter of the children's hearings, if necessary.

If, in the unlikely event the school suspects that a child is absent without a parent's permission the parent/s will be notified and asked to discuss this with the head teacher or a member of promoted staff to prevent a recurrence.

Every effort should be made to avoid family holidays during the term time as this both disrupts the child's education and reduces learning time. Parents should inform the school by letter, before going on holiday, of the dates. Such absence will be authorised only where attendance is otherwise satisfactory. Clearly where attendance is unsatisfactory, absence is unauthorised.

Parents may request that their children be permitted to be absent from school to make an extended visit to relatives. Only written requests detailing the destination, the duration and the provision that will be made for their continuing education will be granted and the pupil noted as an authorised absence in the register.

Clearly with no explanation from the parent, the absence is unauthorised.

If you wish your child to be taken out of school during the day for an appointment for the dentist or doctor for example, it would be helpful if an appointment card requesting this was sent in beforehand. If you cannot do this or it is an unexpected emergency please call and see the Head Teacher, you will be authorised to collect your child from the classroom only with the Head Teachers' permission. This is Council procedure both for attendance purposes and the children's safety in case an unauthorised person tries to remove a child.

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Transport

General

The Education Authority has a policy of providing free transport to all primary pupils who live more than one mile from their local school by the recognised shortest walking route. This policy is more generous than the law requires. This means that the provision of transport could be reviewed at any time. Parents who consider they are eligible should obtain an application form from the school or education office. These forms should be completed and returned before the end of February for those pupils beginning school in August to enable the appropriate arrangements to be made.

Applications may be submitted at any time throughout the year but may be subject to delay whilst arrangements are made. The appropriate officer has discretion in special circumstances to grant permission for pupils to travel in transport provided by the authority, where spare places are available and no additional costs are incurred.

Pick Up Points

Where free transport is provided, it may be necessary for pupils to walk a certain distance to the vehicle pick-up point. Walking distance in total, including the distance from home to the pick-up point and from drop-off point to the school in any one direction, will not exceed the authority's limits (see above paragraph). It is the parent's responsibility to ensure their child arrives at the pick-up point in time. It is also the parent's responsibility to ensure their child behaves in a safe and acceptable manner while boarding, travelling in and alighting from the vehicle. Misbehaviour could result in your child losing the right to free transport.

Placing Requests

The Education Authority does not provide transport for those pupils in receipt of a placing request other than in exceptional circumstances and where appropriate legislation applies.

In the case of under-age placing requests if the child is offered a place in his / her catchment area school, transport will be provided in accordance with council policy stated above.

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School and Community

The school is part of Eastbank Learning Community and has strong links with local primary schools. We are affiliated with 4 primaries:

Dalmarnock Primary
Eastbank Primary
Thorntree Primary
Wellshot Primary

and Eastbank Academy is part of this community too.

We have fostered and maintained strong links with Parkhead Congregational Church and pupils are encouraged to make use of and care for their local environment. This is important that the pupils strive to make a worthwhile contribution to it.

Enrolment

We would be delighted to welcome visits from parents seeking places for their children.

The registration of pupils for Primary 1 in August takes place during the second week of January each year. Information will be displayed in all local nurseries.

If you require any further information please telephone 0141-554-1781.

Transfer from Primary School to Secondary School

Pupils are normally transferred between the ages of 11.5 and 12.5, so that they will have the opportunity to complete at least 4 years of Secondary Education. Parents will be informed of the school arrangements no later than December of the year preceding the date of transfer at the start of the new session.

Pupils will normally transfer to:

EASTBANK ACADEMY
26 Academy Street
Glasgow G32 9AA

Telephone: 0141 582 0080

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Medical Health Care

Nursing Staff are appointed to the school and visit regularly. Likewise there is a visit from a dentist and dental care advice is also given. Parents are informed of formal inspections and of opportunities to have their children tested for vision and hearing defects, and are also given the opportunity to have dental treatment if needed.

When your child enrolls you are asked for an Emergency Contact telephone number and/or people who can be reached if you are not available and whom you would trust to act for you if your child becomes ill or is injured. Each year you will be asked to fill in a new data form to give you the opportunity to update information you have already given us. It is in your child's best interest that you inform us of any medical condition or requirements. The information contained in the forms is used to contact the parent should their child take ill or an accident happen. In the event that a parent or emergency contact cannot be quickly spoken to, the school will act in the best interests of the child to obtain the necessary medical attention. However it is most important that if we ask a parent to come to the school or a Casualty Department as soon as possible that you do as some medical treatment can only be carried out with parental consent.

If your doctor recommends that your child receive medicines during the school day please ask for an Administration of Medicine Form from the school office. You should return it to the school as soon as possible. The Council will not allow medicines to be given or taken in school unless this procedure has been followed for the safety of the pupils.



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Our School Uniform

Quarry Brae strongly insists the children wear school uniform. We want our pupils to be smart and easily identified as pupils of Quarry Brae Primary encouraging them to feel part of the school community and contribute positively to the school ethos and school security.

Our uniform consists of:

Navy skirt or trouser
School tie to be worn with white or blue shirt/blouse
Navy cardigan/jumper/school sweatshirt
Navy blazer or jacket

- *Navy or Yellow Sweatshirt
- *Yellow Polo Shirt
- *Navy Hooded Sweatshirt
- *Yellow T Shirt for P.E.
- *Navy Fleece
- *Navy Knitted Hat with school badge
- *Navy or Yellow baseball cap
- *School badge



A uniform order form is available from the school office if you wish to purchase any of the above items.

Shoes must be practical at all times for movement about the school and all pupils need to have a change of footwear in school as they require changing into their indoor shoes (plimsolls) on a daily basis. Outdoor footwear is not permitted in the classrooms.

Shorts and a top are required for Physical Education as are sand shoes.

Unacceptable Forms of Dress

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

- potentially, encourage friction (such as football colours)
- could cause offence (such as anti-religious symbolism or political slogans)
- could cause health & safety difficulties, such as loose fitting clothing, dangling earrings
- are made from flammable material, for example shell suits in practical classes
- could cause damage to flooring
- carry advertising, particularly for alcohol or tobacco
- could be used to inflict damage on other pupils or be used by others to do so

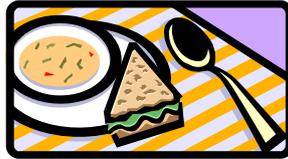
Parents of children receiving income support, job seekers allowance (income-based), working tax credit (with NHS exemption), housing benefit or council tax rebates will normally be entitled to monetary grants for footwear and clothing for their children.

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Approval of any requests for such grants made by parents in different circumstances is at the discretion of the Director of Education. Information and application forms may be obtained from schools and from the Education Offices.

The Council is concerned at the level of claims being received regarding the loss of pupils' clothing and/or personal belongings. Parents are asked to assist in this area by ensuring that valuable items and unnecessarily expensive items of clothing are not brought to school. Parents should note that the Authority does not carry insurance to cover the loss of such items and any claims submitted are likely to be met only where the Authority can be shown to have been negligent.

School Meals



School Meals are run by CORDIA using a cafeteria system, the Fuel Zone and Pick'n'Mix. Our kitchen staff comprising of Lynne McKinlay, Tarsem Kaur, Lorraine Innes, Susanne Ure, Natalie Martin and Jean Wilson who prepare our freshly cooked meals which are enjoyed by all staff and pupils.

Meals are served from 12.15 - 1.00 p.m. Children wishing to buy a meal need to bring money with them every day. This should be kept in a purse or wallet.

Children may bring a packed lunch, which will be eaten in the dinner school.

Children of parents receiving Job Seekers Allowance (income based) and Child Tax Credit (where income is less than £13,320) are entitled to a free midday meal. Information and application forms for free meals may be obtained from schools and from Education Services (0141 287 6810).

All children are entitled to free milk which is obtainable from the school Dining Hall at lunchtime.

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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

Freedom of Information

The Freedom of Information (Scotland) Act 2002 enables any person to obtain information from Scottish public authorities. The Act applies to all Scottish public authorities including: Scottish Executive and its agencies; Scottish Parliament; Local Authorities; NHS Scotland; Universities and further education colleges; and the police. Public authorities have to allow access to the following information;

the provision, cost and standard of its service;

factual information or decision-making

the reasons for decisions made by it.

The legal right of access includes all types of 'recorded' information of any data held by the Scottish public authorities. From 1st January 2005, any person who makes a request for information must be provided with it, subject to certain conditions.

Further information is provided on the Glasgow City Council web-site;

www.glasgow.gov.uk/en/yourcouncil/freedomofinformation

Internet facilities are provided at all Glasgow City Council Public Libraries and Real Learning Centres.

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Dealing With Racial Harassment

The Race Relation Act of 1976 makes it unlawful to discriminate against someone because of her/his colour, race, and nationality, ethnic or national background.

The Act makes it the duty of Glasgow City Council to eliminate unlawful racial discrimination.

In 1999 the guidelines "Dealing with Racial Harassment" were issued to assist all teaching staff in dealing with such incidents.

The adoption of an anti-racist approach should be seen as one part of the continuing attempt to improve the quality of education.

Glasgow City Council recognises that support from the home is essential if these aims are to be achieved.

Every child in Glasgow has the right to be happy and secure at school.

We implement a RACE EQUALITY POLICY in Quarry Brae Primary School.



Quarry Brae Pupil Council & Eco Club

Our pupils elect a class representative by secret ballot at the beginning of each new session to sit on the Pupil Council. These pupils meet regularly with the Depute Head Teacher to discuss issues affecting the school.

Our Eco Club continue to achieve Green Flag status and we are extremely proud of this achievement. The Eco Club continue to address their action plans in their efforts to improve our community and school grounds. They work co-operatively with community groups in the area.

We explore and develop many avenues that promote pupil participation; pupil focus groups for example, an excellent way of involving pupils in the continuing process of improving our school.

Minutes of meetings are produced and circulated to all the classes for display and discussion. Children are encouraged to act upon their initiative and become *successful learners, confident individuals, effective contributors and responsible citizens.*

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Extra-Curricular Activities

Children take part in many interesting activities throughout the year – understanding the world by learning outside the classroom, educational excursions and physical activities which promote health and wellbeing.

We offer a range of after school clubs for all stages with physical activities from netball, football to street dance, basketball and multi-sports.

Our senior pupils are offered a residential break and for many children this is their first experience of being away from home.



Playground Supervision

At all times there is a high adult presence in all playgrounds and 'Buddies' to ensure fair play.



School Discipline

The relationship between teacher and pupil is similar to that between child and his/her own parents, requiring mutual respect and consideration on both sides.

The aim of school discipline is to promote positive behaviours of self-control, courtesy, care, mutual respect and consideration, in order to help create the most successful learning environment.

Achieving this aim critically depends on the support of parents.

There will be times when teachers will have to remind pupils of the boundaries of acceptable behaviour.

Continual and serious indiscipline will be recorded in the discipline log. If children are persistently in trouble, the Head Teacher will ask the parents to support the school in trying to remedy the situation.

Where persistent misconduct and indiscipline continues, pupils may require to be excluded from school.

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Anti-Bullying Policy

The school appreciates and share the concerns of parents regarding preventing bullying. Pupils, staff and parents work together to implement our Anti-Bullying policy that ensures that Quarry Brae Primary strives to be a bully free zone.

Rationale

Good discipline is an essential prerequisite for good learning. We believe that every child has a right to the best education, which we can provide, and therefore aim to provide secure, calm surroundings through strong, consistent and fair management of pupil behaviour. Providing this good learning environment is the most basic and important thing we can do.

At Quarry Brae Primary School we believe bullying is making someone repeatedly unhappy through unwanted/uncalled for physical/verbal actions. It can be physical, mental and verbal intimidation, which is upsetting and hurtful to others. Humiliating behaviour and excluding others causes distress and anxiety for the pupils involved. We view this as unacceptable school behaviour and will implement strategies, which enhance the ethos of the school, while increasing pupil confidence those incidents of bullying will be promptly and effectively dealt with.

At Quarry Brae Primary School we aim to:

- Ensure that no child is unhappy through the fault of another.
- Each child is treated fairly in a consistent manner.
- Minimise class disruption due to unacceptable behaviour.
- Provide a learning environment in which children feel secure and comfortable.
- Inform all key stakeholders of the policy principles and the role they play in its effectiveness.



The school approach to discipline and behaviour management is based on assertive discipline. This approach is implemented consistently by all members of staff and it is a positive approach using clear simple school/class/behaviour rules. The discipline plan therefore has four sections: rules, rewards, consequences and severe clauses. For further information please contact HT.

We hope you have enjoyed reading our School Handbook which is just a taster in terms of our school provision and school successes! We look forward to working with your child next session and in partnership with the family provide your child with the opportunities to develop and grow educationally and personally.

If you wish to discuss any of the contents further please do not hesitate to contact the HT / DHT directly, thank you.



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Communication with Parents

At Quarry Brae 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.

Class Communication – will let parents know what homework has been set and is also used to communicate between the class teacher and parents.

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.

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, class communications and twitter 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.

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.

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Child Safety / Child Protection Policy

Please note the following Appendix 1, Glasgow Council Management Circular

MANAGEMENT CIRCULAR No 57

Appendix 1

Glasgow City Council

Education Services

CHILD SAFETY / CHILD PROTECTION POLICY

Insert for School Handbooks and Public Displays

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.

Schools, 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. The head, or person deputising for the head, after judging that there may be grounds for concern regarding the welfare or safety of any pupil must then immediately advise the duty senior social work services area office of the circumstances.

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Comments & Complaints

In Glasgow 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. We aim to provide good quality service. We hope you will not need to complain but sometimes things go wrong and we would like to hear from you as soon as possible so that we can put things right. You can telephone or write to the school to make an appointment for an informal chat. Many difficulties can be resolved quickly and easily. If you are still unhappy with the service or our response you should contact the Customer Liaison unit.

They will;

take a neutral stance in fully investigating your complaint

acknowledge receipt of your complaint within 5 working days

give a full written response within a further 10 working days, unless another timescale has been agreed.

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.

Although this information is correct at the time of printing, there could be changes affecting any of the matters dealt with in the document, before the commencement or during the course of the school year in question, in relation to subsequent school years.