



**St Roch's Primary & Deaf School
School Handbook 2019-2020**

Welcome to St Roch's Primary School!

I would like to welcome you and your child to St Roch's Primary & Deaf School. This handbook contains a range of information that you might find helpful. Please do not hesitate to contact the school or check the school website if you need more information.

I hope that this handbook gives you a glimpse of life at St Roch's Primary and Deaf 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.

Mrs Mary E. McNulty

Headteacher

School Vision & Values

In St Roch's Primary & Deaf School, 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 the community, based on a shared sense of direction.

Values:

- Respect
- Equality & Inclusion
- Friendship
- Pride
- Nurturing & Caring
- Honesty
- Healthy

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:

267 Royston Rd
Glasgow
Phone: 0141 552 0010
Email: headteacher@st-rochs-pri.glasgow.sch.uk

Background information:

- Co-educational school
- Denominational
- Provision for Deaf Learners
- Stages taught: P1-P7
- Current Roll: 357
- Capacity: 400

St Roch's Primary School Staff

Senior Leadership Team

Mrs Mary E McNulty	Head Teacher
Mrs Pauline Ward	Depute Head Teacher
Mr Andrew McDonald	Depute Head Teacher
Mrs Jennifer Smith	Depute Head Teacher (Acting)
Michele McMahon	Principal Teacher (Acting)
Miss Frances Gardiner	Principal Teacher (Acting)

Class Teachers Session 2019-2020

Miss Alix Coyne	Primary 1a Class Teacher
Mrs Kathryn Milloy	Primary 1b Class Teacher
Miss Claire Fitzpatrick	Primary 2/1 Class Teacher
Miss Catriona McInnes	Primary 2a Class Teacher
Miss Ava McGeechan	Primary 2b Class Teacher
Miss Kayleigh Doran	Primary 3a Class Teacher
Miss Nicola Hill	Primary 3b Class Teacher
Miss Justine Thompson	Primary 3/4 Class Teacher
Mrs Audrey Woodward	Primary 4a Class Teacher
Mrs Jennifer Fitzpatrick	Primary 4b Class Teacher
Miss Gemma Carroll	Primary 5a Class Teacher
Mrs Sharon Gow	Primary 5b Class Teacher
Mrs Kerry Anderson	Primary 6a Class Teacher
Mr Chris Beirne	Primary 6b Class Teacher
Miss Elise Muscroft	Primary 6/7 Class Teacher
Mrs Michele McMahon	Primary 7a Class Teacher
Mrs Caitlin Taylor	Nurture Teacher
Miss Joyce Monaghan	EAL Teacher
Mrs Joan Clark	French Teacher
Miss Rosaleen Smith	Challenge Leader of Learning
Miss Kerry McFarlane	Child Development Officer
Mrs Carol Milroy	Child Development Officer

Hearing Impaired / Deaf Base Classes

Mrs Kim Wilson	Primary HI1/2 Class Teacher
Miss Linda Lynch	Primary H3 Class Teacher
Miss Katie Renfrew	Primary HI4/5 Class Teacher
Miss Elaine Molloy	Primary HI6/7 Class Teacher
Miss Sally Smith	HI Teacher

Hearing Impairment Support Service Staff

Ms Barbara Harvey	Teacher of the Deaf
Miss Danielle Dunbar	Teacher of the Deaf
Miss Alison Jack	Teacher of the Deaf
Mrs Andrea Connelly	Teacher of the Deaf
Ms Caroline McLellan	Teacher of the Deaf

Clerical and Support Staff

Mrs Andrea Hoey (Manager)	Clerical Support Assistant
Mrs Karen McIlroy	Clerical Support Assistant
Mrs Linda Robertson	Clerical Support Assistant
Marie Spence	Clerical Support Assistant
Mrs Rosaleen Morton	Support for Learning Worker
Ms Mairi O'Brien	Support for Learning Worker
Mrs Caroline Brown	Support for Learning Worker
Mrs Elizabeth McGlynn	Support for Learning Worker
Mrs Linda Mitchell	Support for Learning Worker
Mrs Theresa Carberry	Support for Learning Worker
Miss Jacqueline Whitlock	Support for Learning Worker
Mrs Anne Cairns	Support for Learning Worker
Ms Leanne Clancy	Support for Learning Worker
Mrs Rosaleen Morton	Nurture Support for Learning Worker
Miss Nicole Hendry	Support for Learning Worker
Miss Kerry Beck	Support for Learning Worker
Mrs Theresa Wayt	Support for Learning Worker
Mr Barry Briely	Janitor
Mrs Irene Chalmers	Catering Assistant
Mrs Janie Sideserf	Catering Assistant
Ms Laura Kennedy	Family Learning

Enrolment

Enrolment

Enrolment now takes place in electronic form online at:

<https://www.glasgow.gov.uk/index.aspx?articleid=18007>

If support with this application is required 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 St Roch's Primary School but must enrol their child at their local school as a first step.

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 1	09.00 -10.30
Interval	10.15 - 10.30 (P1-3) 10:35 – 10:50 (P4-7)
Morning 2	10.45 - 12.15
Lunch	12.15 - 13.00
Afternoon	13.00 - 15.00

School Holidays 2019-2020

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

www.glasgow.gov.uk/index.aspx?articleid=9418

Pupil Absence

Within St Roch's Primary & Deaf School good attendance is encouraged at all times and children are rewarded accordingly. Parents are asked to inform the school if their child is going to be absent via the school absence line on 0141 287 0039. This should be done before 9.30 on the first day of absence. If your child 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 of their child's absence if no contact is made. All unexplained absence are investigated by the school and appropriate action taken.

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 be required to be sent home. Please ensure that you keep the school informed of all contact details. Parents should inform the school of any medical requirements relating to their child. If a child requires medication during the school day, parents must

complete the appropriate medical form. This is available on request from the school office.

Emergencies

We make every effort to maintain a full educational service, but on some occasions circumstances arise which lead to disruption. Schools may be affected by, for example, severe weather, temporary interruption of transport, power failures or difficulties of fuel supply.

In such cases, we shall do all we can to let you know about the details of our closure or re-opening by using letters, texts and the local media etc.

School Uniform

The school uniform is:

- Blue shirt
- School tie
- Blue/black trousers
- Blue/black skirt

Sweatshirts, cardigans, polo shirts and ties with the school logo are available for purchase at

Tesco Stores, St Rollox Business Park, Cobden Road, Glasgow, Lanarkshire G21 1YL
0845 677 9309.
Trutex, 35B Argyle Street, G2 8AH, 0141 221 4472

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

PE Kit

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

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

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

Clothing & Footwear Grants

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

www.glasgow.gov.uk/index.aspx?articleid=8629

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.

Primary 1-4 children are entitled to a free meal at lunch time. 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 £15,910*) 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

www.glasgow.gov.uk/index.aspx?articleid=8629

Transport

Deaf learners are transported from their home to St Roch's Primary by bus or by taxi. Clerical staff will arrange this and you will be informed of which bus/taxi run your child is on.

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 policy is more generous than the law requires. 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

www.glasgow.gov.uk/index.aspx?articleid=8629

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:

St Roch's Secondary School
40 Royston Road, Glasgow G21
Phone: 0141 582 0270
Email: headteacher@st-rochs-sec.glasgow.sch.uk
www.st-rochs-sec.glasgow.sch.uk

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

Communication with Parents

At our 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 Diaries – 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 and Twitter (@saintrochsps) 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.

Privacy Statement and Data Protection – Use of Information about Children and Parents/Carers

As a local authority our schools and early years establishments process information about children and young people in order to provide education and care. In doing so we must comply with the Data Protection Act (1998). This means, amongst other things that the data held about children and young people must only be used for specific purposes.

However, you should be aware that we may use this information for other legitimate purposes and may share this information where necessary with other bodies responsible for administering services to children and young people, or where otherwise required by law. We may also use any information for research purposes. However, 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 further information please see our full privacy statement at <http://www.glasgow.gov.uk/index.aspx?articleid=2908>.

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 St Roch's 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:
www.glasgow.gov.uk/index.aspx?articleid=2896

Customer Liaison Unit
Education Services
Glasgow City Council
City Chambers East
40 John Street
Glasgow G1 1JL

Tel: 0141 287 5384
e-mail: education@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 St Roch's Primary School we want our children to become Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors. We are committed to providing children with a broad general education and focus on eight curriculum areas.

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

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

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

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

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

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

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

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

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

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

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

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

Useful websites

www.curriculumforexcellencescotland.gov.uk

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

Religious Observance

Our school is fortunate to have a close link with the local church. The Parish Priest assists with the Christianity element of Religious and Moral Education and provides opportunities for religious observance. As we are a catholic school, we follow This Is Our Faith programme. 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 March. An annual report is sent to parents towards the end of each school year.

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

Pupil Profiles

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

Support for Pupils

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

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

Further information relating to additional support needs is available on the Glasgow City Council website –

www.glasgow.gov.uk/index.aspx?articleid=8627

Information on the Glasgow City Councils' Parental Involvement Strategy can also be found at www.glasgow.gov.uk/index.aspx?articleid=8642

Getting it Right for Every Child (GIRFEC)

The GIRFEC approach is about how staff in all children's services meet their needs by working together where necessary to ensure that children reach their full potential.

www.scotland.gov.uk/gettingitright

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.

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 St Roch's Primary School is to build a positive ethos that demonstrates care and respect for all. Positive behaviour is recognised and celebrated. Our school operates a system of class charters to set out expected behaviour. This is celebrated through Golden Time activities, 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 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.

Pupil Council

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

Extra Curricular Activities

We have a wide range of activities 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 addresses:

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

Tel: 0141 287 2000

www.glasgow.gov.uk