



St Albert's Primary School



Handbook 2017-18



Welcome to St. Albert's Primary School

On behalf of all members, I am delighted to welcome you and your child to St Albert's Primary School Community. I look forward to working in partnership with you in the coming months and years. I am hoping that the information in this handbook will give you a sense of who we are and the values that are important to us.

Our aims include providing children with a lifelong love of learning and ambition to achieve. We are raising attainment and encouraging our pupils to look ahead and foster the skills they will need to be successful in life. These skills include; resilience, confidence, enthusiasm and courage. We look to all our parents and pupils to be highly aspirational.

Attainment is also important to us. We use all of our resources to create an environment where your children can make excellent progress through the curriculum. Our tracking and evidence systems are based on the individual child and how their needs can be met to ensure excellent learning. We are fully committed to inclusive practise and therefore seek to remove or overcome any barriers to learning.

St Albert's Primary School is situated within the Pollokshields area in the south side of Glasgow. Our school is Multi Cultural and we have many different languages and cultures represented here. We foster open dialogue on diversity and all our pupils, staff and parents respect and understand the richness and benefits of a diverse school.

We believe in partnership and family learning. We will support you to understand how best to support your child with their learning. Throughout the year I hope you will take up the many opportunities there are to become involved in the life of the school. You will be made most welcome. We are always open to new ideas and as Head Teacher I am available to you to discuss these and aspect of your child's journey here.

We are fortunate to have amazing school grounds which we use to foster learning and raise attainment. Play is also crucial to learning and our staff create excellent opportunities for play. We have strong evidence that tells us through play and early intervention our children are learning faster and better.

Sustainability is important to us and we strive to create an environment that promotes an understanding of the world around us and how to make meaningful connections with our surroundings.

In April 2017 our school hosted a successful visit from Her Majesty's Inspectors. We were all delighted when our excellent practice was recognised in a truly outstanding report.

Here is the link for further information:

<https://education.gov.scot/inspection-reports/glasgow-city/8419922>



We have also won awards for Creativity, International Education and the national award for Social Enterprise. Innovation, Creativity and Entrepreneurship are strengths of our school. We seek to find new and interesting ways of learning and raising attainment and engaging children with the world around them. We regularly host visitors and students from abroad.

As a Catholic school faith is important to us. Most of our pupils come from other faiths therefore we believe that the best way for us all to show our faith is to live it. We aim to act with kindness, understanding, love and respect at all times. We have excellent interfaith dialogue and prayer. Our pupils have opportunities to explore their faith and the faith of others through rich experiences and conversations.

Above all we will provide your child with a high quality and literacy rich curriculum embracing maths, arts, sciences and technology. We seek to form strong community partnerships to provide excellent learning experiences that will support children to maximise their achievements and raise their attainment. Learning will be challenging and all pupils are expected to aim high.

What makes St Albert's special is the warm, supportive and nurturing atmosphere and a strong ethos of inclusion, faith, respect and understanding. I am sure you and your child(ren) will enjoy and benefit from all of their experiences here.

Clare Harker
Head Teacher



Our Vision, Values and Aims



Vision

At St Albert's, we strive to provide a welcoming, inclusive and creative school where positivity shines. A school that is creative, innovative and open to taking on new challenges, where all of its community is encouraged to grow, develop and aim high. We will be a place where individuality is encouraged and respected and the child is always at the centre. We actively celebrate talents and achievements. We want our children to be *successful learners, confident individuals, effective contributors and responsible citizens*.

Values

St Albert's is a school of faith. Our Catholic ethos is strong and our school community recognises and welcomes families of all faiths. We celebrate our rights and there is a high level of care and respect shown by all. We believe in *justice, respect, integrity, charity, equality and love*.

Our school is a unique and happy place to be, where we all look out for each other. We provide a nurturing and supportive environment where everyone is encouraged to be active, adventurous and try anything. Sustainability is a strong theme throughout the school and we promote many opportunities for achievement through play and outdoor learning.



Aims

In St Albert's we have a strong commitment to Literacy, Numeracy, Health and Wellbeing and Equity for all. Our priority is to work together as a community to provide all of our children with the skills they need to achieve positive destinations beyond school. They will have a strong sense of self-belief and high aspirations. Through our high level of care, nurture, learning and teaching, we will ensure that all of our children are *safe, healthy, achieving, nurtured, active, respected, responsible and included*.

About Our School

St Albert's is situated in the south east of Glasgow in Pollokshields. There are 300 children on the school roll that are allocated to 11 classes, 2 of which contain children from more than one stage. There are also two classes in St Albert's Unit which is designed to support pupils with Additional Needs. These classes are fully included in all aspects of school life.

In session 2017/18 the total teaching staff will be 16.8 fte and a further 2 teachers support the EAL provision in the school. There are six Learning Support Workers and two clerical workers, one of whom works part time. Throughout the year various coaches and instructors will work with you children on a range of activities including Sport, Dance, Science and Health. We are forging strong relationships with our partners in the Community and your children will also have the opportunity to work with these partners. We also have support from various agencies within the Education Services.

St Albert's Primary School is a Roman Catholic School and many of our pupils are from other faiths. We work together as people of Faith with a strong sense of spirituality, respect and understanding.

English as an Additional Language

A high percentage of our pupils have English as an Additional Language (EAL) and there are more than twenty languages represented in our school. EAL can range from New to English to children who are bilingual or where at least one member of the family is non-English speaking. We strive to ensure that we have the best for all of our children and through working closely with our EAL colleagues, all teachers provide and promote a Literacy rich environment. Our evidence tells us that through our approach our children are learning English faster and that we are raising attainment in all areas. We fully embrace all languages and we believe having more than one language gives our pupils the potential to be excellent and successful learners. We look for opportunities to bring languages into the school day.



The School Day

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

P1 children are dismissed at lunchtime until the first Monday in September after which they will remain in school until 15:00.

Cordia run a breakfast club every morning from 8 - 8.45 at a cost of £2 or free if you qualify for free school meals.

General Information

If you need to contact the school you can do so in a number of ways:

36 Maxwell Drive
Pollokshields
Glasgow
G41 5DU

Telephone number 0141 429 1983 / 0141 429 2028

www.st-alberts-pri.glasgow.sch.uk

Log on to above St Albert's Website for up to date information on School Assemblies, Events, Latest Achievements, Newsletters, Parent's Evenings etc.

We translate many of our announcements into Urdu which can be heard on our website, or on Twitter, or mySchoolApp direct to your mobile device.

Follow us on Twitter @StAlbertsG41



Download mySchoolApp available on Apple Store and Android device



E-mail address:

headteacher@st-alberts-pri.glasgow.sch.uk

Glasgow City Council Schools and Learning web-site

<https://www.glasgow.gov.uk/index.aspx?articleid=15894>



Head Teacher: Mrs Clare Harker

Roman Catholic Primary School

Co-educational

Stages Taught: P1 - P7

Co-located ALN Unit

Present Roll 300

Planning and Working Capacity: 375

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

Holyrood Learning Community

St Albert's Primary School is a member of Holyrood Learning Community. The member establishments are:

- Holyrood Secondary
- St Albert's Primary
- St Bride's Primary
- St Brigid's Primary
- Holy Cross Primary
- St Fillan's Primary
- St Mirin's Primary
- Our Lady of the Annunciation Primary
- Adelphi Nursery
- Govanhill Nursery
- St Oswald's School
- St Conval's Primary

The main aims of the Learning Community are to work together to provide a high quality, inclusive learning environment for all pupils from 3-18.

Staff work closely to share practice and develop strong links which will help nurture positive relationships between pupils as they move through the school.

Due to our geographical location some of our pupils choose to transfer to Bellahouston Secondary and other Glasgow Schools. St Albert's School has a good working relationship with Bellahouston and staff and pupils participate in transition meetings and activities with all destination Secondary Schools.



We also have an excellent working relationship with all our partner nurseries including:

- Nithsdale Road Nursery
- Pollokshields Early Years Centre
- Darnley St Family Centre

We provide many opportunities for preschool children to work with us making the transition

As we have a co-located unit within St. Albert's for children with Additional Support Needs, we also have links with other primary ASN units. We also have links with Lourdes Secondary and Kings Park secondary which house co-located secondary units.

School Staff

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

The leadership team is as follows:

Headteacher: Mrs Clare Harker
Depute P1-P3: Mrs Joanne Martin
Depute ALN P4-P7: Miss Tina Kelly

Teacher	Class
Mrs L Sheridan (Principal Teacher)	Glasgow's Attainment Challenge
Mr C Stewart (Principal Teacher)	Digital Learning and Raising Attainment
Mrs K McFadden (Acting Principal Teacher)	Primary 1 (RERC Family Learning)
Miss L Kinloch	Primary 1/2
Mrs M L Hunter-Andrucci	Primary 2
Ms Cameron	Primary P2/3
Mrs S Dunnet	Primary 3
Ms G McNamee	Primary 4
Ms A Daniels	Primary 4/5
Ms E Newall	Primary 5
Ms C McCue	Primary 6
Mrs S A Brightman	Primary 6/7
Ms N Cohen	Primary 7
Ms K Hunter	Class 1
Ms L Hewitt	Class 2
Mr D McCormack	EAL
Mr J Orr	EAL
Miss A Brooks	Science / McCrone
Ms S Bull	Early Intervention/Raising Attainment
Mrs A Kheirabi / Miss P O'Hagan	Raising Attainment Pupil Equity Fund



Learning Support Workers

Mrs A Alexander
Miss M Forteath
Mrs E Henderson
Miss C Martin
Mrs M Rooney
Mrs M Bennett
Miss K Crosbie

Clerical Support Assistants

Mrs A Connell
Mrs S Ali

Janitor

Mr S Moss

Catering Supervisor

Mrs J Murphy

Catering staff

Ms S Meggatt
Ms M Uddin
Ms M Stewart

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.

Should you wish to enrol your child(ren) at other stages of the school throughout the year then please call the school office.

Families living out with the catchment area are welcome to make a placing request to attend St Albert's 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>

Primary 1 Induction Programme

It is important that pupils and parents feel happy and secure in St Albert's. We have developed an excellent transition programme with our partner nurseries to ensure that pupils



are familiar with the school environment and with some of the staff. We want to form a partnership with all parents/carers from the time of enrolment and through this relationship ensure that we meet the needs of all our pupils.

We will organise a series of visits throughout the year for children before the children start Primary 1 in August. The children will work with the class teacher and you will be invited to meet with some of the Senior Leadership Team and various school partners. All important information is transferred from Nursery and any other establishments as part of our transition programme.

If you have any worries or issues that you need to discuss with regard to your child starting school then please make an appointment to speak to the Head Teacher as soon as possible.

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.

School Holidays 2017-18

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

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

Return date for teachers

Friday 11th August 2017

Return date for pupils

Tuesday 15th August 2017

September weekend

Friday 22nd and Monday 25th September 2017

First mid-term

Monday 16th to Friday 20th October 2017 (inclusive)

Christmas/New Year

Thursday 21st December 2017 to Wednesday 3rd January 2018 (inclusive)



* Please note that schools will close at 2.30pm on the last school day before the holiday

Return to school

Thursday 4th January 2018

Second mid-term

Monday 12th February 2018

Tuesday 13th February 2018

Spring Holiday (Easter)

• Good Friday 30th March 2018

• Easter Monday 2nd to Friday 13th April 2018 (inclusive)

* Please note that schools will close at 2.30pm on the last school day before the holiday

May Day

Monday 7th May 2018

May Weekend

Friday 25th and Monday 28th May 2018

School close

Tuesday 26th June 2018

In-service days - all schools

Friday 11th & Monday 14th August 2017

Friday 13th October 2017

Wednesday 14th February 2018

Tuesday 8th May 2018

Pupil Attendance

Within St Albert's Primary School good attendance is encouraged at all times and children rewarded accordingly. Parents are asked to inform the school if their child is going to be absent. This should be done before 9.30am on the first day of absence by either phoning the school or the Pupil Absence Reporting Line on 0141 287 0039. If the child is going to be absent for some time, it would be helpful to know at the earliest opportunity. The school uses daily calls and text messaging to inform parents of their child's absence if no contact is made. All unexplained absence is investigated by the school and appropriate action taken. Absence is tracked monthly by the Senior Leadership Team.

Parents/guardians do not have an automatic right to take their child out of school without permission during term-time. The Head of Establishment can only authorise time off during term-time in exceptional circumstances. Exceptional circumstances include:



- short-term parental placement abroad;
- family returning to its country of origin for family reasons;
- the period immediately after an illness or accident;
- a period of serious or critical illness of a close relative;
- a domestic crisis which causes serious disruption to the family home, causing temporary relocation.

If your child is likely to be off for any of these reasons, or for any other reason please contact the school immediately.

Child Protection

Glasgow City Council has clear guidelines and procedures for child welfare and protection. There follows a summary of Management Circular 57 (August 2006) which outlines the referral procedures.

For all Staff

If you have a concern about a child's welfare or direct evidence or suspicion of a child being at risk then the only way you can protect the child or children is to report the matter. Whether you are a permanent member of staff, a supply teacher or a visiting specialist you should intimate your concerns to the Head of Establishment or, in their absence a senior member of staff.

Step 1

Alert the Head of Establishment or senior manager immediately to your concerns. Confirm your report by completing Appendix 3 as soon as possible and at the latest within 24 hours and forward it to the Head of Establishment.

Step 2

Follow the guidance of the Head of Establishment or senior manager in supporting the child and cooperating with subsequent actions by Social work and Police. In exceptional cases, where a by the Head of Establishment, it is perfectly legitimate for a member of staff to refer the matter to the designated Child Protection Officer within Education Services or direct to Social Work Services, the Police, or the Scottish Children's Reporter Administration.

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. We may contact the school nurse for support and advice on any health concerns.

If a child becomes ill during the course of the school day, he/she may require to be sent home. Please ensure that you keep the school informed of all contact details.



Parents should inform the school of any medical requirements relating to their child. If a child requires medication during the school day, parents must complete the appropriate medical form. This is available on request from the school office.

Emergencies

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

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

School Uniform

Given that there is substantial parental and public approval of a dress code, schools in this authority are encouraged to develop a school dress code. In encouraging a dress code policy, account must be taken in any proposals to prevent any direct or indirect discrimination on the grounds of race or gender. Any proposals will be the subject of widespread consultation with parents and pupils. Against this background it should be noted that it is the policy of the Education Services Committee to encourage schools to develop an appropriate dress code policy. There are forms of dress which are unacceptable in school such as items of clothing which:

- potentially, encourage faction (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, 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; and
- could be used to inflict damage on other pupils or be used by others to do so.

Glasgow City Council is concerned at the level of claims being received regarding the loss of children and young people's clothing and/or personal belongings. Parents/Carers are asked to assist in this area by ensuring that valuable items and unnecessarily expensive items of clothing are not brought to school. Parents/Carers 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.

During 2015 2016 our pupils redesigned their uniform to make it stand out and further develop our sense of identity. Pupils also considered how the cost of the uniform and the design is to ensure most of it can be bought at very low cost. In St Albert's Primary School children are encouraged to wear uniform at all times and are proud of their uniform. It contributes to our strong sense of identity and community.



The school uniform is:

- White shirt
- School tie (available from the school office)
- Black trousers / skirt
- Purple jumper / cardigan with school badge
- White or Purple polo shirt with school badge
- Black school shoes
- Blazer (optional) or black jacket

The school jumper and cardigan is only available from our supplier Mr Sarwar whose shop is on 157 West Street, G5 8BN (telephone no: 0141 237 7740). All other items can be purchased from most major supermarkets or department stores.

Under no circumstances will children be deprived of any educational benefit as a result of not wearing clothing conforming to the school's dress code policy.

Within this session there will be a full consultation with pupils and parents a view to redesigning the school uniform.

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.

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=17885

FUEL ZONE

We encourage and promote healthy eating at all times.

In St Albert's Primary School all children are able to have a hot meal every day. Food is all Halal and there is always a vegetarian option and snacks are available. Menus change every week based on a three week cycle and the full menu changes twice a year. You will be issued with a menu to enable you to discuss the dining hall with your child. We would encourage children to eat from our kitchen at least once a week. This helps the pupils to become more



independent and make good choices. 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. Parents should not deliver take away food to the school at any time.

Pupils in Primary 1 to 3 are entitled to a free lunch. For other children and young people of parents/carers who are in receipt of 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 they 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=17885

Transport

The Education Authority has a policy of providing free transport to all pupils who live out with a certain radius from their local school by the recognised shortest walking route. This 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=17882

Transfer from Primary to Secondary School

Children and young people normally transfer between the ages of 11 $\frac{1}{2}$ and 12 $\frac{1}{2}$, 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 each year.

St Albert's Primary School has strong relationship with Holyrood Secondary School and there are many opportunities throughout Primary 6 and 7 for pupils to visit the school and work alongside some of the secondary pupils. Holyrood Secondary School staff work with our pupils from Primary 6 onward to prepare them for the transfer to secondary school.

We strive to prepare your children for all the challenges ahead including secondary school, further education and the workplace.

Children from our school normally transfer to:

Holyrood Secondary School

Phone: 0141 582 0120

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

Website: <http://www.holyrood-sec.glasgow.sch.uk/>



Communication with Parents

Many of our parents are new to English and as such we are always looking for more effective ways to communicate. We will provide interpreters where necessary.

We have successfully placed Urdu versions of all of our newsletters and important announcements on our school website. We strive to embrace all languages and cultures and all thoughts, ideas and suggestions are always welcomed respectfully.

At St Albert's 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 Blogs - each class has a dedicated class blog where they can share learning with parents. This may include photos of learning, homework tasks or children's own inputs. Speak to Christopher Stewart if you require any guidance on using Glow Blogs.

Class Diaries/ Homework Grid - 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. Where possible these are recorded and translated into Urdu and Arabic and placed on Twitter and our Website. Our School App will translate all information. You can download this on to your phone.

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. Follow us @StAlbertsG41

Text messaging - Groupcall Xpressions has now been set up in the school. Once you ensure the school has your current e-mail address and mobile number you can then download the app by accessing <http://parents.groupcall.com/>

Once installed and set up you may receive e-mails and texts with information about absence notifications; parent's evenings; special events and emergency school closures.

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 website will keep you informed.



Partnership with Parents

Strong home school relationships are vital for successful learning and a positive environment. Pupils should see that parents and teachers are working together to support learning. Throughout the year there are many opportunities for you to participate in school life. These include Learning Together Classes, Parental storytelling, Gardening, Triple P, Health Groups, Class Workshops, Assemblies and many others. If you have an idea for a class then please let us know.

Emergency Contact Information

At the start of each school session, parents will be issued with the annual data check form. Please ensure that this is completed and returned to the school. It is also important that you let us know if there are changes to your telephone number(s) or to those of your emergency contacts throughout the year.

Data Protection - use of information about children and parents/carers

We collect information about children attending school (and also about parents/carers, emergency contacts etc. provided in the annual data check) to allow us to carry out the Council's functions as the education authority for the City of Glasgow. This may sometimes involve releasing personal information to other agencies and other parts of the Council, particularly in relation to child protection issues or criminal investigations, and it may also be used for research purposes (see the link below for more details regarding this).

Information held by the school is, in legal terms, processed by Glasgow City Council. The Council is registered as a data controller under the Data Protection Act 1998 (number Z4871657) and all personal data is treated as confidential and used only in accordance with the Data Protection Act and the Information Use and Privacy Policy approved by the City Council. For more information on how we use personal information, or to see a copy of the Information Use and Privacy Policy, see www.glasgow.gov.uk/privacy

Comments & Complaints

In St Albert's Primary School name we aim to have positive relationships across our school community. However, if you have a comment or complaint about any aspect of school life, please contact the Headteacher in the first instance.

Glasgow City Council complaints procedures are available:

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

Customer Care Team
Customer & Business Services
Glasgow City Council
City Chambers



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

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

Privacy Statement

As the local authority our schools and early years establishments process information about children and young people in order to help administer 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 allowed by law. The following information explains the types of data held, why that data is held, and to whom it may be passed on.

Types and use of data

Data held by schools and educational establishments includes contact details, curriculum assessment results, attendance information, characteristics such as ethnic group, additional support needs and any relevant medical information.

Our data includes information about individuals for whom it provides services, and the details of services provided. This data helps us:

- support learning and teaching
- monitor and report on progress
- provide appropriate pastoral care
- assess how well the school/establishment and Council are doing as a whole
- monitor progress and develop good practice in the services received
- carry out specific functions (such as social care)
- to evaluate and develop education policy and strategies

In addition, 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 also hold information about parents/carers, emergency contacts etc. that is provided in the annual data check. This allows us to carry out the Council's functions as the education authority and 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.



Data rights and access

As a data subject (or the parent of a data subject), you have certain rights under the Data Protection Act, including a general right to be given access to personal data held by any data controller.

The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. If you are a parent of a child younger than 12, you would normally be expected to make a request on their behalf.

The Council 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. The Council also has a duty to protect the public funds it administers, and to this end it may use the information you have provided for the prevention and detection of fraud.

Learning and Teaching

Getting it Right for Every Child

Children learn best when they are safe, happy, nurtured and respected. At St Albert's Primary School we use the Wellbeing indicators to frame all of our practice. We are very proud of the ethos and atmosphere in our school. All staff will have an opportunity for training in nurture principles and pupils are familiar with the language of the wellbeing indicators. These are:

Children should be:

- Safe - protected from harm
- Healthy - supported to make healthy, safe choices
- Achieving -receiving support and guidance in their learning
- Nurtured - having a nurturing and stimulating place to grow
- Active - having opportunities to take part in a wide range of activities
- Respected - to be given a voice and involved in the decisions that affect their wellbeing
- Responsible - taking an active role within their schools and communities
- Included - getting help and guidance to overcome social, educational, physical and economic inequalities; accepted as full members of the communities in which they live and learn

Successful learners are resilient and we aim to ensure your child learns reliance within St Albert's. The following table outlines what resilience in children looks like:

Secure base	
I have...	<ul style="list-style-type: none"> • People around me I trust and who love me no matter what • People who set limits for me so I know when to stop before there is danger or trouble



Secure base	
	<ul style="list-style-type: none"> • People who show me how to do things right by the way they do things • People who want me to learn to do things on my own • People who help me when I am sick, in danger, or need to learn.
Self esteem	
I am...	<ul style="list-style-type: none"> • A person other people can like and love • A person who is happy to do nice things for others and able to show my concern • A person who is respectful of myself and of others • A person who is willing to be responsible for what I do • A person who is sure that in the end things will be alright.
Self-efficacy	
I can...	<ul style="list-style-type: none"> • Talk to other people about the things that frighten or bother me • Find ways to solve the problems I might face • Control myself when I feel like doing something that's not right, or that's dangerous • Figure out when it is a good time to talk to someone, or to take action • Find someone to help me when I need it.

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 Insert school name 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 and Wellbeing	Languages	Mathematics
Religious and Moral Education	Sciences	Social Studies	Technologies

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

Level	Stage
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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. Using a variety of techniques your child will be encouraged to explore their creativity through Music, Art, Dance and other forms of creativity.

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. The religious education syllabus for Catholic schools in Scotland is based on 'This is Our Faith.'

Through this teaching we aim to help the children:

- Deepen their faith and become more aware of God as a presence in their lives.
- Improve their understanding of their membership of the Church, especially in relation to the Sacraments they receive during their Primary School years.
- Become more aware of the rights and needs of other people within their own lives and in the context of the wider world.
- Grow in tolerance of other people.
- The sharing of prayer and Mass is a very important part of our religious programme.
- During the school session, our chaplain supports our children on their faith journey by the regular celebration of Mass in the school.

The school prides itself in the way we respect and value all religions and cultures of all pupils and staff. We celebrate (and participate) in various religious festivals, throughout the school year. This enriches our own faiths and deepens our understanding of our multicultural educational environment.



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

Literacy

At St Albert's we have created a literacy rich environment within which your child(ren) will learn. Many of our children speak more than one language and we aim to embrace all language experiences and are looking for ways that pupils can use their mother tongue within St Albert's. Talking and the ability to communicate orally are crucial to developing excellent literacy skills. At all stages, but especially in infants, pupils will be expected to explore and develop language skills orally through; play, song, quality questioning, debate, expressing opinions, self and peer assessment.

Children will be encouraged to read at all times. They should listen to or read text every day and will develop a critical approach to the written word.

Strong literacy skills unlock the whole curriculum.

Numeracy and Mathematics/Glasgow's Attainment Challenge

At St Albert's we take an active and practical approach to Maths. Raising attainment in Maths and Numeracy is where we focus our attainment challenge resources. Pupils will build their number skills using a variety of approaches. They will also engage in a range of activities, including problem solving activities, to further develop their skills. Maths is a subject that is relevant to the world around us and pupils will be encouraged to make this connection at all times.

Religious Observance

Our school is fortunate to have a close link with the local church. The priest 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. At St Albert's pupils engage in daily prayer and the



school community regularly celebrates mass. Many of our pupils are not Catholic but hold strong faith. We seek to celebrate the commonalities of respect, understanding, gentleness, wonder and love. Pupils are encouraged to say their own prayers and to understanding the importance of prayer.

The Scottish Attainment Challenge and Pupil Equity Fund

The Scottish Attainment Challenge is about achieving equity in educational outcomes, with a particular focus on closing the poverty-related attainment gap. Equity can be achieved by ensuring every child has the same opportunity to succeed. The First Minister launched the Scottish Attainment Challenge in February 2015 to bring a greater sense of urgency and priority to this issue. We have two days a week dedicated to raising attainment and improving outcomes for our pupils. Our focus is raising attainment in Maths and we were successful in this last session.

We are investing all of our PEF money into what we know works: high quality learning experiences, partnerships, digital learning and play.

The Wider Curriculum

Outdoor Learning

At St Albert's we value play as a life - enhancing experience for our children. We value the long term benefits of play and exposure - to risk in that as well as enabling children to develop intellectually; it improves physical health, resilience and mental wellbeing. Play encourages social interaction and develops children's understanding of the natural world. In the last year we have made considerable improvements to our outdoor spaces to improve play opportunities for our children. Loose Parts have been provided to support positive play experiences. Outdoor clothing has been purchased to allow children to be outdoors in all weathers. All our staff teaching staff and support staff has received training enabling them to develop and support play sessions where children are encouraged to play freely and safely while learning to manage risks and make choices. Most importantly the children are encouraged to have fun and are motivated and challenged to take risks whilst developing their own instincts, ideas, and interests in a safe and secure environment.

Play encourages

- Personal and Emotional Wellbeing - self-esteem - emotional health - resilience
- Social Wellbeing
- Connections and appreciation with the natural environment
- Enthusiasm and confidence in learning - attitudes and skills
- The Capacities and Principles of the CfE

Play develops

- Language
- Responsibility
- Maturity
- Teamwork skills
- Leadership skills



- Communication skills
- Courage and confidence

Our work with Eco Schools Scotland

Since 2008, St. Albert's Primary has been part of the Eco Schools Scotland programme. This is an international initiative, which operates in 55 countries, designed to encourage whole school action on sustainable development education issues. 98% of local authority schools are now involved in this programme.

Eco Schools work is linked to the school curriculum. It is managed in the school by an elected eco committee composed of staff and pupils. The school must work through ten topics over a number of years. These topics are: Litter, Energy, Health & wellbeing, Transport, Waste minimisation, Biodiversity, School grounds, Water, Sustaining our World and Food & the environment. Schools can earn the prestigious Green Flag award by submitting evidence of their eco schools work in these subjects every two years. To date St. Albert's Primary has earned two green flag awards.

At St. Albert's Primary, the whole school community is encouraged to play a part in the continuing work towards earning and maintaining these awards. Parents and carers are encouraged to support our eco work through fundraising initiatives to boost our Eco fund, for example through donating unwanted textiles to our recycling bank. There are many other ways in which to support the eco work of the school, for example, lending some time to gardening projects in the school grounds, donating seeds and plants for these, collecting and donating Morrison's Lets Grow vouchers to enable us to purchase new gardening equipment and encouraging children to take an interest in environmental issues.

Creativity and Innovation

We look ahead to our pupil's future and recognise that to be successful in future workplaces they will need to develop creative and innovative approaches to learning and work. To do this we foster a climate of exploration. We create the space for pupils, staff and parent to find new ways of doing things, new ways of thinking and new ways of learning. We have won an award for our creativity.

Partnership Working

At St Albert's we have developed working relationships with businesses and initiatives in the local and wider community. These enhance your children's learning by offering broader and wider experiences in real contexts. These partnerships include:

- Grounds for Learning
- Barrowland Ballet
- Baldy Bane Theatre Company
- Glasgow and Strathclyde Universities
- British Council
- Urban Roots
- British Gas
- Hidden Gardens at the Tramway



- Oral Health Team
- Govanhill Baths
- Pollokshields Community Centre
- Pollokshields Library
- Glasgow Life

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. We are developing ways to keep you continuously informed of your child's progress and targets.

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

<http://www.glasgow.gov.uk/index.aspx?articleid=18941>

Information on the Glasgow City Councils' Parental Involvement Strategy can also be found at <http://www.glasgow.gov.uk/index.aspx?articleid=17870>

School Improvement

On an annual basis, you will receive a copy of our Standards and Quality report. Copies from previous years are available on the school website. The Standards and Quality report highlights progress in key curricular areas such as literacy, numeracy and health & wellbeing. Our priorities for improvement are detailed in our School Improvement Plan which is



discussed with our Parent Council. Any parent or carer seeking a copy of the plan can contact the school office or check out our website.

Promoting Positive Behaviour

Children's Rights as outlined in the UNCRC (United Nations Convention on the Rights of the Child) are fundamental to a good school ethos. Adults in our school will work with children to ensure they are aware of their rights and fully respect the rights of others. Therefore, the approach within St Albert's Primary School is to build a positive ethos that demonstrates care and respect for all. Positive behaviour is recognised and celebrated. Each class will write and establish their own charter for positive behaviour. Pupils will also discuss and design their own rewards. We operate a houses system and each pupil will belong to one 'house'. Pupils can earn points for excellence including their positive behaviour. We celebrate this excellence through a variety of rewards including termly house trips, certificates, Tea and Cakes with the Head Teacher etc.

We operate a house system and pupils will belong to one of; Jupiter, Mars, Neptune or Venus. Pupils run their own reward systems and organise weekly business meeting to set a focus based on learning and/or rights.

The highest standards of behaviour are expected of pupils at all times and in St Albert's we are very proud of the behaviour of our pupils. 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. This session it is our intention to conduct a full consultation on home learning and involve all pupils, parents and staff on designing and developing a system to support children to learn at home and connect home and school learning.

Parent Council

We have a very active Parent Council that represents the views of all parents. At St Albert's our Parent Council work hard to support the school and your child. 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.

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.

Purpose-

- To allow the children of St. Albert's Primary to have a voice



- To help the school and Community to be a better place
- To help improve learning in the school
- To raise funds for the school
- To share news and information about new initiatives

Members-

- The Pupil Council will be made up of representatives from P3 - P7
- Each class will elect two representatives who will attend meetings and given feedback to their class
- Having been a member of the Council for one year, children will then be unable to represent their class for the following two years to allow opportunity to a wider range of pupils

Elections

- Elections will be run fairly and without discrimination
- All children are entitled to run for membership
- Children running for election will present a speech to their class outlining their suitability
- Decision will be made by a secret ballot

Rules - All Pupil council Members must:

- Be respectful and listen to other
- Contribute and participate actively in meetings
- Follow the school rules and be role models to other pupils
- Be polite and courteous to others
- Use their position on the Pupil Council to support and develop their school

Extra-Curricular Activities

We have a wide range of activities that run between Monday - Thursday to extend the learning experience. These currently include; book club, karate, badminton, cricket, multi-sports and basketball. 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



Although the information is correct at the time of printing, there could be changes affecting any of the matters dealt with in this document:

- a) before the commencement or during the course of the school year in question;
- b) in relation to subsequent school years