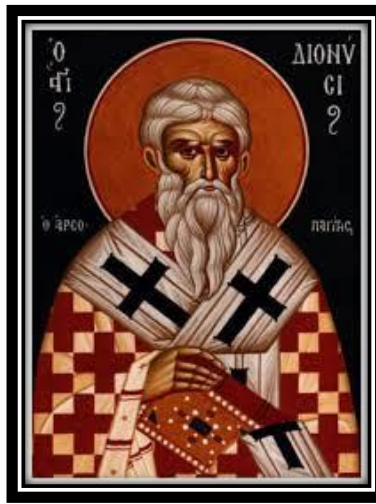




SCHOOL HANDBOOK

St. Denis' Primary School



Louise Mackie

Headteacher

St. Denis' Primary School

129 Roslea Drive

Glasgow

G31 2RZ

Phone: 0141 554 2020



Email Address: headteacher@st-denis-pri.glasgow.sch.uk

Website Address: www.st-denis-pri.glasgow.sch.uk



Welcome to St. Denis' Primary School

Dear Parent / Carer,

I would like to welcome you and your child to St. Denis' Primary School. This handbook contains a range of information that you might find helpful. Please do not hesitate to contact the school or use the school's APP, website or Twitter account if you require additional information.

I hope that this handbook gives you an insight into life here at St. Denis' Primary School. We very much look forward to having you and your child work with us and we hope to work in partnership with parents / carers in order to ensure the best outcomes for your child.

Kind regards,

Mrs L Mackie
Headteacher



Vision, Values & Aims

Vision

In St Denis' Primary School, we work together, as a team, to provide a safe and nurturing learning environment where every member of our school community feels that they belong and that their lives and experiences are valued and respected. It is our vision that every child should be supported and encouraged to be the very best they can be, in every aspect of their development. We recognise the importance of working in close partnership with external agencies in order to ensure that all of our children are safe, healthy, achieving, nurtured, active, respected, responsible and included, in order to grow and develop as successful learners, confident individuals, responsible citizens and effective contributors.

Values

The shared values in our school are reflected in its ethos based on the Gospel Values of the Catholic Church, which include respect, wisdom, justice, integrity and humility. Children's rights and responsibilities are uppermost in making decisions which affect them and the dignity of each individual, made in the image and likeness of God, is recognised and respected at all times.

Aims

In St. Denis' Primary School our aims are:

- To continue to develop effective learning and teaching experiences in order to raise levels of achievement and attainment

- To provide a nurturing and motivating learning environment matched to the individual needs of all children
- To reduce inequality, celebrate social and cultural diversity and promote social justice and inclusion for all
- To work in partnership with parents, parishes and others in the community to encourage children to become active and responsible citizens
- To encourage the personal growth of children and staff as lifelong learners and effective contributors.

Child friendly statements were revisited during Catholic Education Week 2017 in order to enable all of our pupils to have an understanding of our school's Vision, Values and Aims.

These were agreed with the pupils whilst reflecting upon the Beatitudes.

Our School Beatitudes:

Be...
 Good
 Kind
 Helpful
 Polite
 Respectful
 Friendly
 Truthful
 Together



Our School Prayer reflects our vision, values and aims:

Dear Saint Denis,

Patron Saint of our school,

Keep us safe as we work, play and pray together in our school.

Help us show respect and kindness and to work as a team.

And, help us to achieve the best we can in everything we do.

Saint Denis, pray for us.

Amen



SCHOOL INFORMATION

<u>Name:</u>	St. Denis' RC Primary School
<u>Address</u>	129 Roslea Drive Glasgow G31 2RZ
<u>Telephone:</u>	0141 554 2020
<u>Email Address:</u>	headteacher@st-denis-pri.glasgow.sch.uk
<u>Website Address:</u>	www.st-denis-pri.glasgow.sch.uk
<u>Learning Community:</u>	St. Mungo's Learning Community

St. Denis' Primary is a Roman Catholic co-educational school. The working capacity of the school may vary, dependent upon the number of children at each stage and the way in which the classes are organised. There are ten classes with present rolls as follows:

School Staff

A full list is available on the school's APP / website and parents / carers will be updated on any changes as required.

The Senior Leadership Team (SLT) is as follows:

<u>Headteacher:</u>	Mrs L Mackie
<u>Depute Head Teacher:</u>	Mr M Traynor
<u>Principal Teachers:</u>	Mrs K Johnston & Mrs E Barry

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. You enroll your child online – see the link below.

Families living out with the catchment area are welcome to make a placing request to attend St. Denis' Primary School but should enroll their child online as a first step. Further information is available on the following link:
<https://www.glasgow.gov.uk/index.aspx?articleid=18426>

Organisation of our Classes

The following guidelines set by Scottish Government apply:

Stage	Maximum Number of Children
Primary 1	25
Primaries 2 & 3	30
Primaries 4, 5, 6 & 7	33
Composite classes	25

**Composite classes have pupils from more than one stage.*

Classification 2019-2020	P1	P2/1	P3/2	P3	P4	P5/4	P5	P6a	P6b	P7
Roll	20	21	24	22	24	25	25	21	21	23

The School Day

The School Day	Time
Morning Session	9.00am – 10.30am
Interval	10.30am – 10.45am
Morning Session	10.45am – 12.05pm / 12.15pm
Primaries 1 – 4 Lunch	12.05pm – 12.50pm
Primaries 5/4 – 7 Lunch	12.15pm – 1.00pm
Afternoon Session	12.50pm / 1.00pm – 3.00pm

**Primary 1 children will remain in school until 3.00pm from the first day of term.*

School Term Dates

Details of school term dates are available on the Glasgow City Council website:
<https://www.glasgow.gov.uk/index.aspx?articleid=17024>.



Pupil Absence

Within St. Denis' Primary School excellent attendance is encouraged at all times and children are rewarded accordingly. Parents / carers are asked to advise if their son or daughter is going to be absent. This should be done as early as possible on the first day of absence. If the young person is going to be absent for some time, it would be helpful to know at the earliest opportunity. The school uses daily text messaging to inform parents / carers of absence if no contact is made. All unexplained absences are investigated by the school and appropriate action taken. All calls must be made to the Pupil Absence Reporting Line on 0141 287 0039. The line is open between 08.00 - 15.30 Monday to Friday. Alternatively you can use the online form on the Glasgow City Council website: <https://www.glasgow.gov.uk/index.aspx?articleid=18832>.

Medical & Healthcare

The school nurse visits at various times during the year for routine health checks, vaccinations and medical examinations. Parents / carers are kept informed by letter.

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

Parents / carers should inform the school of any medical requirements relating to their child. If a child requires medication during the school day, parents / carers should complete the appropriate medical form. This is available on request from the school's 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, our school's App, Tweets and the local media.

School Uniform

Our school uniform is:

- Green shirt
- School tie
- Brown trousers
- Brown skirt



Our uniform was agreed in consultation with pupils and parents. It is expected that all children attending St. Denis' Primary School will adhere to this dress code. Thank you for your co-operation in this matter.

PE Kit

It is important that pupils come prepared to learn and for PE this requires appropriate clothing. Our PE Kit consists of: a white polo shirt or a white t-shirt, black shorts and black gym shoes. 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 or 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 (check link below for thresholds), Housing Benefit, Council Tax Benefit or Universal Credit (check link below for thresholds) will normally be entitled to monetary grants for footwear and clothing for their children. Information and application forms may be obtained from schools and at <https://www.glasgow.gov.uk/index.aspx?articleid=17885>.

School Meals

Our school provides a lunch service which offers a variety of meals and snacks. Medical diets for children can be provided. Further information can be found here:

http://www.fuelzoneprimary.co.uk/UserFiles/files/Medical_Diet_Leaflet%20-%20June%202017%20WEB.pdf. Please inform the Senior Leadership Team. Thank you.

Children who prefer to bring packed lunches will be accommodated in a suitable area.

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

If you plan to send your child / children to Breakfast Club, you should inform the staff of any medical dietary requirements.

Children and young people of parents / carers receiving Income Support, income-based Job Seekers Allowance, Working Tax Credit (check link below for thresholds), Child Tax Credit only (check link below for thresholds), Universal Credit (check link below for thresholds) and income-related Employment and Support Allowance are entitled to a free midday meal. Information and application forms for free school meals may be obtained at <https://www.glasgow.gov.uk/index.aspx?articleid=17885>.



Transport

The education authority has a policy of providing free transport to all pupils who live out with a certain radius from their local school by the recognised shortest walking route. This means that the provision of transport could be reviewed at any time. Parents/Carers who consider they are eligible can apply online at <https://www.glasgow.gov.uk/index.aspx?articleid=17882>.

Transfer from Primary to Secondary School

Children and young people normally transfer between the ages of 11 & a half and 12 and a half, so that they will have the opportunity to complete at least 4 years of secondary education. Parents / carers will be informed of the school arrangements no later than the December of your child's Primary 7 year. Children from St. Denis' Primary School normally transfer to:

St. Mungo's Academy
243 Crownpoint Road
Glasgow
G40 2RA

Email: headteacher@st-mungosacademy.glasgow.sch.uk



St. Mungo's Academy staff work with our children from Primary 6 onward in order to prepare them for the transfer to secondary school.

Communication with Parents / Carers

At St. Denis' Primary School we use a variety of ways to keep in touch:

Open Door Policy – the Senior Leadership Team are available for all parents / carers at any time providing they are not teaching or in another meeting. Please either pop into the school office or phone for an appointment.

Newsletters – will be available monthly 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's website/Twitter/App – will contain a great deal of information about the school. It is a good idea to check this regularly.

For our App – Search 'Scot Ed' in your App or Play Store, then type in 'St Denis' Primary School' and accept the alerts, **today!** Suitable for both Android and iOS.

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



St Denis' Primary School



Parental Meetings – Parents / carers are welcome into 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 your child's work.

Parents / carers are welcome at other events throughout the school year e.g. parent workshops, information evenings, class performances, religious celebrations and Family Learning Assemblies. Our school newsletter, Twitter and App will keep you informed.

Emergency Contact Information

At the start of each school session, parents / carers 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 2018 and all personal data is treated as confidential and used only in accordance with the Data Protection Act, the General Data Protection Regulations, and the Information Use and Privacy Policy approved by the City Council. For more information on how we use personal information, or to see a copy of the Information Use and Privacy Policy, see <https://www.glasgow.gov.uk/index.aspx?articleid=18010>.

Education specific privacy statements can be accessed at: <https://www.glasgow.gov.uk/index.aspx?articleid=22069>.

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's office at the specified time.

Comments & Complaints

In St. Denis' 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 at:

<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 or education.customercare@glasgow.gov.uk

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

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 Glasgow 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.

Sciences: 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 / carers to learn more about aspects of the curriculum and to be consulted about significant changes if appropriate.

Useful websites

Education Scotland www.education.gov.scot

National Parent Forum of Scotland www.npfs.org.uk

Religious Observance

The religious education of children is a partnership between the home, school and Parish. Our children belong to the parish of St. Anne's and Our Lady of Good Counsel. We enjoy very close links with parish members, Father Arthur and Father J Lappin as they support us in faith formation. There is a period of Religious Education every day and it is our endeavour to reinforce this through attitude and example in our daily lives. We encourage our children to care, share, and show consideration and tolerance of others and to be aware of their needs. In accordance with Glasgow Archdiocese, we use the 'This Is Our Faith' programme from Primary 1 to Primary 7 and this leads our children to an understanding and development of their own faith.

Within the programme, time is also found to lead pupils to an understanding of and respect for the belief and traditions of other Christian traditions and major religions. We also ensure that children are prepared for, and receive, Sacraments. The order in which children receive the Sacraments is outlined below:

- In Primary 3, the children will make their First Reconciliation in March.
- In Primary 4 the children will receive the Sacrament of the Holy Eucharist in May.
- In Primary 7 the children will receive the Sacrament of Confirmation (date varies).



On Holy Days of Obligation and on other special feast days, our children attend mass in St. Anne's church. On occasion, we also have mass in the school to celebrate school events and church feasts such as Advent or Easter.

In line with Glasgow City Council's Policies on Religious Education and Religious Observance and under Section 9 of the Education (Scotland) Act 1980 parents / carers are given the right of withdrawal of their children from Religious Education and Observance. Notwithstanding this, however, parents / carers who elect to send their children to this school are expected to accept the religious tradition and the catholic ethos of our school and their children should therefore attend all religious instruction and observance. If, in spite of this, any parents still wish to exercise their rights of withdrawal, they should seek an early interview with the Headteacher, who will outline the arrangements to be made, depending on the age / stage of the child concerned.

Parents / carers from religions other than Christianity may request that their children be permitted to be absent from school in order to celebrate recognised religious events. Only written requests detailing the proposed arrangements will be considered. Appropriate requests will be granted on not more than three occasions (days) in any one school session and the child or young person noted in the register using code REL on these days.

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 October 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.

Support for Children

Our 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 / carers to ensure that they are fully involved in any decisions about support for their children's needs. Any parent / carer seeking further advice regarding this policy should contact the Headteacher or the Depute Head Teacher who is our school's ASL Co-ordinator in the first instance.

Further information relating to additional support needs is available on the Glasgow City Council website at <https://www.glasgow.gov.uk/index.aspx?articleid=18941>.

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

Nurturing City

The Glasgow City Council vision 'towards the nurturing city', puts building positive, trusting relationships at the core of our work. We ensure children, young people and families feel they belong, they are listened to and they are valued by embedding the principles of nurture across our early years, primary and secondary establishments. Staff are trained in attachment and nurture which deepens understanding of child development and enhances effective practice by responding to the needs of all children and young people in a consistent and caring way. Nurture is a universal approach which builds resilience, helping to reduce the impact of adversity. Effective communication and collaboration with parents and carers builds an ethos of partnership working putting the child at the centre, fostering high quality learning contexts. Each of our nurturing establishments contribute to the development of Glasgow as a nurturing city, creating safe environments which allow our children and young people to flourish by raising attainment and promoting positive mental health and wellbeing.

School Improvement

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

Promoting Positive Behaviour

Promoting Positive Behaviour and Relationships is an integral part of the school's ethos as is its importance in the life of the school and the community. It will be appreciated therefore that a high standard of personal and community discipline is expected in order to maintain a happy and ordered environment. The standard is maintained by encouraging and rewarding good behaviour and by helping the children to see that a happy, ordered atmosphere is to everyone's benefit. All school rules are intended to further this atmosphere. Parental co-operation is essential. If behaviour breaks down the following stages are applied:

- Reprimand by teacher, loss of Golden Time or a 'time out' with the Headteacher / DHT during intervals.
- Temporary withdrawal of participation in certain activities at the Head Teacher's discretion.

- Consultation with parents / Promoting Positive Behaviour card.
- If the matter is sufficiently grave, the child will be suspended from school.

What is most important is that everyone should strive to promote mutual respect and understanding by encouraging a high standard of positive attitudes and behaviour.

Anti - Bullying Policy

The school has a clear policy on anti-bullying. The general principle is to deal swiftly with any instance by supporting the victims and helping the perpetrator to change behaviour patterns. Bullying behaviour cannot be tolerated and action taken against such will be immediate and effective. The rationale of our policy states that we wish to adopt a preventative approach to bullying behaviour, and by promoting positive behaviour ensure an anti-bullying climate in our school.

Our Specific Objectives are:

- To identify factors which might encourage bullying.
- To continually raise awareness of bullying, in all its forms, with parents, staff and children.
- To promote positive relationships within the school community.

The Headteacher and staff will examine school practices and customs in order to ensure an open and caring environment. We will strengthen positive aspects of behaviour through Religious Education, Emotional Health & Wellbeing, Assemblies and the development of a Whole School Nurturing Approach.

In consultation with pupils, staff & Parents, our Anti-bullying Policy was reviewed and updated in February 2018 – a copy of this can be found on our school's App.



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 our school's App and on request from the school office.

Parent Council

We have an active Parent Council that represents the views of all parents. All parents are welcome to attend Parent Council meetings and can become members at the Annual General Meeting (AGM) in August. Parent Council minutes are available on the Parent Council page of the school's App and on request from the school office. These are also displayed at the entrance of our school.



Extra Curricular Activities

We have a wide range of activities that run between Monday – Thursday to extend the learning experience. These include dance, drama, arts and crafts, netball and football to name but a few. Please check your child's schoolbag for information as places are popular and usually limited. Excellent links with community organisations and our Active Schools Co-ordinator are vital for the success of these programmes.

Useful Contacts

Parentzone Scotland is a unique website for parents and carers in Scotland, from early years to beyond school. The website provides up-to-date information about learning in Scotland, and practical advice and ideas to support children's learning at home in literacy, numeracy, health & wellbeing and science. Information is also available on Parentzone Scotland regarding additional support needs, how parents can get involved in their child's school and education. Furthermore, the website has details about schools including performance data for school leavers from S4–S6; and links to the national and local authority and school level data on the achievement of Curriculum for Excellence levels. Parentzone Scotland can be accessed at <https://education.gov.scot/parentzone>.

Connect

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

Enquire Scotland

Enquire is a national advice service for families with additional support needs. www.enquire.org.uk

Glasgow City Council

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

Tel: 0141 287 2000
www.glasgow.gov.uk

Executive Director of Education: Mrs M McKenna

Area Education Manager (East): Mr G Lyons

School Improvement Officer: Mr S Sharma

