

St Francis of Assisi Primary School Handbook



Last updated: October 2023





Dear Parent/Carer,

Welcome to St Francis of Assisi Primary School. We look forward to working in partnership with you and your child as they progress through their time here as part of our school community

At St Francis of Assisi Primary, we are a welcoming, nurturing community of faith and learning. A place where each child can grow in confidence and understanding, developing skills for life and learning within a stimulating and rich environment.

We want you to become part of our school family, working in partnership with staff to ensure your child enjoys and benefits from the high level education we will provide. With your support, we want all our children to become, confident individuals, effective contributors, successful learners and responsible citizens.

Our school is an integral part of the local community and throughout the year, we will offer many opportunities and activities for parents to get involved in the life of the school. You and your child are joining a community that works co-operatively for all its members - pupils, parents, staff, priests, and neighbours.

As teachers, we aim to offer the highest standards of teaching and learning by providing planned learning experiences matched to the needs of our pupils. We hope to encourage all pupils to do their best in everything they do. We will try to ensure that all children achieve their potential educationally, spiritually, and socially.

*May the Lord bless you, and may the Lord keep you,
Show His face to you and have mercy on you.
Turn His countenance to you and give peace to you,
May the Lord bless you, wherever you go.*
St. Francis of Assisi

Yours sincerely

Mrs Ciara Henderson
Head Teacher



School Vision

"Building futures together, with God's blessing."

Values

- Faith
- Love
- Respect
- Individuality
- Perseverance
-



Aims

In our school we aim to offer a high-quality service. We seek to:

- *Provide a safe, stimulating environment in which our children learn positive attitudes towards themselves and others while develop good self-esteem and become **confident individuals**.*
- *Ensure our children develop an understanding of their own and others feelings, cultures and beliefs and become **responsible citizens**.*
- *Create and provide a variety of opportunities for learning which will engage, stimulate and challenge all pupils to enable them to become **successful learners**.*
- *Enable all children to access an inclusive curriculum that provides appropriate support and challenge which will allow them to fully develop their skills and abilities.*
- *Develop our children's abilities to communicate their ideas and feelings, becoming **effective contributors** in all areas of school life.*



School Information

Keep the following information handy should you need to contact the school at any time.

Contact Details:

St Francis of Assisi Primary
Crown Street
Baillieston
Glasgow
G69 7XB

Phone: 0141 773 2052

Fax: 0141 771 3028

Email: Head Teacher: headteacher@stfrancisofassisi-pri.glasgow.sch.uk

Twitter: @stfrancisoa and @StFoA_PEPASS

Contact form: [Parent/ Carer Contact form](#)

Background information:

- Co-educational school
- Denominational - Christian RC
- Stages taught: P1-P7
- Current Roll: 244
- Capacity: 332



School staff

Our full staff list for session 2023-24 is:

Head Teacher	Ciara Henderson
Depute Head Teacher	Fergus Donnelly
Principal Teacher	Judith Harley
Primary 1a	Camilla Skinner
Primary 1b	Caitlin McGinty: Monday-Wednesday Judith Harley: Thursday & Friday
Primary 2	Kirsty Ferguson
Primary 3	Claire Beattie
Primary 4/3	Melanie Pearson
Primary 4	Donna Slavin: Monday, Wednesday, Thursday & Friday
	Fergus Donnelly: Tuesday
Primary 5a	Lorraine Cassidy: Monday- Wednesday

Friday	Claudete Mathieu: Wednesday-
Primary 5b	Moria Adamson
Primary 6	Gillian O'Neil
Primary 7	Caroline O'Neil
NCCT	Shannon Coyle
Clerical Staff: Patricia Burke and Lisa Macfarlane	
Support for Learning Workers:	
Margaret Rossi	Grace Feeney
Geraldine Bracelin	Tracy Morris
Patricia Burke	Janice Nolan
Janitor	Michael Sherry
Parish Priest Fr Devlin	
Active School Coordinator	Julie McAdam

Enrolment

Registration of Primary 1 children takes place in November and is advertised widely in local press etc. Prospective parents are welcome to visit the school and should contact the school office.

Families living outwith the catchment area are welcome to make a placing request to attend St Francis of Assisi Primary School but must enrol their child at their local school as a first step. Further information is available using the following www.glasgow.gov.uk/index.aspx?articleid=8629

Organisation of Classes

The following guidelines set by Scottish Government apply.

P1	maximum 25
P2&3	maximum 30
P4-7	maximum 33
Composite classes	maximum 25

Composite classes have pupils from more than one stage.



The School Day

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

School Holidays

Details of holiday dates are available on the Glasgow City Council Website: www.glasgow.gov.uk/index.aspx?articleid=9418

Pupil Absence

Within Glasgow Primary School good attendance is encouraged at all times. Parents are asked to advise if their son or daughter is going to be absent. This should be done as early as possible on the first day of absence. If the young person is going to be absent for some time, it would be helpful to know at the earliest opportunity. The school uses daily text messaging to inform parents and carers of absence if no contact is made. All unexplained absence is investigated by the school and appropriate action taken. All calls must be made to the Pupil Absence Reporting Line on 0141 287 0039. The line is open between 08.00-15.30 Monday to Friday.

Medical & Healthcare

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.

In P1 and P7 the School Nurse and Dental team will visit your child as part of their transition programme. During the winter months, the flu vaccination is routinely offered to all pupils each year. Parents are kept informed by letter.

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/Blue polo Shirt
- Brown Jumper/cardigan
- School tie
- Brown trousers
- Brown skirt
- Navy tracksuit (indoor/ outdoor PE days only)



Sweatshirts, cardigans, polo shirts and ties with the school logo are available for purchase online from Border Embroideries or directly from The National Schoolwear Shop in Argyle Street. Aspire Uniform, situated on the Main Street in Baillieston, now also supply our sweatshirts, cardigans, polo shirts, ties and school tracksuit. Our uniform was agreed in consultation with pupils and parents. It is expected that all children attending St Francis of Assisi primary School will adhere to this dress code.

Clothing & Footwear Grants

Parents/Carers receiving Income Support, Job Seekers Allowance (Income Based), Working Tax Credit (with a total annual income of less than £15,050*), Housing Benefit, or Council Tax Benefit will normally be entitled to monetary grants for footwear and clothing for their children. Information and application forms may be obtained from schools and at

<https://www.glasgow.gov.uk/index.aspx?articleid=17885>



PE Kit

It is important that pupils come prepared to learn and for PE this requires appropriate clothing.

Our PE kit consists of:

- School Polo top or T shirt
- School tracksuit
- Shorts (or leggings/ tracksuit bottoms)
- Trainers or Plimsolls

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

Pupils are currently wearing their PE kit (polo shirt) to school on the days they have PE. Aspire Uniforms are now supplying a school tracksuit that can be worn on PE days with the school polo shirt.

Pupils who are not participating in PE must have a note or a medical certificate.

All jewellery should be removed. Please note that children unable to take earrings out cannot take part in practical PE sessions. If you plan to have your child's ears pierced please think about doing this in the summer holidays so that this does not impact on participation in PE lessons.

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 Head Teacher.

Children who prefer to bring packed lunches are more than welcome to do so.

All children in P1-5 are entitled to a free school meal.



Children and young people of parents/carers receiving Income Support, income-based Job Seekers Allowance, Working Tax Credit 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: <https://www.glasgow.gov.uk/index.aspx?articleid=17885>

Transport

The education authority has a policy of providing free transport to all pupils and young people 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=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 of P7.

Children from our school normally transfer to:

St Ambrose Secondary
65 Townhead Rd, Coatbridge,
North Lanarkshire
ML5 2HT
Phone: [01236794896](tel:01236794896)
Email: ht@st-ambrose.n-lanark.sch.uk



Secondary School staff work with our pupils from Primary 7 onward to prepare them for the transfer to secondary school.

Communication with Parents

At St Francis of Assisi Primary School we use a variety of ways to keep in touch.

Phone - If you wish to speak to someone at the school please call 0141 773 2052 and we will be happy to assist you in any way we can.

Showbie - Each class has its own Showbie accounts where staff can communicate directly with families to set homework and offer feedback to pupils on tasks provided.

Parent/ carer contact form- online form parents can access 24hours per day. Link is attached to each newsletter. Forms are checked daily by leadership and clerical staff and dealt with on a priority basis.

Newsletters - will be sent out on a regular basis to keep parents informed about the work of the school. These will be sent through e-mail not paper copies.

Letters - further information which requires a response may be sent out in letter form. These will be sent through e-mail not paper copies.

Weekly diary- e-mailed each week with parent/ carer information for the week ahead in school eg. Afterschool clubs, music lessons, school trips etc.

Termly calendar- as above. E-mailed at the beginning of each term to give parents/ carers an overview of upcoming events for the term ahead.

Parent Portal- website or app GCC schools use to inform parents about permissions slips, school lunches, Annual Data Checks, upcoming events, Parents' Nights etc

Twitter- will contain a great deal of information about the school. It is a good idea to check this regularly. Our school accounts are: @stfrancisoa & @sfoasport

Text messaging - The school will update you through our Group Call text messaging system with any important information you need to 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 <https://www.glasgow.gov.uk/index.aspx?articleid=18010>

Appointments during school hours

If your child has an unavoidable appointment during the school day, please contact the school office in advance of where arrangements will be made for you to collect your child at the relevant time.

Comments & Complaints

In St Francis of Assisi 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:
<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

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 Francis of Assisi 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 otherworld 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, through newsletters and meetings, for parents and carers to learn more about aspects of the curriculum and to be consulted about significant changes and sensitive aspects of learning, if appropriate.

Throughout the curriculum, we build opportunities for the children be involved in the things they learn about. We do this through questionnaires, feedback, assessment and teaching strategies uncovering prior and desired learning.

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 St Ambrose Parish. Our Parish Priest, **Father Devlin**, is a regular visitor to our school and provides opportunities for religious observance. We regularly visit St Francis of Assisi Church Mass and

attend Church on Holy Days of Obligation. Fr Devlin leads us in preparation for the Sacraments of Reconciliation (P3), Holy Communion (P4) and Confirmation (P7).

We have a Mini Vinnie's group within the school who support us in our charity work across the school year. We have a very active Mary's Meals group within our Parish and we support the work of the group through the Backpack appeal, fundraising and a range of Lenten activities.

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 October and March. An annual report is sent to parents towards the end of each school year. This will cover progress throughout the curriculum as well as a general comment about how your child is doing at school.

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

Support for Pupils

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 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 should contact Mrs Ciara Henderson (HT).

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

<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>

School Improvement

Our priorities for improvement are detailed in our School Improvement Plan which is discussed with our Parent Council.

Areas for School Improvement 2023-24

- Raising Attainment in Writing
- Developing a whole school approach to Nurture and Inclusion
- Meeting the Needs of all Learners through differentiation and ASN
- Enhancing participation and engagement

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 Francis of Assisi Primary School is to build a positive ethos, which demonstrates care and respect for all. Positive behaviour is recognised and celebrated. Our school operates a 'House' system which allows us to foster a sense of community amongst our children. Together, the members of each house, discuss school improvements, plan charity events and contribute to life and work of the school. We also have 'Golden Rules' to set out expected behaviour. The rules reflect our expectation of kindness, respect, gentleness, good effort and caring for our school property.



The highest standards of behaviour are expected of pupils at all times. Where this is not the case, a variety of sanctions are used. Children are encouraged to 'Stop & Think' about their actions while using a restorative approach to resolve issues.

Parents are asked to co-operate with the school in encouraging a sense of responsibility and good behaviour in their children and we have always appreciated the support of families in doing so.

Home Learning

Continuing to learn at home helps children to achieve more and is a vital part of our partnership with parents. We are aware that many of our children attend clubs in the evening and for that reason homework for the week is issued on a Monday to allow your child to complete it at the most suitable time. Homework can take the form of maths activities, spelling, topic related tasks including research or model building.

Homework is issued through the Showbie app. If you have any questions or queries regarding Showbie please contact the school and we will be happy to assist.

Please check your child's schoolbag for communication about home learning and specific tasks.

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 term 1. Parent Council minutes are available on the Parent Council page of the school website and on request from the school office. Our parent council chairperson is Raymond Smith and he can be reached by email at: chair@sfoapc.org

Our Pupil Council is made up of a representative from each year group. This is an important group which ensures that the views of pupils are heard and acted upon within our school.

There are a number of opportunities for pupils to contribute to the life and work of the wider school community, by joining groups such as; Play Leaders, Sports Captains, PE Leaders, Pupil Council, ECO Committee and JRSO representatives and Mini Vinnies.

Extra-Curricular Activities

We have a wide range of activities that run during the school week to extend the learning experience pupils receive. These include a mix of sporting and non-sporting clubs. 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 Julie McAdam are vital for the success of these programmes.





Physical Education School Sport and Physical Activity (PEPASS)

We are delighted to be the recipients of the SportsScotland School Sport Gold Award, which recognises the school's commitment to PEPASS. This was awarded to us in September 2018.

Further information about this award can be located on the SportsScotland website at:

www.sportscotland.org.uk

There are many clubs that run throughout the school week both at breakfast time and afterschool. Details of these clubs can be found on our school sport Twitter account @StFoA_PEPASS and on our sports notice board. Please contact the school if you have any suggestions for sporting activities or if you would like to assist at any of our clubs.

We have three initiatives running this year that are open to all pupils.

School Sport Loyalty Card	#StFoASportAwards	#StFoAPEPASSBingo
Pupils tick their loyalty card every time they attend a school sport or community sport club. Once they have 10 ticks their card is entered into a prize draw to win sport prizes! Pupils can then start a new card.	Pupils can earn bronze, silver, gold and diamond badges based on participation in school and community sport and also in competitions. Please see the photo below for details.	Our regular PEPASS Bingo card encourages pupils and families to participate in school sport, community sport, physical activity and to spectate in sports events around our city.

We have several very successful sports teams that participate in competitive events around our city with great success. This year we have three football teams who play competitive fixtures at the weekend and during the week. Our basketball and athletics teams have enjoyed great success over the years and we have close partnerships with several community sport clubs in order to create a pathway from school sport to community sport to encourage a life long participation in sport at every level.

We have a Sport Committee in school which includes our fantastic Sport Captains from P6 and P7 and our PE Leaders who assist in PE lessons and run school sport clubs within our school.

Please follow us on Twitter to keep up to date with PEPASS within our school at @StFoA_PEPASS

If you require assistance in setting up a Twitter account please contact the school and we would be delighted to help.



School Policies

For a range of policies related to the life and work of the school please see:
<http://www.glasgow.gov.uk/policiesandguidelines>

Useful addresses:

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

Tel: 0141 287 2000

www.glasgow.gov.uk

Twitter: @stfrancisoa and @StFoA_PEPASS

Glasgow City Council Education Services 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.

The Education (Additional Support for Learning) (Scotland) Act 2009

(a) the authority's policy in relation to provision for additional support needs,

GCC Policy - Glasgow City Council has a duty, as outlined in the Standards in Scotland's Schools 2000 Act, to ensure that your child achieves their potential. Glasgow's Education Services is committed to the inclusion of all children and young people with additional support needs, where possible, within mainstream schools. This is in accordance with the statutory requirement in the 2000 Act. It is also part of Glasgow's policy to maintain a range of special educational establishments. This recognises the key role to be played by specialist provisions in addressing severe low incidence disabilities. The authority recognises that there are a wide range of factors, which may act as a barrier to your child's learning. We are committed to working closely with parents and carers to ensure that you are fully involved in overcoming barriers to learning. Additional support needs may be linked to a learning difficulty or disability but could also apply to a child or young person suffering from bereavement who requires pastoral support, a more able child/young person or those with a particular talent, which needs to be fully developed. The policy requires all establishments to provide an environment where children and young people with additional support needs are actively encouraged to be effective learners and benefit from their school education.

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

Further information relating to Additional Support Needs is also available on the Glasgow City Council website. www.glasgow.gov.uk/index.aspx?articleid=8627

The Additional Support for Learning (Sources of Information) (Scotland) Amendment Order 2011

(a) Children in Scotland: Working for Children and Their Families, trading as "Enquire - the Scottish advice and information service for additional support for learning", a charitable body registered in Scotland under registration number SC003527;

(b) Scottish Independent Advocacy Alliance, a charitable body registered in Scotland under registration number SC033576; and

(c) Scottish Child Law Centre, a charitable body registered in Scotland under registration number SC012741."

Education Scotland Profile & Previous Inspection

<http://www.educationscotland.gov.uk/inspectionandreview/reports/school/primsec/StFrancisOfAssisiPrimarySchoolGlasgowCity.asp>