

St Stephen's

Primary School



School Handbook
2017-18

Glasgow Primary School Handbook 2017/18

Welcome to St Stephen's Primary

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

I hope that this handbook gives you a glimpse of life at St Stephen's Primary. We look forward to having you and your child work with us and hope that this will be the start of a strong partnership.

At St Stephen's we are committed to promoting the health and wellbeing of everyone in the school community. We are an Eco Green Flag school and a Health Promoting School. We strive to provide an education which is relevant to the needs of all children today and aim to enable all children to make independent, healthy choices.

Every child is important and we work hard to ensure that being a part of St Stephen's is a happy and meaningful experience where confident and positive attitudes are promoted. We are a UNICEF Rights Respecting School and encourage self-respect, respect of others, self-discipline and independence.

We understand the importance of working in partnership with our parents and we provide an environment in which adults and children feel at ease and welcomed.

Mrs Lorna Ferguson
Headteacher



School Vision & Values

Our vision and values reflect the priority words our parents have chosen to describe us:

Helpful 13	Interesting 2	Safe 9
Uncomfortable	Nurturing 4	Exciting 2
Solid education 5	Untidy 1	Approachable 2
Caring 9	Welcoming 9	Understanding 9
Will sort my problems 1	Always available 4	My child's needs are not met
Strong values 5	Catholic Education 5	Develop confidence 7
Skills for life 2	My child is respected 6	Inclusion 3
My child's needs are met well 13	Caring staff 16	Every child is special 7
Happy 3	Knowledgeable 5	Community 2

In St Stephen's Primary our **caring staff** knows **every child is special** and we strive to create a **safe, welcoming, understanding** and **helpful** ethos and environment where every **child** and their family's **needs are met**. Our **strong values** and our commitment to our children encourages them to **develop confidence** and independence to further their skills for learning, skills for life and skills for work while embracing the diversity of our community. We want **happy** children who love to learn.

School Information

You can cut out the following information and have it on your fridge, purse or work desk etc. for ease of finding the numbers required.

<p style="text-align: center;">Contact Details:</p> <p style="text-align: center;">22 Pinkston Drive, Glasgow, G21 1NL Phone: 0141-558-9085 Email: Headteacher@st-stephens-pri.glasgow.sch.uk Website: www.ststephensglasgow.co.uk School Blog: blogs.glowscotland.org.uk/gc/ststephens</p>
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Background information:

- Co-educational school
- Catholic
- Stages taught: P1-P7
- Current Roll: 141
- Capacity: 250

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:

Head Teacher:	Mrs Lorna Ferguson
Depute Head Teacher:	Mrs Catriona Wishart
Principal Teacher:	Miss Janie McGraw
Principal Teacher:	Mr Breandan McHugh

Enrolment

Registration of Primary 1 children takes place in November and January and is advertised widely in local press and nurseries. Prospective parents are welcome to visit the school and should contact the school office on order to arrange a suitable time.

Families living outwith the catchment area are welcome to make a placing request to attend St Stephen's Primary but must enrol their child at their local school as a first step. Further information is available using the following link:

<https://www.glasgow.gov.uk/index.aspx?articleid=18426>

Organisation of Classes

The following guidelines are set by Scottish Government:

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

Composite classes have pupils from more than one stage.

The School Day

Morning	09:00 – 10:30
Interval	10:30 – 10:45 (in class 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 15.00pm.

School Holidays

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

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

Pupil Absence

Within St Stephen's Primary good attendance is encouraged at all times and children rewarded accordingly. If a child is absent due to sickness, parents should contact the absence reporting line directly and not the school on 0141-287-0039. However, if parents know in advance that their child will be absent then please inform the school as soon as possible. If the child is going to be absent for some time, it would be helpful to know at the earliest opportunity.

Only the following reasons should be reported directly to the school:

- Absences of a sensitive nature or a personal nature including welfare related
- Bereavement
- Serious illness, for example, absence going to last more than one week
- Injury, for example, broken limb
- Contagious diseases/illness
- Lateness

The school uses daily 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.

Medical & Healthcare

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

If a child becomes ill during the course of the school day, he/she may 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 however children are required to be able to take medication by themselves as staff are not permitted to administer medication.

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.

School Uniform

The school uniform is:

- Blue shirt (short or long sleeved)
- School tie (available directly from the school office at a cost of £5.50)
- Grey trousers/skirt
- Red sweater, cardigan, or V-Neck
- Black shoes



Sweatshirts, cardigans, polo shirts and jackets **with the school logo** are available for purchase from B.E School wear:

35B Argyle St, Glasgow, Lanarkshire G2 8AH, 0141-221-4472

www.trutexglasgow.co.uk/ or you can purchase the uniform (without the school logo) at large retail stores such as Asda or Tesco.

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

PE Kit

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

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

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

Clothing & Footwear Grants

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

www.glasgow.gov.uk/index.aspx?articleid=17885

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 accommodated in the dining hall.

Children and young people of parents/carers receiving Income Support, income-based Job Seekers Allowance, Working Tax Credit (where income is less than £6,420), Child Tax Credit only (where income is less than £16,105*) 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 through the following link:

www.glasgow.gov.uk/index.aspx?articleid=17885

Please note - school meals are free for all children in P1-P3

Transport

The education authority has a policy of providing free transport to all pupils who live outwith a certain radius from their local school by the recognised shortest walking route. This policy is more generous than the law requires. This means that the provision of transport could be reviewed at any time. Parents/Carers who consider they are eligible should obtain an application form from the school or

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 ½ and 12 ½, so that they will have the opportunity to complete at least 4 years of secondary education. Parents and carers will be informed of the school arrangements no later than December of P7.

Children from our school normally transfer to:

St Roch's Secondary School

Phone: 0141-582-0270

[Email: Headteacher@st-rochs-sec.glasgow.sch.uk](mailto:Headteacher@st-rochs-sec.glasgow.sch.uk)

[Website: www.st-rochs-sec.glasgow.sch.uk](http://www.st-rochs-sec.glasgow.sch.uk)

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

Communication with Parents

At St Stephen's Primary 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 provided they are not teaching or in another meeting. Please either pop in to the school office or phone for an appointment.

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

Newsletters – will be sent out on a regular basis to keep parents informed about the work of the school.

Letters – further information which requires a response may be sent out in letter form.

School blog/Twitter – will contain a great deal of information about the school. It is a good idea to check this regularly.

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

Meetings - Parents and carers are welcome in the school to discuss any aspect of their child's development and progress. To avoid disappointment, it is advisable to make an appointment. There are various opportunities throughout the year when parents can discuss their child's progress with the class teacher and view the child's work

Parents and carers are also welcome at other events throughout the school year e.g. workshops, information evenings, class performances, religious services and assemblies. The school newsletter and website will keep you informed.

Emergency Contact Information

At the start of each school session, P1 parents will be issued with the annual data check form. All other stages will be sent a one page Emergency contact details form annually to check the contact and medical information we hold. 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.

Appointments during school hours

Where possible, appointments should be arranged out-with school hours. However, if your child has an unavoidable appointment, please give them a letter for their class teacher and then collect them from the school office at the specified time.

Comments & Complaints

In St Stephen's Primary 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 Head Teacher 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 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.

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. Stephen's 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 curricular areas.

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

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

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

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

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

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

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

Religious and Moral Education: Religious and moral education includes learning about Christianity, Islam and other world religions, and supports the development of beliefs and values. In St. Stephen's we are a Catholic school and we following the RERC curriculum "This is Our Faith" and "God's Loving Plan".

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

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

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

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

Useful websites

www.curriculumforexcellencescotland.gov.uk

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

Religious Observance

Our school is fortunate to have a close link with the local church, St. Mungo's R.C. Church. The priests assist with the religious education curriculum and we celebrate Holy Mass once a month as well as on Holidays of Obligation. Holy Mass is

celebrated in the school dining hall. Parents have the right to withdraw their child from religious observance and should inform the school in writing.

Assessment & Reporting

All children are assessed both formally and informally throughout the year. This allows children and their teachers to identify their strengths and areas for improvement. A variety of assessment methods are used to enable staff to pass on information to parents about the progress of their child. Assessment records are kept by the class teacher and form the basis of discussion at Parents' Evenings in November and March. An annual report is sent to parents towards the end of each school year.

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

Pupil Profiles

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

Support for Pupils

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

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

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

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

The Named Person

GIRFEC stands for "Getting It Right for Every Child". This is the Scottish Government-led approach to making sure that all our children and young people – and their parents or carers – can get help and support when needed from birth through to age 18 (or beyond if still in school).

The vast majority of Scotland's children and young people get the love and support they need from within their families and their wider, local communities. But even the most loving and caring families can sometimes need extra support. The GIRFEC approach aims to make it as easy as possible for any child or young person (and their parents) to get that help or support when they need it.

To access support when needed, part of the Children and Young People Act (Scotland) 2014, states that every child in Scotland has a Named Person, as a single point of contact. This Named Person has a responsibility to provide help and support when asked and can draw together other services if needed, co-ordinating help for the child or parents.

The Named Person will be a promoted teacher within the school. The name of the individual Named Person for your child(ren) will be provided.

Please do not hesitate to contact the school if you want to speak with your child's Named Person.

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. Stephen's is to build a positive ethos that demonstrates care and respect for all. Positive behaviour is recognised and celebrated. Our school operates a system of class charters to set out expected behaviour. This is celebrated through Golden Time treats, awards at assemblies and certificates sent home to parents.

The highest standards of behaviour are expected of pupils at all times. Where this is not the case, a variety of sanctions are used. Parents are asked to co-operate with the school in encouraging a sense of responsibility and good behaviour in their children.

Home Learning

Continuing learning at home helps children to achieve more and is a vital part of our partnership with parents. Please check your child's schoolbag for communication about home learning and specific tasks. A copy of our home learning policy is available on the website and on request from the school office.

Parent Council

We have a Parent Council that represents the views of all parents. All parents are welcome to attend Parent Council meetings and can become members at any time. Please look out for forthcoming meeting dates; these will be detailed in school newsletters and by text messaging.

The parent council email address: sptc@sptc.info

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 the pupils are heard.

Extra Curricular Activities

We have a wide range of activities that run between Monday and Thursday to extend the learning experience. These currently include dance, gymnastics and athletics. 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**

