



CLEEVES PRIMARY SCHOOL



HANDBOOK

Last updated October 2019



Cleeves Primary School
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Glasgow G53 6NL
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Welcome to Cleeves Primary School!

This handbook is designed to give parents and carers an insight into our school and how it works. I hope you find it interesting, informative and useful. Please do not hesitate to contact me if there is any matter which causes concern, or is of particular interest to you.

Hazel Sim
 Head Teacher

School Capacity: 396 **Present Roll:** 233

Classification 2019 – 2020:

P1	P2/1	P3/2	P4/3	P4	P5	P5/6	P6	P7a	P7b
23	19	25	23	24	23	25	25	24	22

Stages P1 – P7 are catered for and Cleeves is a non-denominational establishment teaching both boys and girls.

Classes are organised following guidelines set by the Scottish Government:

- P1 maximum nos. 25
- P2 & P3 maximum nos. 30
- P4 - P7 maximum nos. 33
- Composite classes maximum nos. 25 (pupils from more than one stage)

The school was officially opened on 7th December 2009. We are housed in a new two storey building which has a well-developed outdoor play area and houses 3Hills Community Garden of which we are a member.

School Staff:

Teaching Staff:

Head Teacher	Ms H. Sim
Depute Head Teacher (Mon, Tues & Weds)	Miss A. Burnet
Depute Head Teacher (Thurs, Fri)	Mrs E. McCallum
Principal Teachers	Miss A. McAnish Mrs A. Bissett
P1	Mr B Heaney
P2/1	Mrs J MacLean / Mrs J Hope
P3/2	Miss R Stewart / Mrs A Byrne
P4/3	Miss E Drummond
P4	Miss F Baird / Miss McAnish (Tues)
P5	Mrs F Ali
P6/5	Mrs E MacLaren
P6	Miss T Brown / Mrs A Bissett (Tues)
P7a	Mrs S. Rendall
P7b	Miss A Fox
CDO	Mrs J McVey
NCCT & Support	Mrs Hope / Mr Murray
Nurture (Busy Bee Base)	Mrs Kirwan

Support Staff:

Pupil Support Assistant	Ms. D. McQueen Mrs L. Gray (Busy Bee Base) Ms R. Simpson Mrs L. McDougall Mrs M. Tervit (Mon, Tues, Weds, Fri) Ms A. McCusker (Tues – Fri) Ms V. Stewart
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Admin. Support	Mrs K. O'Rourke / Mrs K. Fyfe
Janitor	Mrs K. Fulton
Catering Manager	Mrs A. Humes

School Hours:

Breakfast Club	8.00am – 8.45am
Start	9am
Interval	10.30am – 10.45am
Lunch	12.15pm – 1.00pm
Dismiss	3.00pm
After School (Ypeople – 07876028651)	3.00pm – 6.00pm



P1 children will now remain in school until 3.00pm from the first day of term.

School Holidays

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

www.glasgow.gov.uk/index.aspx?articleid=17024 or, on enquiry, at the school office: 0141 880 5305.

School Ethos

Our school vision, values and aims were drawn up in consultation with pupils, parents and staff. They were most recently reviewed in August 2016 and take account of Children's Rights a leaflet on which can be found at: <http://www.glasgow.gov.uk/childrensrights>

Vision:

Cleeves Primary School provides a welcoming, nurturing and safe learning environment, giving pupils the opportunity to achieve their full potential. This will be achieved through working together with children, their families and the community, based on a shared sense of direction.

Values:

Respect Honesty Responsibility Aspiration Teamwork



Aims:

In Cleeves Primary School, we aim to

- Provide a high quality learning experience for all which supports all children in achieving their potential and celebrates success within school and in the wider community
- Build positive partnerships with families and the community to involve them in the children's learning
- Encourage pupils to maintain high standards of behaviour at all times, following the 'Cleeves Code'.
- Enable pupils to become responsible and environmentally aware global citizens who are able to make informed choices for their future
- Ensure everyone feels valued and respected by embracing social and cultural diversity

At Cleeves, we strive to enable every child to fulfil their potential and to 'be all they can be'. Achievements are recorded in pupil 'Follow Me' folders, awards and certificates are celebrated at assemblies and our 'Cleeves Achieves Wall' is a visual celebration of wider achievements.

The pupil voice is further enhanced by active participation of children from all stages on a variety of pupil bodies:

Learning Council / Eco-Committee / Junior Road Safety Officers / Playground Pals / Health Committee

As part of the Hillpark Learning Community, we also work closely in partnership with Hillpark Secondary School / Ashpark, Darnley, Gowanbank, Merrylee, and Tinto Primaries / Burnbrae Children's Centre and other Early Years Establishments, in taking forward developments in learning across the Learning Community.

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 with children fully involved in target setting and planning next steps in learning.

Through the experiences we provide at Cleeves 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 – Art, Dance, Drama & Music	Health & Wellbeing Including P.E.	Literacy & English	Numeracy & Mathematics
Religious & Moral Education	Sciences	Social Studies	Technologies



*Learning across the curriculum is the responsibility of all and includes:
Health and Well Being / Literacy / Numeracy and Mathematics*

1+2 Languages: French is taught in P5, P6 & P7. Gaelic words and phrases continue to be developed across the school

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



Literacy and English: Literacy is fundamental to all areas of learning as it unlocks access to the wider curriculum. Our teachers make every effort to promote language and literacy development, including finding opportunities in every area of the curriculum to encourage young people to explain their thinking, talk about their ideas and read and write at a level which will help them develop their language skills further.

Numeracy & Mathematics: Mathematics equips us with the skills we need to interpret and analyse information, simplify and solve problems, assess risk and make informed decisions. The ability to work with numbers is an equally important life skill.

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. This includes PE. Our Sexual Health and Relationships programme is delivered between Christmas and Easter by specially trained class teachers with information sessions offered to parents.

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

Expressive Arts (Music / Art / Dance & Drama): 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. All aspects of learning in expressive arts include opportunities to present and perform. On several occasions throughout the year, children will present their learning to their parents, carers and peers.



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

We continue to develop the study of the STEM (Sciences, Technologies, Engineering and Mathematics) together, enhancing opportunities for developing these skills, linked to future careers. Each term, classes will undertake at least one interdisciplinary project where the context is decided in conjunction with the children, this could have STEM / Social Studies as its main focus, but also include elements of, e.g. Expressive Arts / Literacy / Maths.

Social Studies: Through social studies, children develop their understanding of the world by learning about people and societies past and present, including 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.

There are opportunities throughout the year for parents and carers to learn more about the curriculum, to engage with their child's learning, e.g. on educational outings and to be consulted about significant changes as appropriate.

Useful websites

www.curriculumforexcellencescotland.gov.uk

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

Reflection Time

Our school is fortunate to have a close link with the local church. The minister, Rev Douglas Nicol and members of St Christopher's, Priesthill and Nitshill church assist with the Christianity element of Religious and Moral Education and provide opportunities for reflection. Parents have the right to withdraw their child from religious observance and should inform the school in writing should they wish to do so.

Home Learning

Continuing to learn at home helps children achieve more and is a vital part of our partnership with parents. In October 2016, based on research evidence and consultation with stakeholders, we stopped issuing formal 'homework' tasks. The evidence shows that these tasks have no impact on children's attainment. Instead therefore, we asked parents and carers to support their children away from school with a variety of activities proven to have a positive impact on learning. Things such as:

Reading together / good bedtime routines / eating as a family / participating in clubs, etc.

This session, as a result of further consultation with parents and carers, we are re-introducing specific home learning tasks at P7 (to help prepare for high school) and at P1 (to ensure a positive start to learning and create links with parents).

At all other stages, for the reasons noted above, formal task will not be issued, but class teachers will give a selection of home learning tasks each term which will support children's class learning. However, there is no pressure to return these tasks at any set time.

School Improvement

On an annual basis, our Standards and Quality Report is updated and available from the school office and on our website. The Standards and Quality Report highlights progress in key curricular areas and our priorities for improvement are detailed in our School Improvement Plan which is discussed with our Parent Council. Copies are available on request.

Teaching for effective learning, formative assessment, self-evaluation and strategies for tracking children's progress continue to impact positively on children's attainment in Literacy, Numeracy and Health and Wellbeing.

Our planning cycle includes regular audits of all stakeholders and these inform our next steps in improvement.

In session 2019 – 2020, our main priorities for improvement are:

- Raising attainment in Literacy (Phonological Awareness and Reading)
- Raising attainment in Numeracy
- Digital Learning
- Health and Wellbeing (Promoting Alternative Thinking Strategies)

Assessment and 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, including Scottish National Standardised Assessments, is used to enable staff to plan teaching and learning to support all needs and 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.

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 information about their achievements with their parents and with their teachers in secondary school. We now also use these profiles from P1 – P6 where they act as an effective tool in passing achievement information to class teachers for the coming year. Throughout the year, the children also maintain their 'Follow Me' folder, recording learning targets and successes. This folder goes with the child from P1 – P7.

Support for Pupils

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 with additional support needs, where possible, in their mainstream schools. This is in accordance with 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.

The school has a duty to ensure that all pupils have equal access to the curriculum, with appropriate support for their needs as required. This applies to the content of lessons, teaching strategies and minor adaptations to the school environment. There is a wide range of factors which may act as barriers 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. We also continue to engage with Glasgow's Improvement Challenge and make use of the Government's Pupil Equity Funding to support our most vulnerable youngsters.

We have a robust referral process in place and any concerns – behaviour / learning / social / emotional - would, initially be investigated by the school's support for learning coordinator – Ms A. Burnet (DHT).

The school also has a Glasgow nurture base, our Busy Bee Base, which supports children in P1-P3 with social and emotional needs every day, their families on a weekly basis and children in the upper school two afternoons a week. This is staffed by Mrs Kirwan and Mrs Gray.

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=8627

Other organisations also provide advice and support to parents and carers of children with ASN:

- 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
- Scottish Independent Advocacy Alliance, a charitable body registered in Scotland under registration number SC033576
- Scottish Child Law Centre, a charitable body registered in Scotland under registration number SC012741

GIRFEC (Getting It Right for Every Child) and the Named Person

GIRFEC isn't an extra thing people have to do. It's a way for those who support children to work differently, making sure that they are all on the same page. Where needed, GIRFEC links day-to-day work in education, health, policing, social work and the voluntary sector – in fact any organisation whose staff come into direct contact with children. It makes it easier for those different organisations to communicate consistently with each other, and with parents, carers, children and young people.

GIRFEC provides a structure that helps people to work in the same way and use the same language. This allows discussions with the child and their family to focus on what is good in a child's life, and what might need attention or support.

It's the bedrock for all children's services and can also be used by practitioners in adult services who work with parents or carers.

The approach helps practitioners focus on what makes a positive difference for children and young people – and how they can act to deliver these improvements. Getting it right for every child is being threaded through all existing policy, practice, strategy and legislation affecting children, young people and their families.

What Getting it Right for Every Child means:

For children, young people and their families:

- They understand what is happening and why
- They have been listened to carefully and their wishes have been heard and understood
- They will feel confident about the help they are getting
- They are appropriately involved in discussions and decisions that affect them
- They can rely on appropriate help being available as soon as possible
- They will have experienced a more streamlined and co-ordinated response from practitioners

For practitioners:

- Putting the child or young person at the centre and developing a shared understanding within and across agencies
- Using common tools, language and processes, considering the child or young person as a whole, and promoting closer working where necessary with other practitioners

If you would like to access support from the Named Person Service, please contact the school.

Pupil Absence

Within Cleeves Primary School, good attendance is encouraged at all times.

Parents are asked to inform the **Absence Reporting Line: 0141 287 0039** if their child is going to be absent for the following reasons:

- **Sickness absence:** if the absence lasts more than one day, parents are required to call on subsequent days to provide an update. A letter should be provided to the school when the child returns from their absence.
- **Medical or dental appointments:** Parents and carers should call the team to report absences for medical or dental appointments. The school requires a letter or appointment card as evidence of the appointment to ensure permission is given to be absent from class.



Please phone the school directly to report the following absences to ensure the right supports are in place:

Bereavement / Serious illness, e.g. an absence which will last more than one week / Injury, for example, broken limb / Contagious diseases or illness

The school uses daily text messaging to inform parents of their child's absence if no contact is made. All unexplained and high levels of absence are investigated by the head teacher and appropriate action taken.

Appointments

If your child has an unavoidable appointment during the school day, please inform the school office in person or in writing and collect your child from the school office at the specified time.

Parent Council

Our parent council represents the views of all parents and carers. All members of our parent body are welcome to attend meetings and can become members at the annual general meeting which is usually held in September. Minutes of meetings are available on request.

Parent council can be contacted via email: cleevesparentcouncil@yahoo.co.uk or by telephoning the school: 0141 880 5305.



After School Activities

A variety of active after school clubs is offered to pupils, including such things as football, dance, basketball, table tennis and gardening.

Educational visits are arranged throughout the session related to topic work and we have close working relations with community partners – Silverburn, , 3 Hills Community Garden, Burnbrae Children's Centre, St Christopher's, Priesthill and Nitshill Church, Glasgow Life, Active School Coordinator, to name but a few.

Parents are encouraged to co-operate, join with partners and take part in the above whenever possible.



Promoting Positive Relationships

In Cleeves Primary School, the main emphasis is on the promotion of positive relationships and on the developing and sustaining of positive relationships between staff and pupils.

Children's Rights as outlined in the United Nations Convention on the Rights of the Child (UNCRC) are fundamental to a positive school ethos and all adults in school work with children to ensure that they are aware of their rights and the responsibilities which come with them. We work, therefore to make sure that everyone fully respects the rights of others and use nurturing, solution oriented and restorative approaches to help children modify unacceptable behaviour choices.

Underpinning our policy for promoting positive relationships is our 'Cleeves Code', a set of rules drawn up in conjunction with children, with a view to creating a stable, orderly and safe environment to the benefit of all.

Parents are asked to support and cooperate with the school in encouraging a sense of responsibility and good behaviour in their children.

School Dress Code

Our school uniform was agreed in consultation with pupils and parents. It is expected that all children attending Cleeves Primary School will adhere to this dress code:

- White shirt and school tie with grey or black trousers / skirt
- Red sweatshirts, cardigans and white polo shirts with the school logo
- White shirt & tie
- Indoor shoes

The logoed items are available for purchase at the Trutex shop in Glasgow, beside Argyle Street railway station. More information on these is available at the school office.

We also have a school tie available from the school office – price £4.00

Parents are asked to ensure all items of clothing are clearly identifiable with their child's name on a label.



P.E. Kit

All children receive at least two hours physical education every week and it is important that they come properly prepared. No jewellery is permitted and children should bring shorts or jogging trousers / leggings and a tee shirt. Any child who is unfit to participate must bring a note from home.

In school, including P.E, there are forms of dress which are unacceptable. 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 (jewellery)

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

School Meals

Our school provides a lunch service which offers a variety of meals and snacks. Lunches are provided in the school dining room each day on a cash cafeteria basis. Pupils who pay for lunch do so on a daily basis. Money should be kept in a safe pocket / purse.

Children who bring packed lunches have them in the school dining hall.

Cleeves Breakfast Club operates daily 8.00am – 8.45am. It provides a healthy breakfast and an opportunity for positive social interaction at the start of the day.

We encourage our children to bring a healthy snack for morning break (NO chocolate, chewing gum, sugary sweets or fizzy drinks). There is also toast and a small selection of healthy snacks on sale daily in the cafeteria at 10.30am.

Any queries to do with Breakfast Club or lunchtime meals (range & quality of food / special diets) or any question on catering, please contact: Alison Humes (Catering Manager) – 0141 881 9531, in Cleeves.

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

Currently, free school meals at lunch time are offered to all children P1 – P4, however, to qualify for a 'free' breakfast, **an application must be submitted and approved, including for children in P1-P4.**

All parents / carers eligible for free school meals for their children are encouraged to register their entitlement.

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 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 online at Glasgow.gov.uk.



Medical and Health Care

The school nurse, nurse assistants and dental health professionals visit the school at various times during the year. Parents are requested to give their consent to medical and dental examinations and it is also important that the school is made aware of any medical condition affecting a child. If a child requires medication during the school day, this must be prescribed by a doctor and parents / carers must complete the appropriate form at the school office. If a child has an accident in school or falls ill during school hours, he/she may need to be sent home. **It is essential, therefore, that telephone contact numbers are given to the school office and that these numbers are kept updated.**

Minor cuts and scrapes which occur in the playground will be dealt with by school staff, however, if any child is suffering serious effects of an accident or illness, medical help will be obtained immediately and the parent informed of the action taken.

Parents are requested to ensure that the school is notified immediately of any change which occurs in the information supplied in the "Emergency Contact" or "Medical Information" forms as the session progresses.

Please examine your child's hair on a regular basis. School staff / nurse can offer advice on the treatment of head lice should that be necessary.

Information in 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 closure or re-opening by using letters, texts and the local media, including Glasgow City Council's website.

Emergency Contact Information

At the start of every school session, a data check will be issued to all parents / carers. Please ensure that this is completed / updated and returned. It is also vital that you let us know of any changes to your telephone number(s) or those of your emergency contacts.



Enrolment:

Parents and carers of children due to start school in August 2020 (5th birthday between 1st March 2020 and 28th February 2021) should register their child to the appropriate local primary school during the week beginning Monday 4th November. To register an enrolment application should be completed online. Arrangements will be made by the head teacher who will host open visiting times when prospective parents are welcome to visit the school. (0141 880 5305).

Parents / carers who may wish to enrol their child in Gaelic Medium Education can do so at two schools:

- Glasgow Gaelic School, 147 Berkeley Street, Glasgow G3 7HP 0141 276 8500
- Glendale Gaelic Primary School, 2 Kenmure Street, Glasgow G41 1PH 0141 429 3183

Please check the local catchment primary school and Gaelic Medium School for your address.

Please note, as parent, carer, you have the right to apply to place your child in a school other than your local school, but you **must** complete an enrolment application **before** you submit a placing request.

It is usual practice for children to attend their local catchment primary school.

All information regarding the registration process can be found at:

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

Transfer from Primary to Secondary School:

Children normally transfer to high school between the ages of 11½ and 12½ so that they will have the opportunity to complete at least four years of secondary education. Parents and carers will be informed of the school arrangements no later than December of P7.

Hillpark Secondary is Cleeves' associated Secondary School to which our pupils normally transfer. Ms Collins, Head Teacher at Hillpark, gives information to P7 parents each year and school staff meet to share information on all pupils transferring, particularly those with additional needs.

Transition visits start in P6 and continue through P7 with every effort made to make the transition as smooth as possible and to prepare the pupils for the transfer to:

Hillpark Secondary School

36 Cairngorm Road

Glasgow G43 2XA

Tel: 0141 582 0110

Transition information is also made available to secondary schools other than Hillpark to support pupils' transfer there, but placing request forms may need completed.

Communication with Parents / Carers:

At Cleeves Primary School, we use a variety of ways to keep in touch. Your child's schoolbag is vital, so please ensure that you check it every night for newsletters, letters and notes from teachers.

The head teacher and depute head teacher are available at any time for all parents and carers, to discuss any aspect of school life, provided that they are not teaching or in another meeting. Please either pop into the school office or telephone to arrange an appointment.

Text messaging will also be used to remind our school community about events, attendance, etc. and the school website, Twitter account and Blog also carry current information. As we look to cut costs for everyone, we are using 'Groupcall' for various means of communication. To take full advantage of this, please download the APP to your device(s).

In addition, there are various opportunities throughout the school year when parents can discuss their child's progress with the class teacher and view children's work.

Policies

All school policies are in line with those of Glasgow City Council and are available from the head teacher: headteacher@cleeves-pri.glasgow.sch.uk

More information is also available on Glasgow City Council's website: www.glasgow.gov.uk

Comments and Complaints

In Cleeves 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 head teacher in the first instance.

Glasgow City Council complaints procedures are available:

Customer Care Team
Customer and Business Services
Glasgow City Council
City Chambers
Glasgow G2 1DU

Tel: 0141 287 0900

Email: customercare@glasgow.gov.uk

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

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

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