

Information about
DALMARNOCK PRIMARY



Dalmarnock Primary School
111 Baltic Street
Glasgow G40 3BA

Telephone 0141 554 3558
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Head Teacher: Miss Nancy Clunie
headteacher@dalmarnock-pri.glasgow.sch.uk

Twitter Account @DalmarnockPS
Website www.dalmarnock-pri.glasgow.sch.uk

Stages taught P1 - P7

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

Last updated October 2019

Dalmarnock Primary

School Handbook 2019-20

Welcome to Dalmarnock Primary School

Dear Parent /Carer

We are happy to welcome you and your child to Dalmarnock Primary School. The next seven years are very important and we are looking forward to sharing them with you. We hope you will find Dalmarnock Primary School a warm and caring place where everyone can reach their full potential. This handbook has been written with you in mind. It aims to provide a rich source of information on every aspect of school life. Throughout this document there are links to websites and downloadable information. If you have difficulty accessing this information please contact me and I will be happy to help.

At Dalmarnock Primary we wish to promote in children a positive attitude to work, self, others and the environment. We will provide a high-quality service and wish to work in close partnership with you in preparing your child to be a successful learner, confident individual, responsible citizen and effective contributor.

The teaching and support staff are incredibly hardworking and talented professionals. We put children first and greatly value our relationships with them. It is vital that children are happy, safe and achieving their potential.

Please do not hesitate to contact me if you wish to discuss any matters which may be of concern or interest to you.

I am incredibly proud of our school and hope that you and your child will be too.

Kindest regards

Nancy Clunie, Head Teacher

Contact Details:

111 Baltic Street

Glasgow

G40 3BA

Phone: 0141 554 3558

Email: headteacher@dalmarnock-pri.glasgow.sch.

School Ethos

Vision & Values

In Dalmarnock Primary School we will provide a welcoming and friendly environment, which celebrates the diversity of our community.

We are a nurturing school where everyone feels safe, happy and valued and all children are supported to reach their full potential. This is achieved through working together with children, their families and the community, based on a shared sense of direction.

Our Vision



Attain



Achieve



Aspire!

Values:

Kindness
Respect

Honesty
Responsibility

Our Aims

We aim to:

- Provide the highest quality of learning and teaching to ensure our children achieve their full potential and become motivated, ambitious, successful and confident learners and their attainments and achievements are valued and celebrated.
- Ensure a positive, inclusive ethos which fosters a commitment to continuous development and partnership among parents/carers, pupils and staff.
- Promote an ethos of respect for all and provide equal opportunities to meet the needs of everyone in the school community.
- Work together to develop values and citizenship, to enable pupils to have respect for self and others and to interact appropriately as responsible citizens.
- Equip children with the skills to become successful learners, confident individuals, responsible citizens and effective contributors

Children's Rights

As a school we embrace the principle that young people have rights as laid out in the Children's Charter for Young People in Glasgow's Educational Establishments.

Children's Voice

We believe it is important that children are fully involved in decisions in the school. We have several groups and committees that allow children to have their say. These include, Pupil Council, Eco Committee, Rights Respecting Group and Health and Wellbeing

School Ethos: 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 Dalmarnock Primary School 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 work is celebrated through treats such as tea with Deputes, awards at assemblies and certificates being 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 cooperate with the school in encouraging a sense of responsibility and good behaviour in their learning.

School Information

Background information:

- Co-educational school
- Non-denominational
- Stages taught: P1-P7
- Current Roll: 462

School staff

Currently we have 18 full time teachers and two who work 3 days.

The leadership team is as follows:

Head Teacher: Ms Nancy Clunie
Depute Miss Roisin McNulty
Mr Charles Neil

Principal Teacher Mrs Faith Sinclair

We are supported by 8 Support for Learning workers, 2 Child Development Officers and 2 clerical workers.

Classes this year:

class	P1	P1	P2	P2	P3	P3	P4	P4/5	P5	P5	P6	P6	P7	P7
roll	21	18	27	27	25	27	27	23	29	26	26	30	28	28

Total Roll

Organisation of Classes

The following guidelines set by Scottish Government apply.

P1 maximum 25

P2 and 3 maximum 30

P4-7 maximum 33

Composite classes maximum 25

Composite classes have pupils from more than one stage. Composite classes are sometimes necessary when the number of children at each stage means 3 classes need to be created from two year groups.

Composite classes are created around working groups. Children are taught at their own level.

School Day

Morning	School begins	09.00
	Lunch break	12.15 - 13.00
Afternoon	Starting time	13.00
	Dismissal	15.00

Break time for P5 and 7 is from 11.00-11.15. The rest of the school has a break from 10.30-10.45

We have a breakfast club in our cafeteria which offers breakfast to all pupils between the times of 08.00 - 08.45. This costs £2 each day for the first child in the family and £1 for others. If your child receives free school meals then breakfast is also free.

Pupil Absence

Within Dalmarnock Primary School good attendance is encouraged at all times and children rewarded accordingly. Parents are asked to inform either the school direct or the absence reporting line on 0141 287 0039 if their child is going to be absent. This should be done as early as possible on the first day of absence. If the child is going to be absent for some time it would be helpful to know at the earliest opportunity. Parents may also report absence online using

the form on the Glasgow City Council Website:

<https://www.glasgow.gov.uk/index.aspx?articleid=18832> .

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.

If your child has an unavoidable appointment during the school day please bring a copy of the appointment letter to the school office and we will arrange for you to collect them.

School Holidays 2019 -20

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

<https://www.glasgow.gov.uk/index.aspx?articleid=17024> A printed version will be sent home in our first newsletter.

Enrolment and Transition to Secondary School

New Entrants

Registration of Primary 1 children takes place in November and is advertised widely in local press etc. Prospective parents should contact the school office if they would like to see round. They will be made most welcome. Registration is now done online at <https://www.glasgow.gov.uk/index.aspx?articleid=18426>

Families living outwith the catchment area are welcome to make a placing request to attend Glasgow Primary School but must enrol their child at their local school as a first step. Further information is available using the information on <https://www.glasgow.gov.uk/index.aspx?articleid=18426>

Transfer to Secondary School

The associated secondary school for Dalmarnock Primary is Eastbank Academy. Pupils work on a variety of projects throughout P7 to help them get to know staff at Eastbank Academy and also the year group of pupils with whom they will transfer. A three day visit is scheduled for May / June of each year. Pupils who need additional support can join the enhanced transition programme. Eastbank staff work with our pupils from P6 onward to prepare them for the transfer to secondary school..

The contact details for Eastbank Academy are :

Eastbank Academy
26 Academy Street
Shettleston

Glasgow

Phone: 0141 582 0080

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

Parent Council

Our Parent Council was very active helping to appoint senior staff and to organise our very successful summer clubs. Recently we have lost all but one member so we are looking for more parents to volunteer.

Communication with Parents

At Dalmarnock Primary School we use a variety of ways to keep in touch.

Open Door Policy - the senior leadership team are available for all parents and carers at any time providing they are not teaching or in another meeting. Please either pop in to the school office or phone for an appointment.

Newsletters - will be sent out on a regular basis to keep parents informed about the work of the school. Newsletters are numbered and are given to the youngest child in the family. If you miss one, copies can be obtained from the office.

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

Social Media - Our School App and Twitter account will contain a great deal of information about the school. It is a good idea to check this regularly. Our Twitter account is @DalmarnockPS. The App can be downloaded for free from Apple Store

Text messaging - You may also receive text reminders about events/school closures etc. We use text messaging to alert parents if their child is not in school when the register is taken too.

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.

Assemblies - every year your child's class will present an assembly and/or a class open day in order to share their learning. You will find out about these events through class letters.

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

Homework

Homework is usually given out once a week to allow an element of flexibility should your family have other commitments on a particular night.

Homework will not be set for school holidays, nor will it be set if a pupil is taken out of school during term time for a holiday.

Homework missed due to absence will not normally require to be completed

The Curriculum

Curriculum for Excellence

Curriculum for Excellence has been introduced to raise standards of learning and teaching for all 3-18 year olds. It aims help prepare children with the knowledge and skills they will need in a fast changing world.

Curriculum for Excellence enables professionals to teach subjects creatively, to work together across the school and with other schools to share best practice and explore learning together.

As part of Curriculum for Excellence all children from pre-school to the end of S3 will receive a rounded education known as Broad General Education (BGE)

Through the experiences we provide at Dalmarnock Primary we want our children to become *successful learners, confident individuals, responsible citizens and effective contributors*. We are committed to providing a broad general education and focus on eight curriculum areas:

- Literacy and English - this includes Modern Languages with French taught from P1
- Numeracy and Mathematics
- Health and Wellbeing
- Social Studies
- Sciences
- Technologies
- Expressive Arts
- Religious and Moral Education

Many of the subjects are covered as topics so that children can see the links between the subjects. Many lessons take place in the playground as outdoors is a useful resource for learning.

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

Relationships, Sexual Health and Parental Education (RSHPE)

We use Glasgow City Council's Education Services materials to deliver this aspect of the curriculum. RSHPE lessons take place every January / February and an information letter will be sent home beforehand. If you wish to hear

about the programme, view the lessons and resources used to teach your child we will be happy to meet with you.

Religious and Moral Education

Our school is fortunate to have a close link with the local church. The minister assists with the Christianity element of Religious and Moral Education and provides opportunities for religious observance. Parents have the right to withdraw their child from religious observance and should inform the school in writing.

In addition, parents and carers from religions other than Christianity may request that their children may 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 up to 3 occasions in any 1 school session

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 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' meetings in November and March. Parents' Night appointments last about 10 minutes. Should you wish to address a matter that is likely to require a longer discussion please do not hesitate to contact the Head Teacher who will make every effort to arrange additional time. If you require an interpreter the school can also make arrangements for one to be present. An annual report is sent to parents in June.

If you have any concerns about your child's progress do not hesitate to contact the school. You can make an appointment to meet a class teacher, the depute head and the Head Teacher at any point throughout the year.

Extra Curricular Activities

We have a wide range of activities that run at lunchtimes and after school to extend the learning experience. These currently include kindness club, dance, family fitness and football. 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.

Support For Pupils

Additional Support Needs

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 suffering bereavement who requires pastoral support, a more able child or those with a particular talent which needs to be fully developed. The policy requires all educational establishments to provide an environment where children with additional support needs are actively encouraged to be effective learners and benefit from their school education.

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 also available on the Glasgow City Council website: At [https:// www.glasgow.gov.uk/index.aspx?articleid=18941](https://www.glasgow.gov.uk/index.aspx?articleid=18941)

Support for Pupils at Dalmarnock Primary School

Mr Neil and Miss McNulty have responsibility for Additional Support Needs and Additional Support for Learning. Miss McNulty also has responsibility for the management of our nurture room

Children learn at differentiates throughout their school careers and sometimes a small amount of additional support is all that is required to help them master a new concept. Teaching staff are very skilled in supporting children's learning in the classroom. Sometimes it may be possible that there is another teacher available to work with a small group within the class to support them on aspects of their learning. At other times a Support for Learning worker will be made available to help them with their concentration or help them practise a new skill. It may be that we have to refer or seek advice from another agency such as: the best

- The school's educational psychologist
- Speech and Language Therapy
- Child and Adolescent Mental Health Services
- The School Nurse
- Occupational Therapy
- Other specialist services, as necessary
- A block of time in the nurture room with Mrs Ward and Mrs Wilson

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.

Support for Pupils - Child Protection

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

School Improvement

There are several documents which take a close look at our school's achievements, standards and plans for improvement. The key documents are:

- The Standards and Quality Report. *This report highlights the achievements and academic standards within the school over the last academic session*
- The School Improvement Plan. *This document spells out our plans for improvement and development work over the next year.*

Should you wish to find out more you can access these documents paper copies are available from the school office

School Improvement Priorities for 2019 -20

1. Raising Attainment in Literacy and Numeracy
2. Health and Well Being
3. Parental Engagement and Family Learning

School Policies and Practical Information

Medical and First Aid

The school nurse visits the school at various times during the year. Parents are kept informed by letter for minor ailments and first aid. Dental inspections are also carried out annually and treatment, where necessary, is communicated.

Our own first aider is always on hand for minor ailments and first aid.

If your child has a medical need

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. Children will have their own medical file with their photograph clearly displayed on the outside. Please note we can only administer medicines that have been prescribed by the doctor and all must clearly state the child's name and correct dosage.

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.

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.

School Uniform

The school uniform is:

- White shirt
- School tie
- Grey/black trousers
- Grey/black skirt

Sweatshirts, cardigans, polo shirts and ties with the school logo are available for purchase at the school office.

Please note that as the school is fully carpeted we ask children to change their shoes when they come into the building. Most children wear a pair of plain black plimsolls.

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 / Free Meals

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 thresholds using the link below) will normally be entitled to monetary grants for footwear and clothing for their children. Information can be obtained from the school and at

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

School meals

Our school provides a breakfast service as well as lunch. Lunch is served in our fuel zone and offers children a variety of cooked meals and snacks. Special diets for children with medical requirements can be provided. Please inform the Headteacher.

Please note that all children in P1-4 are entitled to a free meal.

Children who prefer to bring packed lunches are accommodated in the dining hall.

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

Children have access to water coolers in school. We ask all children to bring a water bottle to use both at lunch time and in class. Please note that fizzy drinks are not allowed in school.

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. Parents/Carers who consider they are eligible can apply online at <https://www.glasgow.gov.uk/index.aspx?articleid=17882>

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, Twitter and the local media etc.

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).

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 and all personal data is treated as confidential and used only in accordance with the data Protection Act, The General data protection Regulations, all 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>

Comments & Complaints

In Dalmarnock 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 and Business Services
Glasgow City Council
City Chambers
Glasgow G1 1DU

Tel: 0141 287 0900

e-mail: customercare@glasgow.gov.uk

Although this information is correct at time of printing, there could be changes affecting any of the matters within the document: before the commencement or

- during the course of the school year in question
- in relation to subsequent school years

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 and 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 - 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