



LANGSIDE PRIMARY SCHOOL

LEARN, BELIEVE, NURTURE, ACHIEVE



SCHOOL HANDBOOK



LAST UPDATED SEPTEMBER 2019

Welcome to Langside Primary School

On behalf of our whole school community, I would like to welcome you and your child to Langside Primary School.

At Langside our shared values of **Respect, Equity, Care and Honesty** underpin all that we do.

We are committed to ensuring that every child feels safe and happy in order to provide the best possible chance of success in their learning. We look forward to working with you, as only by working in strong partnership with parents, can we ensure that every pupil meets their full potential.

This handbook contains a range of information that you might find useful. Please do not hesitate to contact us if you wish further information.

Paul Meehan
Headteacher



Langside Primary

LEARN, BELIEVE, NURTURE, ACHIEVE

Values:

- RESPECT
- EQUITY
- CARE
- HONESTY



SCHOOL INFORMATION

Langside Primary School

233 Tantallon Road

Glasgow

G41 3JW



Phone: 0141 632 0874

Email: headteacher@langside-pri.glasgow.sch.uk

Twitter: @LangsidePri @LangsideHT

App: Piota Schools

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

We have a Breakfast Club that runs from 8.00 - 8.45 am. This costs £2 per day or is free to children who are entitled to free school meals.

Langside Primary School is a co-educational, non-denominational school. We teach all stages from P1-P7. Our current role is 389 and our capacity is 454.

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.

Contact Details:

Langside Primary School

233 Tantallon Road

Glasgow

G41 3JW

Phone: 0141 632 0874

Email: headteacher@langside-pri.glasgow.sch.uk

APP: Piota Schools

Twitter: @LangsidePri or @LangsideHT



SCHOOL STAFF

A full list is available on the school app and parents will be updated on any changes as required.

THE LEADERSHIP TEAM IS AS FOLLOWS:

Headteacher:	Mr Paul Meehan
Depute HT P1-3 (Acting):	Mrs Rhiannon Gallen
Depute HT - P4-7:	Mrs Jilly Moffat
Principal Teacher (Acting):	Miss Sophie Thomas
Principal Teacher	Mrs Hazel Dalgleish

OUR CURRENT CLASSIFICATION IS:

P1c	Ms Angela Cole
P1t	Miss Sophie Thomas
P1k	Miss Hannah Kerfoot/Miss Sunah Ahmed
P2h	Miss Louise Hunter
P2m	Mrs Vicky Macdonald
P3s	Mr Jonathyn Smith
P3a	Mrs Sandra Wright/ Miss Chloe Letham
P4h	Miss Sarah Harrison
P4g	Mrs Marion Gormley
P5k	Mrs Kirsty Kriba
P5m	Mrs Carolyn Miller
P6d	Mrs Hazel Dalgleish/Mrs Kathleen Gray
P6m	Mrs Eileen McCall
P7g	Miss Nicola Gray
P7h	Miss Lauren Hannah

Mr Garnett, Ms Mechan, and Mrs McClure also teach in our school providing cover for teacher's non-class contact time and learning support.

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 if they would like an appointment with Mrs Gallen. We will host school tours and an information session each year close to registration week.

Enrolment is now conducted online - see the link below.

Families living outwith the catchment area are welcome to make a placing request to attend Langside Primary School 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 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.)

SCHOOL TERM DATES

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

They are also listed on our school app. along with useful dates for your diary.

PUPIL ABSENCE

Within Langside Primary School good attendance is encouraged at all times. Parents are asked to advise us 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.

Alternatively you can use the online form on the Glasgow City Council website:

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

MEDICAL & HEALTHCARE

The school nurse visits at various times during the year for routine health checks, vaccinations and medical examinations. Parents 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. This is available on request from the school office.

EMERGENCIES

We make every effort to maintain a full educational service, but on some occasions circumstances arise which lead to disruption. Schools may be affected by, for example, severe weather, temporary interruption of transport, power failures or difficulties of fuel supply.

In such cases, we shall do all we can to let you know about the details of our closure or re-opening by using letters, texts and the local media etc.

SCHOOL UNIFORM

The school uniform is:

- White shirt
- School tie (available to purchase from School Office - £3.50)
- Grey trousers
- Grey skirt

Sweatshirts and polo shirts with the school logo are available from Academy Uniforms Ltd or at www.myclothing.com/Langside-primary-school/17551.school

Our uniform was agreed in consultation with pupils and parents. It is expected that all children attending Langside Primary School 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, wherever practical and possible, 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, high heels, 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 (see link below for thresholds) Housing Benefit, or Council Tax Benefit or Universal Credit will normally be entitled to monetary grants for footwear and clothing for their children. Information and application forms may be obtained from schools and at <https://www.glasgow.gov.uk/index.aspx?articleid=17885>

SCHOOL MEALS

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

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

Children who prefer to bring packed lunches can choose to eat outside in the playground or can be accommodated in the dining hall.

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

If you plan to send your child to breakfast club, you should inform the staff of any medical dietary requirements.

Children and young people of parents/carers receiving Income Support, income-based Job Seekers Allowance, Working Tax Credit (see link below for thresholds), Child Tax Credit only (check link below for thresholds), Universal Credit (see link below for thresholds) and income-related Employment and Support Allowance are entitled to a free midday meal. Information and application forms for free school meals may be obtained at

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



TRANSPORT

The education authority has a policy of providing free transport to all pupils who live 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 at <https://www.glasgow.gov.uk/index.aspx?articleid=17882>

TRANSFER FROM PRIMARY TO SECONDARY SCHOOL

Children and young people normally transfer between the ages of 11 $\frac{1}{2}$ 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:

Shawlands Academy Secondary School

31 Moss-side Road

Glasgow

G41 3TR

Phone: 0141 582 0210

Email: headteacher@shawlandsacademy.glasgow.sch.uk

www.shawlandsacademy.glasgow.sch.uk

Shawlands Academy staff work with our pupils from Primary 6 onward to prepare them for the transfer to secondary school.

COMMUNICATION WITH PARENTS

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

If you have any concerns regarding your child please contact the School Office who will direct you to one of the Senior Leadership Team.

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

Positive Start Meetings - Parents of children in P1 & 2 will be invited to attend Positive Start Meetings in August/September. This allows parents and children to review how well children are settling in, and agree, as appropriate, any necessary intervention. P3-7 are offered the chance to drop-in and Meet the Teacher. This gives parents the opportunity to chat informally to the teacher about how their child is settling in their new class.

Home Learning Logs - Provide choice of tasks each month, with set tasks in literacy and numeracy issued each week.

Newsletters - will be sent out on a regular basis to keep parents informed about the life and work of the school. We are working hard towards becoming a 'paper-less' school and will therefore email newsletters to parents.

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

School app/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 Parents' Evenings held in October and March when parents can discuss their child's progress with the class teacher and view the child's work.

We look forward to welcoming parents into the school at a range of other events throughout the school year e.g. workshops, class assemblies, information evenings, open afternoons, coffee mornings, class performances and activities. The school newsletter and website will keep you informed.

EMERGENCY CONTACT INFORMATION

At the start of each school session, parents will be issued with the annual data check form/emergency contact details 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. Please contact the school office to inform us of any changes and updates.

DATA PROTECTION – USE OF INFORMATION ABOUT CHILDREN AND PARENTS/CARERS

We collect information about children attending school (and also about parents/carers, emergency contacts etc. provided in the annual data check) to allow us to carry out the Council's functions as the education authority for the City of Glasgow. This may sometimes involve releasing personal information to other agencies and other parts of the Council, particularly in relation to child protection issues or criminal investigations, and it may also be used for research purposes (see the link below for more details regarding this).

Information held by the school is, in legal terms, processed by Glasgow City Council. The Council is registered as a data controller under the Data Protection Act 2018 and all personal data is treated as confidential and used only in accordance with the Data Protection Act, the General Data Protection Regulations, and the Information Use and Privacy Policy approved by the City Council. For more information on how we use personal information, or to see a copy of the Information Use and Privacy Policy, see

<https://www.glasgow.gov.uk/index.aspx?artcileid=18010>

Education specific privacy statements can be accessed at

<https://www.glasgow.gov.uk/index.aspx?artcileid=22069>

APPOINTMENTS DURING SCHOOL HOURS

If your child has an unavoidable appointment, please give them a letter for their class teacher and then collect them from the school office at the specified time.

COMMENTS & COMPLAINTS

In Langside 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 or
education.customercare@glasgow.gov.uk

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

curriculum for excellence



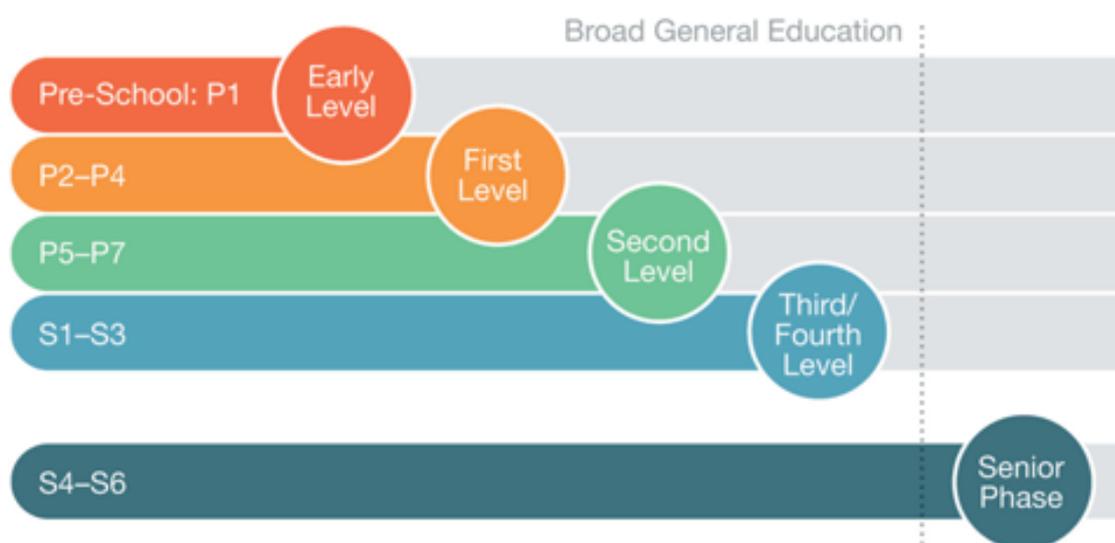
Curriculum for Excellence has been introduced to raise standards of learning and teaching for all 3 to 18 year olds. It aims to help prepare children and young people with the knowledge and skills they need in a fast changing world. As part of Curriculum for Excellence all children from pre-school to 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 Langside 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	Literacy & Languages	Numeracy & Mathematics
Religious & Moral Education	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



CURRICULAR AREAS

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. The confidence built through Expressive Arts has tremendous spin-offs for confidence in learning generally.

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. Our Sexual Health and Relationships Education (SHRE) programme is taught from P1-7 in a sensitive and age appropriate way during Term 3. We will provide information for parents about the content of this programme in a display during Parents' Night. The Senior Leadership team will be happy to answer any queries you may have.

Your child will be provided with 2 hours of Physical Education each week.

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 places, societies and people, both past and present, 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.

Literacy and Languages: Learning to listen, talk, read and write provides key skills for learning life and work. Literacy extends beyond working with traditional printed text to include audio and other forms of visual text, and addresses a wide range of genre. 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.

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

Technologies: The range of subjects in technical education has changed significantly over the last two decades and now includes craft, design, engineering and graphics. This subject helps illustrate the application of science in the world.

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.

Further information about curricular areas and Learning and Teaching Policies can be found on our school website.

USEFUL WEBSITES

www.curriculumforexcellencescotland.gov.uk

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

RELIGIOUS OBSERVANCE

In addition to Religious and Moral Education, the school must provide opportunities for religious observance throughout the year. At Langside our older children plan and deliver celebrations of different festivals, events and religions throughout the year that reflect our diverse population. During these assemblies children are given time for reflection where they reflect on the shared values that we have.

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

Parents and carers from religions other than Christianity may request that their child 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 one school session.

ASSESSMENT & REPORTING

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

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

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 not only with their parents, but also their 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 Headteacher in the first instance.

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

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

NURTURING CITY

The Glasgow City Council vision 'Towards a Nurturing City', puts building positive, trusting relationships at the core of our work. We ensure children, young people and families feel that they belong, they are listened to and that 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 children and young people to flourish by raising attainment and promoting positive mental health and wellbeing.

SCHOOL IMPROVEMENT

On an annual basis you will receive a copy of our Standards and Quality report. Copies from previous years are available on the school app. 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 can request a copy from our school office or check out our school app.

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 Langside 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 guided by the School Values to set out expected behaviour. Our relationships policy outlines the importance of positive behaviour and how these relationships will be nurtured.

In addition each child will be assigned to a House - Murray, Harris, Hoy or Macdonald, led by House Captains and Vice Captains who have been elected by their own House. Children can collect tokens for their House in recognition for living the school values. The winning House will get a special treat at the end of the term.

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 choices in their children.

HOME LEARNING

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

PARENT TEACHER COUNCIL

We have a very active Parent Teacher Council (PTC) that represents the views of all parents. All parents are welcome to attend PTC meetings and can become members at the AGM in September. PTC minutes are available on the PTC page of the school website and on request from the school office. The current chair of the PTC is Stephanie Summers. A list of current members is also available on the website.

Website: www.langsideptc.co.uk/ Twitter: @LangsidePTC

PUPIL COUNCIL

Our Pupil Council is made up of a representative from each class in P1-7. This is an important group which ensures that the views of pupils are heard, and provides a valuable way of assisting the Headteacher with school improvement.

EXTRA-CURRICULAR ACTIVITIES

We have a wide range of activities that run between Monday and Friday to extend the learning experience. These have included Coding, Hockey, Football, Choir, Karate, Judo, Art, Gymnastics, Basketball, Badminton, Rugby and Team Building. 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, Steven Gilliland, are vital for the success of these programmes.

USEFUL CONTACTS:

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

Tel: 0141 287 2000

www.glasgow.gov.uk

Sheena McGuinness
Langside After-School Care Association (L.A.S.C.A)
c/o Langside Primary School
233 Tantallon Road
Glasgow G41 3 JW

Tel: 0141 636 1297

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

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

DISCLAIMER

Although this information is considered correct at the time of printing, there could be changes affecting the matters dealt with in this Handbook.