



SESSION 2017– 2018

School Handbook



Welcome to Sandaig Primary School

I would like to welcome you and your child to Sandaig Primary School. I hope this will be the start of a partnership, which will develop throughout your child's school career. At Sandaig we aim to create a happy, secure, nurturing and stimulating environment for our children. We believe in encouraging the children to be co-operative, to be helpful and to show mutual respect.

I hope this handbook helps you in some way to understand the life of our school.

Please feel free to call at the school to discuss any matters contained in this handbook or indeed any other matter, which may be of concern or interest to you.

Geraldine Smith
Acting Head Teacher

SANDAIG PRIMARY SCHOOL MISSION STATEMENT

In partnership with parents we aim to provide a supportive and challenging environment which nurtures children and encourages effective learning for all.

Through a balanced and structured curriculum and a high level of staff expertise, children will achieve high standards in educational attainment and in social interaction.

AIMS

1. To encourage and welcome parents as partners in their child's education.
2. Using a variety of appropriate teaching methods we aim to provide a curriculum which meets the individual needs of all children.
3. To recognise the social and emotional needs of individual children and encourage positive developments.
4. To provide opportunities for purposeful staff development.

The above vision and aims for the children link directly to Rights of Children as set out in the leaflet available from the Education Department at

<http://www.glasgow.gov.uk/childrensrights> or
<http://www.goglasgow.org.uk/Pages/Show/1295>

School Information

Sandaig Primary School
31 Burnmouth Rd
Barlanark
Glasgow
G33 4SA

Telephone 0141 773 1744
Fax 0141 771 2230

e-mail – headteacher@sandaig-pri.glasgow.sch.uk

School website – www.sandaigprimary.co.uk

(our website is currently under reconstruction)

Glasgow City Council website – www.glasgow.gov.uk/en/residents/goingtoschool

Sandaig Primary School is non-denominational and provides education for both boys and girls from Primary 1 to Primary 7. It is an open-plan school, which can accommodate a maximum of 440 pupils in 14 bases. The present roll is 235 children.

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.

Teaching Staff:

Session 2016- 2017

| | | |
|---------------------|------------------------|----------------------|
| Acting Head Teacher | Mrs Geraldine Smith | |
| Depute Head | Ms Lynn Ballantyne | Support for Learning |
| Acting Depute Head | Mrs Julie Moore | Support for Learning |
| | Mrs Lucy Stewart | Nurture Teacher |
| | Mrs Jennifer McConnell | P1 |
| | Mrs Shona Norrington | P2/1 |
| | Miss Stacey Monaghan | P2 |
| | Miss Natasia Nawaz | P3 |
| | Mrs Joan McCrorie | P4 |
| | Miss Louise King | P5 |
| | Mrs Victoria Fleming | P6 |
| | Mrs Caroline Hind | P7 |
| | Mrs Heather McKenna | P7 |
| | Mrs Helen Howard | Class Support (0.6) |
| | Miss Elaine Johnston | Class Support (0.4) |
| | Mrs Louise Lough | Class Support |

This session Sandaig has the equivalent of 15 full time teachers.

Support Staff

| | |
|--------------------------|---|
| Clerical | Miss Kirsty Swinger Mrs Hazel Ferguson |
| Pupil Support Assistants | Vacancy (nurture class support) Mrs Susan Neely Miss Karen Johnstone Mrs Debbie Bell Ms Karen Fullarton Mrs Anne Marie Young |

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 |

P1 children are dismissed at lunchtime until the first Monday in September after which they will remain in school until 15.00.

School Holidays

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

www.glasgow.gov.uk/index.aspx?articleid=17024

Enrolment

Registration of Primary 1 pupils takes place in November and is advertised widely in the local press etc.

Prospective parents are welcome to visit the school and should contact the school office.

Families living outwith the catchment area are welcome to make a placing request to attend Sandaig Primary School but must enrol their child at their local school as a first step.

Further information is available using the following

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

Organisation of Classes

The following guidelines set by the 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.

Nurture Class

We are very fortunate in having additional teaching and support staff to run a nurture class.

Children (usually in the early stages) who would benefit most from more individual attention attend the 'Otter Room' for some part of the school day. Links are maintained with their own peer group and class teacher. They are taught in this small group environment for a period of time determined by the child's needs.

Pupil Absence

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

Medical & Healthcare

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

At Sandaig we believe that the wearing of school uniform helps to promote a pride in the school. We encourage the wearing of uniform at all times. All our pupils now wear uniform daily and we wish to continue this trend.

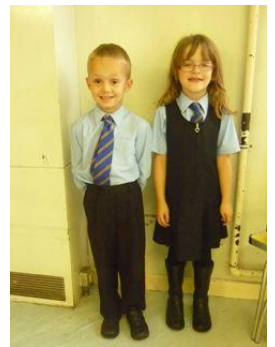


The traditional uniform is:-

Navy skirt or trousers
Navy or royal blue cardigan or jumper
Blue shirt & school tie

The popular uniform is:-

Royal blue school sweatshirt
Yellow polo shirt
Navy skirt or trousers



Ties, sweatshirts, polo shirts, and blazer badges are available from school.

We ask for your co-operation in the wearing of school uniform. Our uniform was agreed in consultation with pupils and parents. It is expected that all children attending Sandaig Primary School will adhere to this dress code.



Sandaig is named after a remote area in the north of Scotland. It was here that Gavin Maxwell, an author, lived for some of his life.

His autobiography was made into a film – “Ring of Bright Water”.

It tells the story of Gavin Maxwell living in Sandaig writing and raising otters. Hence the adoption of the otter as our school badge

Glasgow City Council is concerned at the level of claims being received regarding the loss of pupils' clothing and/or personal belongings. Parents/Carers are asked to assist in this area by ensuring that valuable items and unnecessarily expensive items of clothing are not brought to school. Parents/Carers should note that the authority does not carry insurance to cover the loss of such items and any claims submitted are likely to be met only where the authority can be shown to have been negligent.

PE Kit

It is important that children 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 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 which 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 and 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. Special diets for children with medical requirements can be provided. Please inform the Headteacher.

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

All children in P1-3 are entitled to a free school meal.

Children and young people of parents/carers receiving Income Support, income-based Job Seekers Allowance, Working Tax Credit (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

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 shortest walking route. This policy is more generous than the law requires. This means that the provision of transport could be reviewed at any time.

Parents/Carers who consider they are eligible should obtain an application form from the school or at

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

Transfer from Primary School to Secondary School

Children and young people normally transfer between the ages of 11½ and 12½, 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 at Sandaig Primary normally transfer to:-

Bannerman High School
Glasgow Road
Baillieston
Glasgow
G69 7NS

Telephone: 0141 582 0020

Email: headteacher@bannermanhigh.glasgow.sch.uk

Website <http://bannermanhigh.glasgow.sch.uk>

We have excellent links with Bannerman High and much time is spent in ensuring that the transition from primary to secondary is as smooth as possible.

Across the year children at the upper stages take part in many events and activities with Bannerman High. For example staff from Bannerman have come to Sandaig to take dance classes. Arrangements are also in place for children to complete 3 days at Bannerman during term 4 of P7. Bannerman staff come to Sandaig to discuss any special needs or requirements that children may have on going to high school.

Contact is also made with other schools which children identify as their destination school to inform the school of the child's progress.

Communication Between Home & School

School newsletters are sent home at regular intervals and there is often an opportunity for parents to return a 'Parent Voice' slip if there is anything they wish to draw to the attention of the school. This can be done anonymously.

Class Newsletters are sent home each term which give you information about what the children will be learning and how you can help.

Regular Parents' Nights are held three times a year for parents/carers to have an opportunity to discuss on a one to one basis how their child is progressing with their learning.

Parents are invited into school throughout the year to hear directly from the children about their learning. These displays of knowledge often take part during the school day. Days and times are well publicised to parents/carers.

Members of school staff may on occasion phone home if there is something which they wish to discuss with you. Members of the SMT are available in the playground at the beginning and end of the school day if you wish to discuss a small matter.

Parents and carers are welcome in to school to discuss any aspect of their child's development and progress. Please contact the school to make an appointment.

At times we will text messages to mobile phones – another reason to keep school informed of your latest phone number.

Parents and carers are also welcome at other events throughout the school year eg workshops, information evenings, class performances, fund raisers etc. The school newsletter will keep you informed.

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 any 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, or to see a copy of the Information Use and Privacy Policy, see www.glasgow.gov.uk/privacy

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 Sandaig 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

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 in Sandaig 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.

| | | | |
|----------------|--------------|--------------------|-------------------|
| Language | Mathematics | Health & Wellbeing | Expressive Arts |
| Social Studies | Technologies | Sciences | Religious & Moral |

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

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

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

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

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

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

Religious and moral education: Religious and moral education includes learning about Christianity, Islam and other world religions, and supports the development of beliefs and values.

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

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

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

There will be opportunities 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. The local minister and youth workers assist with the Christianity element of Religious and Moral Education and provide opportunities for religious observance. Parents have the right to withdraw their child from religious observance and should inform the school in writing.

Computers

Children are taught the skills of computing such as keyboard skills, care of discs, use of the mouse, saving and accessing files. They are also taught how to use desktop publishing packages. We have a fully equipped media room, with 24 internet connected computers and an interactive whiteboard. As well as this the school is equipped with thirty-two wireless laptops for children's use.



Computers are used to enhance children's learning in all areas of the curriculum. They are used as part of the school's Language programme to aid redrafting of written work, they are used within the Environmental Studies programme to help children find out about topics and they are used within the Mathematics programme to help consolidation

and extension work. Smartboards are used to enhance teaching and learning. Each class has access to the internet, which offers a wealth of information to the children.

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 valuable 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 Headteacher 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

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 4 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. 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 the Parent Council. Any parent or carer seeking a copy of the plan can contact the school office.

Each year different areas of the curriculum and extended school life are reviewed. This session we are looking at:

- Literacy
- Social Studies

- Technologies

Parents are sent home a summary of each year's Improvement Plan and asked to comment. Parents attending the Parent Council are given an opportunity to include any aspects of school life which they would like included and are involved in the evaluation of the Improvement Plan.

Promoting Positive Behaviour

Children's Rights as outlined in the United Nations Convention on the Rights of the Child (UNCRC) are fundamental to a good school ethos. Adults in our school will work with children to ensure they are aware of their rights and responsibilities and fully respect the rights of others. Therefore, the approach within Sandaig 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 is celebrated through awards at assemblies, the school star system, certificates sent home to parents etc.

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 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.

We look for parental support in the completion of homework. All children will have reading homework to do and especially in the early stages it is important that you listen to your child read. Older children may often be asked to complete some independent silent reading and it is helpful if you can ensure that your child has the right environment in which to undertake some silent reading. Written homework is given on Monday and Wednesday of each week and should be returned on Wednesday and Friday respectively.

Again we ask that you ensure that your child has an appropriate place in which to complete this task. Written homework should take about 10-30 minutes depending on age and stage.

Across the year we engage in Learning Tasks over a 2-4 week period according to age and stage. This homework allows for personal choice.

Information is sent home prior to Learning Tasks starting.



The Parent Council

We have an active Parent Council that represents the views of all parents. All parents are welcome to attend Parent Council meetings. The Parent Council meet on the last Wednesday of every month. Parent Council minutes are posted on the notice board at the front door and a copy is available on request.

Pupil Council

We have a Pupil Council, which is elected each year by the children. Representatives are taken from each class.

The Council meets regularly to discuss issues, which have been raised by their peers. This is an important group which ensures that the views of pupils are heard.

Extra-Curricular Activities

Children are encouraged to take part in as many extra-curricular activities as possible. Most activities take place from 3pm-4pm with participation in competitions, events or displays as appropriate. This session we are also running a lunchtime class.



Currently the school has a dance class, gymnastics class and a football class. Other after school activities are arranged at different times across the year. Please check your child's schoolbag for information as places are popular and usually limited.

We have good links with many community organisations and our active schools co-ordinator. This session P5 pupils will receive swimming instruction.

Trips

Across the year many trips are planned to allow learning away from the classroom. These vary in length and distance from the school. The immediate environment around the school building is used for learning, as are many venues in and around Glasgow such as parks and museums. At the later stages of the school, residential trips for P6 & P7 may be organised. Visits to theatres and cinemas are also undertaken.

Addresses

The following names and addresses may be useful:-

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

Tel: 0141 287 2000
www.glasgow.gov.uk

James Coleman
Councillor
City Chambers
George Square
Glasgow

Letting Section
Glasgow Life
20 Trongate
Glasgow
G1 5ES
Tel No: 302 2814/5/6/7

Although this information is correct at the 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.**