

# SARACEN



## SCHOOL HANDBOOK

Dear Parent/Carer

I would like to welcome you and your child to Saracen Primary School.

This handbook contains a range of information that you might find helpful. Please do not hesitate to contact the school if you need further information.

I hope that this handbook gives you a glimpse of life at Saracen Primary School.

At Saracen we give parents/carers a high priority because we believe that if we work together your child will do better at school. We look forward to having you and your child work with us and hope that this will be the start of a strong partnership.



EVELYN GIBSON  
Head Teacher

Last updated – October 2019

## School Vision & Values

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

In partnership with parents/carers and the wider community, we aim to provide a broad and balanced education for all learners, without exception.

Values:

- Respect
- Honesty
- Friendship
- Commitment
- Achievement



If you have any concerns regarding any aspect of school life, please do not hesitate to contact the school office on 0141 336 8428 or by email [headteacher@saracen-pri.glasgow.sch.uk](mailto:headteacher@saracen-pri.glasgow.sch.uk) so that the appropriate arrangements can be made to address your concern.

## SARACEN PRIMARY SCHOOL INFORMATION

Saracen Primary is a non-denominational school for boys and girls, covering stages P1 to P7, occupying a shared campus and is part of Springburn Learning Community.

The current roll is 229

The agreed capacity of the school is 330

SCHOOL NAME: **SARACEN PRIMARY SCHOOL**

ADDRESS: Keppoch Campus  
65 Stonyhurst Street  
Possilpark  
GLASGOW G22 5AX

TELEPHONE: 0141 336 8428

E-mail address: [headteacher@saracen-pri.glasgow.sch.uk](mailto:headteacher@saracen-pri.glasgow.sch.uk)

### School Staff

A full list of staff is available on request and parents/ carers will be updated on any changes as required.

The leadership team is as follows:

Head Teacher: Ms Evelyn Gibson  
Depute Head Teacher: Mrs Kirsten Jarvis  
Principal Teachers: Mrs Allison Shanahan  
Mrs Kirsten Apartopolous  
Ms Shirley English

### Enrolment

Registration of Primary 1 children takes place in November and is advertised widely in local press and the nurseries. 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 Saracen Primary but must enrol their child at their local school as a first step. Further information is available using [https:// www.glasgow.gov.uk/index.asp?articleid=18426](https://www.glasgow.gov.uk/index.asp?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.

## The School Day

<b>School Opens:</b>	9.00am
<b>Morning Interval:</b>	10.30 - 10.45am
<b>Lunch:</b>	P4-7 12.15 – 1.00pm P1-3 12.30 - 1.15pm
<b>Close</b>	3.00pm

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

## School Term Dates

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

## Pupil Absence

Within Saracen Primary School, good attendance and punctuality are encouraged at all times. 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 absences are 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>

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

## **Medical and Healthcare**

The school nurse and other health professionals visit the school on 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 your child. If a child requires medication during the school day, you must complete a medical form which is available from the school office.

If your child has a minor accident in school a note will be sent home detailing the incident and treatment. Mrs Tennant is our first aider.

## **School Uniform**

The school uniform is:

- black trousers or skirt
- white polo shirt or white shirt and school tie
- royal blue sweatshirt or cardigan
- black shoes or trainers

School Uniforms are available from: BE Schoolwear, 35B Argyle Street Station, Glasgow, G2 8AH

Tel No: 0141 221 44

Our uniform was agreed in consultation with the parent council, staff and pupils and it is expected that all pupils attending Saracen Primary will adhere to this dress code.

## **PE Kit**

It is important that pupils come prepared to learn and for PE this requires appropriate clothing. All jewellery should be removed, including earrings. Pupils not taking part in PE must have a note or medical certificate.

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

- potentially encourage faction (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 such as dangling earrings etc (only stud earrings and a watch are permissible)
- could cause damage to flooring
- carry advertising, particularly for alcohol or tobacco; and
- could be used to inflict damage on other children

## **Clothing and Footwear Grants**

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 link below for thresholds) 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. Medical diets for children can be provided. Further information can be found here: [http://www.fuelzoneprimary.co.uk/UserFiles/files/Medical\\_Diet\\_Leaflet%20-%20June%202017%20WEB.pdf](http://www.fuelzoneprimary.co.uk/UserFiles/files/Medical_Diet_Leaflet%20-%20June%202017%20WEB.pdf).

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

All children in P1-4 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 (check link below for thresholds), Child Tax Credit only (check link below for thresholds), Universal Credit (check 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 [www.glasgow.gov.uk/index.aspx?articleid=17885](http://www.glasgow.gov.uk/index.aspx?articleid=17885)

## **Breakfast Club**

Breakfast Club is open to all pupils from 8.00 am – 8.45 am daily and is free of charge for those in receipt of free meals and includes toast, cereal and a drink.

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

## **Water Policy**

Children may bring a water bottle which can be filled from central wells and children are encouraged to sip water throughout the day. Water bottles should be sent full to school each day and taken home every night to be cleaned. Only plain water is allowed in class.

Fizzy drinks, cans and glass bottles are not permitted 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. This means that the provision of transport could be reviewed at any time. Parents/carers who consider they are eligible can apply online at [www.glsagow.gov.uk/index.aspx?articleid=17882](http://www.glsagow.gov.uk/index.aspx?articleid=17882)

## **Transfer from Primary to Secondary School**

Children and young people normally transfer between the ages of 11/12 and 12 ½ so that they will have the opportunity to complete at least 4 years of secondary education. Parents and carers will be informed of transfer arrangements no later than December of Primary 7. Children from our school normally transfer to :

Springburn Academy,  
50 Mansel Street,  
Glasgow G21 4JL  
Tel: 0141 583 0230

Email: [headteacher@springburn-sec.glasgow.sch.uk](mailto:headteacher@springburn-sec.glasgow.sch.uk)  
[www.springburn-sec.glasgow.sch.uk](http://www.springburn-sec.glasgow.sch.uk)

Springburn Academy staff work with our pupils from P6 onwards to prepare them for the transfer to secondary school.



## Communication with Parents

At Saracen Primary School we use a variety of ways to keep in touch with parents.

- **Open Door Policy** - Ms Gibson, Head Teacher, and Mrs Jarvis, Depute Head, are available for parents/carers at any time provided they are not teaching or in another meeting. Please either pop into the school office or phone for an appointment.
- **Newsletters** – will be emailed to parents at the beginning of each month.
- **Letters** – further information which requires a response may be sent out in letter form.
- **Family Learning Events** - specific to aspects of the children's learning also run throughout the session.
- **School Facebook Page** – updated regularly with school news and information and can be found at Saracen Primary School.
- **Text Messaging** – you may also receive text reminders about events/school closures etc.
- **Meetings** – Parents and carers are welcome in the school to discuss any aspect of their child's development and progress. To avoid disappointment, it is advisable to make an appointment.

There are various opportunities throughout the year when parents can discuss their child's progress with the class teacher.

Parents and carers are also welcome at other events throughout the school year, and the newsletter will keep you informed of these.

### 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. We shall keep you informed by using letters, texts and the local media.

At the start of each school session, you will be asked to complete and return the annual data check form. We would ask you to inform us of any changes of address, telephone numbers, emergency contact numbers etc, as it is vital that this information is kept up to date.

### 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?articleid=18010> .

Education specific privacy statements can be accessed at <https://www.glasgow.gov.uk/index.aspx?articleid=22069> .



## Comments and Complaints

In Saracen 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 :

[www.glasgow.gov.uk/index.aspx?articleid=16133](http://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](mailto:customercare@glasgow.gov.uk) or [education.customercare@glasgow.gov.uk](mailto:education.customercare@glasgow.gov.uk)

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

## Curriculum

### Curriculum for Excellence 3-18

Curriculum for Excellence has been introduced to raise standards of learning and teaching for all 3 to 18 year olds. It aims to help prepare children and young people with the knowledge and skills they need in a fast changing world. As part of Curriculum for Excellence all children from pre-school to the end of S3 will receive a rounded education known as a Broad General Education(BGE). Curriculum for Excellence is all about bringing real life into the classroom and taking lessons beyond it.

Through the experiences we provide at Glasgow 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	Languages	Mathematics
Religious & Moral	Sciences	Social Studies	Technologies

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

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

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

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

**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.

**Social Studies:** Through social studies, the children 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:** RME includes learning about Christianity and other world religions and supports the development of beliefs and values.

**Languages:** Knowing other languages and understanding other cultures is a 21<sup>st</sup> 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 careres to learn more about aspects of the curriculum and to be consulted about significant changes if appropriate.

### **Useful websites:**

Education Scotland [www.education.gov.scot](http://www.education.gov.scot)  
National Parent Forum of Scotland [www.npfs.org.uk](http://www.npfs.org.uk)

### **Religious Observance**

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 children 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 & 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.

## **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 the 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 child's needs.

Any parent or carer seeking further advice in 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](http://www.glasgow.gov.uk/index.aspx?articleid=18941)

Information on Glasgow City Council's Parental Involvement Strategy can also be found at [www.glasgow.gov.uk/index.aspx?articleid=17870](http://www.glasgow.gov.uk/index.aspx?articleid=17870)

## **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.

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. We respond to the needs of all children and young people in a consistent and caring way and by promoting positive mental health and wellbeing.

## **School Improvement**

On an annual basis, you will receive our Standards and Quality report which 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 Group. Any parent or carer seeking a copy of the plan can contact the school office.

## **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 fully respect the rights of others.

In Saracen Primary School our aim is to ensure that all children reach their full potential in a positive, well-ordered learning environment, which values all children as individuals and where success and positive behaviour is celebrated.

We celebrate success at or through:

- assemblies
- displaying children's work/achievements
- the regular use of stickers, certificates etc.
- Friday Fun
- annual prizegiving

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.

Each class uses the "Good to be Green" card system.

## 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.

Through 'Home learning' we hope to enable children to see the value of learning not only within, but beyond, the classroom. As such, learning activities and experiences requiring the transfer of skills, knowledge and understanding taught discretely in school can be applied in meaningful and relevant real life situations.

## Parental Involvement

At Saracen Primary, we value highly parental contributions to school life and there are many ways you can become involved. We are especially keen to hear from you if you have a particular skill or talent to share or can give your time to support some of the many trips and experiences we offer. Throughout the year we have many social events to which parents are warmly invited. A variety of programmes for parents/carers are run each session and have included cookery, first aid, community choir, arts and crafts and personal safety.

We would encourage more parents to join our Parent Group and are keen to establish a Parent Council. If you would like to be more involved in the life of the school please contact Ms Gibson for a chat about how to go about this.

## Pupil Council

Our Pupil Council is made up of 2 representatives from each class in P3 - P7 who are voted on to the council each year by their classmates.

This is a very active and important group which meets once a month, arranges many school events and fundraisers, and ensures that the views of pupils are heard.



## Extra Curricular Activities

We have a wide range of activities that run between Monday – Thursday to extend the learning experience. These currently include football, basket ball and Stay, Play & Learn. Please check your child's schoolbag for information as places are popular and usually limited.

Good links with community organisations and our Active Schools Co-ordinator are vital for the success of these programmes.

## Useful 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](http://www.connect.scot)

**Enquire Scotland** is a national advice service for families with additional support needs. [www.enquire.org.uk](http://www.enquire.org.uk)

## Glasgow City Council

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

Tel: 0141 287 2000

[www.glasgow.gov.uk](http://www.glasgow.gov.uk)