



GLASGOW CITY COUNCIL

Knightswood Primary School

School Handbook



Last updated on 5th September 2019



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Knightswood Primary School

36 Knightscliffe Avenue

Glasgow G13 2TE

Phone: 0141 959 3284

Head Teacher

Mr J Cunningham

Welcome from the Head Teacher

Knightswood Primary School is a vibrant and happy learning environment. Our children, teachers and support staff work together, learning from each other and expanding the knowledge and skills of our children through an active and broad curriculum which is being developed to meet the four capacities of the Curriculum for Excellence.

We wish to nurture our young people to become Confident Individuals, Effective Contributors, Independent Learners and Responsible Citizens. Our children are valued and their strengths and skills are celebrated. Evaluation is an important tool on our learning journey, and we promote self and peer evaluation for all our learners. Expectations and achievements are high, and all children are encouraged, guided and advised on how to develop and improve.

We have a set of shared values which we all respect and refer to in school. These are Compassion, Wisdom, Integrity and Justice. The children learn what these values mean and how they can behave and act in order to keep true to these. The children in Knightswood Primary School are proud of their reputation for being kind and welcoming and we are often told by others how well-mannered and engaging our children are. Our children are a credit to their families and to the school. We are proud of the ethos of respect and care we have developed in partnership with children and their families, and we promote positive behaviour through these shared values.

Children are consulted and are given opportunities to influence the development of the school. We have an active Pupil Council, and other pupil groups. Staff, children and families are involved in setting the priorities for the School Improvement Plan.

It is our wish to co-operate and work with families and others who can support the children's learning in the widest sense, and we take every opportunity to listen to each other to best meet the children's needs.

Be assured that no worry concerning your child is too small or unimportant to share with us; please contact us. We hope the following pages will give you a flavour of our school. Should any questions remain unanswered, we will be only too happy to help.

I look forward to working with you and your children over the years.

Yours sincerely

J. Cunningham
Jonathan Cunningham
Head Teacher



FACTS ABOUT OUR SCHOOL

- Situated in the west end of Glasgow, near Anniesland.
- Knightswood Primary School was built under Private & Public Partnership and is part of Project 2002, which aims to raise the quality of educational provision for children in the city.
- The children on the roll are allocated to 21 classes.
- The total teaching staff includes Head Teacher, two Depute Head Teachers, and 3 1/2 Principal Teachers.
- Staffing is used in the main to support learning and teaching and to provide cover for non-class contact time.
- The school currently has 15 Pupil Support Assistants and a Family Support Officer who all carry out a full remit supporting children and two full time clerical staff.
- Accommodation in the school is excellent and includes 24 classrooms, a STEM area and social space, a separate dining area / assembly hall and gymnasium.
- Pupils come from a mixture of council and private housing **and 15%** of the roll is made up of placing requests.
- Knightswood Primary School is a member of the Knightswood Learning Community which includes Knightswood Secondary, four local primaries and four pre-five establishments. The aim of the community is to work together with other agencies to raise attainment and achievement for young people in this area.

Vision, Values and Aims

Our Vision

"Knightswood Primary provides a happy, safe, nurturing and stimulating environment where children recognise and achieve their potential."

Our Aims:

Our vision is achieved through carefully planned teaching and learning as measured through year-on-year progress, so that they can make their best contribution to society".

The staff at Knightswood Primary:-

- provide a safe and caring environment promoting positive relationships between home, school and community
- provide a well-balanced, stimulating curriculum for every child which provides learning experiences matched to the needs of pupils.

Our Values

- ❖ Compassion
- ❖ Wisdom
- ❖ Integrity
- ❖ Justice



Background Information

- Current Roll: 531
- Capacity: 725

SCHOOL INFORMATION

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.

<p>Contact Details: Knightswood Primary School 36 Knightscliffe Avenue Glasgow G13 2TE Tel. No. 0141 959 3284 E-mail: headteacher@knightswood-pri.glasgow.sch.uk Website: www.knightswood-pri.glasgow.sch.uk Twitter: @KnightswoodP</p>
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School Staff

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

Staff List 2019-20

Headteacher	Mr Jonathan Cunningham		
Depute Headteacher	Mrs Alison Kiyani (P1-3)	Depute Headteacher	Mrs Kathleen Nicolson (P4-6)
Principal Teacher	Mrs Jo McKendrick	Principal Teacher	Mr Graeme Murphy
Principal Teacher (0.5)	Mrs Muriel Webster	Principal Teacher	Mrs Ashleigh Young
Nurture	Ms Ellie Henderson		
P1a	Miss Alison MacKinnon	P1b	Miss Lynne Bartie
P1c	Miss Karisse Beghani	P1d	Miss Dawn Wright
P2a	Mr Robin Hyslop	P2b	Mrs Jo McKendrick/ Mrs Nikola March
P2c	Mrs Muriel Webster/Mrs Rhona Martin		
P3a	Mrs Aisha Ahmed	P3b	Mrs Eleanor Trayner
P4/3	Mr Eddie Craig		
P4a	Miss Amy Dennis	P4b	Miss Caitlin Carroll
P5/4	Mrs Emma Crilley		
P5a	Mrs Carolyn Massie/Mrs Kim Millar	P5b	Mrs Val Wardrop
P6a	Mrs Louise McKinnon	P6b	Mr Graeme Murphy/Ms Ellen Harrold
P6c	Mr Chris Graham		
P7a	Mr Michael Docherty	P7b	Mrs Ashleigh Young



Mrs Helen Elsley	Support for Learning Teacher		
Mrs Cindy Buist	EAL Teacher		
Mrs Helen McKnight	NCCT cover - Music and Gaelic Language		
Mrs Christine Laidler	NCCT cover - French		
Mrs Claire Munn	SFL/NCCT		
Mrs Jo McKendrick	GIC Leader of Learning	Mrs Rona Thompson	GIC Leader of Learning
Mrs Myra Martin	PEF teacher	Mrs Helen Hashim	PEF teacher
Ms Rachel Tonner	Administrative staff		
Ms Elizabeth Miller	Administrative staff		
Ms Heather Fraser	Family Support Worker		
Ms Mairi MacNaughton	Place2Be	Ms Kathryn Dool	Action4Children
Mr William Kennedy	Janitorial		

Support for Learning Workers

Nurture	Mrs Ruth McLean		
P1	Mrs Kate Smith	Miss Emma Clark	
P2	Mr David Treanor	Ms Victoria Cranston	
P3	Mrs Rebecca McFadyen	Mrs Rhona Mason	
P4	Mr Harry McCreaner	Mrs Audrey Dahl	
P5	Mrs Paula Hayes	Ms Gemma Kitchen	
P6	Mrs Amanda Bain (First Aider)	Mrs Val Gallacher	
P7	Mrs Melanie Stevenson (First Aider)	Mrs Pat Ferguson	

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. Enrolment is now conducted online - see the link below.

Families living outwith the catchment area are welcome to make a placing request to attend Knightswood Primary School but must enrol their child online 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 Scottish Government apply.

P1	maximum 25
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P2&3	maximum 30
P4-7	maximum 33
Composite classes	maximum 25

Composite classes have pupils from more than one stage.

The School Day

Morning	09.00 -10.30
Interval	10.30 - 10.45
Lunch P1 - P2 and P7	12.00 - 12.50
Lunch P3 - P6	12.30 - 13.20
Dismissal P1 - P2	15.00
Dismissal P3 - P7	15.05

P1 children will remain in school until 15.00 from the second day of term.

School Holidays

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

Pupil Absence

Within Knightswood 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. Alternatively you can use the online form on the Glasgow City Council website: <https://www.glasgow.gov.uk/index.aspx?articleid=18832>

Medical & Healthcare

We have 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

Uniform - The strong community ethos of the school is reinforced by the school uniform we ask the children to wear.

Children should be wearing black or dark coloured shoes or boots not trainers.

Girls can wear grey, blue or black skirt or trousers or pinafore dresses with pale blue or white polo shirts and navy blue cardigans, jumpers or school sweatshirts. Boys should be wearing grey, blue or black trousers or shorts with pale blue or white polo shirts and navy blue jumpers or school sweatshirts.

P1 and P2 will be learning outdoors most days and therefore should attend school wearing a waterproof jacket and appropriate footwear eg. wellyboots

Items may be purchased online from - Schoolwear Made Easy (www.schoolwearmadeeasy.com)

Children are requested to change from outdoor shoes to soft shoes in school.

All items of clothing and footwear should be labelled with your child's name.

Our uniform was agreed in consultation with pupils and parents. It is expected that all children attending Knightswood 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 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

Parents/Carers receiving Income Support, Job Seekers Allowance (Income Based), Working Tax Credit (with a total annual income of less than £15,860*), Housing Benefit, Council Tax Benefit or Universal Credit (where the total income is less than £7320) 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. Please inform the Headteacher.

Children who prefer to bring packed lunches will be accommodated in a suitable area.

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

If you plan to send your child/children 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 (where income is less than £7920*), Child Tax Credit only (where income is less than £16,500*), Universal Credit (where income is less than £7,320) 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 can apply online 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:

Knightswood Secondary School
60 Knightswood Road,
Glasgow
G13 2XD
Phone: 0141 582 0160
Email: headteacher@knightswood-sec.glasgow.sch.uk
www.knightswood-sec.glasgow.sch.uk

Knightswood Secondary School staff work with our pupils from Primary 6 onward to prepare them for the transfer to secondary school.

Communication with Parents

At Knightswood 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.

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

School website/Twitter/App - will contain a great deal of information about the school. It is a good idea to check this regularly.

GroupCall - 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 and view the child's work.

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.



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.

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> .

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 Knightswood 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

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 Knightswood 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 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 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 & 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 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>

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. Copies from previous years are available on the school website. 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 seeking a copy of the plan can contact the school office or check out our website.

Promoting Positive Relationships

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 Knightswood 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 Golden Time treats, awards at assemblies, 'A Headteacher's Call' and 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. A copy of our home learning policy is available on the website and on request from the school office.

Parent Council

We have an active Parent Council that represents the views of all parents. All parents are welcome to attend Parent Council meetings and can become members at the AGM in August. Parent Council minutes are available on the Parent Council page of the school website and on request from the school office.

Chairperson	Nicola McAndrew
Vice Chairperson	Lisa Mackenzie
Secretary	Laura McGreevy
Treasurer	Heather Gilani
Signatory	Maggie Cowie



Head Teacher	Jonathan Cunningham
Depute Head Teacher	Alison Kiyani
Depute Head Teacher	Kathleen Nicolson

Pupil Council

Our Pupil Council is made up of a representative from each class. This is an important group which 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 drama, arts and crafts, dance, netball 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.

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>.

Executive Director of Education

Maureen McKenna
Glasgow City Council
40 John Street
Glasgow
G1 1JL

Local Councillor:

Mr Paul Carey
Glasgow City Chambers

Local Councillor:

Bailie Anne McTaggart
Glasgow City Chambers



KNIGHTSWOOD PRIMARY SCHOOL
HANDBOOK

George Square
Glasgow
G2 1DU
☎ 0141 287 3933

George Square
Glasgow
G2 1DU
☎ 0141 287 4458

Local Councillor:

Bailie Malcolm Balfour
Glasgow City Chambers
George Square
Glasgow
G2 1DU
☎ 0141 287 3921