



## St. Clare's Primary School Handbook



# Welcome!



### Welcome to St. Clare's Primary School

On behalf of all staff, children and parents I would like to welcome you and your child to St. Clare's Primary School.

At St. Clare's we aim to ensure that there is a nurturing, welcoming and inclusive ethos where all are valued and have a voice. The way we work with each other is based on our agreed core values. With Jesus Christ at the centre, Catholic Education attempts to offer the children, families and staff of St. Clare's the opportunity to grow into people who can fulfil God's purposes and can help make our communities and society better places to be.

A strong partnership with parents is central to supporting our children's progress and we wish you to be actively involved in our school through the various events and activities that occur throughout the school year.

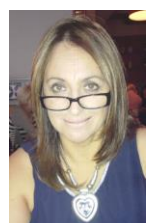
We look forward to meeting you and working with you at as many of these as you can manage.

This handbook contains a range of information that you might find helpful. Please do not hesitate to contact the school if you need more information. Our school website and Twitter page also contain information which is uploaded regularly.

I hope that this handbook gives you a glimpse of life at St. Clare's. We look forward to having you and your child work with us and hope that this will be the start of a strong partnership.

Maryann McGuinness  
Headteacher

*Last Updated December 2019*



**'Altogether Every Day Partnership in Every Way'**



# A Charter for Catholic Schools in Scotland

The mission of the Catholic school is to develop as a community of faith and learning, providing the highest quality of education, and offering formation through the promotion of Gospel values, through celebration and worship, and through service to the common good.

**All Catholic schools in Scotland**, in honouring Jesus Christ as the Way, the Truth and the Life, will feature the following characteristics:

- a commitment to the integrated education and formation of the whole person, in close partnership with parents as the first educators of their children;
- an inclusive ethos which aims to honour the life, dignity and voice of each person, made in the image of God;
- a commitment to the search for wisdom in life and to the pursuit of excellence, through the development of each person's unique God-given talents;
- a commitment to the spiritual formation of the school community, through the shared experience of prayer and liturgy, and in partnership with local parishes;
- the provision of religious education programmes which will enable young people to develop their understanding of Gospel values and of how to apply them to life;
- a commitment to uphold the moral teaching, faith tradition and sacramental life of the Catholic Church;
- a commitment to communicate Catholic social teaching and thereby to promote social justice and opportunity for all;
- a commitment to ecumenical action and the unity of Christians;
- the promotion of respect for different beliefs and cultures and for inter-faith dialogue;
- a commitment to support the continuing professional and spiritual development of staff.

**All staff appointed to a Catholic school** are expected to support and promote the aims, mission, values and ethos of the school, as illustrated in this Charter.

## **School Vision & Values**

### **Vision – 'Believe and you will achieve'**

Here at St. Clare's everyone matters. Guided by A Charter for Catholic schools, we nurture children to follow God's path so that they feel safe, happy & valued and have the opportunity to be the best that they can be.

Inspired by our faith in Christ and together with parents, parish and community we aim for each person to reach their full potential in body, mind, heart and spirit which is encapsulated in our school culture & motto:

**'Altogether Every Day, Partnership In Every Way.'**



### **Values**

In our learning, in our work, and in our relationships everyone in our school community deserves to be valued equally as a unique individual, made in the image of God. The core values of our school are:

**Love  
Learning  
Friendship  
Fun  
Respect**

**Love Learning, Friendship, Fun and always remember Respect !**

These are reflected in our Catholic ethos based on the Gospel Values of the Catholic Church, including wisdom, justice, integrity and compassion.

### **Aims**

Our aim at St. Clare's is for everyone to reach their full potential, through high quality learning and teaching experiences so that they become Successful Learners, Confident Individuals, Effective Contributors and Responsible Citizens.

## **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.

### **Contact Details:**

15 Kilcloy Avenue

Glasgow

G15 8RP

Phone: 0141 944 2554

Email: [headteacher@st-claresdrumchapel-pri.glasgow.sch.uk](mailto:headteacher@st-claresdrumchapel-pri.glasgow.sch.uk)

### **Background information:**

Opened in August 2004, St Clare's is the only Catholic school in the area. Its catchment area includes all of Drumchapel, with the exception of Stonedyke. The fabric of the building is excellent and comprises of 11 classrooms, a nurture base and the 'Learning Zone'. There is also an assembly/dining hall, conference room, staff base, time out room, a well-equipped gym, and a media library which contains our school library and computer suite. The school campus is shared with the Drumchapel Family Learning Centre and St. Clare's Out of School Care Service. The school's capacity is 330. Our current roll is 252 arranged in 10 classes – currently 7 single classes and 3 composite classes.

### **School Leadership Team**

The leadership team is as follows:

|                     |   |
|---------------------|---|
| Head Teacher        | Maryann McGuinness                              |
| Depute Head Teacher | Martin Muir                                     |
| Principal Teachers  | Daniela Rizzo<br>Karen Morrison<br>Rhona McWatt |



### **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. Enrol is now conducted online – see the link below.

Families living outwith the catchment area are welcome to make a placing request to attend Glasgow 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 |
| P2&3              | maximum 30 |
| P4-7              | maximum 33 |
| Composite classes | maximum 25 |

Composite classes have pupils from more than one stage.

### **The School Day**

**'Altogether Every Day Partnership in Every Way'**





|           |               |
|-----------|---------------|
| Morning   | 09.00 - 10.40 |
| Interval  | 10.40 - 10.55 |
|           | 10.55 - 12.35 |
| Lunch     | 12.35 - 13.20 |
| Afternoon | 13.20 - 15.00 |

### **School Holidays**

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 Glasgow 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 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>

### **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, and 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
- White or Blue Polo shirt
- Navy trousers/skirt/pinafore
- Navy sweatshirts/cardigans
- Navy blazers / Jackets

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

Our uniform was agreed in consultation with pupils and parents. It is expected that all children attending St.Clare's 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 (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>



## St. Clare's Primary School Handbook



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

The Breakfast Club operates from 8- 8.30 am. Breakfast club costs £2.00 for your first child and £1 for each child after that.

### **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 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=17882>

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

Children and young people normally transfer between the ages of 11 ½ 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 the school arrangements no later than December of P7.

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

Because of the Legacy of the former Strathclyde Regional Council and subsequent establishments of Glasgow City Council, we are in the unusual position of having two associated secondary school and parents have the choice of sending their children to either of them They are:



## St. Clare's Primary School Handbook



St Peter the Apostle High School  
Kirkoswald Drive  
Clydebank G81 2DB  
Phone 0141 533 3100

[www.west-dunbarton.gov.uk](http://www.west-dunbarton.gov.uk)

(West Dunbartonshire Council)

St Thomas Aquinas Secondary School  
114 Mitre Road  
Glasgow G14 9PP  
Phone 0141 582 0280

[www.st-thomasaquinas-sec.glasgow.sch.uk](http://www.st-thomasaquinas-sec.glasgow.sch.uk)

(Glasgow City Council)

### **Communication with Parents**

At St. Clare's Primary 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 each term to keep parents informed about the work of the school.

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

***Twitter*** – keeps you updated on St. Clare's school life amongst other things. 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 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 twitter will keep you informed.

***School Website*** – Please check the website, newsletters are uploaded here.

**Questionnaires and Surveys-** These are used at Parents' Evening and other times throughout the school year in order to gather parents and carers opinions and to encourage them to share their views to assist our improvement agenda.

### **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





## St. Clare's Primary School Handbook



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 **St. Clare's Primary** 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](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



## St. Clare's Primary School Handbook



Excellence is all about bringing real life into the classroom and taking lessons beyond it.

Through the experiences we provide at St. Clare's Primary 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.

**'Altogether Every Day Partnership in Every Way'**



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](http://www.curriculumforexcellencescotland.gov.uk)

[www.educationscotland.gov.uk/parentzone/index.asp](http://www.educationscotland.gov.uk/parentzone/index.asp)

### **Religious Observance**

Our school is fortunate to have close links with the local churches of St. Laurence's and St. Benedict's. The Parish Priests Fr. Maguire and Fr. Barnes assist with the Christianity element of Religious and Moral Education and provide opportunities for religious observance.

The children walk to St. Laurence's church to celebrate First Friday Mass each month. We have a growing number of parents who join us and support this celebration.

### **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. Pupils' Personal Learning Plans together with Learning Logs keeps parents and carers up to date with their child's progress across the school year.

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.

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 emphasis 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 when required. This applies to the content of lessons, teaching strategies and minor adaptations to the school environment.

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, Ms. McGuinness in the first instance.

At St. Clare's class teachers have the responsibility to meet the needs of all the learners in their class. Principal Teachers may arrange further support for pupils across their departments in order to raise attainment and achievement.



## St. Clare's Primary School Handbook



Mr Muir is the Additional Support for Learning Coordinator. He will meet with staff, child and parent/carer to discuss further needs and next steps where appropriate and create Wellbeing Plans when required.

Mr Logan is our Challenge Leader of Learning for Numeracy .He is supporting pupils develop a range of skills across numeracy as part of Glasgow's Improvement Challenge called 'Glasgow Counts'.

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>

### **Nurturing City**

The Glasgow City Council vision 'towards the nurturing city', puts building positive, trusting relationships at the core of our work. We ensure children, young people and families feel they belong, they are listened to and they are valued by embedding the principles of nurture across our early years, primary and secondary establishments. Staff are trained in attachment and nurture which deepens understanding of child development and enhances effective practice by responding to the needs of all children and young people in a consistent and caring way. Nurture is a universal approach which builds resilience, helping to reduce the impact of adversity. Effective communication and collaboration with parents and carers builds an ethos of partnership working putting the child at the centre, fostering high quality learning contexts.

Each of our nurturing establishments contribute to the development of Glasgow as a nurturing city, creating safe environments which allow our children and young people to flourish by raising attainment and promoting positive mental health and wellbeing.

### **Child Welfare and Safety**

**Ms. McGuinness is the Child Protection Coordinator.** Should any member of staff have concerns regarding the welfare or safety of any child, they must report these concerns to the head of establishment. The head, or the person deputising for the head, after judging that there may be grounds for concern regarding the welfare or safety of any pupil must then immediately advise the duty senior social worker at the local social work services area office of the circumstances.

### **Getting it Right for Every Child (GIRFEC)**

GIRFEC isn't an extra thing people have to do. It's a way for those who support children to work differently, making sure that they are all on the same page. Where needed, GIRFEC links day-to-day work in education, health, policing, social work and the voluntary sector – in fact any organisation whose staff come into direct contact with children. It makes it easier for those different organisations to communicate consistently with each other, and with parents, carers, children and young people. GIRFEC provides a structure that helps people to work in the same way and use the same language. This allows discussions with the child and their family to focus on what is good in a child's life, and what might need attention or support.

**'Altogether Every Day Partnership in Every Way'**



It's the bedrock for all children's services and can also be used by practitioners in adult services who work with parents or carers.

The approach helps practitioners focus on what makes a positive difference for children and young people – and how they can act to deliver these improvements. Getting it right for every child is being threaded through all existing policy, practice, strategy and legislation affecting children, young people and their families.

### **What Getting it Right for Every Child means:**

#### **For children, young people and their families:**

- They understand what is happening and why
- They have been listened to carefully and their wishes have been heard and understood
- They will feel confident about the help they are getting
- They are appropriately involved in discussions and decisions that affect them
- They can rely on appropriate help being available as soon as possible
- They will have experienced a more streamlined and co-ordinated response from practitioners

#### **For practitioners:**

- Putting the child or young person at the centre and developing a shared understanding within and across agencies
- Using common tools, language and processes, considering the child or young person as a whole, and promoting closer working where necessary with other practitioners

St. Clare's Leadership Team offer advice, information, support, and help to access other services in order to promote, support and safeguard the wellbeing of the children and young people at St. Clare's.

|                            |                           |
|----------------------------|---------------------------|
| <b>Head Teacher</b>        | <b>Maryann McGuinness</b> |
| <b>Depute Head Teacher</b> | <b>Martin Muir</b>        |
| <b>Principal Teachers</b>  | <b>Daniela Rizzo</b>      |
|                            | <b>Karen Morrison</b>     |
|                            | <b>Rhona McWatt</b>       |

### **School Improvement**

On an annual basis, a copy of our Standards and Quality report will be discussed with the Parent Council. You will receive a summary of this and it will also be put on the 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.

### **Promoting Positive Behaviour**

**'Altogether Every Day Partnership in Every Way'**







## St. Clare's Primary School Handbook



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 St. Clare's Primary is to build a positive ethos that demonstrates care and respect for all. Positive behaviour is recognised and celebrated. Our school operates a whole school PPB system together with class rules/charters to set out expected behaviour. This is celebrated through weekly Golden Time activities, termly Golden Time treats, awards at assemblies 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 approaches are used. Parents are asked to co-operate with the school in encouraging a sense of responsibility and respectful 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. Your child will share his/her Personal Learning Plan [PLP] each term. Please talk about the targets set in the PLP and help your child achieve these goals. Check your child's schoolbag for communication about home learning tasks and activities.



### Parent Council

The Parent Council represents the views of all parents. All parents are welcome to attend Parent Council meetings and can become members at the AGM in September. Parent Council minutes will be available on the Parent Council page of the school website and on request from the school office.

### Pupil Voice

Regular House Meetings and Committee meetings will ensure that the views of all pupils are heard.

When pupils need to be represented at assemblies or events House /Vice Captains will take on this role.



### Extra-Curricular Activities

We have a wide range of lunchtime and after school activities that run between Monday – Friday to extend the learning experience. **Please check your child's schoolbag for information to ensure the communication process via letter is successful.**

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

**'Altogether Every Day Partnership in Every Way'**



## St. Clare's Primary School Handbook



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

### **Enquire Scotland**

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

### **Useful addresses:**

#### **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)

### **Local Information**

#### **Drumchapel Family Learning Centre**

Irene Richardson– Head of Centre. Phone 0141 944 5455

#### **St. Clare's After school unit – Temple After School Care**

Term time from 3-5.45pm

Holidays and In-service days

8-5.45pm (Mon-Thurs)@ St.Ninian's

8-5.30pm (Fridays) )@ St.Ninian's

Primary 1 children can also access after school care 3-5.45pm

Further information may be obtained from:

Ms A Blair – (Unit Manager) Phone 0141 944 1758

**'Altogether Every Day Partnership in Every Way'**



**Drumchapel Library**

Hecla Avenue  
Drumchapel  
Glasgow G15

**Social Work Services**

Mercat House  
31 Hecla Square  
Drumchapel  
Glasgow G15 8NH

**Drumchapel Swimming Pool**

Drumry Road East  
Drumchapel  
Glasgow G15

**Drumchapel Health Centre**

80-90 Kinfauns Drive  
Glasgow  
G15 7TS

**Although the information is correct at the time of printing, there could be changes affecting any of the matters dealt with in this document:**

- a) before the commencement or during the course of the school year in question;
- b) in relation to subsequent school years